CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING:  First Regular Meeting in October

DATE:   Tuesday, October 6, 2009

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
   Mrs. Susan M. Keith, President
   Dr. Gary L. Woods, Vice President
   Dr. Patricia Rasmussen, Clerk/Secretary
   Mrs. Joanne Montgomery, Member
   Dr. Edward C. Ortell, Member
   Ms. Karine Ponce, 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 does not address an agenda item.

D. REPORTS
   Geraldine M. Perri, Ph.D., Superintendent/President
   Irene Malmgren, Vice President of Academic Affairs
   Jeanne Hamilton, Ph.D., Vice President of Student Services
   Robert Sammis, J.D., Director of Human Resources
   Carol Horton, Vice President of Finance and Administrative Services
   Jack Call, Ph.D., Academic Senate President
   Cathy Napoli, Classified Employees
   Karine Ponce, Student Trustee
   Members of the Board of Trustees
E. MINUTES

1. Approval of the Regular Meeting Minutes of September 15, 2009

2. Approval of the Special Meeting Minutes of September 17, 2009

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).

2. Per Section 54956.9(b): CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

3. Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

G. HEARINGS

1. Public hearing for the purpose of hearing public comment on the District's proposed 2009-2010 District Budget. (Page 3)

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE October 6, 2009
SUBJECT: Public Hearing – 2009-2010 District Budget

BACKGROUND
At the October 6, 2009, meeting, the Board will be presented with 2009-2010 District Budget.

The 2009-2010 District budget has been available for review at the office of the Vice President of Finance and Administrative Services.

A public hearing at a regularly scheduled Board of Trustees meeting is required for the purpose of hearing comments and opinions from staff and the community. This hearing must take place prior to Board action on the 2009-2010 District Budget.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION
Open a public hearing and invite members of the audience to present their comments with regard to the 2009-2010 District Budget.

Carol R. Horton
Recommended by

/                              
Moved  Seconded  Approved for Submittal

Aye__Nay__Abstained__  Item No.____ G.1.________________
CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE October 6, 2009
SUBJECT: Public Hearing – Energy Service Contract

BACKGROUND
California’s Government Code section 4217 et seq allows public agencies to enter into Energy Service Contracts for the development of energy saving projects. District staff has identified a project to upgrade glazing in the Library Study Lounge. It is anticipated that the energy savings will cover the cost of the projects over the life span of the upgrade.

Before entering into an Energy Service Contract the governing body must determine the project is in the best interest of the public agency and hold a public hearing at a regularly scheduled Board of Trustees meeting. The Board of Trustees will hold a public hearing at its regularly scheduled meeting to consider the projects before acting to approve them.

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

RECOMMENDATION
Open a public hearing and invite members of the public to present their comments with regard to the Energy Service Contract for the Installation of Energy Efficient Glazing in the Library Study Lounge project.

Carol R. Horton
Recommended by

Moved Seconded
Approved for Submittal

Aye__Nay__Abstained__

Item No. G.2.____________
H. INFORMATION AND DISCUSSION


2. Program Reviews: Esthetician, Commercial Dance, Recording Technology, and Digital Web Design – Irene Malmgren, Vice President of Academic Affairs (Page 7)
CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE October 6, 2009

BACKGROUND
The strategic planning process was initiated in spring 2007. This is the second time that an annual progress report and an annual implementation plan are being submitted to the Board of Trustees.

The Strategic Plan Progress Report details the accomplishments of the college in the areas as they relate to the four Strategic Plan Goals established in fall 2007: Student Success; Learning Outcomes and Assessment; Fiscal Transparency; and Communication.

The AIP report details the next level of activities and initiatives the college will conduct to continue advancing the Citrus College Strategic Plan in the same four identified goals named above.

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

RECOMMENDATION
Information only, no action required.

Lan Hao
Recommended by

/_____________________/ Moved
/_____________________/ Seconded

Aye__Nay__Abstained__
Item No.____ H.1._____________
TO: BOARD OF TRUSTEES  
DATE October 6, 2009  
SUBJECT: Program Reviews: Esthetician, Commercial Dance, Recording Technology, and Digital Web Design  
Enclosure(s) X

BACKGROUND
The following Career/Technical instructional programs have undergone the prescribed program review process based on a 2-year cycle:

- Esthetician
- Commercial Dance
- Recording Technology
- Digital & Web Design

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

RECOMMENDATION
Information only; no action required.

Irene Malmgren
Recommended by

Moved  Seconded  Approved for Submittal

Aye__Nay__Abstained__  Item No.____ H.2.___________
# CAREER EDUCATION PROGRAM - Two-Year Review

**Date:** __May 2009________________  **College:**  __Citrus________

**Program:** _Esthetician_  

---

## 1. Purpose of this Program

<table>
<thead>
<tr>
<th>Significantly Changed Purpose</th>
<th>Minor Changes in Purpose</th>
<th>No Changes in Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In the Last Two Years</td>
<td>In the Last Two Years</td>
</tr>
</tbody>
</table>

This is an introductory program of skin care treatments, hair removal and make-up application. Program completers will develop a foundational knowledge of anatomy and physiology, diseases/disorders of the skin, cosmetic chemistry, electrical current for skin care, modalities for skin care and disinfecting. In addition, it meets the 600 hour requirement needed to take the State Board of Barbering and Cosmetology- Esthetics licensure examination. Students attending the program during the mornings/afternoons can complete the program in as little as 18 weeks. Evening students complete the program in two semesters. While the licensed esthetician generally finds employment in day spas and salons, they often enjoy careers as a make up artist or work in retail skin product sales.

## 2. Demand for this Program

<table>
<thead>
<tr>
<th>High Demand</th>
<th>Adequate Demand</th>
<th>Low Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>for our students</td>
<td></td>
</tr>
</tbody>
</table>

Labor market data estimates 500 additional job openings (increase of 41%) for skin care specialists in LA County over 10 years. Projected growth data is not available for make-up artists, electrolysis technicians or the other careers linked to this program. The program is constantly at maximum capacity and is often forced to turn away as many students as it enrolls. It may take students two or three semesters to get into the program.

This program trains the students for basic esthetician careers. However, after our most recent advisory meeting we have been asked to develop an advanced program that will prepare students for employment in medi-spas, dermatologists'/plastic surgeons' offices and commercial theatre/entertainment.

## 3. Quality of this Program

<table>
<thead>
<tr>
<th>Highest Quality</th>
<th>Meets Student Needs</th>
<th>Needs Significant Improvement</th>
</tr>
</thead>
</table>

We currently partner with Dermalogica and Bioelements. They provide continuing education for our instructors and students. Last year, our average pass rate for the state practical exam was 100% and the written exam was 68%. We are continually focusing on how to increase the pass rate of the written portion of the state exam.
4. **External Issues**

<table>
<thead>
<tr>
<th>Benefits From and</th>
<th>Complies with</th>
<th>Not Consistent with</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Issues</td>
<td>External Issues</td>
<td>External Issues</td>
</tr>
</tbody>
</table>

Our curriculum complies with the Board of Barbering and Cosmetology guidelines. There have been no recent changes. Our March advisory council meeting revealed a need in the industry for an advanced esthetic program designed to prepare licensed estheticians for medi-spas, dermatologists'/plastic surgeons' offices and commercial theatre/entertainment.

5. **Cost of this Program**

<table>
<thead>
<tr>
<th>Income Exceeds</th>
<th>Income Covers</th>
<th>Expenditures Exceed Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The program is embedded in the Cosmetology program budget. The program maintains enough FTE's to cover its expenditures. The students purchase kits at the beginning of the program for use throughout their studies. We have been able to purchase new equipment and maintain old equipment to keep up with the industry in this 600 hour program.

6. **Two-Year Plan**

<table>
<thead>
<tr>
<th>Significant Growth Anticipated</th>
<th>On Track for Next Two Years</th>
<th>Need Significant Changes and/or Increased Resources to Continue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This program recently moved into a newly remodeled facility (P1). The recommendation of the advisory council to implement an advanced esthetic program to keep up with the demands of industry has been put into action—the program has been awarded a small VTEA grant to begin development. Additionally, we foresee the demand for the program remaining steady, if not increasing, as we add in the advanced courses/program.

**Signatures:**

____________________________    ________________________  
Administrator                 Date

____________________________    ________________________  
Faculty                      Date

____________________________    ________________________  
Faculty                      Date

To Board of Trustees on ___________________       10/2/2009
### 1. Purpose of this Program

The Commercial Dance Advisory Committee comprised of professionals in the dance and musical theatre industries and Citrus faculty meets annually to evaluate the program and make recommendations concerning emerging trends within the commercial dance industry. The certificate program is encompassed within the larger dance department at the college and is designed to meet the needs of a specific group of dancers who wish to focus their skills to a career in commercial dance.

<table>
<thead>
<tr>
<th>Significantly Changed Purpose In the Last Two Years</th>
<th>Minor Changes in Purpose in the Last Two Years</th>
<th>No Changes in Purpose in the Last Two Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### 2. Demand for this Program

Demand for commercial dancers is growing, particularly in the entertainment rich area of Southern California. According to California Employment Development Department data the hourly mean for dancers is $14.94 and the hourly mean for choreographers is $23.00- both of these occupations are trained within the scope of the program at Citrus. The 10-year forecast for projected job growth in the industry exceeds 16%. The Advisory Committee urges continued development of all commercial dancers, but male dancers in particular as they are in high demand.

<table>
<thead>
<tr>
<th>High Demand</th>
<th>Adequate Demand for our students</th>
<th>Low Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

### 3. Quality of this Program

Graduates of the Commercial Dance Certificate program are currently working within the Commercial Dance Industry at such venues as Disneyland, the Los Angeles County Fair, Knott's Berry Farm, Princess Cruise Lines and Stiletto Entertainment as well as at numerous local professional theatres within Los Angeles, Orange and San Diego Counties. Observations from the Advisory Board indicate that Citrus is training dancers in commercial skills not readily available at other community colleges.

<table>
<thead>
<tr>
<th>Highest Quality</th>
<th>Meets Student Needs</th>
<th>Needs Significant Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>
4. **External Issues**

- Benefits From and Contributes to External Issues
- Complies with External Issues
- Not Consistent with External Issues

The program is in compliance with all external issues at this time.

5. **Cost of this Program**

- Income Exceeds Expenditures
- Income Covers Expenditures
- Expenditures Exceed Income

The current program has one full-time faculty member and five adjunct faculty. Current FTEs and district allocations cover program expenditures.

6. **Two-Year Plan**

- Significant Growth Anticipated
- On Track for Next Two Years
- Need Significant Changes and/or Increased Resources to Continue

The Citrus College Commercial Dance Program has adopted most recommendations from the 2002-2003 Six-Year Program Review that were not facilities related and is currently on track for meeting goals for the next two years.

A focus on a more intensified commercial curriculum is planned with a course for hip-hop dance to be written in Fall 2009. The program will continue to develop ways to increase the number of male dancers in the program by producing such shows as “Chicago” and “Hello Dolly” in conjunction with the theatre and music departments. An additional full-time faculty member is desired within the next three years to augment and improve the variety and quality of instruction.

**Signatures:**

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Date</th>
</tr>
</thead>
</table>

To Board of Trustees on __________

Date
1. **Purpose of this Program**

<table>
<thead>
<tr>
<th>Significantly Changed Purpose</th>
<th>Minor Changes in Purpose</th>
<th>No Changes in Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the Last Two Years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Recording Technology Advisory Committee, comprised of audio and music industry professionals, facilities managers, Citrus faculty and staff, meets annually to evaluate the program and assure its timely response to the rapidly evolving standards and requirements of this dynamic, technology-driven industry. Modifications to the program’s curriculum and purpose are ongoing to ensure the most up-to-date skills training and to meet the exacting hiring criteria of the industry. The program is currently in the process of offering an Associate of Arts Degree in Recording Technology for students completing the Gen Ed package.

2. **Demand for this Program**

<table>
<thead>
<tr>
<th>High Demand</th>
<th>Adequate Demand for our students</th>
<th>Low Demand</th>
</tr>
</thead>
</table>

Demand for entry-level audio professionals is very high, and growing, particularly in this most prolific media production region, Southern California. According to California Employment Development Department data, annual average openings for Sound Engineering Technicians is 243, with a mean hourly wage of $39.18. Audio and Video Equipment Technicians show average openings of 460 with a $21.96 mean hourly wage, and Film/Video editors (including sound) show average openings of 250 and a mean hourly wage of $39.18. The 10-year forecast for projected job growth in the industry exceeds 24%. These data are reinforced by Advisory Committee member input indicating a growing demand for schooled, entry-level personnel to meet a steady demand for production in all industry fields, including recorded and internet music, motion pictures, television and electronic gaming.

3. **Quality of this Program**

<table>
<thead>
<tr>
<th>Highest Quality</th>
<th>Meets Student Needs</th>
<th>Needs Significant Improvement</th>
</tr>
</thead>
</table>

Certificated Citrus Recording Technology grads enjoy a very high employment rate, as they bring highly developed skills to entry-level positions in the music, film, broadcast and live-concert audio disciplines. Faculty industry involvement and professional relations contribute to student success through referral and recommendation, as does student association with professional organizations such as The Recording Academy, Grammy University and The Audio Engineering Society. Ongoing updates to studio hardware, music production systems and software applications for digital media production meet Advisory Committee recommendations and conform to current industry standards.
4. **External Issues**

<table>
<thead>
<tr>
<th>Benefits From and</th>
<th>Complies with</th>
<th>Not Consistent with</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributes to External Issues</td>
<td>External Issues</td>
<td>External Issues</td>
</tr>
</tbody>
</table>

The program is in compliance with all external issues at this time.

---

5. **Cost of this Program**

<table>
<thead>
<tr>
<th>Income Exceeds</th>
<th>Income Covers</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td>Expenditures</td>
<td>Exceed Income</td>
</tr>
</tbody>
</table>

The current program has one full-time faculty member and four adjunct faculty. Current FTEs and in-kind contributions cover program expenditures.

---

6. **Two-Year Plan**

<table>
<thead>
<tr>
<th>Significant Growth</th>
<th>On Track for</th>
<th>Need Significant Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated</td>
<td>Next Two Years</td>
<td>and/or Increased Resources to Continue</td>
</tr>
</tbody>
</table>

The Recording Technology Block Program has adopted most recommendations from the 2005-2006 Six-Year Program Review and is currently on track for meeting goals for the next two years. Industry trends toward integrated systems and software for digital media creation, music and motion picture production demand continued up-dating of software applications and hardware systems. Current needs include expanded lab facilities to accommodate the increasing emphasis on software-based production technology and techniques. Future integration of digital video into an expanded media-technology program will require additional faculty.

---

**Signatures:**

<table>
<thead>
<tr>
<th>Administrator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 15, 2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To Board of Trustees on ________________ Date
1. **Purpose of this Program**
   - Significantly Changed Purpose in the Last Two Years
   - Minor Changes in Purpose in the Last Two Years
   - No Changes in Purpose in the Last Two Years

   The Digital and Web Design Program encompasses the study of visual layout and graphic design and computer graphics fundamentals. Adobe Photoshop, Adobe Illustrator, Dreamweaver, Flash, InDesign and QuarkXpress are the core of computer applications utilized within the program to establish an understanding of the tools currently utilized in a professional environment. The Digital and Web Design Program within Citrus College Fine and Performing Arts Department conducts the program with outstanding faculty to prepare the student for transferring to university, professional careers, workforce re-entry and personal enrichment.

2. **Demand for this Program**
   - High Demand
   - Adequate Demand for our students
   - Low Demand

   Student demand for computer art classes and for commercial graphic design courses remains strong. Nine computer art sections were offered in the Spring 2008 semester at ~82% enrollment. Enrollment for those classes in Fall 2008 and Spring 2009 were pushing the capacity of the classroom. Current information from the Employment Development Department shows that between the years 2006-2016, an additional 1540 animator/multi-media jobs and 439 graphic design jobs will need to be filled. This amounts to a 31.9% increase in the demand for animators/multi-media jobs and 6.3% for graphic designers in Los Angeles County. In the Los Angeles/Long Beach/Glendale area, animator/multi-media salaries range from $25.48 per hour at the lower end to $47.21 per hour or more for those in the upper quarter of the pay range. Median income for animator/multi-media jobs in this area is approximately $38.13. Graphic design salaries range from $18.59 per hour at the lower end to $34.50 per hour or more for those in the upper quarter of the pay range. Median income for graphic design jobs in this area is approximately $24.70.

3. **Quality of this Program**
   - Highest Quality
   - Meets Student Needs
   - Needs Significant Improvement

   The quality of the Digital and Web Design Program is high. Matt Jackson, full-time faculty member, leads the program and teaches a majority of the computer graphics courses. Maryann Rachford, full-time faculty member teaches commercial graphic design. The program has produced award winning designs and logos that are currently in use by Citrus College Academic Senate, CCFA, Wngspan, and Citrus College Automotive. Professor Jackson possesses an MA and MFA and Professor Rachford is currently finishing her doctorate at APU. Both bring extensive real-world graphic design and computer graphics experience. Two outstanding adjunct computer graphic professors who also possess outstanding credentials are integral to the success of the program. The Digital and Web Design faculty members consult regularly with members of their Advisory Committee in order to stay current on local business and industry needs.

4. **External Issues**
   - Benefits From and Contributes to External Issues
   - Complies with External Issues
   - Not Consistent with External Issues

   There are no external issues affecting the program at this time.
5. **Cost of this Program**

| Income Exceeds Expenditures | Income Covers Expenditures | Expenditures Exceed Income |

The Digital and Web Design Program is under the umbrella of Fine Arts FTE’s in the Fine and Performing Arts Department. One full-time, one full-time (partial load), and two alternating adjunct faculty teach the courses necessary to complete the degree or certificates of the program.

6. **Two-Year Plan**

| Significant Growth Anticipated | On Track for Next Two Years | Need Significant Changes and/or Increased Resources to Continue |

The program is currently on-track for the coming 2-year period. The degree and certificates offered within the program will be updated, maintained and approved through all appropriate channels. The Digital and Web Design Program will expand outreach and recruitment activities to area High Schools and increase interaction with area High school faculty. Our advisory panel will actively help to monitor current industry trends and increase job placement contacts for student placement.

**Signatures:**

---
ROBERT SLACK, Dean of Fine and Performing Arts ____________________________ Date

MATT JACKSON, ART Professor ____________________________ Date

IRENE MALMGREN, Vice President of Instruction ____________________________ Date

To Board of Trustees on ____________________________ Date
Multi-Media Artists and Animators  
(SOC Code: 27-1014)  
in California

Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials.

Employers are usually looking for candidates with a Bachelor's degree.

### Occupational Wages

<table>
<thead>
<tr>
<th>Area</th>
<th>Year</th>
<th>Period</th>
<th>Hourly Mean</th>
<th>25th</th>
<th>Median</th>
<th>75th</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>2009</td>
<td>1st Qtr</td>
<td>$38.13</td>
<td>$25.48</td>
<td>$34.85</td>
<td>$47.21</td>
</tr>
</tbody>
</table>

View Wages for All Areas  About Wages

### Occupational Projections of Employment (also called "Outlook" or "Demand")

<table>
<thead>
<tr>
<th>Area</th>
<th>Estimated Year-Projected Year</th>
<th>Employment Estimated</th>
<th>Employment Projected</th>
<th>Employment Change Number</th>
<th>Percent</th>
<th>Annual Avg Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>2006 - 2016</td>
<td>27,900</td>
<td>36,800</td>
<td>8,900</td>
<td>31.9</td>
<td>1,540</td>
</tr>
</tbody>
</table>

View Projections for All Areas  About Projections

### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code:  
Find a Zip code in California

Within 25 miles of Zip Code.

Search Jobs

### Industries Employing This Occupation (click on Industry Title to View Employers List)

<table>
<thead>
<tr>
<th>Industry Title</th>
<th>Number of Employers in State of California</th>
<th>Percent of Total Employment for Occupation in State</th>
</tr>
</thead>
</table>
**Graphic Designers**  
(SOC Code: 27-1024)  
in Los Angeles County

Design or create graphics to meet a client's specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

Employers are usually looking for candidates with a Bachelor's degree.

Los Angeles County is the same as Los Angeles-Long Beach-Glendale Metro Div.

### Occupational Wages

<table>
<thead>
<tr>
<th>Area</th>
<th>Year</th>
<th>Period</th>
<th>Hourly Mean</th>
<th>Hourly by Percentile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles-Long Beach-Glendale Metro Div</td>
<td>2009</td>
<td>1st Qtr</td>
<td>$27.69</td>
<td>$18.59 $24.70 $34.50</td>
</tr>
</tbody>
</table>

View Wages for All Areas  
About Wages

### Occupational Projections of Employment (also called "Outlook" or "Demand")

<table>
<thead>
<tr>
<th>Area</th>
<th>Estimated Year-Projected Year</th>
<th>Employment Estimated</th>
<th>Employment Projected</th>
<th>Employment Change Percent</th>
<th>Annual Avg Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles County</td>
<td>2006 - 2016</td>
<td>13,350</td>
<td>14,190</td>
<td>840</td>
<td>6.3</td>
</tr>
</tbody>
</table>

View Projections for All Areas  
About Projections

### Job Openings from JobCentral National Labor Exchange

Enter a Zip Code

Find a Zip code in Los Angeles County

Within 25 miles of Zip Code.

Search Jobs
I. 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 21)

b. Authorization is requested to approve facility rentals and usage. (Page 23)

c. Authorization is requested to approve a $100.00 one year membership to the California Organization of Associate Degree Nursing Program Directors. (Page 25)

d. Authorization is requested to accept Project #04-0809, Campus Walkway Replacement Project, Phase 2 as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is $116,335.00. (Page 26)

e. Authorization is requested to accept Project #05-0809, Re-roofing of Professional Center and Technology C Buildings as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is $40,880.00. (Page 27)

Personnel

f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 28)
I. ACTION ITEMS

1. Consent Items (continued)

   g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 32)

   h. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 35)
TO: BOARD OF TRUSTEES  Action X
DATE October 6, 2009  Resolution
SUBJECT: Independent Contractor/Consultant Agreements  Information
Enclosure(s) X

BACKGROUND
Independent contractor/consultant agreements within budget.

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

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

Carol R. Horton
Recommended by

/         
Moved    Seconded  Approved for Submittal

Aye__Nay__Abstained__  Item No.____ l.1.a._____________
### INDEPENDENT CONTRACTOR AGREEMENT

Board of Trustees Meeting – October 6, 2009

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE SERVICES</td>
</tr>
<tr>
<td>G &amp; G Engineering, Inc.</td>
</tr>
<tr>
<td>Geobase, Inc.</td>
</tr>
<tr>
<td>West Coast Consulting, Inc.</td>
</tr>
<tr>
<td>CCRAA STEM GRANT</td>
</tr>
<tr>
<td>Hyojo, Lim</td>
</tr>
<tr>
<td>Stevey, Lynlee</td>
</tr>
<tr>
<td>CHILD DEVELOPMENT CENTER</td>
</tr>
<tr>
<td>Brown, Patrice</td>
</tr>
<tr>
<td>Carson, Kelly</td>
</tr>
<tr>
<td>Cash, Frank</td>
</tr>
<tr>
<td>Doakes, Sara</td>
</tr>
<tr>
<td>Garcia, Corrine</td>
</tr>
<tr>
<td>Garcia, Corrine</td>
</tr>
<tr>
<td>Garcia, Marlene</td>
</tr>
<tr>
<td>Hagnani, Natalie</td>
</tr>
<tr>
<td>Haghani, Richard</td>
</tr>
<tr>
<td>Hawes, Linda</td>
</tr>
<tr>
<td>Hernandez, Jaime</td>
</tr>
<tr>
<td>Islas, Jose</td>
</tr>
<tr>
<td>Mathis, Bernard</td>
</tr>
<tr>
<td>Razo, Jorge</td>
</tr>
<tr>
<td>Robertson, Deena</td>
</tr>
<tr>
<td>Smith, TaWanna Jean</td>
</tr>
<tr>
<td>Switanowski, Lori</td>
</tr>
<tr>
<td>Walker, Joseph</td>
</tr>
<tr>
<td>FINE AND PERFORMING ARTS</td>
</tr>
<tr>
<td>Martino, Leanora</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
</tr>
<tr>
<td>Emeritus</td>
</tr>
<tr>
<td>Haney, J. Marc DDS</td>
</tr>
<tr>
<td>Hwang, Kathleen DDS</td>
</tr>
<tr>
<td>Kassab, Ziad DDS</td>
</tr>
<tr>
<td>Maddox, Ron DDS</td>
</tr>
<tr>
<td>Program</td>
</tr>
<tr>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>STEM GRANT</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>TECH PREP/DIVISION OF CAREER, TECHNICAL AND CONTINUING EDUCATION</td>
</tr>
<tr>
<td>WORKFORCE DEVELOPMENT</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

Item No. I.1.b.___________
<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>FACILITY</th>
<th>ACTIVITY</th>
<th>DATE(S)</th>
<th>CHARGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azusa Pacific University</td>
<td>Hammer Throw Cage</td>
<td>Hammer Throw Practice</td>
<td>Monday thru Friday 9/28/09-5/30/10</td>
<td>No Rental Fee - Maximum of $2,500.00 to repair hammer cage at end of track season.</td>
</tr>
<tr>
<td>Inland Empire Boot Camp</td>
<td>Tennis Courts</td>
<td>Fitness Boot Camp</td>
<td>Monday, Wednesday and Fridays 10/2/09 thru 12/18/09</td>
<td>$560.00 plus additional labor if required</td>
</tr>
<tr>
<td>Red Dragon Karate</td>
<td>Gym</td>
<td>Martial Arts Tournament</td>
<td>10/18/2009</td>
<td>$1,687.50 plus additional labor if required</td>
</tr>
<tr>
<td>Red Dragon Karate</td>
<td>Performing Arts Center</td>
<td>Graduation Ceremony</td>
<td>11/12 &amp; 11/13/09</td>
<td>$3,450.00 plus additional labor if required</td>
</tr>
<tr>
<td>ITT Technical Institute</td>
<td>Performing Arts Center</td>
<td>Graduation Ceremony</td>
<td>12/10/2009, 3/25/10 and 6/16/10</td>
<td>$6,000.00 plus additional labor if required</td>
</tr>
<tr>
<td>Glendora Kiwanis/Glendora High School Band and Pageantry</td>
<td>Performing Arts Center</td>
<td>Bandorama</td>
<td>1/13, 1/14 and 1/15/10</td>
<td>$3,800.00 plus additional labor if required</td>
</tr>
<tr>
<td>Music Teachers Association of California, San Gabriel Valley Branch</td>
<td>PA133</td>
<td>Recital</td>
<td>2/6/2010</td>
<td>$250.00 plus additional labor if required</td>
</tr>
<tr>
<td>Glendora Chamber of Commerce</td>
<td>Campus Center</td>
<td>Citizen of the Year Banquet</td>
<td>4/15/2010</td>
<td>No rental fee - $125.00 for set up and clean up of event</td>
</tr>
<tr>
<td>Greg and Steve Productions</td>
<td>Performing Arts Center</td>
<td>Children's Concert</td>
<td>4/28 &amp; 4/29/10</td>
<td>$3,900.00 plus additional labor if required</td>
</tr>
<tr>
<td>Monrovia High School</td>
<td>Stadium</td>
<td>Graduation Ceremony</td>
<td>6/17/2010</td>
<td>No Rental Fee - Labor only if required</td>
</tr>
</tbody>
</table>
CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE October 6, 2009

SUBJECT: Institutional Membership to the California Organization of Associate Degree Nursing Program Directors

BACKGROUND
The California Organization of Associate Degree Nursing Program Directors is critical to the success of the new ADN program. It is the link between all directors and the governing board, the BRN. It provides peer communication, mentoring, advocacy for ADN programs and funding, direct communication with both the Chancellor’s Office and the BRN.

This item was prepared by Maureen Estrada, Director of Health Sciences.

RECOMMENDATION
Authorization is requested to approve a $100.00 one year membership to the California Organization of Associate Degree Nursing Program Directors.

Carol R. Horton
Recommended by

Moved Seconded Approved for Submittal

Aye__Nay__Abstained__ Item No.____ I.1.c. _____________
CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE October 6, 2009

SUBJECT: Notice of Completion, Project #04-0809, Campus Walkway Replacement Project, Phase 2

BACKGROUND
At its meeting of June 16, 2009, the Board of Trustees awarded project #04-0809, Campus Walkway Replacement Project, Phase 2. Bids were solicited and a contract was awarded to FS Construction of Sylmar, California in the amount of $108,335.00. The project has now been completed with one change order in the amount of $8,000.00. The final contract amount is $116,335.00.

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located within ten days of the acceptance of the project.

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

RECOMMENDATION
Authorization is requested to accept Project #04-0809, Campus Walkway Replacement Project, Phase 2 as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is $116,335.00.

Carol R. Horton __________
Recommended by _____________________________

/__________________________________________________________________________

Moved ______ Seconded ______ Approved for Submittal

Aye___ Nay___ Abstained____

Item No. ______ I.1.d. ____________
TO: BOARD OF TRUSTEES

DATE October 6, 2009

SUBJECT: Notice of Completion, Project #05-0809, Re-roofing of Professional Center and Technology C Buildings

BACKGROUND
At its meeting of June 16, 2009, the Board of Trustees awarded project #05-0809, Re-roofing of Professional Center and Technology C Buildings. Bids were solicited and a contract was awarded to Best Contracting Services of Gardena, California in the amount of $40,880.00. The project has now been completed with no change orders. The final contract amount is $40,880.00.

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located within ten days of the acceptance of the project.

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

RECOMMENDATION
Authorization is requested to accept Project #05-0809, Re-roofing of Professional Center and Technology C Buildings as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is $40,880.00.

Carol R. Horton
Recommended by

/ 

Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. I.1.e. ___________
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.
<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION</th>
<th>STATUS</th>
<th>ASSIGNMENT</th>
<th>DEPARTMENT</th>
<th>BEGIN</th>
<th>END</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Au, Algie</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90</td>
</tr>
<tr>
<td>Burch, Emily</td>
<td>Counselor</td>
<td></td>
<td>Hourly as needed</td>
<td>Nursing/Allied Health Grant</td>
<td>10/07/09</td>
<td>12/19/09</td>
<td>$44.90</td>
</tr>
<tr>
<td>Burch, Emily</td>
<td>Counselor</td>
<td></td>
<td>Hourly as needed</td>
<td>Nursing/Allied Health Grant</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90</td>
</tr>
<tr>
<td>Burkemper, Bruce</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90</td>
</tr>
<tr>
<td>Counselor, TBA</td>
<td>Counselor</td>
<td></td>
<td>Hourly as needed</td>
<td>Nursing/Allied Health Grant</td>
<td>10/07/09</td>
<td>12/19/09</td>
<td>$44.90</td>
</tr>
<tr>
<td>Counselor, TBA</td>
<td>Counselor</td>
<td></td>
<td>Hourly as needed</td>
<td>Nursing/Allied Health Grant</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90</td>
</tr>
<tr>
<td>Dingwall, Stephanie</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90</td>
</tr>
<tr>
<td>Everest, Robert</td>
<td>Instructor</td>
<td></td>
<td>Calculus Readiness Workshop - additional payment adjustment to original stipend</td>
<td>STEM Grant</td>
<td>09/16/09</td>
<td>12/19/09</td>
<td>$480.00</td>
</tr>
<tr>
<td>Fowler, Jonathan</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90</td>
</tr>
<tr>
<td>Garner, Jennifer</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90</td>
</tr>
<tr>
<td>Goodman, Robert</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$50.72</td>
</tr>
<tr>
<td>Han, June</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$50.72</td>
</tr>
<tr>
<td>Hester, Dana</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$50.72</td>
</tr>
<tr>
<td>Johansen, Greg</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$50.72</td>
</tr>
<tr>
<td>NAME</td>
<td>CLASSIFICATION</td>
<td>STATUS</td>
<td>ASSIGNMENT</td>
<td>DEPARTMENT</td>
<td>BEGIN</td>
<td>END</td>
<td>RATE</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>---------------------</td>
<td>------------</td>
<td>-----------</td>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>Kondo, Arnold</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$50.72/hr.</td>
</tr>
<tr>
<td>Lee, Monica</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Liskey, Renee</td>
<td>Instructor</td>
<td>Assistant Choreographer Chicago</td>
<td>Stipend</td>
<td>Dance</td>
<td>10/07/09</td>
<td>10/20/09</td>
<td>$750.00/tl.</td>
</tr>
<tr>
<td>Luke, Thomas</td>
<td>Instructor</td>
<td></td>
<td>Hourly as needed</td>
<td>Automotive</td>
<td>10/07/09</td>
<td>12/31/09</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>McCabe, Dale</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Mondrala, Scott</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$50.72/hr.</td>
</tr>
<tr>
<td>Opulencia, Cherlou</td>
<td>Counselor</td>
<td></td>
<td>Hourly as needed</td>
<td>Nursing/Allied Health Grant</td>
<td>10/07/09</td>
<td>12/19/09</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Opulencia, Cherlou</td>
<td>Counselor</td>
<td></td>
<td>Hourly as needed</td>
<td>Nursing/Allied Health Grant</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Oropeza, Raymond</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Pires, Marcelo</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Purves, Dianne</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Ruiz, Priscilla</td>
<td>Instructor</td>
<td></td>
<td>Hourly as needed</td>
<td>Automotive</td>
<td>10/07/09</td>
<td>12/31/09</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Shimano, Brooke</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Tsark, Eleanor</td>
<td>Instructor</td>
<td>Proctor exams</td>
<td>Hourly as needed</td>
<td>DSP&amp;S</td>
<td>01/01/10</td>
<td>06/30/10</td>
<td>$44.90/hr.</td>
</tr>
<tr>
<td>Vaughan, John</td>
<td>Instructor</td>
<td>Choreographer Lysistrata</td>
<td>Stipend</td>
<td>Theatre Arts</td>
<td>10/07/09</td>
<td>11/06/09</td>
<td>$1,000.00/tl.</td>
</tr>
<tr>
<td>Name</td>
<td>Adjunct or Full Time</td>
<td>Department</td>
<td>Begin</td>
<td>End</td>
<td>Placement</td>
<td>Hourly Rate</td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------------</td>
<td>-----------------</td>
<td>---------</td>
<td>---------</td>
<td>-----------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Polk, Randall</td>
<td>A</td>
<td>Music</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>1-1</td>
<td>$27.68</td>
<td></td>
</tr>
<tr>
<td>Sosta, Rachel</td>
<td>A</td>
<td>Learning Center</td>
<td>9/17/09</td>
<td>12/31/09</td>
<td>1-1</td>
<td>$27.68</td>
<td></td>
</tr>
</tbody>
</table>
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, 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  Approved for Submittal

Aye__Nay__Abstained__  Item No. I.1.g.
<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION</th>
<th>REASON</th>
<th>DEPT.</th>
<th>MOS.</th>
<th>PRCT.</th>
<th>BEGIN</th>
<th>END</th>
<th>RANGE &amp; STEP</th>
<th>MONTHLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hernandez, Nestor</td>
<td>Maintenance Supervisor</td>
<td>Temporary upgrade</td>
<td>Facilities</td>
<td>100%</td>
<td>9/1/09</td>
<td>12/31/09</td>
<td></td>
<td>12-3 (9-3+3A)</td>
<td>$6,227.00</td>
</tr>
<tr>
<td>Robles, Andrew</td>
<td>Instructional Lab Tech II</td>
<td>Shift Change</td>
<td>Learning Center</td>
<td>40%</td>
<td>9/21/09</td>
<td></td>
<td></td>
<td>36-7 (34-7+1A+1I)</td>
<td>$1,945.95</td>
</tr>
<tr>
<td>Name</td>
<td>Classification</td>
<td>Department</td>
<td>Reason</td>
<td>Date(s) of Separation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------</td>
<td>------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bilbrey, Michael</td>
<td>Bookstore Operations Coordinator</td>
<td>Bookstore</td>
<td>Release time for CSEA Duties</td>
<td>8/7/09 - 8/7/11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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, Human Resources Technician II and Julie Tunno, Human Resources Assistant.

RECOMMENDATION
Authorization is requested to approve the employment of short-term, non-academic employees and substitutes.
<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASSIFICATION</th>
<th>REASON</th>
<th>DEPARTMENT</th>
<th>BEGIN</th>
<th>END</th>
<th>RANGE &amp; STEP</th>
<th>HOURLY RATE/TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dillard, Terrell</td>
<td>Stipend</td>
<td>Trainer for Foster Youth Modules</td>
<td>CDC</td>
<td>10/7/09</td>
<td>11/30/09</td>
<td></td>
<td>$20.00/hr.</td>
</tr>
<tr>
<td>Dingwall, Stephanie</td>
<td>Stipend</td>
<td>Chaperone for student attending the AMSA</td>
<td>STEM Grant</td>
<td>10/2/09</td>
<td>10/4/09</td>
<td></td>
<td>$450/tl.</td>
</tr>
<tr>
<td>Gee, Julieanne</td>
<td>Department Aide</td>
<td>House staff for HPAC events</td>
<td>Performing Arts</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>3-1</td>
<td>$9.27/hr.</td>
</tr>
<tr>
<td>Gee, Julieanne</td>
<td>Department Aide</td>
<td>House staff for HPAC events</td>
<td>Performing Arts</td>
<td>1/1/10</td>
<td>6/30/10</td>
<td>3-1</td>
<td>$9.27/hr.</td>
</tr>
<tr>
<td>Helm, Jasmine</td>
<td>Instructional Aide I</td>
<td>Assist in development of &quot;My Citrus Stories&quot; featuring STEM students</td>
<td>STEM Grant</td>
<td>8/28/09</td>
<td>12/31/09</td>
<td>10-1</td>
<td>$11.02/hr.</td>
</tr>
<tr>
<td>LeBrun, Mike</td>
<td>Contract Training</td>
<td>Japanese Kenshu</td>
<td>Contract Ed</td>
<td>10/30/09</td>
<td>10/31/09</td>
<td></td>
<td>$750/tl.</td>
</tr>
<tr>
<td>Lindsey, Phillip</td>
<td>Volunteer</td>
<td></td>
<td>YESS-LA</td>
<td>10/7/09</td>
<td>6/30/09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lopez, Connie</td>
<td>Payroll Tech</td>
<td>Substitute for absent employee</td>
<td>Fiscal Services</td>
<td>9/1/09</td>
<td>10/9/09</td>
<td>34-1</td>
<td>$19.93/hr.</td>
</tr>
<tr>
<td>Lopez, Connie</td>
<td>Administrative Clerk II</td>
<td>Maternity Leave coverage. Returning to accounting pool</td>
<td>Fiscal Services</td>
<td>10/12/09</td>
<td>6/30/09</td>
<td>22-1</td>
<td>$14.82/hr.</td>
</tr>
<tr>
<td>NAME</td>
<td>CLASSIFICATION</td>
<td>REASON</td>
<td>DEPARTMENT</td>
<td>BEGIN</td>
<td>END</td>
<td>RANGE &amp; STEP</td>
<td>HOURLY RATE/TOTAL</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------</td>
<td>---------------------------------------------</td>
<td>-----------------</td>
<td>------------</td>
<td>-------------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Munoz, Gino</td>
<td>Stipend</td>
<td>Musician Services</td>
<td>Music</td>
<td>10/10/09</td>
<td>10/16/09</td>
<td></td>
<td>$700/tl.</td>
</tr>
<tr>
<td>Patrick, John</td>
<td>Stipend</td>
<td>Music Design</td>
<td>Performing Arts</td>
<td>10/7/09</td>
<td>11/20/09</td>
<td></td>
<td>$3000/tl.</td>
</tr>
<tr>
<td>Rodriguez, Vanessa</td>
<td>Department Aide</td>
<td>Backstage crew for HPAC events</td>
<td>Performing Arts</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>3-1</td>
<td>$9.27/hr.</td>
</tr>
<tr>
<td>Rodriguez, Vanessa</td>
<td>Department Aide</td>
<td>Backstage crew for HPAC events</td>
<td>Performing Arts</td>
<td>1/1/10</td>
<td>6/30/10</td>
<td>3-1</td>
<td>$9.27/hr.</td>
</tr>
<tr>
<td>Solorio, Stephen</td>
<td>Department Aide</td>
<td>Create educational pamphlets for instructors</td>
<td>Learning Center/Test Center</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>3-1</td>
<td>$9.27/hr.</td>
</tr>
<tr>
<td>Turk, Wendi</td>
<td>Instructional Lab Asst II</td>
<td>Piano accompaniment for vocal courses</td>
<td>Music or Applicable ASO</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>29-1</td>
<td>$17.62/hr.</td>
</tr>
<tr>
<td>Name</td>
<td>Sport</td>
<td>Major/Minor</td>
<td>Range</td>
<td>$</td>
<td>Season</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>----------</td>
<td>-------------</td>
<td>-------</td>
<td>------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hubbard, David</td>
<td>Football</td>
<td>Assistant Major</td>
<td>5</td>
<td>1-1</td>
<td>$2,433</td>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Classification</td>
<td>Begin</td>
<td>End</td>
<td>Department</td>
<td>Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------</td>
<td>---------</td>
<td>-----------</td>
<td>------------------</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carlton, Dwayne</td>
<td>EMT</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>Health Sciences</td>
<td>$28.33/hr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McWilliams, Stuart</td>
<td>EMT</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>Health Sciences</td>
<td>$28.33/hr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>McWilliams, Stuart</td>
<td>EMT</td>
<td>1/1/10</td>
<td>6/30/10</td>
<td>Health Sciences</td>
<td>$28.33/hr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ornelas, Rachel</td>
<td>Vocational Nurse</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>Health Sciences</td>
<td>$28.33/hr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanchez, Paula</td>
<td>Skills Lab Support</td>
<td>10/7/09</td>
<td>12/31/09</td>
<td>Health Sciences</td>
<td>$21.50/hr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanchez, Paula</td>
<td>Skills Lab Support</td>
<td>1/1/10</td>
<td>6/30/10</td>
<td>Health Sciences</td>
<td>$21.50/hr.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. ACTION ITEMS (continued)

Business Services
2. Authorization is requested to approve the attached budget for all District funds for the 2009-2010 fiscal year. (Page 41)

3. Authorization is requested to approve the award of a contract for project #01-0910, Energy Service Contract for Installation of Energy Efficient Glazing in the Library Staff Lounge to Liberty Glass & Metal of Upland, California in the amount of $47,500.00, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. This project is part of the campus wide HVAC energy upgrades to be funded by Measure G Bond funds. (Page 83)

Academic Affairs and Student Services

General
5. Authorization is requested to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at a private reception to be held November 11, 2009, from 4 to 7 p.m. on the Citrus College campus. (Page 116)

6. Authorization is requested to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation’s private reception to be held December 11, 2009, from 6 to 8 p.m. on the Citrus College campus. (Page 117)

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

J. BOARD OF TRUSTEES ACCREDITATION WORK SESSION

K. ADJOURNMENT

Dates to remember:
October 12-15, 2009       Accreditation Visiting Team Site Visit
October 20, 2009          Board of Trustees Meeting
November 3, 2009          Board of Trustees Meeting
November 12, 2009         Field House Building Dedication &
                          Board of Trustees Meeting
CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE October 6, 2009 Resolution
SUBJECT: Adopted Budget 2009-2010 Information

Enclosure(s) ___________

BACKGROUND
In accordance with Title 5 of the California Code of Regulations, Section 58300, requirement to prepare and file annual statement, the chief executive officer or other designee of the governing board of each district shall prepare and keep on file for public inspection a statement of all receipts and expenditures of the district for the preceding fiscal year and a statement of the estimated total expenses for the district for the current fiscal year.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION
Authorization is requested to approve the attached budget for all District funds for the 2009-2010 fiscal year.

Carol R. Horton ___________
Recommended by ___________

/ __________________________
Moved Seconded Approved for Submittal

Aye___ Nay___ Abstained___ Item No._ I.2. ________________
For copies of the 2009-2010 Adopted Budget, please contact the office of the Vice President of Finance and Administrative Services.
BACKGROUND
The Board of Trustees approves the award of all contracts for construction. Government Code 4217 allows districts to enter into negotiated contracts with third parties for projects that create energy savings for the College after holding a public hearing and finding that the anticipated energy savings will cover the cost of the projects over the life span of the equipment. Staff has negotiated such a contract with Liberty Glass of Upland, California, referred to as project #01-0910, Energy Service Contract for the Installation of Energy Efficient Glazing in the Library Staff Lounge. The enclosure outlines the project that will upgrade glazing in the Library Staff. The project cost is $47,500. The project is part of the campus wide energy upgrades to be funded by Measure G Bond funds.

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

RECOMMENDATION
Authorization is requested to approve the award of a contract for project #01-0910, Energy Service Contract for Installation of Energy Efficient Glazing in the Library Staff Lounge to Liberty Glass & Metal of Upland, California in the amount of $47,500.00, and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. This project is part of the campus wide HVAC energy upgrades to be funded by Measure G Bond funds.

Carol R. Horton
Recommended by /

Moved Seconded Approved for Submittal

Aye__Nay__Abstained__
Item No. I.3. ______________
CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES  Action X
DATE October 6, 2009  Resolution _________
SUBJECT: Board Policy – First Reading  Information _________
Enclosure(s) X

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

These Board policies have been reviewed and approved by the Educational Programs Committee on September 14, 2009, and by the Steering Committee on September 21, 2009, and are being submitted to the Board for a first reading. Attached to the policy, for information only, are the related administrative procedures.

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

RECOMMENDATION
Authorization is requested to approve the first reading of Board Policies BP 4010 – Academic Calendar, BP 4070 – Auditing, BP 4110 – Honorary Degrees, BP 4223 – Withdrawal from Courses, BP 4230 – Grading and Record Systems, BP 4232 – Pass/No Pass, BP 4240 – Academic Renewal, and BP 4250 – Probation/Dismissal.

Irene Malmgren ________
Recommended by

/__________
Moved  Seconded  Approved for Submittal

Aye__Nay__Abstained__  Item No. I.4. ______________
Proposed Citrus Community College District Policy  CCLC No. 4010

Academic Affairs
DRAFT as of 9/15/09

BP 4010   ACADEMIC CALENDAR

Reference:
Education Code Section 70902(b)(12)

The Superintendent/President shall, in consultation with the appropriate groups, submit an academic calendar to the Board of Trustees for approval.

Office of Primary Responsibility: Academic Affairs

Date Adopted:
(This is a new policy recommended by the CC League and the League’s legal counsel)

Approved by       ASCC       6/2/09
                  CSEA       5/12/09
Management Team   5/6/09
                  Senate     9/9/09
Supervisors/Confidential  5/17/09
                  EPC       9/14/09
                  Steering  9/21/09

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
AP 4010   ACADEMIC CALENDAR

References:
    Education Code Section 79020;
    Title 5 Section 55700s et seq. and 58142

The academic year consists of 175 days of instruction. Flexible days are considered part of the 175 days of instruction. Statutory holidays are observed on the dates noted, or on alternate dates in accordance with Education Code 79020, and include:

    • New Year's Day (January 1)
    • Dr. Martin Luther King, Jr. Day (Third Monday in January)
    • Lincoln Day (February 12 or see Note below)
    • Washington Day (Third Monday in February)
    • Memorial Day (Last Monday in May)
    • Independence Day (July 4)
    • Labor Day (First Monday in September)
    • Veterans Day (November 11 or see Note below)
    • Thanksgiving Day (Fourth Thursday in November)
    • Christmas Day (December 25)

Other Holidays – The Board of Trustees may declare other days to be holidays and close the college and offices when good reason exists. (These holidays traditionally have been New Year's Eve Day, the day after Thanksgiving, Christmas Eve Day, and six additional days during Winter Break for classified, managers, and supervisor confidential staff)

Education Code 79020 addresses the scheduling of Lincoln Day, Veterans Day, and holidays that fall on weekends.

Office of Primary Responsibility: Academic Affairs
Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCC</td>
<td>6/2/09</td>
</tr>
<tr>
<td>CSEA</td>
<td>5/12/09</td>
</tr>
<tr>
<td>Management Team</td>
<td>5/6/09</td>
</tr>
<tr>
<td>Senate</td>
<td>9/9/09</td>
</tr>
<tr>
<td>Supervisors/Confidential</td>
<td>5/17/09</td>
</tr>
<tr>
<td>EPC</td>
<td>9/14/09</td>
</tr>
<tr>
<td>Steering</td>
<td>9/21/09</td>
</tr>
</tbody>
</table>

Note: New language is indicated by *underline*, deleted language is indicated by *strikethrough*, and subsequent changes to language are indicated in *shading*. 
Proposed Citrus Community College District Policy  
CCLC No. 4070

Academic Affairs  
DRAFT as of 9/15/09

BP 4070     AUDITING AND AUDITING FEES

Reference:  
Education Code Section 76370

Auditing classes is not permitted.

Office of Primary Responsibility:  Academic Affairs

Date Adopted:  
(This is a new policy recommended by the CC League and the League’s legal counsel)

Approved by     ASCC     6/2/09
                CSEA     5/12/09
                Management Team     5/6/09
                Senate     9/9/09
                Supervisors/Confidential     5/17/09
                EPC     9/14/09
                Steering     9/21/09

Note:  New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
BP 4110  HONORARY DEGREES

Reference:
Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board of Trustees.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

Office of Primary Responsibility: Academic Affairs

Date Adopted:
(This is a new policy recommended by the League and the League’s legal counsel)

Approved by    ASCC       6/2/09
               CSEA       5/12/09
               Management Team  5/6/09
               Senate      9/9/09
               Supervisors/Confidential 5/17/09
               EPC         9/14/09
               Steering   9/21/09

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
AP 4110 HONORARY DEGREES

Reference:
Education Code Section 70902

Honorary degrees may be awarded to citizens on such occasions as graduation and other awards ceremonies. The degree awarded shall be an Associate in Arts or Associate in Science degree as appropriate. Recipients must have distinguished themselves in education, community or national service, or in their profession. Their service must also support the mission, values, and objectives of the college.

Recommendations for an honorary degree shall be submitted to the Superintendent/President of the College.

Recommendations shall include:

- Name of recipient;
- Educational and professional experience;
- Record of distinguished service that justifies awarding of an honorary degree; and
- Occasion at which degree is to be awarded.

The Superintendent/President shall submit the award request to the President’s Council for review and recommendation and then to the Board of Trustees for final approval.

Office of Primary Responsibility: Academic Affairs

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)

Approved by

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCC</td>
<td>6/2/09</td>
</tr>
<tr>
<td>CSEA</td>
<td>5/12/09</td>
</tr>
<tr>
<td>Management Team</td>
<td>5/6/09</td>
</tr>
<tr>
<td>Senate</td>
<td>9/9/09</td>
</tr>
<tr>
<td>Supervisors/Confidential</td>
<td>5/17/09</td>
</tr>
<tr>
<td>EPC</td>
<td>9/14/09</td>
</tr>
<tr>
<td>Steering</td>
<td>9/21/09</td>
</tr>
</tbody>
</table>
Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
BP 4223 WITHDRAWAL FROM COURSES

References:
Title 5 Sections 55024

Citrus College students shall have the option of withdrawal from a course or courses through 50% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal as explained in R-127, Probation and Dismissal Board Policy 4250 (Disqualification and Readmission), and Administrative Procedure 4250 (Probation).

Office of Primary Responsibility: Academic Affairs

Date Approved:
(Replaces current Citrus College Policy P-5125)

Approved by  
ASCC 5/26/09  
CSEA 5/12/09  
Management Team 5/6/09  
Senate 9/9/09  
Supervisors/Confidential 5/17/09  
EPC 9/14/09  
Steering 9/21/09

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
Citrus College students shall have the option of withdrawal from a course or courses through 50% of the length of the class. A “W” shall denote withdrawal from a course and shall be posted on the academic record. Excessive “Ws” shall be used as factors in calculating academic standing and may result in a student being placed on progress probation or dismissal.

The appropriate faculty shall be notified when a student withdraws from a course. In the event the instructor cannot be contacted, the appropriate administrator shall be notified.

Instructors shall have the option to assign a final grade of “FW”, which denotes that a student ceased participating in a course after the drop date without achieving a final passing grade.

A student may petition to withdraw from a course after the deadline in extenuating circumstances, including verified cases of accidents, illnesses or other circumstances beyond the control of the student. Approved late withdrawals due to extenuating circumstances shall be recorded as “W.” Student course withdrawal information shall be available to faculty.

No notation shall be made on the academic record of a student who withdraws from a course prior to 30% of the length of the class.

A “W” shall not be assigned, or if assigned, shall be removed, from a student’s academic record, if a determination is made by the Office of Academic Affairs that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment or that the student withdrew because he or she reasonably believed that remaining in the course would subject him or her to discriminatory treatment or retaliation for alleging discriminatory treatment.

“Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be
assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned will be “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. In no case may a military withdrawal result in a student being assigned an “FW” grade.

Office of Primary Responsibility: Academic Affairs

---

**Date Approved:**
(Replaces current Citrus College Policy P-5125 and Regulation R-5125)

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCC</td>
<td>5/26/09</td>
</tr>
<tr>
<td>CSEA</td>
<td>5/12/09</td>
</tr>
<tr>
<td>Management Team</td>
<td>5/6/09</td>
</tr>
<tr>
<td>Senate</td>
<td>9/9/09</td>
</tr>
<tr>
<td>Supervisors/Confidential</td>
<td>5/17/09</td>
</tr>
<tr>
<td>EPC</td>
<td>9/14/09</td>
</tr>
<tr>
<td>Steering</td>
<td>9/21/09</td>
</tr>
</tbody>
</table>

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
BP 4230   GRADING AND ACADEMIC RECORD SYMBOLS

Reference:
Title 5 Section 55023

The governing board of the Citrus Community College District establishes that student performance shall be based on sound academic principles and consistent with the requirements of Title 5 Regulations for California community colleges. Courses shall be graded using the grading system established by Title 5. This grading policy shall apply to all degree-applicable and non-degree-applicable credit courses. The grading system shall be published in the college catalog and made available to students. The grading system shall include the "FW" grade for unofficial withdrawal.

Office of Primary Responsibility: Academic Affairs

Date Adopted:
(Replaces current Citrus College Policy P-6050)

Approved by       ASCC       6/2/09
                  CSEA       5/12/09
                  Management Team  5/6/09
                  Senate       9/9/09
                  Supervisors/Confidential  5/17/09
                  EPC         9/14/09
                  Steering    9/21/09

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
AP 4230  GRADING AND ACADEMIC RECORD SYMBOLS

References:
Education Code Section 76224;  
Title 5 Sections 55021, 55022, 55023, and 55024

The Board of Trustees governing board of the Citrus Community College District establishes this regulation administrative procedure for the evaluation of student performance based on sound academic principles and consistent with the requirements of Title 5 Regulations for California Community Colleges. This grading regulation procedure shall apply to all degree-applicable and non-degree applicable credit courses.

Academic Record Symbols and Grade Point Average

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Less than satisfactory</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>FW</td>
<td>Failing/Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>(Indicates that a student ceased participating in a course after the drop date without achieving a final passing grade.)</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Passing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(at least satisfactory, units awarded, not counted in grade point average)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(less than satisfactory, or failing, units not counted in grade point average)</td>
<td></td>
</tr>
</tbody>
</table>

Students have the option to be evaluated on a Pass/No Pass grading basis in courses approved for this option by the Curriculum Committee. Courses approved for the Pass/No Pass Option shall be so indicated in the college catalog. A student must declare the option by no later than 30% of the term, or the fourth Friday of a full semester course by filing a Pass/No Pass petition in the Office of Admissions and Records. The Pass/No Pass option became effective Summer 2009 and replaces Credit/No credit.
Instructors shall have the authority to assign an "F" (Failing) on a test, paper, or examination for cheating or plagiarism and may refer the student for additional disciplinary action.

An instructor's determination of a student's grade shall be final in the absence of mistake, fraud, bad faith, or incompetence. A student who believes that a grade assigned by an instructor should be reviewed, must file a student grievance in accordance with Student Rights & Grievance Procedures, AP 5530 R-5184.

The following non-evaluative symbols will be used to represent the status of student work.

**Non-Evaluative Symbol** | **Definition**
--- | ---
I | **Incomplete** - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. Before the time limit has passed, a student may petition for one extension of time due to unusual circumstances. The “I” symbol shall not be used in calculating units attempted nor for grade points.

W | **Withdrawal** - The "W" symbol may be used to denote withdrawal from a course under the conditions specified in Board Regulation R-5125.

MW | **Military Withdrawal** - The “MW” symbol may be used to denote withdrawal from a course for military service under the conditions specified in Board Regulation R-5125.

IP | **In Progress** - The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress" but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the
student's permanent record in order to satisfy enrollment
documentation. The appropriate evaluative symbol (grade)
and unit credit shall be assigned and appear on the
student's permanent record for the term in which the course
is completed. The “IP” shall not be used in calculating
grade point averages. If a student enrolled in an “open-
entry, open-exit” course is assigned an “IP” at the end of a
term and does not re-enroll in that course during the
subsequent term, the appropriate faculty will assign an
evaluative symbol (grade) to be recorded on the student’s
permanent record for the course.

RD

Report Delayed - The "RD" symbol may be assigned by
the registrar only. It is to be used when there is a delay in
reporting the grade of a student due to circumstances
beyond the control of the student. It is a temporary
notation to be replaced by a permanent symbol as soon as
possible. “RD” shall not be used in calculating grade point
averages.

Office of Primary Responsibility: Academic Affairs

Date Approved:
(Replaces current Citrus College Regulation R-6050)

Approved by  ASCC  CSEA  Management Team  Senate
Supervisors/Confidential  EPC  Steering
   6/2/09  5/12/09  5/6/09  9/9/09
   5/17/09  9/14/09  9/21/09

Note: New language is indicated by underline, deleted language is indicated by
strikethrough, and subsequent changes to language are indicated in shading.
BP 4232  PASS/NO PASS GRADING POLICY

References:
  Education Code: 76224
  Title 5 section 55021

The Board of Trustees of the Citrus Community College District establishes that student performance shall be based on sound academic principles and consistent with the requirements of Title 5 Regulations for California community colleges. This grading policy shall apply to all degree-applicable and non-degree-applicable credit courses.

Office of Primary Responsibility: Academic Affairs

Date Adopted:
(This is a new policy)

Approved by  ASCC  5/26/09  CSEA  5/12/09
  Management Team  5/6/09  Senate  9/9/09
  Supervisors/Confidential  5/17/09  EPC  9/14/09
  Steering  9/21/09

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
Proposed Citrus Community College District

Procedure

CCLC No. 4232

Academic Affairs

DRAFT as of 9/15/09

AP 4232  PASS/NO PASS

Reference:
Title 5 Section 55022

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a Pass/No Pass basis.
- Courses in which each student may elect on registration, or within 30% of the term or the fourth Friday of a full semester by filing a Pass/No Pass petition in the Office of Admissions and Records, to take the course on a Pass/No Pass basis.

A student electing to be evaluated on the Pass/No Pass basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of Pass/No Pass are omitted.

A student must declare the option by no later than Friday of the third week of a semester for a full semester length class (or 17% of the length of a class of any other term length) by filing a Credit/No Credit petition.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a No Pass grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

Citrus College students shall have the option to be evaluated on a Pass/No Pass Credit/No Credit grading basis in courses approved by the Curriculum Committee. Courses recommended by departments as Pass/No Pass Credit/No Credit options shall be so indicated in the College Catalog.

The District may continue to designate courses as being offered in a Credit/No Credit basis until Fall, Fall 2009. Pass/No Pass has become effective Summer 2009. Any reference to the “P” symbol shall be deemed to include “CR” and any reference to the “NP” symbol shall be deemed to include the “NC” symbol.

The maximum number of Pass/No Pass Credit/No Credit units authorized to meet College degree and certificate requirements shall be twelve (12) units during four or more semesters with no more than one such course option during any one term semester or session. Courses where all students are evaluated on Pass/No Pass Credit/No Credit
basis are so indicated in the College Catalog and shall be excluded from the twelve unit limitations.

Office of Primary Responsibility: Academic Affairs

---

**Date Approved:**
(Replaces current Citrus College Regulation P-6070)

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCC</td>
<td>5/26/09</td>
</tr>
<tr>
<td>CSEA</td>
<td>5/12/09</td>
</tr>
<tr>
<td>Management Team</td>
<td>5/6/09</td>
</tr>
<tr>
<td>Senate</td>
<td>9/9/09</td>
</tr>
<tr>
<td>Supervisors/Confidential</td>
<td>5/17/09</td>
</tr>
<tr>
<td>EPC</td>
<td>9/14/09</td>
</tr>
<tr>
<td>Steering</td>
<td>9/21/09</td>
</tr>
</tbody>
</table>

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
BP 4240 ACADEMIC RENEWAL

Reference:
Title 5 Section 55044

Past performance does not always accurately reflect a student’s current demonstrated academic ability. Within certain guidelines, a student may request academic renewal without course repetition based on the recognition that poor performance in the past by a student will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Academic renewal is a procedure by which previously recorded substandard grades may be disregarded in the computation of grade point averages when there is evidence that these grades are no longer reflective of a student’s demonstrated ability. When academic renewal is granted, the transcript is annotated so that all work remains legible, ensuring a true and complete academic history. The Superintendent/President shall establish procedures that provide for academic renewal.

Office of Primary Responsibility: Academic Affairs

Date Adopted:
(Replaces current Citrus College Policy P-5128)

Approved by
ASCC  5/26/09
CSEA  5/12/09
Management Team  5/6/09
Senate  9/9/09
Supervisors/Confidential  5/17/09
EPC  9/14/09
Steering  9/21/09

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
From current Citrus College Policy P-5128 titled Academic Renewal

Past performance does not always accurately reflect a student’s current demonstrated academic ability. Within certain guidelines, a student may request academic renewal without course repetition based on the recognition that poor performance in the past by a student will negatively affect their academic standing and unnecessarily prolong the rate at which he/she may complete his/her current objectives.

Academic renewal is a procedure by which previously recorded substandard grades may be disregarded in the computation of grade point averages when there is evidence that these grades are no longer reflective of a student’s demonstrated ability. When academic renewal is granted, the transcript is annotated so that all work remains legible, ensuring a true and complete academic history.

Reference
Title IV, 34 CFR Part 668.16 (e) of the Higher Education Amendments of 1998.
Title 5, 55044
Students may request academic renewal as a means to achieve the educational goals of graduation from Citrus College, completion of certificate programs, and/or enable transfer to a four-year college or university. It is not applicable to students who wish to raise their grade point averages beyond these stated goals.

- Only units taken at Citrus College may be disregarded, not units from other colleges.

- A maximum of twenty-four units may be alleviated from not more than three semesters of work.

- A minimum of eighteen months must have elapsed since the end of the term of substandard work to be disregarded.

- Since completion of the work to be disregarded, a minimum of 12 units must be have been completed at any accredited college or university, with a grade point average of a 3.0, or 24 units with at least a 2.5 GPA, or 36 units with at least a 2.0 GPA. In cases where all units since completion of work to be disregarded are “C” or better and the criteria set forth herein have been verified, the academic renewal petition will be granted and the Dean of Admissions and Records or his/her designee will make the proper annotation on the student’s permanent record. In cases where units below “C” level exist since completion of work to be disregarded, the petition will be referred to a Petitions Committee, made up of the Dean of Admissions and Records, the Dean of Counseling, two instructional faculty members and a counseling faculty member appointed by the Academic Senate. Evidence may be provided by the student to this committee regarding the substandard grades to aid in the decision process. The decision of this Petitions Committee shall be final.

- A student may only be granted academic renewal once.

- Only substandard grades of “D”, “F”, “FW”, “NC”, or “NP” can be disregarded.
Academic renewal by Citrus College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is a student’s responsibility to confirm with a transfer institution whether academic renewal will be accepted.

When academic renewal is approved, the student’s permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

If the student has been granted academic renewal by another accredited college, such action shall be honored under this policy. However, the number of semester units allowed to be disregarded will be reduced by the number previously disregarded.

Academic renewal procedures may not conflict with the District’s obligation to retain and destroy records or with the instructor’s ability to determine a student’s final grade.

Students request academic renewal in writing from the Counseling department by completing the Petition for Academic Renewal form.

Office of Primary Responsibility:  Academic Affairs

Date Approved:
(This is a new procedure recommended by the CC League and the League’s legal counsel)

Approved by  ASCC  5/26/09
CSEA  5/12/09
Management Team  5/6/09
Senate  9/9/09
Supervisors/Confidential  5/17/09
EPC  9/14/09
Steering  9/21/09

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

❖ From current Citrus College Policy P-5127 titled Probation and Dismissal

At the end of each semester, the academic standing of all graded students shall be determined based on degree applicable course work. Probation and dismissal status shall be determined according to the following:

1. a. Placement on Academic Probation
   A student who has attempted at least 12.0 semester units of Citrus College credit shall be placed on academic probation when the earned grade point average in all units attempted at Citrus College is less than 2.0.

   b. Placement on Progress Probation
   A student who has enrolled in at least 12.0 semester units of Citrus College credit shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries of "W", "I", and "NC" are recorded reaches or exceeds fifty percent (50%).

   A student who has been placed on probation shall be notified by mail of the probationary status and the notification shall inform the student to confer with a counselor regarding the probationary status.

2. a. Removal from Academic Probation
   A student on academic probation shall be removed from probation when the Citrus College cumulative grade point average is 2.0 or higher.

   b. Removal from Progress Probation
   A student on progress probation shall be removed from probation when the percentage of all Citrus College units in which the student has enrolled and for which entries of "W", "I", and "NC" were recorded drops below fifty percent (50%).
3. Dismissal

At the end of a Spring Semester students on probation shall be dismissed when one of the following conditions applies:

a. The earned grade point average in all units attempted at Citrus College is less than 2.0 in two consecutive semesters of enrollment;

b. The number of units for which “W”, “I”, and “NC” entries have been assigned has warranted probationary status for two consecutive semesters of enrollment.

Students shall be notified by mail of their dismissal from Citrus College and shall be urged to confer with a College counselor during the semester prior to reinstatement in order to apply for reinstatement after an interval of one regular semester of absence from Citrus College.

A student who has been dismissed from Citrus College may appeal the dismissal to the Counseling and Advisement Center. Circumstances that shall warrant exception to the standards for dismissal include error, illness, or other circumstances above and beyond the control of the student.

4. Reinstatement after Dismissal

Students who have been dismissed from Citrus College may petition for reinstatement after one semester has elapsed since the semester of dismissal by filing a Petition for Reinstatement to the Counseling and Advisement Center. Petitions for reinstatement must be supported with verification of remedial work or evidence of readiness to do successful college work. Students shall be required to meet with a counselor prior to registration each semester until such time as they are removed from probationary status.

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

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.

Reference —— Title 5: 55754-55756, 55759

Office of Primary Responsibility: Academic Affairs
Date Adopted:
(Replaces current Citrus College Policy P-5127)

Approved by  |  5/26/09  
---------------|---------
ASCC          | 5/12/09  
CSEA          | 5/6/09   
Management Team | 5/9/09 
Senate        | 9/9/09   
Supervisors/Confidential | 5/17/09 
EPC           | 9/14/09  
Steering      | 9/21/09  

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
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 notice that the student is on probation shall be sent to the student 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, FW, I and NP reaches or exceeds 50%, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on progress probation.

C. At the end of the second semester in which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

II. Probationary Notification:

A. The notification advising the student of probation will cover, at a minimum, the significance of being on probation 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.

Office of Primary Responsibility: Academic Affairs
Date Approved:
(This is a new procedure recommended by the
League and the League’s legal counsel)

<table>
<thead>
<tr>
<th>Approved by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCC</td>
<td>5/26/09</td>
</tr>
<tr>
<td>CSEA</td>
<td>5/12/09</td>
</tr>
<tr>
<td>Management Team</td>
<td>5/6/09</td>
</tr>
<tr>
<td>Senate</td>
<td>9/9/09</td>
</tr>
<tr>
<td>Supervisors/Confidential</td>
<td>5/17/09</td>
</tr>
<tr>
<td>EPC</td>
<td>9/14/09</td>
</tr>
<tr>
<td>Steering</td>
<td>9/21/09</td>
</tr>
</tbody>
</table>

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
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. 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," "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. Appeal of Dismissal
A student who has been dismissed from Citrus College may appeal the dismissal to the Counseling Office and Advisement Center. Circumstances that shall warrant exception to the standards for dismissal include error, illness, or other circumstances above and beyond the control of the student.

A. The student has the right to appeal a proposed dismissal action if the student feels that facts exist that warrant an exception to the dismissal action.
B. The student must file the written petition of appeal in the Counseling Office after the dismissal letter was mailed. If the student fails to file a written petition, the student waives all future rights to appeal the dismissal action. It is the student’s responsibility to indicate on the petition a clear statement of the grounds on which continued enrollment should be granted and to provide evidence supporting the reasons. Petitions will be reviewed by the Dean of Counseling and the Dean of Admissions.
C. The student will be continued on probation until the Dean of Counseling and the Dean of Admissions decides on the student’s appeal.
D. The decision of the Dean of Counseling and The Dean of Admissions will be communicated to the student in writing by the Dean of Admissions. The
Dean of Admissions 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 Admissions. The decision of the Vice President of Student Services is final.

E. 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.

Fall Dismissals
Special circumstances exist for dismissal after the fall semester due to the fact that students traditionally enroll before fall grades are available. “Subject to dismissal” letters will be sent no later than one month prior to the start of the spring semester informing students that:

- If they are enrolled in the spring semester, they will be permitted to continue on probation. Dismissal status will be reevaluated at the end of the spring semester.
- If they are not enrolled in the spring semester, they have the right to appeal dismissal in accordance with the appeal process.

Procedure for Fall Dismissal Appeals
Appeals for students subject to dismissal as a result of the fall grades must be filed following notification during the spring semester. The following conditions apply:

- Students who are enrolled in the spring semester will not be required to file an appeal but will be allowed to continue on probation and have their dismissal status reevaluated at the end of the spring semester.
- Students who have not enrolled in the spring semester will be dismissed unless an appeal is granted in accordance with procedures set forth above.

IV. Standards for Evaluating Appeals
Dismissal appeals may be granted under the following circumstances:

A. If the dismissal determination is based on the academic record for one semester in which the record does not reflect the student’s usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.

B. The student enrolls in a corrective program designed to assist him/her in improving academic skills such as obtaining academic counseling, and/or limiting course load.

C. There is evidence of significant improvement in academic achievement.
V. Readmission after Dismissal

In considering whether or not a student may be re-admitted after a dismissal and one semester’s absence, the following criteria will be considered:

A. Documented extenuating circumstances (considered during appeal).
B. Marked improvement between the semesters on which disqualification was based.
C. Semester on which disqualification was based was atypical of past academic performance.
D. Formal or informal educational experiences since completion of semesters on which disqualification was based.
E. Improved GPA as a result of grade changes, fulfillment of incomplete courses, or academic renewal.

Office of Primary Responsibility: Academic Affairs

Date Approved:
(This is a new procedure recommended by the League and the League’s legal counsel)

Approved by  ASCC  5/26/09  
CSEA  5/12/09  
Management Team  5/6/09  
Senate  9/9/09  
Supervisors/Confidential  5/17/09  
EPC  9/14/09  
Steering  9/21/09  

Note: New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated in shading.
BACKGROUND
Citrus College will host a private reception on November 11, 2009, to support a state bond campaign.

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

This item was submitted by Jim Williams, Assistant to the Superintendent/President.

RECOMMENDATION
Authorization is requested to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at a private reception to be held November 11, 2009, from 4 to 7 p.m. on the Citrus College campus.
BACKGROUND
The Citrus College Foundation will hold a private reception in conjunction with “Christmas Is” on December 11, 2009.

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

This item was submitted by Jim Williams, Assistant to the Superintendent/President.

RECOMMENDATION
Authorization is requested to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation’s private reception to be held December 11, 2009, from 6 to 8 p.m. on the Citrus College campus.

Jim Williams
Recommended by

/ Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No.____ I.6. ____________