

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)
2. Public hearing for the purpose of hearing public comment on the District's Energy Service Contract for the Installation of Energy Efficient Glazing in the Library Study Lounge project. (Page 4)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 6, 2009	Resolution	_____
SUBJECT:	Public Hearing – 2009-2010 District Budget	Information	_____ X _____
		Enclosure(s)	_____

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

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ G.1. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	October 6, 2009	Resolution	_____
SUBJECT:	Public Hearing – Energy Service Contract	Information	_____
		Enclosure(s)	_____

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

1. 2008-2009 Strategic Plan Progress Report and 2009-2010 Annual Implementation Plan – Lan Hao, Ph.D., Director of Institutional Research (Page 6)
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	Action	_____
DATE	October 6, 2009	Resolution	_____
SUBJECT:	2008-2009 Strategic Plan Progress Report and 2009-2010 Annual Implementation Plan	Information	_____ X _____
		Enclosure(s)	_____

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 ___

Approved for Submittal

Item No. _____ H.1. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 6, 2009	Resolution	_____
SUBJECT:	Program Reviews: Esthetician, Commercial Dance, Recording Technology, and Digital Web Design	Information	X
		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

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.2.

CAREER EDUCATION PROGRAM – Two-Year Review

Date: May 2009 College: Citrus

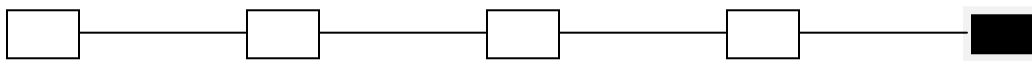
Program: Esthetician

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



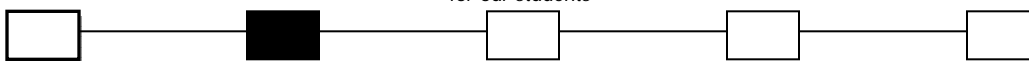
This is an introductory program of skin care treatments, hair removal and make-up application. Program completers will develop a foundational knowledge of anatomy and physiology, diseases/disorders of the skin, cosmetic chemistry, electrical current for skin care, modalities for skin care and disinfecting. 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

High Demand

Adequate Demand
for our students

Low Demand



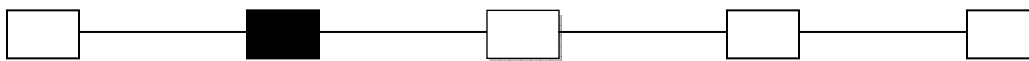
Labor market data estimates 500 additional job openings (increase of 41%) for skin care specialists in LA County over 10 years. Projected growth data is not available for make-up artists, electrolysis technicians or the other careers linked to this program. The program is constantly at maximum capacity 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

Highest Quality

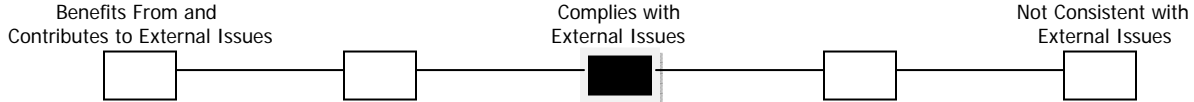
Meets Student Needs

Needs Significant
Improvement



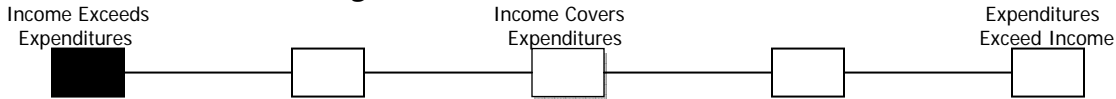
We currently partner with Dermalogica and Bioelements. They provide continuing education for our instructors and students. Last year, our average pass rate for the state practical exam was 100% and the written exam was 68%. We are continually focusing on how to increase the pass rate of the written portion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

4. External Issues



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



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



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 _____
Date

10/2/2009

CAREER EDUCATION PROGRAM – Two-Year Review

Date: July 22, 2009

College: Citrus College

Program: _Commercial Dance

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 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.

2. Demand for this Program

High Demand

Adequate Demand
for our students

Low Demand



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.

3. Quality of this Program

Highest Quality

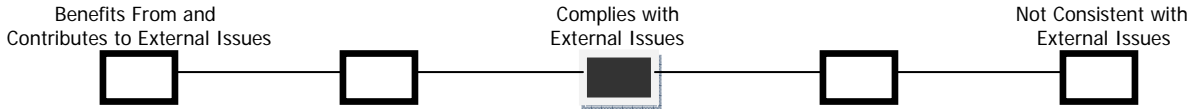
Meets Student Needs

Needs Significant
Improvement



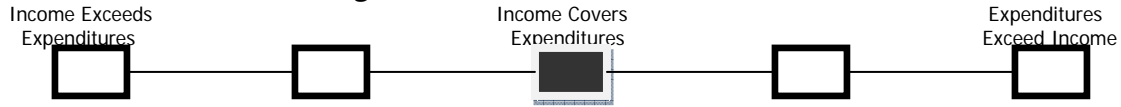
Graduates of the Commercial Dance Certificate program are currently working within the Commercial Dance Industry at such venues as Disneyland, the Los Angeles County Fair, Knotts Berry Farm, Princess Cruise Lines and Stilletto Entertainment as well as at numerous local professional theatres within Los 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.

4. External Issues



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

5. Cost of this Program



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



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:

Administrator

Date

Faculty

Date

Faculty

Date

To Board of Trustees on _____
Date

CAREER EDUCATION PROGRAM – Two-Year Review

Date: July 15, 2009

College: Citrus College

Program: Recording Technology

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



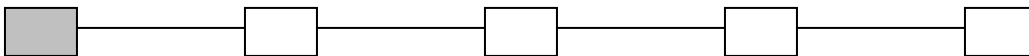
The Recording Technology Advisory Committee, comprised of audio and music industry professionals, facilities managers, Citrus faculty and staff, meets annually to evaluate the program and assure its timely response to the rapidly evolving standards and requirements of this dynamic, technology-driven industry. Modifications to the program's curriculum and purpose are on-going 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

High Demand

Adequate Demand
for our students

Low Demand



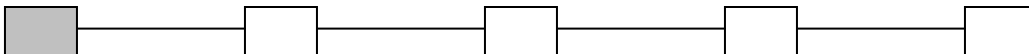
Demand for entry-level audio professionals is very high, and growing, particularly in this most prolific media production region, Southern California. According to California Employment Development Department data, annual average openings for Sound Engineering Technicians is 243, with a mean hourly wage 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

Highest Quality

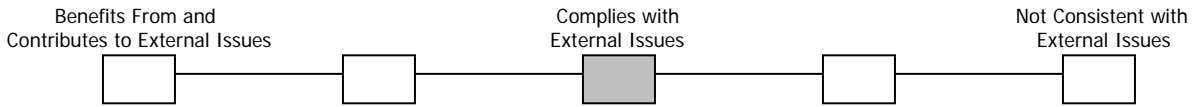
Meets Student Needs

Needs Significant
Improvement



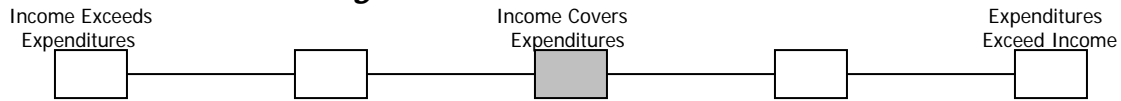
Certificated Citrus Recording Technology grads enjoy a very high employment rate, as they bring highly developed skills to entry-level positions in the music, film, broadcast and live-concert audio disciplines. Faculty industry involvement and professional relations contribute to student success through 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



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

5. Cost of this Program



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



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:

Administrator



Faculty

Faculty

To Board of Trustees on _____
Date

Date

July 15, 2009

Date

Date

Date

CAREER EDUCATION PROGRAM – Two-Year Review

Date: July 27, 2009

College: Citrus College

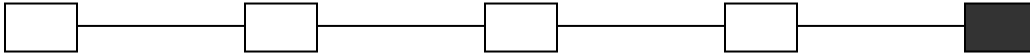
Program: Digital and Web Design Program

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



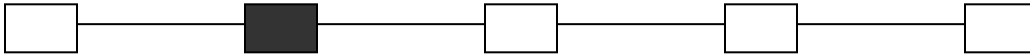
The Digital and Web Design Program encompasses the study of visual layout and graphic design and computer graphics fundamentals. Adobe Photoshop, Adobe Illustrator, Dreamweaver, Flash, Indesign and QuarkXpress are the core of computer applications utilized within the program to establish an understanding of the tools currently utilized in a professional environment. The Digital an 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



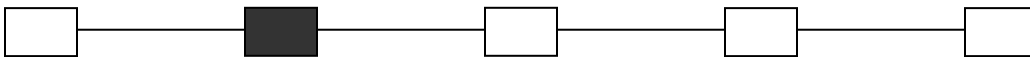
Student demand for computer art classes and for commercial graphic design courses remains strong. Nine computer art sections were offered in the Spring 2008 semester at ~82% enrollment. Enrollment for those classes in Fall 2008 and Spring 2009 were pushing the capacity of the classroom. Current information 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

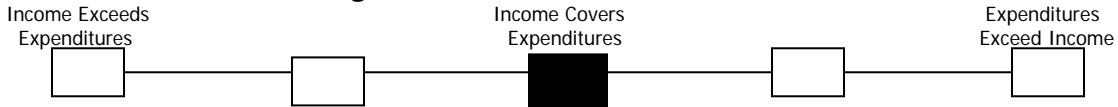
Complies with
External Issues

Not Consistent with
External Issues



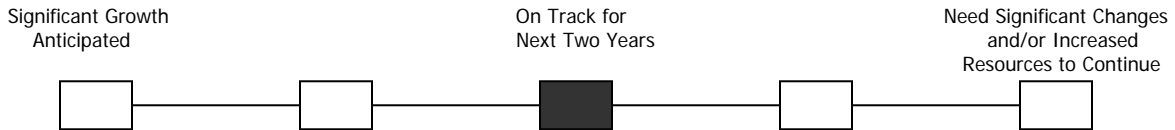
There are no external issues affecting the program at this time.

5. Cost of this Program



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



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



[Back](#)

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

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
California	2009	1st Qtr	\$38.13	\$25.48	\$34.85	\$47.21

[View Wages for All Areas](#) [About Wages](#)

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

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
California	2006 - 2016	27,900	36,800	8,900	31.9	1,540

[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 miles of Zip Code.

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

Industry Title	Number of Employers in State of California		Percent of Total Employment for Occupation in State



[Back](#)

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 [\[Top\]](#)

Area	Year	Period	Hourly Mean	Hourly by Percentile		
				25th	Median	75th
Los Angeles-Long Beach-Glendale Metro Div	2009	1st Qtr	\$27.69	\$18.59	\$24.70	\$34.50

[View Wages for All Areas](#) [About Wages](#)

Occupational Projections of Employment (also called "Outlook" or "Demand") [\[Top\]](#)

Area	Estimated Year-Projected Year	Employment		Employment Change		Annual Avg Openings
		Estimated	Projected	Number	Percent	
Los Angeles County	2006 - 2016	13,350	14,190	840	6.3	439

[View Projections for All Areas](#) [About Projections](#)

Job Openings from JobCentral National Labor Exchange [\[Top\]](#)

Enter a Zip Code [Find a Zip code in Los Angeles County](#)

Within miles of Zip Code.

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)

(CONTINUED)

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)

CITRUS COMMUNITY COLLEGE DISTRICT

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

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ I.1.a. _____

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – October 6, 2009

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
G & G Engineering, Inc.	\$2,200.00max	Bond	10/6/09-6/30/10	Topographic Survey –Admin Bldg.
Geobase, Inc.	\$143,000.00max	Bond	5/28/08-Project Completion <i>Revision</i>	Geotechnical Investigation – Student Services Building
West Coast Consulting, Inc.	\$14,250.00max	District	3/18/10-4/29/10	EOC Training
<u>CCRAA STEM GRANT</u>				
Hyojin, Lim	\$50.00max	Grant	10/1/09-10/1/09	Speaker at STEM Student Panel Discussion
Stevey, Lynlee	\$50.00max	Grant	10/1/09-10/1/09	Speaker at STEM Student Panel Discussion
<u>CHILD DEVELOPMENT CENTER</u>				
Brown, Patrice	\$15,000.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Carson, Kelly	\$6,750.00max	Grant	10/6/09-6/30/10	Foster Care Ed
Cash, Frank	\$675.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Doakes, Sara	\$4,000.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Garcia, Corrine	\$3,640.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Garcia, Corrine	\$1,700.00max	Grant	10-6/09-6/30/10	Outreach for Foster Parents
Garcia, Marlene	\$2,970.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Hagnani, Natalie	\$4,950.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Haghani, Richard	\$8,610.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Hawes, Linda	\$432.00max	Grant	10/6/09-6/30/10	Foster Care Ed
Hernandez, Jaime	\$4,140.00max	Grant	10/6/09-6/30/10	Foster Care Ed
Islas, Jose	\$2,160.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Mathis, Bernard	\$2,000.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Razo, Jorge	\$5,280.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Robertson, Deena	\$2,310.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Smith, TaWanna Jean	\$3,775.00max	Grant	7/1/09-6/30/09 <i>Revision</i>	Foster Care Ed
Switanowski, Lori	\$9,828.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Foster Care Ed
Walker, Joseph	\$1,200.00max	Grant	7/1/09-6/0/10 <i>Revision</i>	Foster Care Ed
<u>FINE AND PERFORMING ARTS</u>				
Martino, Leanora	\$4,500.00max	District	10/7/09-6/30/10	Musician Services
<u>HEALTH SCIENCES</u>				
Emeritus	no fee	no fee	7/1/09-6/30/09	Clinical Education
Haney, J. Marc DDS	no fee	no fee	10/6/09-continuing	Clinical Education
Hwang, Kathleen DDS	no fee	no fee	10/6/09-continuing	Clinical Education
Kassab, Ziad DDS	no fee	no fee	10/6/09-continuing	Clinical Education
Maddox, Ron DDS	no fee	no fee	10/6/09-continuing	Clinical Education

STEM GRANT

WRD Consulting Group	\$96,083.00max	Grant	10/1/09-9/30/10 <i>Revision</i>	Evaluation Services for Grant Reporting and Mangement
WRD Consulting Group	\$96,083.00max	District	10/1/09-9/30/10 <i>Revision</i>	Consultant Services for Grant Reporting and Management

TECH PREP/DIVISION OF CAREER, TECHNICAL AND CONTINUING EDUCATION

Alternative Group, Inc.	\$500.00max	Grant	10/7/09-10/15/09	Preparation and Presentation for LA Chamber of Commerce Event
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WORKFORCE DEVELOPMENT

Clark, Katherine W.	\$75.00per hour	Grant	8/19/09-12/31/09 <i>Revision</i>	Evaluation of Specified Curriculum
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Note: A standard District agreement for Independent Contractor/Consultant will be completed for each consultant

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 6, 2009	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.b. _____

**Use of Facilities
October 6, 2009**

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 6, 2009	Resolution	_____
SUBJECT:	Institutional Membership to the California Organization of Associate Degree Nursing Program Directors	Information	_____
		Enclosure(s)	_____

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	Action	X
DATE	October 6, 2009	Resolution	_____
SUBJECT:	Notice of Completion, Project #04-0809, Campus Walkway Replacement Project, Phase 2	Information	_____
		Enclosure(s)	_____

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. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 6, 2009	Resolution	
SUBJECT:	Notice of Completion, Project #05-0809, Re-roofing of Professional Center and Technology C Buildings	Information	
		Enclosure(s)	

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. _____

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 6, 2009**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Au, Algje	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Burch, Emily	Counselor		Hourly as needed	Nursing/Allied Health Grant	10/07/09	12/19/09	\$44.90	hr.
Burch, Emily	Counselor		Hourly as needed	Nursing/Allied Health Grant	01/01/10	06/30/10	\$44.90	hr.
Burkemper, Bruce	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Counselor, TBA	Counselor		Hourly as needed	Nursing/Allied Health Grant	10/07/09	12/19/09	\$44.90	hr.
Counselor, TBA	Counselor		Hourly as needed	Nursing/Allied Health Grant	01/01/10	06/30/10	\$44.90	hr.
Dingwall, Stephanie	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Everest, Robert	Instructor	Calculus Readiness Workshop - additional payment adjustment to original stipend	Stipend	STEM Grant	09/16/09	12/19/09	\$480.00	tl.
Fowler, Jonathan	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Garner, Jennifer	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Goodman, Robert	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$50.72	hr.
Han, June	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$50.72	hr.
Hester, Dana	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$50.72	hr.
Johansen, Greg	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 6, 2009**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Kondo, Arnold	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$50.72	hr.
Lee, Monica	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Liskey, Renee	Instructor	Assistant Choreographer Chicago	Stipend	Dance	10/07/09	10/20/09	\$750.00	tl.
Luke, Thomas	Instructor		Hourly as needed	Automotive	10/07/09	12/31/09	\$44.90	hr.
McCabe, Dale	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Mondrala, Scott	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$50.72	hr.
Opulencia, Cherlou	Counselor		Hourly as needed	Nursing/Allied Health Grant	10/07/09	12/19/09	\$44.90	hr.
Opulencia, Cherlou	Counselor		Hourly as needed	Nursing/Allied Health Grant	01/01/10	06/30/10	\$44.90	hr.
Oropeza, Raymond	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Pires, Marcelo	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Purves, Dianne	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Ruiz, Priscilla	Instructor		Hourly as needed	Automotive	10/07/09	12/31/09	\$44.90	hr.
Shimano, Brooke	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Tsark, Eleanor	Instructor	Proctor exams	Hourly as needed	DSP&S	01/01/10	06/30/10	\$44.90	hr.
Vaughan, John	Instructor	Choreographer Lysistrata	Stipend	Theatre Arts	10/07/09	11/06/09	\$1,000.00	tl.

**ACADEMIC EMPLOYEES
2009-2010 LAB SUPERVISORS
OCTOBER 6, 2009**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Polk, Randall	A	Music	10/7/2009	12/31/09	1-1	\$27.68
Sosta, Rachel	A	Learning Center	9/17/2009	12/31/09	1-1	\$27.68

CITRUS COMMUNITY COLLEGE DISTRICT

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

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.g. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
OCTOBER 6, 2009**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Hernandez, Nestor	Maintenance Supervisor	Temporary upgrade	Facilities		100%	9/1/09	12/31/09	12-3 (9-3+3A)	\$6,227.00
Robles, Andrew	Instructional Lab Tech II	Shift Change	Learning Center		40%	9/21/09		36-7 (34-7+1A+1I)	\$1,945.95

**CLASSIFIED EMPLOYEES
SEPARATIONS
OCTOBER 6, 2009**

Name	Classification	Department	Reason	Date(s) of Separation
Bilbrey, Michael	Bookstore Operations Coordinator	Bookstore	Release time for CSEA Duties	8/7/09 - 8/7/11

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 6, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Cotter, Steve	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$500/tl.
Dillard, Terrell	Stipend	Trainer for Foster- Youth Modules	GDC	10/7/09	11/30/09		\$20.00/hr.
Dingwall, Stephanie	Stipend	Chaperone for student attending the AMSA Conference	STEM Grant	10/2/09	10/4/09		\$450/tl.
Gee, Julieanne	Department Aide	House staff for HPAC events	Performing Arts	10/7/09	12/31/09	3-1	\$9.27/hr.
Gee, Julieanne	Department Aide	House staff for HPAC events	Performing Arts	1/1/10	6/30/10	3-1	\$9.27/hr.
Helm, Jasmine	Instructional Aide I	Assist in development of "My Citrus Stories" featuring STEM students	STEM Grant	8/28/09	12/31/09	10-1	\$11.02/hr.
Jacquette, Tim	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$800/tl.
LeBrun, Mike	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$750/tl.
Ledesma, Joanne	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$1000/tl.
Lindsey, Phillip	Volunteer		YESS-LA	10/7/09	6/30/09		
Lopez, Connie	Payroll Tech	Substitute for absent employee	Fiscal Services	9/1/09	10/9/09	34-1	\$19.93/hr.
Lopez, Connie	Administrative Clerk II	Maternity Leave coverage. Returning to accounting pool	Fiscal Services	10/12/09	6/30/09	22-1	\$14.82/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
OCTOBER 6, 2009**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
McGuigan, William	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$250/tl.
Munoz, Gino	Stipend	Musician Services Night of Music From Film	Music	10/10/09	10/16/09		\$700/tl.
Patrick, John	Stipend	Scenic Design Music Theatre Workshop	Performing Arts	10/7/09	11/20/09		\$3000/tl.
Patrick, John	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$800/tl.
Rashidi, Waleed	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$600/tl.
Rodriguez, Vanessa	Department Aide	Backstage crew for HPAC events	Performing Arts	10/7/09	12/31/09	3-1	\$9.27/hr.
Rodriguez, Vanessa	Department Aide	Backstage crew for HPAC events	Performing Arts	1/1/10	6/30/10	3-1	\$9.27/hr.
Shrope, Douglas Austin	Stipend	Music Arranging "Christmas Is 2009"	Music	10/7/09	10/30/09		\$2000/tl.
Solorio, Stephen	Department Aide	Create educational pamphlets for instructors	Learning Center/Testing Center	10/7/09	12/31/09	3-1	\$9.27/hr.
Turk, Wendi	Instructional Lab Asst II	Piano accompaniment for vocal courses	Music or Applicable ASO	10/7/09	12/31/09	29-1	\$17.62/hr.
Tyck, Rob	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$600/tl.
Volonte, Dan	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$800/tl.
Waddington, Alan	Contract Training	Japanese Kenshu	Contract Ed	10/30/09	10/31/09		\$3000/tl.

2009-2010 Coaches

ASSISTANT COACHES (Classified)

Name	Sport		Major/M inor		Range	\$	Season
Hubbard, David	Football	Assistant	Major	5	1-1	\$2,433	Fall

**PROFESSIONAL EXPERTS
OCTOBER 6, 2009**

Name	Classification	Begin	End	Department	Rate
Carlton, Dwayne	EMT	10/7/09	12/31/09	Health Sciences	\$28.33/hr.
Carlton, Dwayne	EMT	1/1/10	6/30/10	Health Sciences	\$28.33/hr.
McWilliams, Stuart	EMT	10/7/09	12/31/09	Health Sciences	\$28.33/hr.
McWilliams, Stuart	EMT	1/1/10	6/30/10	Health Sciences	\$28.33/hr.
Ornelas, Rachel	Vocational Nurse	10/7/09	12/31/09	Health Sciences	\$28.33/hr.
Ornelas, Rachel	Vocational Nurse	1/1/10	6/30/10	Health Sciences	\$28.33/hr.
Sanchez, Paula	Skills Lab Support	10/7/09	12/31/09	Health Sciences	\$21.50/hr.
Sanchez, Paula	Skills Lab Support	1/1/10	6/30/10	Health Sciences	\$21.50/hr.

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

4. 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. (Page 85)

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	<u> X </u>
DATE	October 6, 2009	Resolution	<u> </u>
SUBJECT:	Adopted Budget 2009-2010	Information	<u> </u>
		Enclosure(s)	<u> </u>

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

Aye Nay Abstained

Approved for Submittal

Item No. 1.2

For copies of the 2009-2010 Adopted Budget,
please contact the office of the Vice President of Finance
and Administrative Services.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 6, 2009	Resolution	
SUBJECT:	Award of Contract, Project 01-0910, Energy Service Contract	Information	
		Enclosure(s)	X

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. 1.3.

CITRUS COMMUNITY COLLEGE DISTRICT

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

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

Aye__Nay__Abstained__

Approved for Submittal

Item No. 1.4.

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)*

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

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**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

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**Academic Affairs
DRAFT as of 9/15/09**

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 Associated 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	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

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**Academic Affairs
DRAFT as of 9/15/09**

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

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**Academic Affairs
DRAFT as of 9/15/09**

AP 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.

~~The appropriate faculty shall be notified when a student withdraws from a course. In the event the instructor can not 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)

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

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**Academic Affairs
DRAFT as of 9/15/09**

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

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

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 <u>for military service</u> 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	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

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**Academic Affairs
DRAFT as of 9/15/09**

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**.*

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~~ continued to designate courses as being offered in a Credit/No Credit basis until ~~fall~~, Fall 2009. Pass/No Pass ~~has~~ become effective s 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)

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

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**Academic Affairs
DRAFT as of 9/15/09**

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~~

AP 4240 ACADEMIC RENEWAL

References:

Title 5 Sections 55044 and 55046

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	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 ~~striketrough~~, and subsequent changes to language are indicated in **shading**.

AP 4250 PROBATION

Reference:

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

I. Notification of Academic and/or Progress Probation:

A. Each student is entitled to be notified of his/her academic status and the availability of college support services to respond to the academic status before the student is dismissed. Notification will consist, at a minimum, of the following: After having attempted a minimum of 12 semester units at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a 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 ~~on~~ 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)

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**.*

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 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 its 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 F 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 filled 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 t 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. When t 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**.*

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	October 20, 2009	Resolution	_____
SUBJECT:	One-Day Liquor License November 11, 2009	Information	_____
		Enclosure(s)	_____

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.

Jim Williams
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. 1.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	October 20, 2009	Resolution	_____
SUBJECT:	One-Day Liquor License December 11, 2009	Information	_____
		Enclosure(s)	_____

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. 1.6.