

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: First Regular Meeting in May

DATE: Tuesday, May 4, 2010

TIME: 4:15 p.m.

PLACE: Board Room, AD 202
1000 West Foothill Boulevard, Glendora, California 91741-1899

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Gary L. Woods, President
Patricia Rasmussen, Vice President
Joanne Montgomery, Clerk/Secretary
Edward C. Ortell, Member
Susan M. Keith, Member
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 do not address an agenda item.

D. BOARD OF TRUSTEES SELF EVALUATION – Distribution of External Survey

E. REPORTS

Geraldine M. Perri, Superintendent/President
Irene Malmgren, Vice President of Academic Affairs
Jeanne Hamilton, Vice President of Student Services
Robert Sammis, Director of Human Resources

(CONTINUED)

REVISED

Carol Horton, Vice President of Finance and Administrative Services

Jack Call, Academic Senate President

Steve Siegel, Classified Employees

Karine Ponce, Student Trustee

Members of the Board of Trustees

F. MINUTES

1. **Approval of the Regular Meeting Minutes of April 6, 2010**

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

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

H. INFORMATION AND DISCUSSION

1. Board Goals Presentation – Jeanne Hamilton, Vice President of Student Services, and Irene Malmgren, Vice President of Academic Affairs (Page 4)
2. Instructional Support Program Review: Child Development Center 2009-2010 – Irene Malmgren, Vice President of Academic Affairs (Page 7)
3. Program Review – Health Occupations: Emergency Medical Technician – Irene Malmgren, Vice President of Academic Affairs (Page 17)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Board Goals Presentation	Information	X
		Enclosure(s)	X

BACKGROUND

The attached Board Goals were adopted by the Board of Trustees at their September 15, 2009 regular meeting.

In anticipation of the Board's Retreat of July 13th, staff has prepared an update on activities that they have taken in support of the Board's goals.

Vice Presidents Irene Malmgren and Jeanne Hamilton will present an overview of institutional activities that support Board Goals for 2009-2010.

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

RECOMMENDATION

No action required; information only.

Irene Malmgren
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.

BOARD GOALS 2009-2010

Mission Statement

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

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

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

Student and Institutional Success

1. The Board supports the promotion of a diverse community of students and staff that responds to, and recognizes the achievements and needs of all people.
2. The Board encourages the college to continue building partnerships with the local community, educational institutions (K-16), and business and industry in an effort to promote both the College and the College Foundation's ability to promote student success.
3. The Board encourages the development and implementation of innovative strategies to support students in the following areas: college orientation, basic skills, student engagement, articulation, transfer, career and technical education, and course, certificate and degree completion.
4. The Board is committed to ensuring that the institution is continuously striving to meet the standards set by the Accrediting Commission and encourages the college to develop a plan to address recommendations from the upcoming accreditation site visit and college planning agenda noted in the Citrus College Self Study.
5. The Board supports a data-driven planning process that includes consideration of the external community, and the socio-cultural, economic and educational needs of students.

Student Learning Outcomes and Assessment

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

Fiscal Transparency/Stability

7. The Board encourages the college to pursue additional revenue sources through grants, private donations, state and federal funds, etc. to enhance the college and serve our community.
8. The Board supports the consideration of innovative strategies to promote student access and success, and institutional efficiency and effectiveness in light of fiscal constraints.

Communication/Community & Governmental Relations

9. The Board encourages the college to seek opportunities that foster collaboration with the local community and educational leadership to enhance local governance in an effort to better meet community needs and ensure student success.
10. The Board, in concert with the college community, will work to garner support and funding to complete the Metro Gold Line Foothill Extension, with a Citrus Avenue Station, which will greatly enhance access to Citrus College for students, staff, and visitors; and help to alleviate traffic, parking, and pollution issues in our local communities.

Adopted by the Board of Trustees – September 15, 2009

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Instructional Support Program Review: Child Development Center 2009-2010	Information	X
		Enclosure(s)	X

BACKGROUND

The Child Development Center instructional support program has undergone the prescribed program review process based on a 6-year cycle and was approved at the March 1, 2010, Educational Programs Committee meeting and March 22, 2010, Steering Committee Meeting:

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

RECOMMENDATION

Information only, no action is required.

Irene Malmgren _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.2. _____



Child Development Center

Instructional Support Program Review

Spring 2009

Prepared by: **Dr. Mickie Allen**
Child Development Center Director

Child Development Center Staff

Dr. Mickie Allen	Director
Tena Pevehouse	Program Supervisor
Sue Manning	Enrollment Coordinator
Sue Yarberr	Secretary
Jennifer Joanis	Food Service Team Leader
Larry Villegas	Center Custodian

Teachers

Michelle Baeza
Maura Maldonado
Diane Brown
Betty Fuller
Yolanda Arroyo
Diane Cendejas
Virginia Perry
Mabel Figueroa
Kim Leech
Sue Kennedy
Tina Rios

Aides

Gregg Stoltz
Hong Tran
Paul Resendez
Barbara Schumaker
Jerrie Nackos
Joanne Aurilio
Aygush Fasulyan
Bonnie Reeder
Anh Nguyen
Kathryn Sweeney
Karen Sabatino

Student Aides

Christina Calderon
Vera Calderon
Belen Carrillo
Amelia Garcia
Maria Garcia
Yasuko Glenn
Miral Hanna
Deanne Long
Hiromi Nagaosa
Alicia Navarro
Matt Sandoval
Rathi Sarma
Claudia Varelas
Yuki Yen

Support Staff

Jennifer Mora - office
Francisco Armenta - custodian
Cheryl Riley - kitchen
Liz Rocha - kitchen



NON-INSTRUCTIONAL PROGRAM REVIEW

Child Development Center

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

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

Dr. Mickie Allen, Child Development Center Director

date

Dr. Michael Hurtado, Dean of Social & Behavioral Sciences

date

Irene Malmgren, Vice President of Instruction

date

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

Citrus College Child Development Center Instructional Support Program Review

Introduction

The purpose of the Child Development Center (CDC) is to provide quality early care and education services in partnership with families, Citrus College, and the community to children 2.5 to five years of age, and to complement the services and education objectives of the college by: providing education, care and nurturing for the children of students, staff, faculty and community members; utilizing culturally and developmentally appropriate practices and serving as a role model of child development excellence for the community at large. The Center is accredited by the National Association of the Education of the Young Child and is licensed by the state of California Department of Social Services.

The CDC operates on the foundation of three separate mission statements;

- For children our mission is to foster in each child a lifelong joy for learning and respect for others by providing a nurturing, stimulating and interactive environment
- For parents our mission is to support the fulfillment of their educational and occupational goals by providing a safe and nurturing program for each child
- For students our mission is to have a positive effect on children's lives by immersing students in a high quality, educational setting that will guide and nurture the formation of their personal teaching styles

The CDC's classroom curriculum, and all policies and procedures are based on the following goals;

- To promote developmental progress of a child's self-care, self-esteem and self-control
- To help children gain a sense of confidence and competence by fostering the ability to make choices and decisions within the classroom environment
- To help children develop self-discipline and problem-solving skills
- To encourage independence by allowing children to master many self-help skills
- To help children develop the ability to communicate their thoughts, ideas and feelings, and play with other children and adults
- To assist children in gaining knowledge of their world, and in developing creative expressions and comfort with physical movement
- To promote the development of social, emotional, cognitive, language, physical and creative skills in an environment sensitive to each child's strengths and needs
- To support families in achieving their academic or occupational goals
- To provide opportunities to educate Citrus College students in skills relevant to their profession
- To offer high quality child care to our constituents; students, faculty, staff and community

The CDC is operated by a very large staff, as regulations require particular ratios in the classrooms with the children and a program that operates 12 hours a day, seven days a week, 52 weeks a year needs a great deal of staff resources to make it successful.

Thirteen certificated teachers, who must have a minimum of an Associate Teacher's Permit (granted by the California Teacher Credentialing Department), operate as the leaders of each of the 9 classrooms as well as the early morning and late afternoon child care program. Twelve classified aides (having at minimum 24 units in child development) act as team members in each of the classrooms and the day care program; 20 student workers, holding a minimum of six child development units, make up the remainder of the classroom staff. To support this large team of staff and large number of children, the CDC also employs seven classified support staff who work on the office, kitchen, custodial and finance teams. A Confidential Supervisor is responsible for the day to day activities of each of the classrooms and the Director is responsible for the overall curriculum, buildings, budget and staffing.

The CDC has an enrollment of 250 during most of the year; of this number approximately 125 of the children are from student families. The CDC is located on the ground floor of the Educational Development building, the Infant Center and 2 portable buildings.

Integration and Coordination

The CDC is the child development lab for Citrus College; the center has an ongoing relationship with Instruction. Child Development, Psychology, Athletics, Music and Art classes utilize the lab for observations, research, implementation of activities, and gathering of hours for projects or other service learning.

The children of the center benefit greatly from the services of the cosmetology department when the students 'practice' their skills by styling the children's hair; this allows the students the opportunity to work with younger clients. The campus dental program does dental checks one time a year, again giving the children the experience of being to a dentist and the students the experience working with a young client. The children are invited to dress rehearsals of programs in the Performing Arts department; allowing the children to have fun with Santa while giving the students a real audience to practice in front of.

The campus supports the centers' needs in terms of utilizing open areas as evacuation locations, being welcome recipients of dressed up trick-or-treaters, and supporters of fundraisers and other center events.

Program Self-Evaluation

The CDC is a lab setting for those students requiring hands-on activity time with the children; instructional courses utilize the CDC for observing, recording, practicum, activity implementation and research opportunities. Students wishing to pursue their certificate or Permit in child development are required to have a set number of supervised hours working with children; the CDC gives them this opportunity in both paid and un-paid positions in the center.

The CDC has promoted six students in the last year to teacher status after they completed their needed course work and hours; the lad facilitated this opportunity for them.

The CDC is a safe and educational location for student parents to leave their children while they attend classes and complete homework. Students are able to access the center at any time between 6:30am and 6:30pm (eligibility requirements apply in terms of fees); and during these hours they are able to confidently attend class knowing their children are well taken care of. Research has shown that the availability of quality children services strongly impacts older student completion rates; the persistence rate is higher for students who are able to have a safe place for their children during class and study periods.

The CDC is also home to the Foster Care Program which supplies training for Foster Parents in the local community; and the YESS Program which is a direct support service to students who are in or have been emancipated from the Foster Care system.

Parents are able to receive training in the center; workshops and other opportunities are made available to all parents regarding issues such as discipline, nutrition and safety.

The CDC has strong fiscal support from the campus business office in terms of monitoring spending and budget management. The Director is responsible for all fiscal items in the center, however the business office works in tandem to make sure that all reporting to funders, payment of bills, etc is done correctly.

The CDC staff participate in campus recycling programs including paper products and bottle/can recycling. The center has a small composting program as well; allowing the children to learn about composting and the campus to benefit slightly from a classroom putting food waste in the composter versus the trash.

The CDC is unable to financially support technology in the classrooms with the children, and the needs of the staff are being met at this time in terms of technology. However, there is a strong need for a user friendly radio system to be used in an emergency, and this will be researched over the next months and paid for out donated funds.

Effective Practices

The center is doing an exemplary job in supporting the children's development and offering support to parents.

The center is very strong in managing staff costs in terms of limiting staff as the children's enrollment and attendance fluctuates during the school year.

The center offers a yearly book fair for all students and faculty; a book give away to all children enrolled in the program; yearly dental, vision and hearing screening; picture 'days'; muscular dystrophy education and fundraising; child abuse prevention activities and information; and on going opportunities for the parents and students to learn about children development from highly trained, educated and committed teachers.

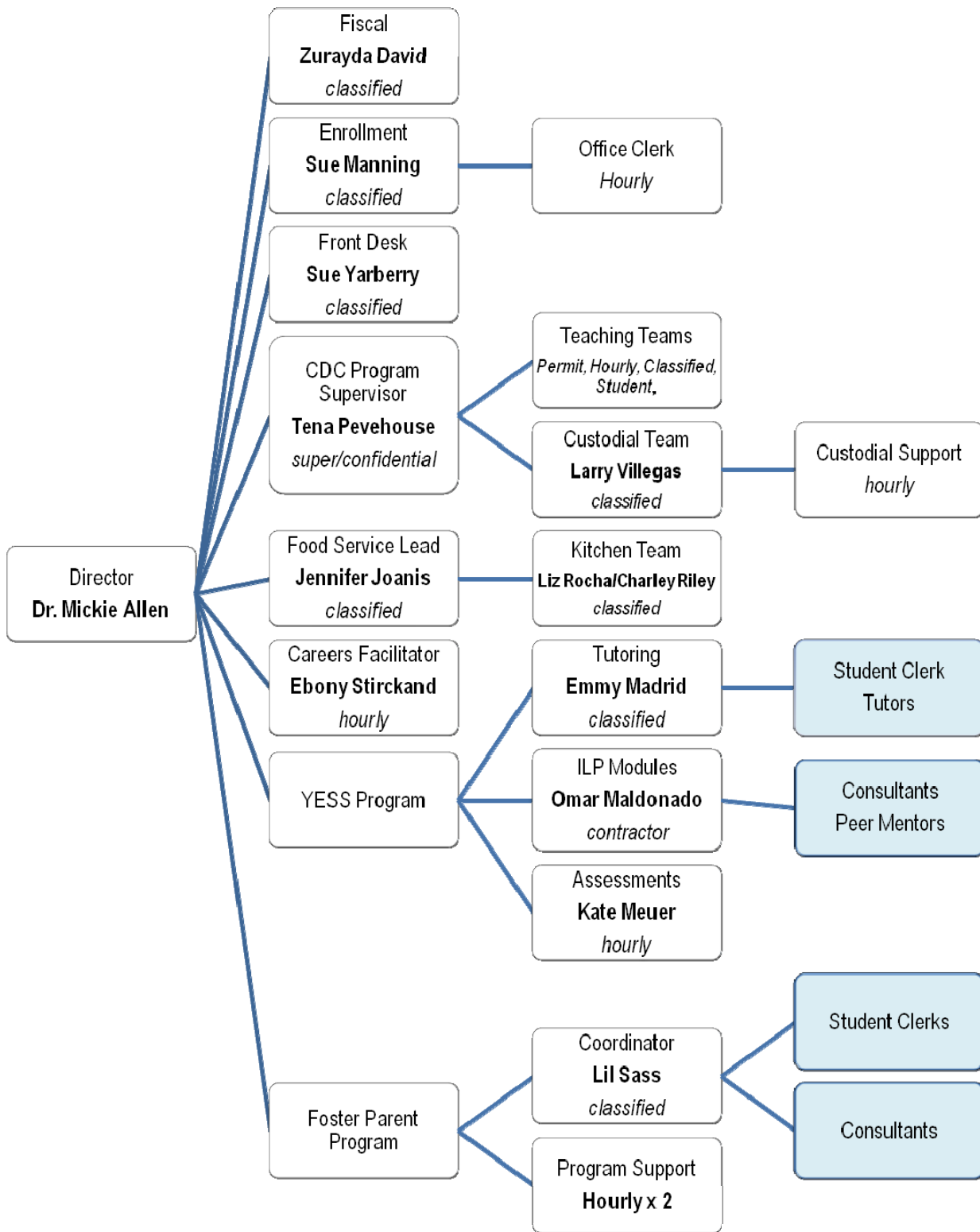
Opportunities for Improvement, Recommendations and Needs Identification

The CDC needs to engage in more training and practice of emergency procedures for the safety of the children and the ease of the student parent's minds to better assist them in staying focused on their academic pursuits.

The center is in need of a radio system that will allow the staff to communicate during emergency situations.

Attachments

- CDC Organizational Chart
- CDC Informational Handout
- Student Learning Outcomes





Citrus College
Orfalea Family Children's Center
(626)914-8501



Preschool Program

The Preschool Program serves children ages 2 1/2 to 5 years of age and is based on the school readiness theory while responding to the needs of the individual child. The Creative Curriculum Philosophy is followed on a daily basis. Children are assessed twice a year with an assessment tool from the California Department of Education. The Child Development Center is licensed by the State of California Department of Social Services. The Child Development Center also proudly holds accreditation by the National Association for the Education of Young Children (NAEYC).

Funding

The Center is funded through the State Department of Education, parent fees, college and community support. Subsidized childcare may be available for parents while taking classes and /or working. Subsidized fees are charged on a sliding scale and are based on income and funding stream.

Life of a Preschooler

- 8:00-9:00 Arrival and Breakfast
 - 9:00-9:45 Outside Interest Areas
 - 9:45-10:00 Circle Time
 - 11:15-12:00 Outdoor Interest Areas
 - 12:00-12:15 Music
 - 12:15-1:00 Hand Washing / Lunch
 - 1:00- 2:30 Nap Time
 - 2:30- 2:45 Snack
 - 2:45-3:45 Indoor Interest Areas
 - Clean Up
 - 3:45-4:00 Story Time / Closure
- This is an example as schedules may vary from

Hours of Operation
 Monday - Friday
 6:30 - 8:00am/4:00 - 6:30pm
 Child care in Main Center
 8:00am - 4:00pm
 Classroom Education



Example Lunch Menu

Breakfast

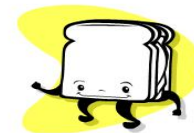
- Milk
- Diced Peaches
- Cheerios

Snack

- Juice
- Vanilla Wafers

Lunch

- Milk
- Chicken Legs
- Mashed Potatoes
- Mixed Fruit
- Whole Wheat Bread



Waiting List

Parents are welcome to place their child on the waiting list at anytime during the year should there not be an opening available at the current time. Parents will be contacted by phone when an opening becomes available for their child.

For more information please feel free to visit www.citruscollege.edu under the Child Development section.

Student Learning Outcomes 2009-10
Program: Child Development Center

I	II	III	IV	V	VI
Program Purpose	Core Competency	Program Student Learning Outcomes	Assessment Method and Criteria for Success	Assessment Results	Use of Results
Support student parents in achieving academic or vocational goals by providing early care and education services to children 2.5-5 years of age.	Creative, Critical & Analytical thinking	With their child in a safe place the student is able to focus on academic goals	Parent survey soliciting information regarding student sense of comfort and safety of their child	100% of completed surveys indicated that students feel that their child is safe in the center	Continue program services and survey implementation
	Communication	Due to the Center's flexible schedule the student is able to participate in all aspects of their course work including early morning classes, field trips, out of class work and study groups.	Parent survey soliciting information regarding the student's ability to more fully participate in course work	100% of completed surveys indicate appreciation to enrollment office for flexibility in scheduling	Continue program services and survey implementation
	Communication	Due to health services provided the children (vision, hearing, dental screenings) the student is able to take care of their child's health needs without impacting their class work	Outcome data from on-site screenings indicating participation of student's children.	Health referrals for vision, hearing and dental follow-up given to parents after screening	Continue program service and referral process

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Program Review – Health Occupations: Emergency Medical Technician	Information	X
		Enclosure(s)	X

BACKGROUND

The Health Occupations: Emergency Medical Technician program has undergone the prescribed program review process based on a 6-year cycle and was approved at the March 1, 2010, Educational Programs Committee meeting and March 22, 2010, Steering Committee Meeting.

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

RECOMMENDATION

Information only, no action is required.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3.



Emergency Medical Technician Instructional Program Review 2009-2010

Spring 2010

Prepared by

Name	Title
Cliff Hadsell PhD	Program Coordinator

Emergency Medical Technician Program Review Committee Members

Name	Title
Mr. James McClain	Dean of Mathematics and Health Sciences
Dr. Cliff Hadsell	Faculty
Dr. David Kary	Curriculum Representative
Mr. John Vaughan	Academic Senate Representative
Mrs. Barbara Rugeley	Library Representative
Mrs. Irene Malmgren	Vice President of Academic Affairs
Ms. Michelle Plug	Articulation Officer
Mr. James Woolum	Program Review Coordinator



PROGRAM REVIEW – Emergency Medical Technician

The final summary of the program review process for Emergency Medical Technician is attached to this page.

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

James McClain, Dean of Mathematics and Health Sciences

date

Michelle Plug, Articulation Officer

date

David Kary, Chair of Curriculum Committee

date

Irene Malmgren, Vice President of Academic Affairs

date

Jack Call, Academic Senate President

date

Geraldine M. Perri, Superintendent/President

date

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

Table of Contents

page #

1. Executive Summary	5
2. Faculty (<i>full and part-time</i>)	5
3. List of Program Courses	6
4. List of Degrees	6
5. List of Certificates and Awards	6
6. List of Industry-Based Standard Certificates & Licenses	6
7. Advisory Committee List	7
8. Program Student Learning Outcomes	7
9. Program Description / Mission	9
10. Program Goals and Objectives	10
11. Curriculum Review and Learning Outcomes Assessment	10
12. Degree/Certificate Review	10
13. Evaluation Criteria - Mission	11
Commendations	
Previous Recommendations Completed	
Recommendations	
14. Evaluation Criteria - Need	12
Commendations	
Previous Recommendations Completed	
Recommendations	

15.	Evaluation Criteria - Quality	13
	Commendations	
	Previous Recommendations Completed	
	Recommendations	
16.	Evaluation Criteria - Feasibility	14
	Commendations	
	Previous Recommendations Completed	
	Recommendations	
17.	Evaluation Criteria - Compliance	15
	Commendations	
	Previous Recommendations Completed	
	Recommendations	
18.	Evaluation Criteria - Other	
19.	Attachment A – Curriculum Course Outlines of Record	
20.	Attachment B – Catalog Pages & Sample Syllabi	
21.	Attachment C – Library Resources Report	
22.	Attachment D – Articulation Status	
23.	Attachment E – Academic Senate Checklist	
24.	Attachment F – Curriculum Checklist	

1. Executive Summary

The Emergency Medical Technician (EMT) Program Review found the program is meeting and exceeding its mission in providing high quality education to students pursuing a career in emergency medical services (EMS). The program has realized a dramatic increase in FTES since hiring a full-time faculty member (29 to 86), generating over \$330,000 in revenue, with many students turned away due to lack of available seats.

The program is well respected throughout the EMS and public safety industry. Our advisory committee comprises the "who's who" of Los Angeles public safety, including many local area fire chiefs, law enforcement officials and private provider leaders.

Graduates of the program are highly sought after. Ninety-five percent of students report finding gainful employment within 90 days of graduation. The other five percent of students are either already employed, have a DUI, or are using the course to meet requirements for a prerequisite to higher field (i.e. physicians assistant, paramedic, etc.). Additionally, Citrus was notified in early 2009 that our EMT program would be one of three primary hiring sites for the largest provider of 911 ambulance transport agencies in Los Angeles County. Currently there are more vacancies than qualified applicants for EMT positions within Los Angeles County.

The program is proud of being selected as the EMT training center for the Los Angeles Federal Bureau of Investigation (FBI) and many federal, state and local law enforcement agencies. Since 2006 Citrus has trained over 100 law enforcement officials in emergency medicine and hundreds of private 911 and inter-facility transfer (IFT) field providers. In total the number exceeds 800 who have successfully completed a Citrus College program in EMS, while well over 1000 have enrolled or attended a program.

The program review revealed a need to continue to expand the program and offer higher level certificates/diplomas in the area of EMS. Our industry advisory members recommended establishment of a paramedic program, and the FBI suggested Citrus College become California Peace Officer Standard and Training (POST), accredited to provide module A and B of tactical medic training. A VTEA grant was written to fund and complete a feasibility study for a paramedic program. The grant was funded, and a consultant has been hired to address this recommendation.

The faculty in this program are proud to maintain the success and high standards of this long standing, established program of over 35 years.

2. Faculty

Full-Time Faculty

Cliff Hadsell PhD, Paramedic

Adjunct Faculty

Todd Baldrige B.S., Paramedic

Mark Furgeson, R.N., M.I.C.N

Stuart McWilliams, B.S. EMT

Tracy Rickman M.P.A., EMT

3. List of Program Courses

Subject & Course No.	Title	Units
HEAL 161	Emergency Medical Technician	7
HEAL 100	Emergency Medical Services Preparatory	3

Classes not offered in the last two years:

Subject & Course No.	Title	Units
	NONE	

4. List of Degrees

None

5. List of Certificates and Awards

Course Completion Skill Awards

-Emergency Medical Technician – HEAL161 (390 skill awards)

6. List of Industry-Based Standard Certificates and Licenses

- Los Angeles County Department of Health Services EMT License/Certification
- American Heart Association CPR Health Care Provider Course (808 certification cards awarded)
- California State Hazardous Materials Certificates (754 certification cards awarded).
- Emergency Medical Services Preparation – HEAL 100 (418 awards)

7. Advisory Committee or Council

Chuck Flack	Los Angeles County FD
Joesph Talley	Schaeffer Ambulance, former student
Chief Scott Haberle	Monrovia FD
Chief Kurt Norwood	Arcadia FD
Chief Jim Anderson	San Marino FD
Chief Ray Mozack	Alhambra FD
Chief Alex Rodriguez	Santa Fe Springs FD
Chief Richard Beckman	San Gabriel Fire Department
Chief Mike Clark	South Pasadena Fire Department
Ms. Lucy Adams	Chief Pre-Hospital Care programs, LA County EMS Agency
Mr. Greg Anderson	Paramedic Coordinator, American Ambulance Response (AMR) Southern California Division
Mr. Mike Mumford, MPA, EMT	Chief of Ambulance Operations, Los Angeles County.
Dr. Jennifer Fernandez	Rio-Hondo College, public safety counseling
Chief Sam Disiavano	(ret) Monrovia Fire Department
Matthew Perez	Field Manager, Medic I Ambulance
Greg Guthrie	Field Manager, Schaeffer Ambulance
Tracy Rickman	Fire Technology Director Rio-Hondo College, Citrus College
Karin Reynoso	Health Care Consultant, LA County Office of Education
Robert Baldrige	Federal Bureau of Investigation (FBI), Citrus College
Ginger Fallen	Consultant, LA County office of Education
Mr. Josh Magedeno	Skills Instructor, UCLA paramedic student
Fire Chief Chris Donovan	Monrovia Fire Department
Paramedic Dwayne Carlton	San Marino Fire Dpeartment
Mrs. Erika Riech	LA County EMS Agency, EMT Program Appoval
Mr. Chad Druten, EMT	Governmental Affairs Officer, Emergency Ambulance
Dr. John Pi, M.D.	Federal Bureau of Investigation
Chief James Bernell	Monterey Park Fire Department
Josh Magdelano	Paramedic Student, UCLA, Skills Instructor, Citrus College

8. Program Student Learning Outcomes

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

Students completing courses in the Emergency Medical Technician Program will have acquired the following comptencies:

1) Communication (personal expression and information acquisition)

- a) Use correct medical terminology and nomenclature in the correct context in order to effectively communicate health/medical information and concepts to others.
- b) Demonstrate an understanding of the ethical responsibilities of EMS and other healthcare providers.

2) Computation

- a) Calculate various I.V. drip rates for patients undergoing I.V. therapy.

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

- a) Develop problem solving and self assessment skills and make appropriate decisions regarding a variety of procedural situations
- b) Identify the signs and symptoms of common medical emergencies related to various body systems.

4) Community/Global Consciousness and Responsibility

- a) Demonstrate the ability to interact with patients and work effectively as a member of the emergency medical services team.
- b) Discuss various EMS systems both local/state and international.

5) Technology

- a) Develop the ability to use and adapt to current technology used in emergency medical services practices.
- b) Demonstrate understanding of administering patient prescribed drugs to patients.

6) Discipline / (Subject Area Specific Content Material)

- a) Demonstrate proficiency in the current duties of an EMT, practicing within scope of practice.

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

	Communication	Computation	Critical Analytical Thinking	Global Consciousness	Technology	Subject Area Content	
						EMT #6A Scope of Practice	EMT #6B EMS Environment
EMS Program-level SLOs	EMT #1 Principles of EMS and legal aspects	EMT #2 N/A	EMT#3 Surface Anatomy Systems	EMT#4 EMS systems	EMT #5 Administer prescribed drugs		
HEAL 100: SLO #1A	X						X
SLO #2A		X					
SLO #2B							
SLO #3A			X				
SLO #3B							
SLO #4		X			X		
HEAL 161: SLO #1A	X					X	
SLO #1B		X					
SLO #2							
SLO #3				X			

Core Competency #1 - Communication (personal expression and information acquisition)

1. Express an understanding of the principles of emergency medical service legal and regulations for the purpose of preparing the student to deliver safe care to the sick and injured and avoid legal and ethical breaches.
2. Analyze and identify airway problems in infants, children and adults.
3. Describe the locations and gross functions of all body systems

Core Competency #3 –Creative, Critical and Analytical Thinking

1. Analyze and identify surface anatomy for the purpose of locating specific landmarks on the human body.
2. Identify the signs and symptoms of common medical emergencies related to various body systems.

Core Competency #4 – Community/Global Consciousness and Responsibility

1. Discuss various EMS systems both local, state, and international.

Core Competency #5 – Technology

1. Demonstrate understanding of administering patient prescribed drugs to patients.

9. Program Description / Mission

The Emergency Medical Technician program is designed to provide the educational setting and opportunities that will develop the social and technical skills required of a successful EMT in the clinical and field provider setting. There are two courses totaling 10 units in the program, leading to a skill award. Students must maintain an 80% class overall average, pass the final exam with an 80% on the first attempt, successfully complete 60 hours of clinical rotation and ambulance ride-along preceptorships, and successfully demonstrate competency in 40 skills areas. Students successful in meeting these requirements are authorized and admitted to take the National Registry EMT (NREMT) examination and be certified by the Los Angeles County Department of Health Services. An introductory course is offered (Heal 100) for students wishing to explore the career.

Courses are offered in a sixteen week semester format, providing flexibility to the student in their education. The program offers both day and evening courses. The course work totals approximately 220 hours and leads directly to a career in emergency medicine upon successful completion.

The program is accredited by both the Los Angeles County Department of Health Services and the National Registry of EMTs. All students take their EMT State Board examination (NREMT) upon program completion, with an average pass rate of 84% (state wide average is 68%) and psychomotor examination with a pass rate of 100%.

The program is also proud of being selected as the EMT/Law enforcement medicine training center for the Los Angeles Federal Bureau of Investigation (FBI) as well as many other federal, state, and local law enforcement agencies. Since 2006 Citrus has trained over 100 law enforcement officials in law enforcement emergency medicine.

The faculty in this program are proud to maintain the success and standards of this long standing, established program of over 35 years.

10. Program Goals and Objectives

The goals and objectives of the Emergency Medical Technician Program are:

- a) Provide adequate support/education to enhance the student's ability to successfully complete the program.
- b) Prepare students to successfully complete the National Registry of EMT (NREMT) board exam and meet and exceed all Los Angeles County requirements for certification.
- c) Comprehensively prepare the students to be a competent and compassionate member of the emergency medical services team.
- d) Maintain competent faculty and staff with relevant experience and expertise
- e) Maintain an active and involved advisory committee.
- f) Maintain high quality clinical and 911 ambulance ride-along opportunities for students.

11. Curriculum Review and Student Learning Outcomes Assessment

Course Number	Course Name	Last Reviewed by Curriculum Committee	*Date for next revision (six year cycle)	Date Last Offered	SLO's Written	**Most Recent SLO's Assessed
Heal 100	Emergency Medical Services Preparation	10/2009	10/2016	Fall 2009	09/2009	10/2009
Heal 161	Emergency Medical Technician	10/2008	10/2016	Fall 2009	09/2008	10/2009

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

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

12. Degree/Certificate Review

The EMT program allows for flexibility in scheduling. Students may choose to take a Monday /Wednesday evening class or an all day Friday course. The courses are designed to attract working adults, full-time and part-time students and returning adult learners. EMT students are able to complete the course requirements in one semester and begin working as soon as they successfully pass their board examinations. Currently an

articulation agreement is being completed with surrounding regional occupational programs (ROP). The agreements are scheduled to be signed sometime in mid 2010.

The skill award and certificate of completion in EMT currently meets the needs of industry. The EMT program regularly meets with industry employers, holds annual advisory meetings and participates as an active member on local and state boards related to EMS issues. The EMT program follows set curriculum from the Los Angeles County Department of Health Services and NREMT who set local and national standards.

A concurrent requisite is required and can be completed concurrently with EMT or as a stand alone course. Both courses have recently undergone review by the Citrus College Curriculum Review Committee EMT 2008 and EMS Prep 2009.

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date SLOs written	Date SLOs Assessed	Date last reviewed by Advisory Council
Emergency Medical Technician Skill Award	2008	150	2008	2009	2008

13. Evaluation Criteria – Mission

- a. Students have the opportunity to complete the program in one semester.
- b. Graduates are hired with local ambulance and hospital providers at a rate of 95%.
- c. Students provide outreach to the community via Los Angeles County Public Health (providing assistance with flu shots and blood pressure screenings)
- d. Program collaborates with local elementary and high schools through on campus tours and community demonstrations.
- e. The program is very diverse. Program indicators of students, show 28.2% Hispanic and 37.8 % Caucasian, with approximately 75% of students being male, 25% female.

Commendations

- a) Student commendations from local provider agencies are received throughout the year.
- b) McCormick’s Ambulance, one of the four largest providers of "911" EMS in Los Angeles County, adopted Citrus as one of three sole employment vendors, (Citrus College, UCLA and El Camino College) for future employees.
- c) The Los Angeles FBI office sends approximately 30 agents to be trained and certified in EMT/Law enforcement medicine each spring semester.

Previous Recommendations Completed

- a) EMT advisory meeting completed for 2009.
- b) Attended various career faire's Citrus, San Dimas and Glendora.
- c) Provide EMT during times that are convenient to students.

Recommendations

Recommendation								
Pursue expanding EMT program to include accredited paramedic program in conjunction with Rio Hondo College								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Hire Consultant	January 2010	Cliff Hadsell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pursue POST accreditation in Law Enforcement curriculum	January 2011	Cliff Hadsell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fee

Recommendation								
Launch new Emergency Management Program								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Meet with staff to find out what date to launch	Fall 2010	Cliff Hadsell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14. Evaluation Criteria – Need

Citrus College has been providing EMT training to the community for over 35 years. Demand continues to out supply current pool of qualified candidates. All successful graduates who have a clean driving record, criminal background, and are free from disability find employment. Course enrollment trends show a dramatic increase in perspective students (28 FTES, 2003, to 86 FTES, 2009). Currently there are 21 accredited EMT programs in Los Angeles County, some active, some not. All programs report turning prospective EMT students away because of lack of available seats.

The EDD, California Fire Chiefs and California Ambulance Owners all report an anticipated 22% increase in hiring through 2016.

Commendations

- a) Ninety-five percent of the students are hired upon graduation; many local area providers agencies hire exclusively from our program.
- b) Regular meetings with local area providers provide valuable input and feedback regarding the needs of the EMS community related to the training Citrus EMT program provides, allowing for adjustments to the curriculum and equipment as needed.
- c) Advisory committee continues to provide positive feedback and support for the program.

Previous Recommendations Completed

- a) Provide online software for practice EMT homework and tests.

Recommendations

Recommendation Provide storage for new ambulance									
				Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other	
Meet with staff to determine location	Fall 2010	Cliff Hadsell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15. Evaluation Criteria – Quality

The Citrus College EMT program is governed by the Los Angeles County Department of Health Services and NREMT. All lecture /lab hours are dictated and mandated for all accredited programs by regulatory agencies. All prerequisites and co-requisites are consistent with surrounding community colleges and are all transferable within EMT programs. All course outlines are reviewed on a regular basis. All faculty are well qualified and approved to teach didactic and/or skills by the Los Angeles County Department of Health Services. Faculty maintain at minimum 48 hours for paramedic and 24 hours for EMT continuing education units every two years. Approximately 65% of the students who enroll successfully complete the program. Many drop because of time, emotional, financial, family commitments, and/or find they are not suited to the profession.

Commendations

- a) prospective

Previous Recommendations Completed

- a) Complete EMT and EMS Prep Student Learning Outcomes.

Recommendations

Recommendation Provide professional development opportunities for Instructor, adjunct and skills instructors.									
				Impact					

Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Secure funds for conferences	June 2010	Cliff Hadsell		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Secure funds to maintain pre-hospital mandatory certifications such as BCLS, ACLS, PHTLS and ATT for all instructors.	June 2012	Cliff Hadsell		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Recommendation									
Continue to update equipment needed for skills assessment									
				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Ongoing purchase of current EMS equipment	2010-2012	Cliff Hadsell		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

16. Evaluation Criteria – Feasibility

The Citrus College EMT program has state-of-the-art equipment for all courses. The program is completely self supported and successful students can graduate and go to work at the conclusion of one semester. Currently we have sufficient faculty representation for students. However, in the future, if a paramedic school is approved, we will need additional adjunct instructors and an additional two full-time faculty members.

Commendations

- a) Courses are offered frequently enough to allow prepared students to complete the program in one semester. Courses are offered day and evening to meet the needs of working adults and retraining adult learners.

Previous Recommendations Completed

- a) Sell course pack (handouts) materials through the OWL bookstore

Recommendations

Recommendation									
Meet with Counseling members to orient them to the program requirements.									
				Impact					
Action/Activities	Target Date	Person Responsible		FNIC	Facilities	Software	Equipment	Personnel	Other
Hold a meeting with interested Counselors regarding EMT	2010	Cliff Hadsell		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation								
Hire two more faculty members if a paramedic school is approved.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
	2012	Cliff Hadsell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

17. Evaluation Criteria – Compliance

Citrus College EMT is regulated under the Los Angeles Department of Health Services and NREMT. All course work meets and exceeds governing body requirements. Citrus College facilities meet ADA and industry standards. The EMT program meets regularly with CTE staff throughout the year.

Commendations

- a) Cliff Hadsell serves as the Department of Health Services member/chair for the EMS Investigative Review Panel (IRP).
- b) Cliff Hadsell, serves as member of Los Angeles County EMS Education Task Force.
- c) Cliff Hadsell serves as board member for the Southern California EMS Educators Association.

Previous Recommendations Completed

- a) Hold yearly industry advisory meetings.

Recommendations

--none--

18. Evaluation Criteria – Other

19. Attachment A: Curriculum Course Outlines of Record

20. Attachment B: Catalog Pages & Sample Syllabi

21. Attachment C: Library Resources Report

22. Attachment D: Articulation Status

23. Attachment E: Academic Senate Checklist

24. Attachment F: Curriculum Checklist

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 35)
- b. Authorization is requested to approve facility rentals and usage. (Page 38)
- c. Authorization is requested to approve A & B Warrants for March 2010. (Page 40)
- d. Authorization is requested to approve purchase orders for March 2010. (Page 42)
- e. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. (Page 49)
- f. Authorization is requested to approve Change Order Six in the amount of \$104,047.00 for Project #06-0506, Vocational Technology Complex. (Page 51)
- g. Authorization is requested to approve Change Order Three in the amount of an increase of \$64,765.00 and add zero (0) days to the time for completion for bid #10-0607, Student Services Building. (Page 56)

CONTINUED

I. ACTION ITEMS

1. Consent Items (continued)

Personnel Recommendations

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 61)
- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page68)
- j. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page70)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

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

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. I.1.a. _____

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – May 4, 2010

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
SixTen and Associates	\$24,000.00max	District	7/1/10-6/30/10	Mandated Costs Services
tBP Architecture	\$24,000.00max	Bond	5/4/10-12/30/10	Landscape Design – Campus Safety
West Coast Consulting, Inc.	\$15,250.00max	District	3/18/10-4/30/10 <i>Revision</i>	EOC Training
<u>CHILD DEVELOPMENT CENTER</u>				
Arnold, Heather	\$3,100.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Arteaga, Elisa	\$800.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Barnes, Carla	\$1,800.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Brown, Cynthia	\$925.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Brown, Patrice	\$15,000.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Browne, Sandra	\$1,400.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Cash, Frank	\$135.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Cash, Karen	\$17,450.00max	Grant	7/1/09-6/30/10 <i>Revision</i>	Facilitation for Foster Care Ed
Cash, Karen	\$13,750.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Cash, Karen	\$11,400.00max	Grant	7/1/10-6/30/11	Facilitation for Foster Care Ed
Castillo, Julissa	\$3,700.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Chung Carrie Ann	\$3,600.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Christiansen, Sandra	\$1,850.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Dixon, Karen	\$9,050.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Dixon, Karen	\$11,100.00max	Grant	7/1/10-6/30/11	Facilitation for Foster Care Ed
Fisher, Christal	\$2,916.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Garcia, Corrine	\$3,300.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Garcia, Corrine	\$765.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Garcia, Marlene	\$2,970.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Geiselman, Patricia	\$4,400.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Granillo, Lisa	\$1,575.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Haghani, Natalie	\$7,524.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Haghani, Richard	\$7,980.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Hawes, Linda	\$720.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Hill, James	\$3,150.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Johnson, Sandra L.	\$1,116.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Martin, Lila	\$1,140.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Mathis, Bernard	\$2,010.00max	Grant	7/1/10-6/30/11	Foster Care Ed
McClellan, Sheila	\$900.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Nicklas, Amber	\$1,260.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Paddock, LeeAnn	\$9,900.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Paddock, LeeAnn	\$8,000.00max	Grant	7/1/10-6/30/11	Facilitation for Foster Care Ed
Razo, Jorge	\$6,800.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Razo, Jorge	\$8,160.00max	Grant	7/1/10-6/30/11	Facilitation for Foster Care Ed
Reyes, Carmela	\$6,400.00max	Grant	2/2/10-6/30/10 <i>Revision</i>	FKCE Curriculum Translation
Reyes, Carmela	\$2,400.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Reyes, Carmela	\$816.00max	Grant	7/1/10-6/30/11	Outreach for Foster Parents
Reyes, Carmela	\$2,400.00max	Grant	7/1/10-6/30/11	FKCE Curriculum Translation
Robertson, Deena	\$2,975.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Sharp, Gail	\$1,050.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Smith, TaWanna	\$5,365.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Switanowski, Lori	\$6,720.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Turner, Leanne	\$1,625.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Vracin, Alex	\$4,176.00max	Grant	7/1/10-6/30/11	CPR/First Aid & Water Safety Training

Walker, Joe	\$2,025.00max	Grant	7/1/10-6/30/11	Foster Care Ed
Washington, Gwen	\$7,050.00max	Grant	7/1/10-6/30/11	Foster Care Ed
 <u>FINE AND PERFORMING ARTS</u>				
Catalan, David	\$8,000.00max	District	5/4/10-6/30/10	Musician Services
Jim Lindsay Productions, Inc.	\$750.00max	District	5/5/10-6/30/10	Video Production Service
Matzkannin, Mark	\$2,500.00max	District	5/15/10-5/21/10	Automated Lighting Programmer
Sears, Anthony	\$1,300.00max	District	5/5/10-6/30/10	Photography Services
Thorpe, Nick	\$5,500.00max	District	5/5/10-6/30/10	Musician Services
 <u>GOLF DRIVING RANGE</u>				
Bristol, Dan	\$25.00 per ½ hr	Fees	7/1/10-6/30/11	Private Golf Lessons
Ingraham, Jeffrey M.	\$35.00 per ½ hr	Fees	7/1/10-6/30/11	Private Golf Lessons
Ingraham, Jeffrey M.	\$15.00 per student	Fees	7/1/10-6/30/10	Group Golf Lessons
Rossman, Ricky	\$55.00 per hour	Fees	7/1/10-6/30/11	Private Golf Lessons
Rossman, Ricky	\$25.00 per student	Fees	7/1/10-6/30/11	Adult Group Lessons
Rossman, Ricky	\$25.00 per student	Fees	7/1/10-6/30/11	Junior Group Lessons
 <u>STEM GRANT</u>				
WRD Consulting Group	\$32,028.00max	District	7/1/10-9/30/10	Consultation Services for Grant Reporting and Management
WRD Consulting Group	\$32,028.00max	Grant	7/1/10-9/30/10	Evaluation Services for CCRAA HSI STEM Grant
 <u>TECH PREP</u>				
Hands On Solar, Inc.	\$3,000.00max	Grant	5/5/10-5/14/10	Training for Energy Efficiency, Solar/Thermal, Weatherization etc.

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	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. l.1.b. _____

**Use of Facilities
May 4, 2010**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
FLS International	Center for Innovation Community Room	Orientation and Testing	4/5/2010	\$100.00 plus additional labor if required
Glendora High School Field Hockey Team	Football Practice Field	Field Hockey Practice	4/10 & 4/24/10	\$200.00 plus additional labor if required
Perry Ellis International, Inc.	Pool and MG871	Still Photo Shoot	4/12/2010	\$2,850.00 plus additional labor if required
Rock On Films, Inc.	LH101, MA, ES & E6 and S9 Parking Lots	Movie Filming	4/12, 4/13, 4/14 and 4/15/10	\$4,800.00 plus additional labor if required
China Productions	Stadium and S6 Parking Lot	Commercial Filming	4/14/2010	\$5,025.00 plus additional labor if required
Operation Smile	Campus Center	Fundraiser	4/17/2010	\$1,131.80 plus additional labor if required
Tuition RX	LB101	College Planning Meeting	5/8/2010	\$125.00 plus additional labor if required
Glendora High School Field Hockey Team	Football Practice Field	Field Hockey Practice	7/5-> 7/8/10 and 7/12-> 7/15/10	\$1,600.00 plus additional labor if required
Glendora High School Football Team	Stadium and Locker Rooms	2010 Football Games	9/3, 9/10, 9/24, 10/29 & 11/11/10	\$13,000.00 plus additional labor if required
Azusa Pacific University	Stadium and Locker Rooms	2010 Football Games	9/11, 9/18, 10/9 and 10/16/10	\$10,400.00 plus additional labor if required
Azusa High School Football Team	Stadium and Locker Rooms	2010 Football Games	9/16, 9/23, 10/8, 10/15 & 11/12/10	\$13,000.00 plus additional labor if required
Gladstone High School Football Team	Stadium and Locker Rooms	2010 Football Games	9/17, 10/1, 10/22, 10/28, 11/5/10	\$13,000.00 plus additional labor if required
Charter Oak Youth Football and Cheer	Stadium	Conference Cheerleading Competition	12/4/2010	\$5,150.00 plus additional labor if required
Glendora Youth Volleyball	Gym	Youth Volleyball Games	12/4/10 and Saturdays in January and February	\$2,365.00 plus additional labor if required
Hacienda Heights Jr. All American Cheer	Stadium	Youth Cheerleading Competition	12/11/2010	\$4,100.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	A & B Warrants	Information	_____
		Enclosure(s)	X

BACKGROUND

A & B Warrants for March 2010. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for March 2010.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ I.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
March, 2010		
B WARRANT AMOUNT PAID TO VENDORS		\$3,566,950.55
GRANT AMOUNT PAID TO STUDENTS		\$7,455,552.53
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
193	C1H-C	\$1,648,244.58
373	C3H-C	\$844,911.36
486	C3H-N	\$270,809.44
11	069-C	\$5,792.81
17	069-N	\$5,780.15
9	076-C	\$11,918.04
10	076-N	\$2,848.60
2	083-C	\$2,279.84
1	083-N	\$167.03
1	C2I-C	\$5,265.83
347	C2I-N	\$1,488,247.28
1,450		\$4,286,264.96
ske		
4/30/2010		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

Purchase orders March 2010.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for March 2010.

Carol R. Horton
Recommended by

/ _____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. ____ I.1.d. _____

Includes 03/01/2010 - 03/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-13108	SPRINT	9190	Blanket PO	01-5800	10,000.00
10-13267	SPRINT	9375	Blanket PO	42-5800	2,000.00
10-13636	SPRINT	9070	Blanket PO	01-4300	.00
				01-5800	8,800.00
10-14669	R & R CUSTOM SIGNS	9040	Signage	01-4300	80.12
10-14679	ERNIE'S AUTO PARTS	9040	Parts	01-4300	89.04
10-14680	BATTERY SALES UNLIMITED	3020	Batteries	01-4300	208.42
10-14681	G & R REFRIGERATION	9470	Service Call & Parts	59-4300	156.69
				59-5630	200.00
10-14682	Tech Depot An Office Depot Co.	0310	Supplies	01-4300	263.00
10-14683	LERN ANNUAL CONFERENCE	3370	Registration check for Lancaster/Vanschoelandt	01-5220	1,592.00
10-14684	BLUELINX	9030	SUPPLIES	01-4300	3,713.94
10-14685	Best Buy for Business	3120	Supplies	33-4300	5,855.16
10-14686	CLEAN SOURCE	9270	Supplies	01-4300	875.54
10-14687	Spicers Paper Inc	WA	Paper - Warehouse stock	01-4300	711.18
10-14688	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9099	College Directory	01-4300	21.00
10-14689	AMERICAN LEAK DETECTION	9190	Detect leak south of PS Bldg	01-5800	975.00
10-14690	J & S AUTO BODY	9240	Repair vehicle #163 front end damage	01-5630	2,722.36
10-14691	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9460	Diving Board Removal & Replacement	41-5800	1,500.00
10-14692	SOUTHLAND INDUSTRIES	9370	Repairs on Library Air Handler	41-5600	11,857.00
10-14693	Positive Promotions	3120	Supplies	33-4300	204.31
10-14694	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9210	Community College Directories	01-4300	332.00
10-14695	SAN GABRIEL VALLEY TRIBUNE	9210	Newspaper Subscription	01-4300	65.00
10-14696	BUDGET BLINDS	9470	Window coverings	59-4300	767.86
10-14697	SARGENT-WELCH SCIENTIFIC DIVISION OF VWR CORP	0030	Supplies	01-4300	127.63
10-14698	Lynch Sign Co.	9210	Banner	01-4300	219.50
10-14699	RECORDING FOR THE BLIND	3270	Membership renewal	01-4300	.00
				01-5800	350.00
10-14700	Dell Computer Corp	9170	Supplies	01-4300	82.91
10-14701	MOVIES UNLIMITED	3160	AV Media	01-6300	497.21
10-14702	PACKAGING HORIZONS CORP.	3070	Document Bag	01-4300	197.52
10-14703	GOLDEN RULE BINDERY	9260	Bindery	01-4300	1,000.00
10-14704	Dell Computer Corp	9100	Computer	01-6400	1,844.13
10-14705	ROSE BRANDS TEXTILE FABRICS	9030	SUPPLY	01-4300	4,770.01
10-14706	CDW-G	9100	Scanner Repair Parts	01-4300	87.08
10-14707	B & H Photo Video - Pro Audio Gov/Education Sales Division	0072	Microphones	01-6400	263.29
10-14708	HARDY DIAGNOSTICS	0030	Supplies	01-4300	171.24
10-14709	GETINGE/CASTLE INC	0030	Preventive Maintenance Plan	01-5810	267.00
10-14710	LABMART	0030	Supplies	01-4300	329.24
10-14711	FREESTYLE PHOTOGRAPHIC SUPPLY	3260	Supplies	01-4310	4,009.63
10-14712	Apple Inc	0072	Computers	01-6400	4,222.89
10-14713	Lynch Sign Co.	3370	Earth Day Banners	01-4300	952.63
10-14714	CLAREMONT UNIFIED SCHOOL DIST.	9390	CHS 2009 Summer School	01-5800	80,295.20

Includes 03/01/2010 - 03/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-14715	DYNALECTRIC	9370	Replace campuswide EMS components	41-5600	12,259.80
10-14717	ARROW PARKING	9370	Fill and patch hot water piping trench	41-5600	2,350.00
10-14718	SR&B Boilers, Inc.	9040	Repairs to Pool Boiler	41-5600	10,828.84
10-14719	Tech Depot An Office Depot Co.	3040	Fax Machine	01-4300	319.36
10-14720	AZUSA UNIFIED SCHOOL DISTRICT	3340	AHS and GHS Summer School	01-5800	25,485.78
10-14721	GARD'S MUSIC HOUSE	3040	Sound System Rental for Hairshow	01-4300	98.78
10-14722	DICK BLICK WEST	0010	Easels	01-4300	541.23
10-14723	JK SPECIALTY PRINTING	9360	Flex supplies	01-4300	319.38
10-14724	PRINTABLE TECHNOLOGIES INC.	9110	Web submission 6 month renewal	01-5630	2,490.00
10-14725	TOMARK SPORTS INC.	9350	Baseball supplies	01-6400	4,169.20
10-14726	Positive Promotions	3120	Incentives for LST & Tutored Youth	33-4300	2,228.20
10-14727	MEDCO SPORTS MEDICINE MEDCO SUPPLY LOCKBOX	0060	Training room equipment	01-6400	1,133.94
10-14728	CORPORATE SPACES, INC.	3120	Furniture	33-4300	161.01
10-14729	ON TRACK	0060	Track and Field Equipment	01-4300	1,766.69
10-14730	CASBO PROFESSIONAL DEVELOPMENT	9050	CASBO Books	01-4300	70.75
10-14731	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9220	Directories	01-4300	59.50
10-14732	LAGUNA CLAY	0010	Spring semester supplies	01-4310	940.35
10-14733	CAEYC	3120	Registration Fees	33-5220	630.00
10-14734	WESTIN LONG BEACH	3120	Fee for Conference Lodging	33-5220	212.88
10-14735	BITS & PIECES	3020	Specialty duct tape for auto classes	01-4300	23.29
10-14736	BUY ON LINE NOW.COM	9680	Instant Easel	01-4300	210.72
10-14737	THE RECOGNITION CONNECTION	0309	Allied Health Supplies	01-4300	868.39
10-14738	Tech Depot An Office Depot Co.	9672	Scanner	01-4300	141.82
10-14739	Indie Rentals	0309	Across Programs Virtual Scenario	01-5610	768.25
10-14740	SEHI Computer Products Inc	9672	Printer	01-4300	236.08
				01-6400	1,504.04
10-14741	SEHI Computer Products Inc	9347	Printer	01-4300	434.83
				01-6400	422.54
10-14742	TRI-BEST VISUAL DISPLAY	9672	markerboard	01-6400	805.58
10-14743	KI	9672	Furniture	01-6400	7,901.67
10-14744	JIMENEZ COMMUNICATIONS	9347	Translation from English to Spanish	01-5800	525.00
10-14745	JK SPECIALTY PRINTING	9347	Faculty Development materials	01-4300	324.42
10-14746	LAERDAL	3200	EGR Equipment Repair - Sim Man	01-5600	1,632.53
10-14747	OFFICE DEPOT BSD ED DIV	9590	Office Supplies	01-4300	1,400.00
10-14748	LISA SMOLEN & ASSOC (000249)	9672	Software & Upgrade Assurance	01-4300	1,229.20
10-14749	UNIVERSITY OF LAVERNE	9660	ULV Title V Coop Billing for January	01-5800	10,663.84
10-14750	OXFORD UNIVERSITY PRESS ORDER DEPARTMENT	9680	Interactive Software CD	01-4300	551.98
10-14751	PLAZA PRODUCE	9672	Refreshments-STEM Speaker Series	01-4300	36.51

Includes 03/01/2010 - 03/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-14752	PLAZA PRODUCE	9347	Refreshments	01-4300	25.80
10-14753	TRAINERS WAREHOUSE	3120	PS-MAPP Mandated items for Participants, RM/IC-180	33-4300	70.24
10-14754	COSTCO WHOLESALE	9099	Blanket purchase order	01-4300	300.00
10-14755	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	0020	Registration	01-5200	275.00
10-14756	Daisy I.T.	9250	Blanket PO	01-4300	1,000.00
10-14757	HILLYARD INC	9270	Supplies	01-4300	5,659.14
10-14758	WARDS NATURAL SCIENCE	9672	Geology supplies	01-4300	229.39
10-14759	SOUTHLAND INDUSTRIES	9370	Repair leak in hot water loop	41-5600	13,460.00
10-14760	FISHER SCIENTIFIC	9672	Refrigerator	01-6400	2,182.54
10-14761	MINITEX 15 ANDERSEN LIBRARY	3160	AV Supplies	01-4300	538.19
10-14762	MOVIES UNLIMITED	3160	AV Media	01-6300	163.60
10-14763	National Sign & Marketing Corp	9190	Repairs to Marquee	01-5630	800.00
10-14764	CENTRAL SANITARY SUPPLIES	9375	Restroom Accessories - Campus Safety Bldg	42-4300	192.83
10-14765	HILLYARD INC	9270	Supplies	01-4300	2,853.02
10-14766	SPSS Inc.	9300	Software Renewal	01-4300	960.66
10-14767	SCIAC ESTELA NARRIE ARTICULATION OFF	9285	Registration	01-5220	150.00
10-14768	OWL CAFE	9230	Student Affairs contribution to the Breakfast	01-4300	1,000.00
10-14769	PlumbMaster, Inc.	9040	Parts	01-4300	55.66
10-14770	COMMUNITY COLLEGE INTERNAL AUDITORS-ATTN: CORY WATHEN	9020	Registration	01-5200	50.00
10-14771	MERCURY FENCE	9370	Fence around water meter	41-5600	625.00
10-14772	DOOR TECH	9370	Blanket PO	41-5600	6,000.00
10-14773	Tablelegworld.com	3020	table legs for auto lab - display	01-4300	179.52
10-14774	STAMP OUT	9050	Self Inking Stamps	01-4300	50.38
10-14775	LOS ANGELES AREA CHAMBER OF COMMERCE	9451	Registration	01-5220	65.00
10-14776	EDUCATION TO GO	9330	Enrollment Fees	39-5800	240.00
10-14777	MONROVIA UNIFIED SCHOOL DIST	9410	MHS Summer School	01-5800	57,723.11
10-14779	HARBOR FREIGHT	3020	air hose and brushes for automotive program	01-4300	234.87
10-14780	MEDIA EDUCATION FOUNDATION	3160	AV Media	01-6300	443.51
10-14781	RECORDED BOOKS INC.	3160	AV media	01-6300	122.37
10-14782	California Chamber of Commerce	9050	2010 CA & FED Employee Poster	01-4300	52.19
10-14783	JOHNSON LIFT - HYSTER	9040	Repairs to Marklift	41-5600	1,633.00
10-14784	USC MARSHALL SCHOOL OF BUSINESS	9451	Registration	01-5220	475.00
10-14785	PBS.COM DISTRIBUTION	3160	AV Media	01-6300	468.24
10-14786	FILMS MEDIA GROUP	3160	AV media	01-6300	315.11
10-14787	AZUSA LIGHT & WATER DEPARTMENT	9375	Plan Check - Main Gym	42-6100	998.00
10-14788	S R & B BOILERS, INC.	9370	Service Agreement for AQ	41-5800	2,248.78
10-14789	CDW-G	3160	AV Equipment	01-6400	1,102.20
10-14790	ALBERTSONS	9347	Refreshments	01-4300	667.64

Includes 03/01/2010 - 03/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-14791	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	650.00
10-14792	Serbin Communications Corp	9210	College Photography 2010	01-4300	55.00
10-14793	OFFICE DEPOT (000043)	0060	Shredders	01-6400	543.90
10-14794	Dell Computer Corp	9100	Supplies	01-4300	592.10
10-14795	BAUDVILLE, INC.	3200	District Purchase - Supplies	01-4300	105.86
10-14796	NATIONAL CENTER FOR DEV. EDU REICH COLLEGE OF EDUCATION	9347	Journal Subscription/book	01-4300	115.73
10-14797	HARDY DIAGNOSTICS	9672	Microbiology sterilizer	01-4300	396.13
10-14798	COMPVIEW INC.	3160	AV Supplies	01-4300	1,774.93
10-14799	Delphin Computer Supply	9672	Supplies	01-4300	414.31
10-14800	SAN DIEGUITO PRINTERS	9220	2010 Summer CE Schedules	01-5850	13,155.58
10-14801	TOSHIBA	9100	Laptop Battery	01-4300	101.56
10-14802	Micro Focus (US Inc)	9100	Software Maintenance	01-5840	3,399.00
10-14803	GLOBAL CTI GROUP INC	9100	Blanket PO	01-5630	3,000.00
10-14804	CAMPUS COMPUTING PROJECT	9100	Computing Report	01-4300	75.00
10-14805	SMA Management Systems, Inc	9100	Software Repairs	01-5630	675.00
10-14806	HARDY DIAGNOSTICS	0030	Supplies	01-4300	918.19
10-14807	ASSOCIATION FOR INSTITUTIONAL RESEARCH	9300	Book order	01-4300	23.05
10-14808	Dell Computer Corp	3370	Computers	01-6400	15,906.11
10-14810	CalCRN, Order Processing	3120	Books for FKCE classes	33-4300	384.13
10-14811	GALE GROUP	3160	e-Books	01-6300	1,005.40
10-14812	Amazon.com Corporate Credit	9100	Book	01-4300	56.54
10-14813	SEHI Computer Products Inc	9100	Printer	01-6400	802.49
10-14814	J H MITCHELL	9190	Multi-weight oil	01-4360	1,242.26
10-14815	GRAHAM CO	9370	Replace emergency lighting batteries at RA	41-5600	8,271.41
10-14816	CAEYC	3120	Registration Fees	33-5220	20.00
10-14817	OWL CAFE	9430	Refreshments for Emergency Training	01-4300	246.94
10-14818	GLENDORA WINDOW & SCREEN	9040	Repairs at Library	01-5600	260.66
10-14819	WATSON BROS.	0311	Balance Calibration	01-5600	1,590.00
10-14820	DISCOUNT OFFICE ITEMS	0020	Equipment	01-6400	1,341.27
10-14821	R & D BUSINESS INT. 000446	0020	Supplies	01-4300	184.14
10-14822	CM SCHOOL SUPPLY	0020	Blanket PO	01-4300	800.00
10-14823	OWL BOOKSHOP	0020	Blanket PO	01-7610	500.00
10-14824	Positive Promotions	3120	Promotional Products	33-4300	655.21
10-14825	Performance Trends Inc	3020	Software	01-4300	85.31
10-14826	INDUSTRIAL TECHNICAL SERVICES	9040	Repair drive unit at CP	01-5630	1,588.56
10-14827	Sheraton Cerritos Hotel	3371	Banquet event	01-5800	1,412.02
10-14828	SPSS Inc.	9672	Web Conference registration	01-5220	780.00
10-14829	SALLY BEAUTY SUPPLY	3040	Styling Chairs	01-6400	3,676.63
10-14830	MELISSA'S SALON CONCEPTS	3040	Hair Client Cards w/Binders	01-4300	190.81
10-14831	PATTERSON DENTAL	3370	Dental Assisting Supplies	01-4300	1,261.46
10-14832	BURMAX CO INC	3040	Equipment	01-6400	1,013.37
10-14833	SEHI Computer Products Inc	3090	Printers	01-6400	1,387.00
10-14834	CDW-G	3370	External Hard Drive	01-4300	117.09
10-14835	GALE GROUP	9260	Books	01-6300	221.54
10-14836	SIMPLEX GRINNELL	3040	Time clock service agreements (2)	01-5810	269.00

Includes 03/01/2010 - 03/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-14837	Wristbands with a Message.com	3370	Earth Day Wristbands	01-4300	263.40
10-14838	AMERICAN ASSOC. OF HISPANICS IN HIGHER EDUCATION	9230	Conference registration	01-5200	425.00
10-14839	OWL BOOKSHOP	9081	Textbooks for students	01-7600	9,439.55
10-14840	OWL BOOKSHOP	9081	Textbooks for EOPS students	01-7600	62,482.11
10-14841	COSTCO WHOLESALE	9081	Refreshments for students	01-5220	750.00
10-14842	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	3160	Online Database Subscriptions	01-5840	24,354.00
10-14843	SNAP-ON INDUSTRIAL	3020	Tool Cabinet	01-6400	2,359.64
10-14844	Artistic Coverings	9470	Pads for outside poles	59-4300	1,907.46
10-14845	SVM, LP	9580	Material supplies	01-7600	2,076.95
10-14846	MARY B THORNE ALUMNI CLUB	9470	Tee Sponsor	59-5830	100.00
10-14847	ACE BUSINESS MACHINES, INC.	9050	Feed Roller Asembly for SECAP Folder/Sorter	01-4300	142.62
10-14848	HOORAY PROMOS	9580	Student Supply	01-7600	1,843.32
10-14849	COMMISSION ON ATHLETICS	9010	Travel Registration	01-5200	130.00
10-14850	CCCCSSAA REGIN 8 CONFERENCE	9280	Registration for Conference	01-5200	100.00
10-14851	COSTCO WHOLESALE	9580	Blanket PO	01-4300	500.00
10-14853	MarineDepot.com	9260	Supplies	01-4300	189.68
10-14854	Toshiba Direct Gov/Ed Western Division	3370	Computer	01-6400	1,446.33
10-14855	CONTRX Cranes	9375	Voc Tech - Jib Crane	01-6400	2,864.48
10-14856	Technology Integration Group	9672	Equipment	01-6400	20,489.36
10-14857	SEHI Computer Products Inc	9672	Monitors	01-6400	7,971.30
10-14858	R.M. SYSTEMS, INC.	9375	Voc Tech - Repair Fuse	41-5800	410.69
10-14859	PLAZA PRODUCE	3500	Advisory Committee Meeting Luncheon	01-4300	51.80
10-14860	PHARMEDIX	9160	Birth control medication	01-4300	1,121.03
10-14861	Sanofi Pastuer Inc.,	9160	TB vaccine	01-4300	400.81
10-14862	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	3120	Registration Fee	33-5200	200.00
10-14863	JUDGE NETTING, INC.	9370	Netting repairs and installation at GDR	41-6100	13,800.00
10-14864	Lenovo Inc	9300	Computer	01-6400	1,748.95
10-14865	DIETERICH-POST	3080	Supplies	01-4300	791.81
10-14866	EMPIRE FLOOR MACHINE CO	9270	Supplies	01-4300	477.96
Total				188	582,136.04

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	156	479,707.54
33	Child Development Fund	11	10,621.14
39	Community Education	1	240.00
41	Capital Outlay Projects Fun	13	85,244.52
42	Revenue Bond Construction F	3	3,190.83
59	Golf Driving Range	4	3,132.01
Total		188	582,136.04

PO Changes				
	New PO Amount	Fund/ Object	Description	Change Amount
10-13029	6,000.00	01-5630	General Fund/Repairs	6,000.00
10-13181	2,500.00	01-4300	General Fund/Materials and Supplies	2,500.00
10-13280	17,000.00	01-7600	General Fund/Other Outgo to/for Students	17,000.00
10-13340	10,000.00	01-4300	General Fund/Materials and Supplies	10,000.00
10-13356	2,000.00	01-4300	General Fund/Materials and Supplies	2,000.00
10-13357	500.00	01-4300	General Fund/Materials and Supplies	500.00
10-13359	2,500.00	01-4300	General Fund/Materials and Supplies	2,500.00
10-13378	500.00	01-4300	General Fund/Materials and Supplies	500.00
10-13472	1,100.00	01-4300	General Fund/Materials and Supplies	1,100.00
10-13475	530.00	01-4300	General Fund/Materials and Supplies	530.00
10-13488	700.00	01-5880	General Fund/Other Charges/Fees	700.00
10-13497	1,500.00	01-5630	General Fund/Repairs	1,500.00
10-13504	191.00	01-6300	General Fund/Books & Media	191.00
10-14393	2,989.16	41-4300	Capital Outlay Projects Fun/Materials and Supplies	2,989.16
10-14393	2,989.16	41-6400	Capital Outlay Projects Fun/Equipment-Capitalized	2,989.16
Total PO 10-14393				.00
10-14605	2,377.00	41-4300	Capital Outlay Projects Fun/Materials and Supplies	2,377.00
10-14605	2,377.00	41-6100	Capital Outlay Projects Fun/Sites and Improvement of	2,377.00
Total PO 10-14605				.00
10-14627	7,216.88	41-5600	Capital Outlay Projects Fun/Rentals, Leases and	4,881.88
10-14668	2,869.48	01-6400	General Fund/Equipment-Capitalized	72.50
Total PO Changes				49,975.38

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	
SUBJECT:	Disposal of Surplus Property	Information	
		Enclosure(s)	X

BACKGROUND

Education Code Section 81450 - 81455 authorizes the governing board of any community college district to exchange for value, sell or donate any personal property belonging to the district if the property is not required for college purposes. It further allows any district to contract with a private auction firm to dispose of these items. The Citrus Community College District contracts with The Liquidation Company of Fontana for these services.

From time to time the District sends items no longer needed for college use to The Liquidation Company to be sold at public auction to the highest bidder or donation to another public entity. A list of such items is submitted herewith for the Board of Trustees to approve for disposal.

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

RECOMMENDATION

Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ I.1.e. _____

Surplus Inventory List

May 4, 2010 Board Agenda

- 2 carousel slide projector
- 4 cart
- 1 compact disc player cassette recorder
- 2 DVD/VCR combo
- 1 DVD player
- 8 LCD projector
- 1 TV/VCR combo
- 1 camcorder
- 31 monitors
- 28 video cassette recorders
- 6 projector
- 10 computer
- 2 fax machine

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	
SUBJECT:	Approval of Change Order Six, Project #06-0506, Vocational Technology Complex	Information	
		Enclosure(s)	X

BACKGROUND

At its meeting of November 6, 2007, the Board of Trustees awarded Project #06-0506, Vocational Technology Complex to PW Construction of Glendora, California. During the course of construction the District has identified some additional requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order Six. The increase is \$104,047.00. The revised total of the contract after Change Order #5 is \$14,150,719.00. This change order will add ten (10) calendar days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order Six in the amount of \$104,047.00 for Project #06-0506, Vocational Technology Complex.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.f. _____

CHANGE ORDER

tBP/Architecture
 2300 Newport Boulevard
 Newport Beach, CA 92663

PROJECT:	<u>Vocational Technology</u>	CHANGE ORDER #	<u>6</u>
	<u>Citrus Community College District</u>	DATE:	<u>April 16, 2010</u>
CONTRACTOR:	<u>PW Construction Inc.</u>	D.S.A. #	<u>A03-110220 F19-C9</u>
	<u>1905 E Route 66, suite 200</u>	tBP #	<u>20581.00</u>
	<u>Glendora, CA</u>	District #	<u>06-0506</u>

ORIGINAL CONTRACT AMOUNT:	\$ <u>13,649,000</u>
Previous Change Order: \$ <u>397,672</u>	
This Change Order: \$ <u>104,047</u>	
Total Change Order:	\$ <u>501,719</u>
REVISED CONTRACT AMOUNT:	\$ <u>14,150,719</u>

ORIGINAL CONTRACT COMPLETION DATE:	<u>December 14, 2009</u>
Previous Change Order: <u>62</u> Calendar Days	
This Change Order: <u>10</u> Calendar Days	
Total Change Orders: <u>72</u> Calendar Days	

REVISED CONTRACT COMPLETION DATE: February 24, 2010

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

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

APPROVALS:

tBP/Architecture Inc.	DATE
PW Construction Inc.	DATE
	DATE

Citrus Community College District

- #1 DESCRIPTION: PMR 17082
Change exterior coiling door 128A at Compressor Room from solid faced panels to open grille panels.
REASON: Compressor Room requires increased air flow due to heat buildup from equipment. Open grill coiling door provides greater air circulation.
REQUESTED BY: Mechanical Engineer
COST: \$ 5,957
TIME EXTENSION: 0 days
- #2 DESCRIPTION: PMR 17086
Raise existing fire hydrant at north/east corner of site to match new grades indicated on DSA approved docs.
REASON: Plans did not indicate existing fire hydrant to be raised to match new grades.
REQUESTED BY: Architect / Civil Engineer
COST: \$ 683
TIME EXTENSION: 0 days
- #3 DESCRIPTION: PMR 17093
Added wider hand wash sinks in shop area.
*DSA, note that disabled access is unchanged including clear knee space.
REASON: User group found that wider handwash sinks reduces amount of water that splashes onto floor
REQUESTED BY: District
COST: \$ 7,241
TIME EXTENSION: 0 days
- #4 DESCRIPTION: PMR 17097
Move wall framing 1" to align with block in room 106.
REASON: Wall was initially framed when it realized the wall finish did not align in this room requiring adjustment.
REQUESTED BY: Architect
COST: \$ 619
TIME EXTENSION: 0 days
- #5 DESCRIPTION: PMR 17098
Install Gold Bond XP 5/8" fire shield moisture resistant drywall in lieu of standard 5/8" drywall at exterior sheathing.
REASON: To facilitate schedule since roof had yet to be completed and raining season was approaching.
REQUESTED BY: District
COST: \$ 2,084
TIME EXTENSION: 0 days
- #6 DESCRIPTION: PMR 17100
Weld tabs for framing alignment at "eyebrows" above entry doors 106c and 106a.
REASON: sides of "eyebrow" did not indicate framing tabs.

- REQUESTED BY: IOR
COST: \$ 367
TIME EXTENSION: 0 days
- #7 DESCRIPTION: PMR 17101
Add angle as shown on FCD-4 at end of W16x57.
* DSA, see attached FCD-4.
REASON: A torsional restraint of beam ends were inadvertently not included
REQUESTED BY: Structural Engineer
COST: \$ 1,673
TIME EXTENSION: 0 days
- #8 DESCRIPTION: PMR 17105
In lieu of AC paving between the north wing and concrete swale, provide concrete paving.
Grades to be unchanged from DSA approved documents.
REASON: Concrete more durable for vehicle maintenance activities that may occur in this area.
REQUESTED BY: District
COST: \$ 31,893
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PMR 17109 (Bulletin 31)
Revise note 7 on sheet RA-1.3 to read:
4'-0" (in lieu of 4'-8") high CMU wall with 6" utility chase at top.
REASON: User preference for a lower utility wall.
REQUESTED BY: District
COST: \$ 1,141
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PMR 17111 (Bulletin 37)
Omit epoxy flooring in all Phase II rooms where indicated.
In lieu of epoxy floor, provide concrete sealer/hardener per addenda #2, specification section 03300, articles 2.07(A) and 3.08(E).
REASON: Epoxy flooring in phase I was not sufficiently durable.
REQUESTED BY: District
COST: - <\$ 15,026>
TIME EXTENSION: 0 days
- #11 DESCRIPTION: PMR 17112r1 (Bulletin 35)
Provide power and data revisions per Bulletin 35.
* DSA, see attached Bulletin 35.
REASON: User requested revisions
REQUESTED BY: District
COST: \$ 54,031
TIME EXTENSION: 10 days
- #12 DESCRIPTION: PMR 17113
Relocate emergency light fixture in room 153 ceiling.
REASON: Indicated location interfered with overhead projector.
REQUESTED BY: District

- COST: \$ 534
TIME EXTENSION: 0 days
- #13 DESCRIPTION: PMR 17114
Provide additional 120 volt circuit to the grinder located in Tranny Dyno room.
REASON: Additional power required for equipment.
REQUESTED BY: District
COST: \$ 399
TIME EXTENSION: 0 days
- #14 DESCRIPTION: PMR 17115
Provide two additional electrical outlets per Bulletin 29
REASON: Required receptacles not indicated on electrical plans.
REQUESTED BY: Electrical Engineer
COST: \$ 676
TIME EXTENSION: 0 days
- #15 DESCRIPTION: PMR 17116
Revise electrical layout in room 130 (transmission assembly) to match equipment layout plan on DSA approved docs.
REASON: Electrical layout did not match equipment layout indicated on DSA approved architectural bid docs.
REQUESTED BY: Electrical Engineer
COST: \$ 2,905
TIME EXTENSION: 0 days
- #16 DESCRIPTION: PMR 17117
Provide (2) 120v circuits to engine balancer.
REASON: Engine balancer required the noted power.
REQUESTED BY: District
COST: \$ 562
TIME EXTENSION: 0 days
- #17 DESCRIPTION: PMR 17118
Extend conduits and conductors to magna-flux located in the engine shop.
REASON: Location of hard wire connection to magna-flux required extending electrical point of connection.
REQUESTED BY: District
COST: \$ 959
TIME EXTENSION: 0 days
- #18 DESCRIPTION: PMR 17122 (Bulletin 36)
Revise power for rolling gates per Bulletin 36.
REASON: Gate electric motors were undersized for indicated gates. Resized motors required 3-phase power feed.
REQUESTED BY: Architect / District
COST: \$ 7,349
TIME EXTENSION: 0 days

CITRUS COMMUNITY COLLEGE DISTRICT

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

BACKGROUND

At its meeting of May 6, 2008, the Board of Trustees awarded bid #10-0607, Student Services Building to P W Construction, Inc. of Glendora, California. During the course of construction the District has identified some additional requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order Three. The increase is \$64,765.00. The revised total of the contract after Change Order Number Three is \$19,984,155.00. The change will add zero (0) days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order Three in the amount of an increase of \$64,765.00 and add zero (0) days to the time for completion for bid #10-0607, Student Services Building.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.g. _____

CHANGE ORDER

tBP/Architecture
 2300 Newport Boulevard
 Newport Beach, CA 92663

PROJECT:	<u>Student Services</u>	CHANGE ORDER #	<u>3r</u>
	<u>Citrus Community College District</u>	DATE:	<u>April 23, 2009</u>
CONTRACTOR:	<u>PW Construction Inc.</u>	D.S.A. #	<u>A03-111059 F19-C9</u>
	<u>1905 E Route 66, suite 200</u>	tBP #	<u>20307.10</u>
	<u>Glendora, CA</u>	District #	<u>10-0607</u>

ORIGINAL CONTRACT AMOUNT:	\$ <u>19,868,000</u>
Previous Change Order: \$ <u>51,390</u>	
This Change Order: \$ <u>64,765</u>	
Total Change Order:	\$ <u>116,155</u>
REVISED CONTRACT AMOUNT:	\$ <u>19,984,155</u>

Notice To Proceed, June 16, 2008. 720 Calendar Day Contract		
ORIGINAL CONTRACT COMPLETION DATE:		June 6, 2010
Previous Change Order: <u>5</u> Calendar Days		
This Change Order: <u>0</u> Calendar Days		
Total Change Orders: <u>5</u> Calendar Days		
REVISED CONTRACT COMPLETION DATE:		<u>June 11, 2010</u>

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

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

APPROVALS:

tBP/Architecture Inc.	DATE
PW Construction Inc.	DATE
	DATE

Citrus Community College District

- #1 DESCRIPTION: PMR 17003 (Bulletin 3)
Revisions to drop-of area per DSA approved FCD 1.
* DSA, see attached approved FCD 1
REASON: To improve campus circulation.
REQUESTED BY: District
COST: \$ 25,756
TIME EXTENSION: 0 days
- #2 DESCRIPTION: PMR 17013r1 (Bulletin 8)
Provide door hardware for utility yard doors per Bulletin 8.
* DSA, see attached Bulletin 8.
REASON: Door hardware not specified for doors 30 and 31.
REQUESTED BY: Architect
COST: \$ 10,709
TIME EXTENSION: 0 days
- #3 DESCRIPTION: PMR 17014 (Bulletin 9)
Dimension clarification at column footing.
* DSA, see attached Bulletin 9.
REASON: Various detail indicated differing dimensions.
REQUESTED BY: Architect / Structural Engineer
COST: \$ 0
TIME EXTENSION: 0 days
- #4 DESCRIPTION: PMR 17015
Hardware revisions per submittal comments from District.
* DSA, see attached backup information.
REASON: District preference on hardware.
REQUESTED BY: District
COST: \$ 1,170
TIME EXTENSION: 0 days
- #5 DESCRIPTION: PMR 17028 (Bulletin 13)
Refer to detail 16/5.01 (addenda 1). Omit gypsum board wrap around duct for sound insulation. Provide 1 ½" glass fiber sound insulation.
REASON: Sound insulation more efficiently accomplished by glass fiber.
REQUESTED BY: Architect
COST: - <\$ 4,896>
TIME EXTENSION: 0 days
- #6 DESCRIPTION: PMR 17035 (Bulletin 15)
Relocate existing catch basin that is in conflict with revised drop-off area indicated in FCD 1.
*DSA, See DSA approved FCD 1 included in item 1 above.
REASON: Revised layout of FCD placed catch basin in curb.
REQUESTED BY: Architect.
COST: \$ 8,511
TIME EXTENSION: 0 days

- #7 DESCRIPTION: PMR 17040 (Bulletin 24)
Omit landscape and hardscape on east side of project. Maintain disabled path of travel and access.
*DSA, see attached Bulletin 24
REASON: Area will be completed during Fine Arts project.
REQUESTED BY: District
COST: -<\$ 32,783>
TIME EXTENSION: 0 days
- #8 DESCRIPTION: PMR 17041 (Bulletin 26)
Per FCD 5, omit as-built HSS 6x3x1/4 vert. and HSS 6x6x1/4 horiz as noted on attached. Place and connect HSS 6x2x1/4 horizontal in-fill as indicated.
*DSA, see attached for DSA approved FCD 5.
REASON: High wall supports per det 1/S5-3 will provide support of aluminum curtain wall above and for door opening.
REQUESTED BY: Structural Engineer
COST: \$ 1,567
TIME EXTENSION: 0 days
- #9 DESCRIPTION: PMR 17045 (Bulletin 3)
T&M work for RFI 248 (window wall support reference), RFI 249 (extension of HSS), and CN 134 (steel framing).
* DSA, see attached RFI 248, RFI 249, & CN 134.
REASON: Field corrections and coordination.
REQUESTED BY: Architect / Structural Engineer
COST: \$ 6,075
TIME EXTENSION: 0 days
- #10 DESCRIPTION: PMR 17048
Lower soffit at bridge 6" to allow light fixtures to centered under the beam.
REASON: District preferred light fixtures to be centered on soffit instead of of-center as indicated.
REQUESTED BY: District
COST: \$ 4,385
TIME EXTENSION: 0 days
- #11 DESCRIPTION: PMR 17049r1 (Bulletin 33)
Reroute signal ductbank on east side of site that is in conflict with future Fine Arts project.
REASON: Moving signal bank during Fine Arts project may cause project delay to that future project.
REQUESTED BY: District
COST: \$ 31,309
TIME EXTENSION: 0 days

- #12 DESCRIPTION: PMR 17051 (Bulletin 31)
Locate soda line to inside counter. Drain soda line backflow to floor sink.
REASON: Proper operation of the soda line
REQUESTED BY: Kitchen Consultant
COST: \$ 268
TIME EXTENSION: 0 days
- #13 DESCRIPTION: PMR 17058 (Bulletin 3)
Provide gypsum board frame per DSA approved details at structural steel column located at gridlines 2.5/B.
REASON: Structural plans indicate column at this location that was inadvertently not indicated on architectural floor plan. Column needed to be boxed framed out to match adjacent columns.
REQUESTED BY: Architect
COST: \$ 961
TIME EXTENSION: 0 days
- #14 DESCRIPTION: PMR 17064
Provide welds at soffit studs per SEOR's field report dated 1/14/10.
* DSA, see attached 1/14/10 field report.
REASON: Additional support for studs at clearstory.
REQUESTED BY: Structural Engineer
COST: \$ 1,454
TIME EXTENSION: 0 days
- #15 DESCRIPTION: PMR 17065
Upgrade weather resistant exterior barrier from the specified asphalt-saturated building wrap to Tyvex Commercial Grade.
REASON: More durable product and District preference.
REQUESTED BY: District
COST: \$ 4,517
TIME EXTENSION: 0 days
- #16 DESCRIPTION: PMR 17001(Bulletin 1)
Remove existing parking lot island planter near south/east corner of building. Provide planter island located per DSA approved architectural site plan.
REASON: Existing island planter not located per DSA approved bid docs. Island planter had to be relocated to conform to DSA approved bid docs and meet fire lane access noted on the plans.
REQUESTED BY: Architect / Civil Engineer
COST: \$ 5,762
TIME EXTENSION: 0 days

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.h. _____

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 4, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Au, Algie	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Burkemper, Bruce	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Castillo, Claudia	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Dingwall, Stephanie	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Eng, Marilyn	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Fleischer, Beatriz	Instructor		Hourly as needed	Spanish	04/15/10	06/30/10	\$44.90	hr.
Fowler, Jonathan	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Garcia, Victor	Instructor		Hourly as needed	Spanish	04/15/10	06/30/10	\$44.90	hr.
Garner, Jennifer	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Goodman, Robert	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.
Han, June	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 4, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Hays, Dorothy	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Herrera, Rafael	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Hester, Dana	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.
Hollenshead, Marcia	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Johansen, Gregory	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.
Kondo, Arnold	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.
Lee, Monica	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Liskey, Renee	Choreographer	Musical Theatre Production	Stipend	Dance	05/05/10	05/20/10	\$650.00	tl.
Longyear, Alicia	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
McBurney, Robin	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
McCabe, Dale	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 4, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
McLeod, Jennifer	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Mendoza, Natalie	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Mercurio, Vince	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Meza, Ralph	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Mondrala, Scott	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$50.72	hr.
Newman, Nancy	Applied Music Tutor		Hourly as needed	Music	05/05/10	06/30/10	\$44.90	hr.
Newman, Nancy	Instructor		Hourly as needed	Music	05/05/10	06/30/10	\$44.90	hr.
Oropeza, Raymond	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Pires, Marcelo	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Plug, Michelle	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Purves, Dianne	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 4, 2010**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Rivadeneira, Justina	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Shear, Michelle	Choreographer	Spring Dance Concert	Stipend	Dance	05/05/10	05/20/10	\$650.00	tl.
Shimano, Brooke	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Tsark, Eleanor	Instructor	Proctor, DSP&S Students	Hourly as needed	DSP&S	07/01/10	12/31/10	\$44.90	hr.
Tucker, Gail	Instructor	Assistant Vocational Nursing Director additional hours prior BOT approval 12/1/09	Hourly as needed	Health Occupations	07/01/10	12/31/10	\$50.72	hr.
Villa, Lisa	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Villegas, Laura	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.
Yee, Stephanie	Counselor	During unassigned time	Hourly as needed	Counseling	04/19/10	06/30/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
MAY 4, 2010**

Name	Classification	Department	Reason	Date(s) of Separation
Santiago, Lawrence	Instructor	Nursing	Resignation	4/19/2010
Meza, Ralph	Counselor - Categorical	Counseling	End of funding	6/13/2010

SEPARATIONS

**ACADEMIC EMPLOYEES
WINTER/SPRING 2010
NON CREDIT
MAY 4, 2010**

Name	Department/Discipline	Placement	Hourly Rate
Golden, Kristin	Non Credit	1-3	\$42.24

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

/

Moved _____ / Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal _____

Item No. _____ I.1.i. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MAY 4, 2010**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Billiet, Toni	Educational Advisor	Reassignment to 100% Educational Advisor	CalWorks	12	100%	5/5/10		41-7 (39-7+2A)	\$5,504.17
Bottari, Lois	Administrative Secretary II	Upgraded /Location Change	Career, Tech., Cont., & Contract Ed.	12	100%	5/5/10		35-6 (34-6+1A)	\$4,520.22
Dickson, Todd	Promotion	Campus Security Officer II	Security	12	100%	5/5/10		28-1 (27-1+1I)	\$2,979.51
Gomez, Julian	Campus Security Officer II	Shift Change	Security	12	100%	6/1/10		29-7 (27-7+2I)	\$4,092.66
Helm, Gerald	Learning Center Programs Supervisor	Promotion	Learning Center	12	100%	5/5/10		13-1	\$5,934.00
Macias-Ruiz, Benjamin	Interim Campus Security Supervisor	Temporary upgrade extension	Security		100%	4/30/10	6/30/10	9-1	\$4,878.00
Macias-Ruiz, Benjamin	Promotion	Campus Security Officer III	Security	12	100%	5/5/10		33-2 (32-2+1I)	\$3,539.60
Ramirez, David	Campus Security Officer II	Shift Change	Security	12	100%	6/1/10		28-5 (27-5+1I)	\$3,621.62
Richmond, Jamie	Administrative Secretary II	Promotion	Admissions	12	100%	5/5/10		35-2 (34-2+1A)	\$3,718.80

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MAY 4, 2010**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Billiet, Toni	Educational Advisor	Reassignment to 100% Educational Advisor	CalWorks	12	100%	5/5/10		41-7 (39-7+2A)	\$5,504.17
Bottari, Lois	Administrative Secretary II	Upgraded /Location Change	Career, Tech., Cont., & Contract Ed.	12	100%	5/5/10		35-6 (34-6+1A)	\$4,520.22
Dickson, Todd	Promotion	Campus Security Officer II	Security	12	100%	5/5/10		28-1 (27-1+11)	\$2,979.51
Gomez, Julian	Campus Security Officer II	Shift Change	Security	12	100%	6/1/10		29-7 (27-7+21)	\$4,092.66
Helm, Gerald	Learning Center Programs Supervisor	Promotion	Learning Center	12	100%	5/5/10		13-1	\$5,934.00
Macias-Ruiz, Benjamin	Interim Campus Security Supervisor	Temporary upgrade extension	Security		100%	4/30/10	6/30/10	9-1	\$4,878.00
Macias-Ruiz, Benjamin	Promotion	Campus Security Officer III	Security	12	100%	5/5/10		33-2 (32-2+11)	\$3,539.60
Ramirez, David	Campus Security Officer II	Shift Change	Security	12	100%	6/1/10		28-5 (27-5+11)	\$3,621.62
Richmond, Jamie	Administrative Secretary II	Promotion	Admissions	12	100%	5/5/10		35-2 (34-2+1A)	\$3,718.80

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	May 4, 2010	Resolution	<u></u>
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	<u></u>
		Enclosure(s)	<u>X</u>

BACKGROUND

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

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II and Julie Tunno, Human Resources Assistant.

RECOMMENDATION

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

Robert Sammis
Recommended by

/
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. I.1.j.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 4, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Alvarez, Vanessa N.	Department Aide	Prepare handouts and track EA workshop student data	Basic Skills	7/1/10	8/25/10	3-1	\$9.27/hr.
Cardenas, Julio	Administrative Clerk I	Assist math center	STEM Grant	7/1/10	12/31/10	19-1	\$13.76/hr.
Clark, Jeremy	Stipend	Maintenance of STEM webpage	STEM Grant	7/1/10	12/31/10		\$5000/tl. Summer \$5000/tl Fall
Cohen, Rachel	Administrative Clerk II	Prepare schedule of classes booklet	CDC/Foster Care	7/1/10	12/31/10	22-1	\$14.82/hr.
Curran, Keith	Stipend	Develop My Citrus Story multi-media profiles	STEM Grant	6/21/10	12/31/10		\$5000/tl. Summer \$5000/tl Fall
Diez, Aracely	Administrative Secretary II	Provides secretarial and administrative support	Center for Teacher Excellence	7/1/10	12/31/10	34-1	\$19.93/hr.
Donaldson, Stacey	Publication Specialist	Design and layout a wide variety of marketing material	External Relations	7/1/10	12/31/10	33-1	\$19.45/hr.
Egbert, Ida	Administrative Clerk II	Registration	Fiscal Services	7/1/10	12/31/10	22-1	\$14.82/hr.
Estrada, Corina	Information Technology Support Specialist I	Provide technical support for the STEM Grant	TeCS	7/1/10	12/31/10	37-1	\$21.47/hr.
Floriano, Mahalakshmi	Student Services Assistant	Provides technical assistance for the College Success Center	BSI Grant/ College Success Center	7/1/10	12/31/10	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 4, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Gonzalez, Nicole Leanne	Student Services Assistant	Assist students with PLATO problems, update and distribute learning material	BSI Grant/ College Success Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Helm, Jasmine	Instructional Aide I	Assist in development of "My Citrus Stories" featuring STEM students	STEM Grant	7/1/10	12/31/10	10-1	\$11.02/hr.
Jones, Cherylynn	Student Services Assistant	Lead SI	Stem Grant	7/1/10	12/31/10	17-1	\$13.10/hr.
Jones, Frances	Administrative Clerk II	Entering personal information, registering foster parents for classes, answer phones	CDC/Foster Care	7/1/10	12/31/10	22-1	\$14.82/hr.
Jordon, Phillip Arthur	Program Coordinator	Assist with instrumental music productions and design/development of brochures	Music	7/1/10	12/31/10	51-1	\$30.33/hr.
Kaczur, Linda	Administrative Clerk II	Registration	Fiscal Services	7/1/10	12/31/10	22-1	\$14.82/hr.
Kelly, Christina	Publications Specialist	Assist as needed	External Relations	7/1/10	12/31/10	33-1	\$19.45/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 4, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Khan, Ehsan A.	Guest Relations Assistant	Working a variety of jobs and filling in when student workers are unavailable	Golf Driving Range	7/1/10	12/31/10	10-1	\$11.02/hr.
Koulous, Patricia	Administrative Clerk II	Registration	Fiscal Services	7/1/10	12/31/10	22-1	\$14.82/hr.
Lefler, Abigail	Administrative Clerk I	Registration Processing	Admissions	7/1/10	12/31/10	19-1	\$13.76/hr.
Lopez, Concepcion	Administrative Clerk II	Payroll Imager	Fiscal Services	7/1/10	12/31/10	22-1	\$14.82/hr.
Macias, Lorenzo	Guest Relations Assistant	Assist when needed	P.E.	7/1/10	12/31/10	10-1	\$11.02/hr.
Madaris, Mary	Admissions & Records Tech II	Application Processing	Admissions	7/1/10	12/31/10	26-1	\$16.36/hr.
Maher, Diane	Administrative Clerk I	Registration Processing	Admissions	7/1/10	12/31/10	19-1	\$13.76/hr.
Matzen, Cerise	Admissions & Records Tech II	Transcript Processing	Admissions	7/1/10	12/31/10	26-1	\$16.36/hr.
Medley, Tara	Administrative Clerk II	Registration	Fiscal Services	7/1/10	12/31/10	22-1	\$14.82/hr.
Munoz, Gino	Stipend	Music Arranging C.S. Pop Show 2010	Music	5/5/10	5/8/10		\$900/tl.
Navarro, Andres	Administrative Clerk I	Assist with the English PAGE program	Bridges to Success Grant	7/1/10	12/31/10	19-1	\$13.76/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 4, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Nyland, Kirk	Library Media Technician I	To cover vacations and absences of library staff through Summer and Fall	Library	7/1/10	12/31/10	26-1	\$16.36/hr.
Patino, Cynthia	Administrative Secretary II	Provides secretarial and administrative support	Center for Teacher Excellence	7/1/10	12/31/10	34-1	\$19.93/hr.
Patrick, John	Stipend	Scenic Design Christmas Is... 2010	Performing Arts	5/5/10	6/22/10		\$3000/tl.
Puhawan, Erica	Student Services Assistant	Clerical support for students enrolled in special programs	STEM Grant	7/1/10	12/31/10	17-1	\$13.10/hr.
Retamoza, Gracie	Educational Advisor	Provide advising onsite at Azusa High School	Center for Teacher Excellence	7/1/10	12/31/10	39-1	\$22.55/hr.
Rudd, Rebecca	Stipend	"Writing Across the Curriculum" Lead	Bridges to Success Grant	6/21/10	8/12/10		\$5000/tl.
Salce, Angie	Administrative Clerk II	Registration	Fiscal Services	7/1/10	12/31/10	22-1	\$14.82/hr.
Schonland, Julie	Administrative Clerk II	Registration	Fiscal Services	7/1/10	12/31/10	22-1	\$14.82/hr.
Solorio, Stephen	Student Services Assistant	Assist students with any problems in using the PLATO program	BSI Grant/ College Success Center	7/1/10	12/31/10	17-1	\$13.10/hr.
Tupou, Oriana	Department Aide	Digitizing the Clarion newspaper	Student Publication	7/1/10	12/31/10	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 4, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Vilter, Dan	Stipend	Lighting Design Citrus Singers 2010	Performing Arts	5/10/10	5/21/10		\$1000/tl.
Volonte, Dan	Stipend	Lighting Design Spring Dance Concert	Dance	5/5/10	5/20/10		\$2000/tl.
Waddington, Alan	Stipend	Conductor Pop Show	Music	5/20/10	5/23/10		\$1500/tl.
Waddington, Brian	Stipend	Research Mentor	Honors	12/1/09	3/6/10		\$50.72/hr 14hrs
Waugh, Christine	Dept. Aide	Assist with Basic Skills projects /students	HSI Bridges to Success	7/1/10	12/31/10	3-1	\$9.27/hr.
Zara, Dereck	Administrative Clerk II	Assist articulation officer with major form updates	STEM Grant	7/1/10	12/31/10	22-1	\$14.82/hr.
Zara, Dereck	Volunteer		Center for Teacher Excellence	7/1/10	9/30/10		

**CLASSIFIED EMPLOYEES
SPRING COMMUNITY EDUCATION
MAY 4, 2010**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Norton, Jeff	Community Education	1-3	\$42.24

2009-2010 Coaches

ASSISTANT COACHES (Short-term Non-Academic)

Name	Sport	Major	Class/Step	Season	SPRING		
Aldrette, Marcos	Baseball	Assistant major	5	1-1	\$2,433	SP	eff. 4/12/10

Volunteer Coaches

	SPRING		
McDonald, Tamara	W. Basketball	Head	SP
Murray, Brittney	W. Volleyball	Assistant	SP

I. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2010, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 80)

Academic Affairs

3. Authorization is requested to approve the new courses, new programs, deleted courses, and deleted programs. (Page 85)
4. Authorization is requested to approve the issuance of a sub-agreement between Citrus College Community College District and United Way of Greater Los Angeles. District will reimburse United Way of Greater Los Angeles actual costs for the performance of work under this sub-agreement in the amount not to exceed \$30,769. (Page 87)
5. Authorization is requested to approve renewal of Institutional Articulation Agreements with Azusa, Duarte, Claremont, Glendora, and Monrovia USDs. (Page 96)

General

6. Authorization is requested to approve the first reading of BP 3500 Campus Safety, BP 3515 Reporting of Crimes, BP 3520 Local Law Enforcement, and BP 3530 Weapons on Campus. (Page 102)
7. Authorization is requested to approve the second reading of Board Policies BP 3720 - Computer and Network Use. (Page 115)

(CONTINUED)

8. Authorization is requested to approve the second reading of Board Policies BP 7100 – Equal Employment Opportunity; BP 7101 – Non-Discrimination; BP 7102 – Prohibition of Harassment: Students and Employees; BP 7103 – Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program; BP 7104 – Whistleblower Protection; BP 7106 – Political Activity; BP 7107 – Nepotism; BP 7108 – Communicable Disease; BP 7110 – Fingerprinting; and BP 7111 – Salary Deductions. (Page 148)

9. 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 May 22, 2010, from 6 to 7:30 p.m. on the Citrus College campus. (Page 186)

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

J. ADJOURNMENT

Dates to remember:

- | | |
|-----------------|--|
| May 18, 2010 | Retiree & Tenuree Reception (3:30 p.m.), Board of Trustees Meeting (4:15 p.m.), Board Self Evaluation Work Session |
| May 31, 2010 | HOLIDAY – <i>Memorial Day</i> |
| June 8, 2010 | Board of Trustees Meeting |
| June 12, 2010 | Commencement |
| July 5, 2010 | HOLIDAY – <i>Independence Day</i> |
| July 13, 2010 | Board of Trustees Meeting & Board Goal Setting Work Session |
| August 17, 2010 | Board of Trustees Meeting |
| August 27, 2010 | Convocation |

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, section 58310, Report on District's Financial Condition, the chief executive officer or other designee of the governing board of each district shall regularly report in detail to the governing board at least once every three months the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations. The chief executive officer or other designee shall also prepare a quarterly report on forms provided by the Chancellor no later than 45 days following the completion of each quarter. The certified report shall be reviewed by the district governing board at a regularly scheduled meeting and entered into the minutes of the meetings.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2010, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Carol Horton
Recommended by

/

Moved _____ Seconded _____

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. 1.2.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

Fiscal Year: 2009-2010
Quarter Ended: (Q3) Mar 31, 2010

District: (820) CITRUS

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2006-07	Actual 2007-08	Actual 2008-09	Projected 2009-2010
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	58,609,178	61,088,434	61,098,914	58,966,093
A.2	Other Financing Sources (Object 8900)	202,230	153,272	443,916	206,653
A.3	Total Unrestricted Revenue (A.1 + A.2)	58,811,408	61,241,706	61,542,830	59,172,746
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,091,980	58,022,054	59,141,288	58,871,038
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,588,672	2,423,910	1,611,193	1,702,452
B.3	Total Unrestricted Expenditures (B.1 + B.2)	57,680,652	60,445,964	60,752,481	60,573,490
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,130,756	795,742	790,349	-1,400,744
D.	Fund Balance, Beginning	4,850,264	5,981,020	6,776,762	7,567,112
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	4,850,264	5,981,020	6,776,762	7,567,112
E.	Fund Balance, Ending (C. + D.2)	5,981,020	6,776,762	7,567,111	6,166,368
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.4%	11.2%	12.5%	10.2%
II. Annualized Attendance FTES:					
G.1	Annualized FTES (excluding apprentice and non-resident)	11,437	11,848	12,952	11,550

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2006-07	2007-08	2008-09	2009-2010
H.1	Cash, excluding borrowed funds		16,583,111	14,701,468	16,702,770
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	18,508,103	16,583,111	14,701,468	16,702,770

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	58,700,254	58,966,093	41,793,050	70.9%
I.2	Other Financing Sources (Object 8900)	193,930	206,653	107,601	52.1%
I.3	Total Unrestricted Revenue (I.1 + I.2)	58,894,184	59,172,746	41,900,651	70.8%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	58,734,592	58,871,038	38,995,436	66.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,562,557	1,702,452	1,537,176	90.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	60,297,149	60,573,490	40,532,612	66.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,402,965	-1,400,744	1,368,039	
L	Adjusted Fund Balance, Beginning	7,567,112	7,567,112	7,567,112	
L.1	Fund Balance, Ending (C. + L.2)	6,164,147	6,166,368	8,935,151	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.2%	10.2%		

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

NO

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

NO

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

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

This year?
Next year?

NO
NO

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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**
Quarterly Financial Status Report, CCFS-311Q

Fiscal Year: 2009-2010

Quarter Ended: (Q3) March 31, 2010

District: (820) CITRUS

Chief Business Officer		District Contact Person	
CBO Name:	Carol R. Horton	Name:	Carol Cone
CBO Phone:	626-914-8886	Title:	Budget Supervisor
CBO Signature:		Telephone:	626-914-8885
Date Signed:			
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	Fax:	626-914-8604
CEO Signature:		E-Mail:	ccone@citruscollege.edu
Date Signed:			
Electronic Cert Date:	04/26/2010		

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

Send questions to:

Christine Atalig (916)327-5772 catalig@cccco.edu or Glen Campora (916)323-6899 gcampora@cccco.edu

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	
SUBJECT:	Approval of New Courses, New Programs, Deleted Courses, and Deleted Programs	Information	
		Enclosure(s)	X

BACKGROUND

As per Title 5, new courses, new programs, deleted courses, and deleted programs are submitted for approval to the Board of Trustees on a regular basis.

Due to the new electronic Chancellor's Office Program Inventory submission process, we will be preparing notices to the Board of Trustees requesting approval of new courses, new programs, deleted courses, and deleted programs more frequently, than before.

This list represents work completed by the Curriculum Committee and college faculty as of February 25, 2010 through April 8, 2010.

20	New Courses
0	New Programs
8	Deleted Courses
2	Deleted Programs

This item was prepared by Kathy Bueno, Administrative Secretary II, Academic Affairs.

RECOMMENDATION

Authorization is requested to approve the new courses, new programs, deleted courses, and deleted programs.

Irene Malmgren _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. 1.3.

NEW COURSES		
COS	141	Introduction to Cosmetology
COS	151	Salon Success
COS	161A	Haircolor I
COS	161B	Haircolor II
COS	172A	Hair Design I
COS	172B	Hair Design II
COS	178A	Chemical Texturizing I
COS	178B	Chemical Texturizing II
COS	181A	Hairsculpting I
COS	181B	Hairsculpting II
COS	182	Skincare
COS	183	Nail Care
COS	199A	Esthetician I
COS	199B	Esthetician II
COS	199C	Esthetician Salon Success
DANC	158	Hip-Hop Dance Techniques
IT	110	Virtual Computing
MTRK	154	Medium and Heavy Truck Chassis Service, Diagnosis, and Repair
NC	610	Advanced Skin Care in Electro-Therapy
NC	620	Information Technology CompTIA Certification Review
NEW PROGRAMS		
		None
DELETED COURSES		
ART	817	Rocks and Minerals III
DANC	171	Introduction to Choreography/Improvisation
DANC	288	Citrus Dance Company Touring Ensemble
DANC	290	Dance Academy
ENGL	211	Creative Writing II
MUS	810	Symphony Orchestra
PHTO	801	Photography for Older Adults
SOC	203	Criminology
DELETED PROGRAMS		
		Management Certificate of Achievement
		Marketing Certificate of Achievement

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	
SUBJECT:	United Way of Greater Los Angeles Sub-agreement May 5, 2010 – June 30, 2010	Information	
		Enclosure(s)	X

BACKGROUND

Last year the Los Angeles/Orange County Regional Consortium was awarded \$99,890 for the purpose of funding the Los Angeles Workforce Funder Collaborative (LAWFC). Recently, the California Community College Chancellor’s Office augmented the award in the amount of \$32,000 for the purposes of funding a sub-agreement between Citrus Community College District and United Way of Greater Los Angeles. The sub-agreement in the amount of \$30,769 is for a scope of work to be implemented by the United Way of Greater Los Angeles as the lead agency for the unique LAWFC, a private – public partnership.

This item was prepared by Marti DeYoung, Career Technical Education Supervisor.

RECOMMENDATION

Authorization is requested to approve the issuance of a sub-agreement between Citrus College Community College District and United Way of Greater Los Angeles. District will reimburse United Way of Greater Los Angeles actual costs for the performance of work under this sub-agreement in the amount not to exceed \$30,769.

Irene Malmgren
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.4.

Citrus Community College District
Regional Consortia Award #07-332-032

Sub-agreement: Los Angeles Workforce Funder Collaborative
Lead Agent: United Way of Greater Los Angeles

Agreement Number # 07-332-032-02

This Agreement is entered into by and between **Citrus Community College District** (hereafter named "District") and **United Way of Greater Los Angeles** (United Way). This agreement is for the performance of a portion of the work originally awarded to Citrus College from the California Community Colleges Chancellor's Office. The parties agree to the following terms and conditions.

1. **STATEMENT OF WORK:** The United Way shall exercise its best efforts to carry out the program indicated in **Exhibit A**, which is incorporated herein and made a part of this agreement.
2. **PERIOD OF PERFORMANCE:** The period of performance shall be from May 5, 2009 to June 30, 2010. Both parties agree to this implementation period however, it is noted that the award #07-332-032, as augmented by the California Community College Chancellor's Office in February 2010, recognizes an award start date of July 1, 2009. Therefore, if the United Way needs to submit a special request to consider costs incurred prior to May 5, 2010 then Citrus College will review it and make a related determination.
3. **PAYMENTS:** District will reimburse United Way actual costs for the performance of work under this agreement in the amount not to exceed \$30,769 based on the budget incorporated into this agreement in Exhibit A.
4. **INVOICES (see also #7 REPORTS):** District will reimburse United Way upon receipt of interim/final invoice(s) provided by United Way. Invoices shall identify expenditures by major budget categories as detailed in Exhibit A, and shall show invoice specific detail and cumulative expenses. Invoices must include the following certification signed by an officer of designated official of United Way: "I certify that this represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with this agreement. United Way further certifies that payment made by District under this agreement shall not duplicate reimbursement of costs and services which are received from other sources."

Invoices should include copies of documents supporting the expenditure to reconcile and support the reimbursement requirements of the primary grant award. Invoices should be submitted with reports that include: Narrative,

workplan progress, data, and financial status, i.e., budget, expenditures (for the period), and resulting balance.

The final invoice shall be clearly marked "FINAL" and will be submitted to District within 15 days after termination of this agreement. Final invoices received after 15 days following the termination or end date of this agreement shall be honored at the discretion of District unless another date for submission is agreed upon in advance by District and United Way.

Invoices shall be dated, numbered, make reference to the Citrus College Agreement Number and mailed to:

Marti DeYoung, Liaison
Citrus Community College
1000 W. Foothill Boulevard
Glendora, CA 91741-1899

District reserves the right to withhold payment of United Way's invoices until acceptance of reports, invoices, and detail called for in this agreement.

- 5. PROJECT MANAGEMENT:** District's project director is responsible for the overall conduct of the project, program monitoring and guidance. United Way's project director is responsible for United Way's portion of the project (Exhibit A). No substitution may be made of United Way's project director without prior written approval from District.

For Programmatic or Technical Matters:

Marti DeYoung, Liaison
Citrus Community College
1000 W. Foothill Boulevard
Glendora, CA 91741-1899
626-914-8702

For Business Matters:

Rosalinda Buchwald
Director of Fiscal Services
Citrus Community College

UNITED WAY:

Justina Munoz, Project Director
United Way of Greater Los Angeles
1150 S. Olive St., Suite T500
Los Angeles, CA 90015
t. 213-808-6537, f. 213-808-6531, jmunoz@unitedwayla.org, www.unitedwayla.org

6. **KEY PERSONNEL:** Project activities under United Way shall be under the direction of Project Director. Any successor proposed by United Way to replace Project Director must have prior written approval of District.
7. **REPORTS [see also #4 INVOICES]:** United Way shall furnish District with program and fiscal progress reports, inclusive of expenditure documentation, i.e., copies of payroll warrants, purchase orders/invoices, etc., as follows:

Due Date	Cumulative/Reporting Invoice Period
June 15, 2010	Through May 31, 2010 (optional)
July 15, 2010	June 2010 [FINAL]

Reports are to be submitted to:

Marti DeYoung
 Citrus Community College
 1000 W. Foothill Boulevard
 Glendora, CA 91741-1899

8. **EQUIPMENT ACCOUNTABILITY AND DISPOSITON:** No equipment is authorized under this Agreement.

9. ACCOUNTING RECORDS AND PROGRAM:

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principles and Office of Management and Budget circulars, as applicable to United Way. United Way shall maintain records to support identifiable charges to the project. Obligations commitments, encumbrances, or expenditures must be made within the period of the performance—completed by June 30, 2009. District extends grant terms and conditions to sub-agreement through acceptance of this agreement.

Examination of Records. United Way agrees that the California Community College Chancellor's Office's, duly authorized representatives, or District shall, until the expiration of the three (3) years after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of United Way involving transactions related to this agreement. It is understood that, unless agreed to in writing by United Way, such examination shall be made during regularly established business hours.

10. **AUDIT:** If subject to audit requirements of OMB Circular A-133: United Way agrees to comply with the requirements of OMB Circular A-133. United Way further agrees to provide District with copies of any independent auditor's reports that report material instances of noncompliance with federal laws and

regulations that bear directly on the performance or administration of this agreement. In cases of such noncompliance, United Way will provide copies of the complete reporting package as described in section 305 © of OMB Circular A-133. United Way shall cooperate with District in resolving questions District may have concerning the auditor's reports and plan for corrective action.

If United Way is not subject to audit requirements of OMB Circular A-133: United Way agrees that all records pertaining to this agreement will be made available for review or audit by appropriate District representatives.

- 11. ASSIGNMENT:** United Way shall not assign, transfer, or subcontract its interest or obligations under this agreement without the written consent of the District.
- 12. AMENDMENT:** This agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.
- 13. TERMINATION:** District may terminate this agreement upon thirty (30) days written notice to United Way. United Way will be reimbursed for its costs to date of termination and non-cancelable obligations properly incurred prior to the date of termination, provided, however, that such costs shall not exceed the amount allowed under this agreement and that a report of progress to date of termination has been submitted to District.

FOR UNITED WAY

By: _____

(signature)

Alicia Lara

Vice President, Community Investment

Date: _____

FOR UNITED WAY

By: _____

(signature)

Maria Wiest

Chief Administrative Officer

Date: _____

FOR CITRUS COMMUNITY COLLEGE by:

By: _____ (signature)

Carol R. Horton

Vice President, Finance and Administrative Services

Date: _____

EXHIBIT A

District: Citrus Community College District
Agency: United Way of Greater Los Angeles
Project Title: Gateways to Green Building Pre-Apprenticeship Program
Duration: May 5, 2010 – June 30, 2010

NARRATIVE

This program targets the L.A. County construction industry and its green building sub-sector. In '07 construction included 14,046 L.A. County firms and 157,600 workers. According to the US Green Building Council (USGBC) green building “aim[s] at improving performance across all the metrics that matter most: energy savings, water efficiency, CO₂ emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts.” Standards developed by the USGBC for commercial and institutional buildings, Build it Green for residential construction, and others are rapidly being adopted by private developers and public entities, including the County and City of Los Angeles.

Although construction job losses have been significant since 2007 the industry is poised for a measured rebound driven by federal economic stimulus efforts, and state and local programs. Assembly Bill 811 will enable municipalities to finance the installation of distributed generation renewable energy sources and energy efficiency improvements that are permanently fixed to residential, commercial, industrial, and other real property. Combined with AB 32, this policy measure will stimulate demand for workers in residential green building for some time.

Our proposed *Gateways to Green Building Pre-Apprenticeship Program (GGB)*—will target *unemployed and under-employed job-seekers* residing in the South Bay Workforce Investment Area (SBWIA). It is designed to serve low-income high school graduates with less than a B.A./B.S. degree, and dislocated workers with few marketable job skills who are having difficulty re-entering the labor market. Twenty-five percent (25%) or more of all GGB participants will be members of *households with incomes below the lesser of 50% of the median income for their city or for the SBWIA as a whole.*

In July, 2009 EDD reported the area labor force at 286,500 workers and labor force participation at 88.6%; of that number 254,000 were employed and 32,500 were unemployed with an average unemployment rate of 12.79%. The highest individual unemployment rates by city were 16.1% (Hawthorne), 15.5% (Inglewood), 12.6% (Carson), 12.4% (Lawndale) and 11.7% (Gardena). Cities with the three lowest per capita income rates in 2007 were Inglewood (\$17,231), Hawthorne (\$17,441), and Lawndale (\$18,476). Cities with the highest per capita income were Manhattan Beach (\$71,490), Hermosa Beach (\$54,244), and El Segundo (\$33,996). Cities with the highest percentages of adults over 24 with less than a BA/BS degree in 2007 were Carson (76.1%), Gardena (79.3%), Lawndale (82.4%), Hawthorne (83.1%), and Inglewood (83.7%).

The GGB will develop entry-level skills for jobs in whole-house, whole-site green building, and candidacy to registered apprenticeships. Training cohorts, each involving 35-members will be conducted. Instruction will include classroom instruction provided by Build It Green and the Association of Energy Engineers. In addition to a minimum age of 18, other basic eligibility criteria will include:

- Educational Level: High school completion required; some college preferred.
- Experience: Some prior training and/or construction experience preferred
- Career Interest(s): Construction, energy, utilities, environmental protection, community service
- Basic Skills: 10th grade reading, writing and math ability preferred (referral to remedial or Bridge program available)
- Other: Reliable transportation, CDL, I-9, SSN, acceptable driving record

Through GGB training, unemployed and under-employed job-seekers will: 1) obtain entry-level skills and specialty certifications in green building to increase employability; and 2) prepare for registered apprenticeship candidacy and enrollment. The program’s goal is to increase the number of entry-level and technical personnel in the construction workforce with knowledge and skills in residential energy efficiency and renewable energy applications validated by recognized certifying bodies.

Grant funds received from the Los Angeles Workforce Funder Collaborative’s workforce partnership training programs will help support and leverage training and employment activities costs for a training cohort model. The South Bay Workforce Investment Board will also provide leveraged resources as appropriate through it’s Workforce Investment Act and American Recovery and Reinvestment Act Funds to support training activities needed to develop the GGB project’s capacity. These courses are as follows:

California Building Performance Contractors Association

<u>Course</u>	<u>Hrs.</u>
Home Performance with ENERGY STAR Level 1 Training	24
Introduction to California Building Codes, Title 24 Measures and BPI Standards	8
Basics of Photovoltaic (PV) Systems for Grid-Tied Applications	24
Solar Water Heating Systems Applications	24

Association of Energy Engineers

<u>Course</u>	<u>Hrs.</u>
Sustainable Development Technician I	40

Project Resources and Support Activities

To be provided: Outreach and Recruitment; Career Assessment and Planning; Job Readiness Preparation; Basic Skills Tutoring or Bridge Program; Case Management and Follow-up; Job Placement Assistance / Job Retention Support; Support Services; and Project Management.

EXHIBIT A

District: Citrus Community College District
Agency: United Way of Greater Los Angeles
Project Title: Gateways to Green Building Pre-Apprenticeship Program
Duration: May 5, 2010 – June 30, 2010

ANNUAL WORKPLAN

Objective: One			
Procedures/Activities	Measurable Outcomes	Timeline	Responsible Party
1. Increase the number of entry-level and technical personnel in the construction workforce with knowledge and skills in residential energy efficiency and renewable energy applications validated by recognized certifying bodies.	<p>1.a Recruit and enroll qualified candidates for training that meet the basic eligibility criteria and minimum age of 18.</p> <p>1.b Provide at least two consecutive training cycles, each involving a 35-member cohort.</p> <p>1.c Employment outcomes following training and certification completion for Fourteen (14) entry-level and technical personnel trained with <i>Home Performance With ENERGY STAR Level I</i>, and <i>Sustainable Development Technician I</i> certifications.</p>	May 5 – June 30, 2010	<p>South Bay WIB / Training Institutes:</p> <p>California Building Performance Contractor's Association</p> <p>Association of Energy Engineers</p>
2. Provide strong case management through training and job retention.	<p>2.a Case management activities including career planning and development, training support and completion.</p> <p>2.b Follow-up services after entered employment and up to one year.</p>	May 5 – June 30, 2010	LAWFC / South Bay WIB
3. Leverage resources with other existing employment and training resources where applicable.	3.a Training resources provided to support training, certification, support services and other employment activities as collected and reported.	May 5 – June 30, 2010	LAWFC / South Bay WIB

Los Angeles Workforce Funder Collaborative (LAWFC/United Way of Greater Los Angeles Lead)

EXHIBIT A

District: Citrus Community College District
Agency: United Way of Greater Los Angeles
Project Title: Gateways to Green Building Pre-Apprenticeship Program
Duration: May 5, 2010 – June 30, 2010

Application Budget

Category of Expenditure	Classification & Detail	Funds Requested
Staff	Project Coordination and Oversight <i>[Budgeted for 62 hours of oversight \$36/hour = \$2,232 x benefits @ 26% \$580.32 = \$2,812.32 (to be reimbursed up to \$2,769 amount)]</i>	\$2,769.00
Training/Instruction	Workforce Partnership Training Provider/South Bay WIB Green Building Certification: Trainers & Training applicable to Cohort I & II (35 students/cohort). California Building Performance Contractors Association <ul style="list-style-type: none"> • Home Performance with ENERGY STAR Level 1 Training • Introduction to California Building Codes, Title 24 Measures and Building Performance Institute Standards • Basics of Photovoltaic (PV) Systems for Grid-Tied Applications • Solar Water Heating Systems Applications Association of Energy Engineers <ul style="list-style-type: none"> • Sustainable Development Technician I <i>[Note: grant contributes a share of cost for trainer and each student participant. Estimate uses maximum of \$800 per 35 students as minimum to be trained during May & June 2010 project phase].</i>	\$28,000.00
Total Direct Costs		\$30,769.00
Total Indirect Costs (4% of Direct Costs)		\$0.00
Total Project Costs		\$30,769.00

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Renew Institutional Articulation Agreement with Unified School District Partners (2010-2011)	Information	_____
		Enclosure(s)	X

BACKGROUND

Articulation between secondary and post secondary agencies is required by Career and Technical Education Act of 2006 (Perkins IV), assumed in the 2008-2012 California State Plan for Career Technical Education, authorized in Title 5, California Code of Regulations, Section 55051 – Articulation of High School (HS) Courses, and endorsed by the Statewide Academic Senate. To be eligible for Perkins IV funds the college and Unified School Districts (USD) must implement programs of study.

Renewal of Institutional Articulation Agreements provides essential support for building and strengthening Career Technical Education programs of study. Institutional Agreements authorize development of programs of study (career pathways) between high school and college by instructional personnel. These agreements work in concert with Course Articulation Agreements and Board and Administrative Policies to recognize college credit earned by proficient HS students.

Item prepared by Marti DeYoung, Career Technical Education Supervisor.

RECOMMENDATION

Authorization is requested to approve renewal of Institutional Articulation Agreements with Azusa, Duarte, Claremont, Glendora, and Monrovia USDs.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. 1.5.



INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

AZUSA UNIFIED SCHOOL DISTRICT

According to the Career and Technical Education Act (2006)/Perkins IV, the term *articulation agreement* means a "written commitment":

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary educational institution and a postsecondary educational institution; and
- to a program that is - designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the two institutions named herein.

Citrus College and Azusa Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be authorized by faculty in the appropriate discipline, then implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days' written notice. Note: East San Gabriel Valley ROP is a partner entity serving Azusa USD students and is therefore a Tech Prep partner for this initiative. Effective Date: through June 30, 2011.

Cynthia Cervantes McGuire Date
Superintendent
Azusa Unified School District

Geraldine M. Perri, Ph.D. Date
Superintendent/President
Citrus College

C: Alexis Ruiz-Alessi, Assistant Superintendent, Educational Services



INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

CLAREMONT UNIFIED SCHOOL DISTRICT

According to the Career and Technical Education Act (2006)/Perkins IV, the term *articulation agreement* means a “written commitment”:

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary educational institution and a postsecondary educational institution; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the two institutions named herein.

Citrus College and Claremont Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be authorized by faculty in the appropriate discipline, then implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days’ written notice. Note: Baldy View ROP is a partner entity serving Claremont USD students and is therefore a Tech Prep partner for this initiative. Effective Date: through June 30, 2011.

Terry Nichols, Ed.D. Date
Superintendent
Claremont Unified School
District

Geraldine M. Perri, Ph.D. Date
Superintendent/President
Citrus College

C: Jim Coombs, Assistant Superintendent of Educational Services



INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

DUARTE UNIFIED SCHOOL DISTRICT

According to the Career and Technical Education Act (2006)/Perkins IV, the term *articulation agreement* means a “written commitment”:

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary institution and a postsecondary educational; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the two institutions named herein.

Citrus College and Duarte Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be authorized by faculty in the appropriate discipline, then implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days’ written notice. Note: Los Angeles County ROP is a partner entity serving Duarte USD students and is therefore a Tech Prep partner for this initiative. Effective Date: through June 30, 2011.

Dr. Dean Conklin
Superintendent
Duarte Unified School
District

Date

Geraldine M. Perri, Ph.D.
Superintendent/President
Citrus College

Date

C: Wendy Wright, Assistant Superintendent of Instructional Services



INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

GLENDORA UNIFIED SCHOOL DISTRICT

According to the Career and Technical Education Act (2006)/Perkins IV, the term *articulation agreement* means a “written commitment”:

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary educational institution and a postsecondary educational institution; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the two institutions named herein.

Citrus College and Glendora Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be authorized by faculty in the appropriate discipline, then implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days’ written notice. Note: East San Gabriel Valley ROP is a partner entity serving Glendora USD students and is therefore a partner for this initiative. Effective Date: June 30, 2011

Catherine J. Nichols, Ed.D. Date
Superintendent
Glendora Unified School
District

Geraldine M. Perri, Ph.D. Date
Superintendent/President
Citrus College

C: Michelle Hunter, Director of 9-12 Curriculum and Instruction and Special Education



INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

MONROVIA UNIFIED SCHOOL DISTRICT

According to the Career and Technical Education Act (2006)/Perkins IV, the term *articulation agreement* means a “written commitment”:

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary educational institution and a postsecondary educational institution; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the two institutions named herein.

Citrus College and Monrovia Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be authorized by faculty in the appropriate discipline, then implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days’ written notice. Note: Los Angeles County ROP is a partner entity serving Monrovia USD students and is therefore a Tech Prep partner for this initiative. Effective Date: through June 30, 2011.

Dr. Linda Wagner
Superintendent
Monrovia Unified School
District

Date

Geraldine M. Perri, Ph.D.
Superintendent/President
Citrus College

Date

C: Carol Packard, Director, Curriculum & Instruction

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Board Policies and Administrative Procedures	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board Policies and Administrative Procedures related to Campus Safety are being reviewed and revised to bring them up to date and align them with the recommendations made by the CCLC. Revisions to the attached policies were approved by the Steering Committee on April 26, 2010. Attached to the policies, for information only are the related administrative procedures.

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

RECOMMENDATION

Authorization is requested to approve BP 3500 Campus Safety, BP 3515 Reporting of Crimes, BP 3520 Local Law Enforcement, and BP 3530 Weapons on Campus.

Jeanne Hamilton
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. _____

BP 3500 CAMPUS SAFETY

Reference:

Education Code Section 67380(a)(4)

The Board of Trustees is committed to a safe and secure District work and learning environment. To that end, the Superintendent/President shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

**General Institution
DRAFT January 27, 2010**

AP 3500 CAMPUS SAFETY

References:

Education Code Sections 212, 67380, and 87014;
Penal Code Section 245;
20 U.S. Code Sections 1232g and 1292(f);
34 Code of Federal Regulations (C.F.R.) 668.46;
34 Code of Federal Regulations (C.F.R.) 99.31(a)(13) and (14);
Campus Security Act of 1990

The Citrus College Campus Safety Department is the designated authority established by the Board of Trustees in accordance with Education Code Section 72330.5 to enforce the Standards of Conduct under the Education Code and Penal Codes of the State of California.

The Citrus College Campus Safety Department is not a police department and department incident reports are not official police reports. If an official report is required, the Glendora Police Department in Glendora is the appropriate agency to contact.

The Citrus College Campus Safety Department is the liaison with the Glendora Police Department and local police agencies, including federal and state law enforcement entities.

The Citrus College Campus Safety Department is responsible for the safety and security of all members of the college community. Every effort is made to inform students, faculty, administrators, and staff members of criminal activity or any other concern that may be an immediate threat to the safety and security of those on campus. Information on crime prevention is made available to college students, faculty, administrators, and staff members via an all campus memo, email, or the web.

A campus safety plan shall be developed and provided to students as part of the Annual Security Report published by Campus Safety by October 1st of each year and made available online at www.citruscollege.edu.

The Campus Safety Department prepares and annually updates a report of all occurrences reported to campus security personnel of and arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts

of hate violence reported to campus authorities. A written report will be submitted to the Board of Trustees.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

It is the responsibility of every member of the college community to act in ways that promote the safety of self, others and the protection of District property.

Office of Primary Responsibility: Office of Student Affairs

BP 3515 REPORTING OF CRIMES

Reference:

Education Code Section 67380

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to Campus Safety and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

**General Institution
DRAFT January 29, 2010**

AP 3515 REPORTING OF CRIMES

References:

Education Code Sections 212 and 87014;

Penal Code Section 245;

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;

20 U.S. Code Section 1232g;

34 Code of Federal Regulations (C.F.R.) 99.31(a)(13)(14) and 668.46;

Campus Security Act of 1990

District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to Campus Safety.

In the event an employee is assaulted, attacked, or menaced by a student or co-worker, the employee shall notify his/her supervisor as soon as is practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to Campus Safety. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so.

The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the College's Public Information Officer in consultation with the Superintendent/President in a manner that aids the prevention of similar crimes.

The District shall annually collect and distribute statistics concerning crimes on campus. All District employees with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the

Annual Security Report may be obtained by contacting Campus Safety or at the website address published at www.citruscollege.edu.

The District shall disclose the final results of a disciplinary proceeding to a victim or survivors of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District shall also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. In addition to non-forcible sex offenses, the crimes of violence that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Office of Primary Responsibility: Office of Student Affairs

**General Institution
DRAFT January 29, 2010**

AP 3516 REGISTERED SEX OFFENDER INFORMATION

References:

Penal Code Sections 290, 290.01, and 290.95;
34 Code of Federal Regulations (C.F.R.) 668;
Campus Sex Crimes Prevention Act 42 U.S. Code Section 14071j;
20 U.S. Code Sections 1092(f)(1)(I) and 1232g(b)(7)(A)

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

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

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

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

The Citrus College Campus Safety Department is not a police department but a non-sworn security department in accordance with Education Code Section 72330.5. Sex offenders who may be required to register should do so at: The Glendora Police Department, 150 S. Glendora Avenue, Glendora, California.

Information concerning registered sex offenders can be obtained from www.meganslaw.ca.gov.

Office of Primary Responsibility: Office of Student Affairs

NOTE: This procedure is **legally required**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

BP 3520 LOCAL LAW ENFORCEMENT

Reference:

Education Code Section 67381

The District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

**General Institution
DRAFT as of January 29, 2010**

AP 3520 LOCAL LAW ENFORCEMENT

Reference:

Education Code Section 67381

Citrus Community College District has a written agreement with the Glendora Police Department. The agreement clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement designates the Glendora Police Department as the agency that has operational responsibility for violent crimes and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by law and Board policy are public records and are made available for inspection by members of the public upon request to the Campus Safety Department.

Office of Primary Responsibility: Office of Student Affairs

BP 3530 WEAPONS ON CAMPUS

References:

Penal Code Sections 626.9 and 626.10

Firearms or other weapons shall be prohibited at the college or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

**General Institution
DRAFT as of 6/22/09**

AP 3530 WEAPONS ON CAMPUS

References:

Penal Code Sections 626.9 and 626.10

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited at the college, or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Activities involving firearms or other weapons conducted under the direction of Citrus College officials or as authorized by an official law enforcement agency shall be reported before taking place to the Campus Safety Department who in turn may as necessary notify the Glendora Police Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Campus Safety Supervisor.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches at the college is forbidden, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by Campus Safety to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Office of Primary Responsibility: Office of Student Affairs

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	
SUBJECT:	Board Policy – Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

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

The District’s current Board policies are being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service.

There are seven chapters of Board policies that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources.

A first reading of this board policy was approved by the Board of Trustees on April 6, 2010 and it is now being submitted to the Board for a second reading. Attached to the policy, for information only, are the related administrative procedures (AP 3720 Acceptable Computer and Network Use, AP 3721 Computer and Network Account and Password Management, AP 3722 Computer and Network Connectivity and Access, AP 3723 Electronic Mail and Bulk Electronic Distribution, AP 3724 Data and Information Protection, AP 3725 Electronic Equipment Disposition, and AP 3726 Telephone Services).

RECOMMENDATION

Authorization is requested to approve the second reading of Board Policies BP 3720 - Computer and Network Use.

Linda Welz
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____

**CITRUS COMMUNITY COLLEGE DISTRICT
GENERAL INSTITUTION**

BP 3720 COMPUTER AND NETWORK USE

References: Education Code Section 70902;
17 U.S.C. Section 101 et seq.;
Penal Code Section 502, Cal. Const., Art. 1 Section 1;
Government Code Section 3543.1(b)

Employees, faculty and students who use District computers and networks, the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The President/Superintendent shall establish procedures that provide guidelines to employees, faculty and students for the appropriate use of information technologies.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3720 ACCEPTABLE COMPUTER AND NETWORK USE

1.0 Purpose

In support of its educational mission, Citrus Community College District (CCCD) provides computing facilities, networking, and information technology resources for use by employees, faculty, students, community members and members of the Board of Trustees. The district encourages the use of its computing facilities to manage and share information, to improve communication, and to develop and exchange ideas.

2.0 Scope

This procedure applies to all users of computing resources owned or managed by the district. Individuals covered by the policy include (but are not limited to) faculty and visiting faculty, staff, students, alumni, the Board of Trustees, guests or external individuals and organizations accessing network services via the district's computing facilities.

Computing resources include all district owned, licensed, or managed hardware and software, and use of the college network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. This procedure applies to technology administered in individual departments, the resources administered by central administrative departments, personally owned computers and devices connected by wire or wireless to the district network, and to off-district computers that connect remotely to the district's network services.

3.0 Procedures

3.1 User Rights and Responsibilities

Computers and networks can provide access to resources on- and off-campus, as well as the ability to communicate with other users worldwide. Such open access requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Those that use district computing facilities are expected to do so responsibly and to comply with state and federal laws, and policies and procedures of the district. In all instances, users are expected to comply with the district's code of conduct policy.

Users of district systems have the responsibility to:

- Use the systems in compliance with the procedures presented.
- Comply with all applicable laws.
- Access systems only as authorized.
- Keep passwords secret and maintain password and account security.
- Prevent use of their account by others.
- Use the system with proper etiquette and respect for other users.
- Refrain from acts that are discriminatory, defamatory, harassing, or illegal.
- Agree that the district is not responsible for the content of external networks and for actions by individual users of the systems in violation of these rules.

3.2 Acceptable Use

Acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all related license and contractual agreements. The application of this principle to district computing resources includes the following for each user:

- Use only the computers, computer accounts, and computer files for which authorization has been provided. Do not use another individual's account, or attempt to capture or guess other users' passwords.
- Be responsible for appropriate use of all resources assigned including the computer, the network address or port, software and hardware.
- Guard against unauthorized users to access the network by using a district computer or a personal computer that is connected to the district network.
- Comply with all such agreements when using such resources, as the district is bound by its contractual and license agreements respecting certain third party resources.
- Make a reasonable effort to protect passwords and to secure resources against unauthorized use or access.
- Do not access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
- Comply with the policies and guidelines for any specific set of resources to which access has been granted. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.
- Do not develop or use programs that may disrupt other computer or network users or that damage software or hardware components of a system.
- Do not download and/or use tools that are normally used to assess security or to attack computer systems or networks (e.g., password "crackers," vulnerability scanners, network sniffers, etc.) unless specifically authorized to do so by the Technology and Computer Services Department.
- Report perceived vulnerabilities to the district's services or hosted applications.

In contrast, examples of misuse include but are not limited to:

- Using an unauthorized computer account.
- Using the district network to gain unauthorized access to any computer systems or information.
- Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security vulnerabilities.
- Violating terms of applicable licensing agreements.
- Using electronic mail to harass others.
- Masking the identity of an account or machine.
- Posting materials on electronic bulletin boards that violate existing local, state and federal laws or district policies.
- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Using district resources for commercial purposes or for personal financial gain.
- Using district resources for creation or distribution of unauthorized promotional materials or other forms of solicitation.

3.3 Adherence with Federal, State and Local Laws

All existing laws (federal, state and local) and district policies and administrative procedures apply, including not only those laws, policies and procedures that are specific to computers and networks, but also those that may apply generally.

All computer and information technology equipment, including software and data communication links owned by the district, are district property.

3.4 Privacy and Personal Rights

Users should be aware that they have no expectation of privacy in the use of the district network and computer resources. The district reserves the right to monitor all use of the district network and computers to assure compliance with these policies. The district will exercise this right for only legitimate district purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.

District employees and others are prohibited from “seeking out, using, or disclosing” personal information contained in electronic records without authorization. All users are required to take necessary precautions to protect the confidentiality of personal information encountered in the performance of their duties or otherwise. If personal information is inadvertently encountered, the individual encountering the information shall not further disclose this information to another individual unless this information reveals a possible violation of laws or regulations, in which case that individual shall report the situation to his or her supervisor.

This procedure does not address the ownership of intellectual property that has been created by employees of the district for use in performing their job responsibilities or intellectual property that has been created by employees using district technology resources. Ownership of intellectual property is governed by law and other district policies, procedures, and contracts.

3.5 User Compliance

Misuse of computing, networking, or information technology resources may result in the loss of access to computing resources. Users may be held accountable for their conduct under any applicable district policies, procedures, or collective bargaining agreements, as well as federal, state and local laws. Complaints alleging misuse of district resources will be directed to the appropriate supervisor or administrator.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3721 COMPUTER AND NETWORK ACCOUNT AND PASSWORD MANAGEMENT

1.0 Purpose

The purpose of this procedure is to establish a standard for the administration of computer and network accounts that facilitate access or changes to Citrus Community College District institutional data and the requirements for acceptable password selection and maintenance related to those accounts. Accounts that access electronic computing and information resources require prudent oversight. An account, at minimum, consists of a user ID and a password that grant access to some set of services and resources.

Passwords are the most frequently utilized form of authentication for accessing a computing resource. Due to the use of weak passwords, the proliferation of automated password-cracking programs, and the activity of malicious hackers and spammers, passwords are very often also the weakest link in securing data. Password use must therefore follow the procedure guidelines listed below.

This procedure establishes guidelines for issuing accounts, creating password values, and managing accounts. It provides guidance on creating and using passwords in ways that maximize security of the password and minimize misuse or theft of the password.

2.0 Scope

This procedure applies to anyone accessing systems that hold or transmit district data. Systems include, but are not limited to: personal computers, laptops, district issued cell phones, and small factor computing devices (e.g., PDAs, USB memory keys, electronic organizers), as well as district electronic services, systems and servers.

This procedure also applies to those responsible for the management of user accounts or management of access to shared information, network devices or information that can be held within a database, application or shared file space. This procedure covers departmental accounts as well as those managed centrally.

3.0 Procedure

3.1 Issuing Computer and Network Accounts

The owners of district data shall make decisions regarding access to their respective data (e.g., the Dean of Admissions and Records will determine who has access to registration data, and what kind of access each user has). Account setup and modification shall require the signature of the requestor's supervisor.

Managers shall make written requests to the Technology and Computer Services (TeCS) Department for employee access to district computer resources. To maintain system security, managers shall immediately notify the TeCS Department in writing when system access is no longer required or authorized for an employee. Managers shall be responsible to provide general supervision of departmental employee adherence to the rules and procedures presented herein.

The TeCS Department shall issue a unique account to each individual authorized to access that networked computing and information resource. It is also responsible for the prompt deactivation of accounts when necessary, i.e., accounts for terminated individuals shall be removed/disabled/revoked from any computing system at the end of the individual's employment or when continued access is no longer required. Also, the accounts of transferred individuals may require removal/disabling to ensure changes in access privileges are appropriate to the change in job function or location.

When establishing accounts, standard security principles of "least required access" to perform a function must always be used, where administratively feasible. For example, a root or administrative privileged account must not be used when a non-privileged account will do. Account passwords shall not be emailed. The date when the account was issued should be recorded in an audit log.

The identity of users must be authenticated before providing them with account and password details. If an automated process is used, then the account holder should be asked to provide several information items that in totality could only be known by the account holder. In addition, it is highly recommended that stricter levels of authentication (such as face-to-face) be used for those accounts with privileged access (e.g., user accounts used for email do not require an identity validation process as thorough as for those user accounts that can be used to modify department budgets).

3.2 Managing Accounts

The data owner shall review all accounts at least annually to ensure that access and account privileges are commensurate with job function, need-to-know, and

employment status. The TeCS Department may also conduct periodic reviews for any system connected to the district network.

All guest accounts (for those who are not official members of the district community) with access to district computing resources shall contain an expiration date of one year or the work completion date, whichever occurs first. All guest accounts must be sponsored by the appropriate authorized member of the administrative entity managing the resource.

3.3 Password Creation and Maintenance

All passwords (e.g., email, web, desktop computer, etc.) should be strong passwords and should follow the guidelines below. In general, a password's strength will increase with length, complexity and frequency of changes.

Greater risks require a heightened level of protection. Stronger passwords augmented with alternate security measures such as multi-factor authentication, should be used in such situations. High-risk systems include but are not limited to: systems that provide access to critical or sensitive information, controlled access to shared data, a system or application with weaker security, and administrator accounts that maintain the access of other accounts or provide access to a security infrastructure.

All passwords must meet the following guidelines, except where technically infeasible:

- Be at least eight alphanumeric characters long.
- Contain digits or punctuation characters as well as letters (e.g., 0-9, !@#\$%^&()_~-=`{}".')
- Contain both upper and lower case characters (e.g., a-z, A-Z).
- Not be solely based on easily guessed personal information, names of family members, pets, etc.

To help prevent identity theft, personal or fiscally useful information such as Social Security or credit card numbers must never be used as a user ID or a password. All passwords are to be treated as sensitive information and should never be written down or stored online unless adequately secured. Do not use the password storage feature offered on Windows or other operating systems as this feature creates a password file that is vulnerable to hackers.

The following guidelines describe password usage.

- Passwords should not be inserted into email messages or other forms of electronic communication.

- Passwords that could be used to access sensitive information must be encrypted in transit.
- It is recommended that passwords be changed at least every six months and some district systems will enforce a password change.
- Individual passwords should not be shared with anyone, including administrative assistants or Technology and Computer Services (TeCS) Department staff. Necessary exceptions must have a primary responsible contact person. Shared passwords used to protect network devices, shared folders or files require a designated individual to be responsible for the maintenance of those passwords, and that person will ensure that only appropriately authorized employees have access to the passwords.
- If a password is suspected to have been compromised, it should be changed immediately and the incident reported to the TeCS Department.
- The TeCS Department or its delegates, with the cooperation and support from the appropriate system administrator, may perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked during one of these scans, the password owner will be required to change it immediately.

3.4 Desktop Administrator Passwords

In addition to the password guidelines listed above in this procedure, the following apply to desktop administrator passwords, except where technically and/or administratively infeasible:

- These passwords must be changed at least every six months.
- Where technically and administratively feasible, attempts to guess a password should be automatically limited to ten incorrect guesses. Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes.
- Failed attempts should be logged, unless such action results in the display of a failed password. It is recommended that these logs be retained for a minimum of 30 days. Administrators should regularly inspect these logs and any irregularities or compromises should be immediately reported to the TeCS Department.

3.5 Server Administrator Passwords

In addition to the general password guidelines listed in this procedure, the following apply to server administrator passwords, except where technically and/or administratively infeasible:

- Passwords for servers must be changed as personnel changes occur.

- If an account or password is suspected to have been compromised, the incident must be reported to the TeCS Department and potentially affected passwords must be changed immediately.
- Attempts to guess a password should be limited to ten incorrect guesses. Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes.
- Uniform responses should be provided for failed attempts, producing simple error messages such as "access denied." A standard response minimizes clues that could result from hacker attacks.
- Failed attempts should be logged, unless such action results in the display of the failed password. It is recommended that these logs be retained for a minimum of 30 days. Administrators should regularly inspect these logs and any irregularities such as suspected attacks should be reported to the TeCS Department.

3.6 Guest Passwords

Guest users who do not have accounts on district computers may have accounts, including email accounts, assigned to them for use in conducting district business.

3.7 Departmental Accounts

For access to sensitive information managed by a department, account management should comply with the standards outlined above. In addition, naming conventions must not cause contention with centrally managed email addresses or usernames. Should the potential for contention arise, the applicable system(s) shall not be connected to the district network until a mutually satisfactory arrangement is reached.

Managers shall have the right to impose additional departmental rules or procedures. In the event of conflict, the rules and procedures presented herein shall take precedence over departmental rules and procedures.

3.8 Shared Accounts

Use of shared accounts is not allowed except when necessary to support the functionality of a process, system, device (such as servers, switchers or routers) or application (e.g., management of file shares). Such exceptions will require documentation which justifies the need for a shared account; a copy of the documentation will be shared with the TeCS Department.

Each shared account must have a designated owner who is responsible for the management of access to that account. The owner is also responsible for the above

mentioned documentation, which should include a list of individuals who have access to the shared account. The documentation must be available upon request for an audit or a security assessment.

3.9 Application and System Standards

Applications developed at district or purchased from a vendor should contain the following security precautions:

- Where technically or administratively feasible, shared ID authentication should not be permitted.
- Authentication should occur external to an application, i.e., applications should NOT implement their own authentication mechanism. Instead, external authentication services should be relied upon, provided by the host operating system, the web server, or the servlet container. [In general, applications programmers are not necessarily familiar with the techniques associated with security protocols, and may inadvertently create security holes. Security services available from these external environments are much more likely to provide a high level of security.]
- Passwords must not be stored in clear text or in any easily reversible form.
- Role-based access controls should be used whenever feasible, in order to support changes in staff or assigned duties.
- Systems should allow for lock-outs after a set number of failed attempts (ten is the recommended number). Access should then be locked for a minimum of ten minutes, unless a local system administrator intercedes. Lock-outs should be logged unless the log information includes password information.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3722 COMPUTER AND NETWORK CONNECTIVITY AND ACCESS

1.0 Purpose

Citrus Community College District must provide a secure network for student, instructional and administrative needs and services. An unsecured computer on the network allows denial of service attacks, viruses, Trojans, and other compromises to enter the district's network, thereby affecting many computers as well as the network's integrity. Damages from these compromises could include the loss of sensitive and confidential data, interruption of network services and damage to critical district internal systems. Educational institutions that have experienced severe compromises have also experienced damage to their public image. Therefore, individuals who connect computers, servers and other devices to the district network must follow specific standards and take specific actions.

This procedure defines the standards for connecting computers, servers or other devices to the district's network, and is designed to protect the district network and the ability of members of the Citrus community to use it. The procedure minimizes the potential exposure of the district to damages (including financial, loss of work, and loss of data) that could result from computers and servers that are not configured or maintained properly. The procedure also ensures that devices on the network are not taking actions that could adversely affect network performance.

2.0 Scope

This procedure applies to all members of the district community or visitors who have any device connected to the district network, including, but not limited to, desktop computers, laptops, servers, wireless computers, specialized equipment, cameras, environmental control systems, and telephone system components. The procedure also applies to anyone who has systems outside the district network that access the district network and resources. The procedure applies to district-owned computers (including those purchased with grant funds), and personally owned or leased computers that connect to the district network.

3.0 Procedures

3.1 Appropriate Connection Methods

Devices may be connected to the district network at appropriate connectivity points including voice/data jacks, through an approved wireless network access point, via a Virtual Private Network (VPN) or Secured Shell (SSH) tunnel, or through remote access mechanisms such as Digital Subscriber Line (DSL), cable modems, and traditional modems over phone lines.

Modifications or extensions to the network can frequently cause undesired effects, including loss of connectivity. These effects are not always immediate, nor are they always located at the site of modifications. As a result, extending or modifying the Citrus network must be done under supervision of the Technology and Computer Services (TeCS) Department. Exceptions will be made by TeCS for approved personnel in departments who can demonstrate competence with managing the aforementioned hardware.

The California State University 4CNET provides district connection to the World Wide Web. As a member, the district is responsible for following the 4CNET Acceptable Use Procedures.

3.2 Network Registration

Users of the district network may be required to authenticate when connecting a device. Users may also need to install an agent on their computers before they are allowed on the network. The role of such an agent would be to audit the computer for compliance with security standards as defined in this procedure.

TeCS maintains a database of unique machine identification, network address and owners for the purposes of contacting the owner of a computer when it is necessary. For example, TeCS would contact the registered owner of a computer when his or her computer has been compromised and is launching a denial of service attack or if a copyright violation notice has been issued for the internet protocol (IP) address used by that person.

3.3 Responsibility for Security

The TeCS Department has the primary responsibility for setting security on devices connected to the district network including ensuring that all devices meet the relevant security standards and managing the security of the equipment and the services that run on it.

3.4 Security Standards

These security standards apply to all devices that connect to the district network through standard district ports, through wireless services, and through home and off-campus connections.

Every computer or other device connected to the network, including a desktop computer has an associated owner (e.g. a student who has a personal computer) or caretaker (e.g. a staff member who has a computer in her office). For the sake of these procedures, owners and caretakers are both referred to as owners.

- Owners must ensure that all computers and other devices capable of running anti-virus/anti-malware software have Citrus-licensed anti-virus software (or other appropriate virus protection products) installed and running. Owners should update definition files at least once per week.
- Computer owners must install the most recent security patches on the system as soon as practical or as directed by the TeCS Department. Where machines cannot be patched, other actions may need to be taken to secure the machine appropriately.
- Owners of computers that contain sensitive district data should apply extra protections. The TeCS Department will provide consultations on request to computer owners who would like more information on further security measures. For instance, individuals who are maintaining files with Social Security information or other sensitive personal information should take extra care in managing their equipment and securing it appropriately.

3.5 Centrally-Provided Network-Based Services

The TeCS Department is responsible for providing reliable network services for the entire district. As such, individuals or departments may not run any service that disrupts or interferes with centrally provided services. These services include, but are not limited to, email, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Domain Registration. Exceptions will be made by the TeCS Department for approved personnel in departments who can demonstrate competence with managing the aforementioned services. Also, individuals or departments may not run any service or server that requests from an individual their district maintained password.

3.6 Protection of the Network

The TeCS Department uses multiple methods to protect the Citrus network including monitoring for external intruders, scanning hosts on the network for suspicious anomalies and blocking harmful traffic. All network traffic passing in or out of Citrus's network is monitored by an intrusion detection system for signs of

compromises. By connecting a computer or device to the network, users are acknowledging that the network traffic to and from their computer may be scanned.

The TeCS Department routinely scans the Citrus network, looking for vulnerabilities. At times, more extensive testing may be necessary to detect and confirm the existence of vulnerabilities. By connecting to the network, users agree to have their computer or device scanned for possible vulnerabilities.

The TeCS Department reserves the right to take necessary steps to contain security exposures to the district and or improper network traffic. TeCS will take action to contain devices that exhibit the behaviors indicated below, and allow normal traffic and central services to resume. Such behaviors include but are not limited to:

- Imposing an exceptional load on a district service.
- Exhibiting a pattern of network traffic that disrupts centrally provided services.
- Exhibiting a pattern of malicious network traffic associated with scanning or attacking others.
- Exhibiting behavior consistent with host compromise.

The TeCS Department reserves the right to restrict certain types of traffic coming into and across the Citrus network. The TeCS Department will restrict traffic that is known to cause damage to the network or hosts on it. The TeCS Department also may control other types of traffic that consume too much network capacity, such as file-sharing traffic.

By connecting to the network, users acknowledge that a computer or device that exhibits any of the behaviors listed above is in violation of these procedures and will be removed from the network until it meets compliancy standards.

3.7 Enforcement

Access to district computing facilities may be wholly or partially restricted by the district without prior notice and without the consent of the user when there is reason to believe that violations of policy or law have taken place, or, in exceptional cases, when required to meet time-dependent, critical operational needs. Such restriction is subject to established district procedures or, in the absence of such procedures, to the approval of the Superintendent/President or Chief Information Service Officer, or appropriate designee.

Individuals may report suspected violations of these guidelines to the alleged abuser's manager, supervisor, instructor, and/or dean as appropriate. The District also provides anonymous reporting options. Disciplinary action may be taken in accordance with one or more of the following: district policies, California law, and/or the laws of the United States.

Minor infractions of these guidelines or those that appear accidental in nature are typically handled internally by the TeCS Department in an informal manner. In some situations it may be necessary, however, to suspend account or computer access to prevent ongoing misuse while the situation is under investigation.

More serious infractions, such as unauthorized use, attempts to steal passwords or data, unauthorized use or copying of licensed software, violations of district policies, or repeated violations of minor infractions may result in the temporary or permanent loss of access to computing facilities.

Offenses that are clearly in violation of local, state, or federal laws will result in the immediate loss of access to computing resources and will be reported to the appropriate law enforcement authorities. In addition, disciplinary action, up to and including dismissal, may be applicable under other district policies, guidelines, or collective bargaining agreements.

Users do not own accounts on district computers, but accounts including email accounts are assigned to individuals for use in conducting district business. Under the Electronic Communications Privacy Act of 1986 users are entitled to privacy regarding information contained on these accounts. This act, however, allows system administrators or other district employees to access user files in the normal course of their employment when necessary to protect the integrity of computer systems or the rights or property of the district. For example, system administrators may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged. User files may be subject to search by law enforcement agencies under court order if such files contain information that may be used as evidence in a court of law. In addition, records maintained by the district on district computer facilities are considered "educational records" under the Family Educational Rights and Privacy Act of 1974.

3.8 Technology and Computer Services Department Rights and Responsibilities

In the normal course of systems administration, the TeCS Department may need to examine files, electronic mail, and printer output in order to gather sufficient information to diagnose and correct system problems or perform technical maintenance. In the course of this work, the staff may, without notice to the manager and employee, inspect, copy, remove, or otherwise modify any data, file, or system resources which has the potential to adversely affect the system. In addition, the TeCS Department reserves the right to restrict system access of any user who violates the rules/procedures presented in this document. Although the TeCS Department has the right to examine any system files without notice to the manager and employee, they also have a responsibility to maintain users' privacy to the maximum extent possible.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3723 ELECTRONIC MAIL AND BULK ELECTRONIC DISTRIBUTION

1.0 Purpose

Citrus Community College District electronic mail (email) services support the educational and administrative activities of the district and serve as a means of official communication by and between users and the district. The purpose of this procedure is to ensure that this critical service remains available and reliable, and is used for appropriate purposes.

Email is a strategic tool for carrying out the mission of Citrus College. In addition, other electronic methods for distributing information to large groups are becoming available. These methods include but are not limited to phone voice mail, phone text message, and internet portal channels. These methods can be used to easily, quickly, and effectively communicate with large groups of people.

The district provides email services to faculty, staff and students, and to other affiliated classes of individuals, including alumni and official visitors. Use of district email services must be consistent with the district's educational goals and comply with local, state and federal laws and district policies.

2.0 Scope

This procedure applies to all members of the district who are entitled to email services and other electronic bulk distribution services. Users of district electronic mail services are to be limited to district employees, Board of Trustee members, students, and members of associated groups or individuals for purposes that conform to the requirements of this procedure.

Generally, official messages come from the administration or its representatives and are to be sent to the entire community or large subgroups. Mass distribution of messages can have a significant impact on the availability and performance of computing and telephone resources. As such, all bulk electronic message distribution should be authorized as an "official communication" and its distribution and content requires approval prior to distribution.

3.0 Procedure

3.1 Email Addresses and Accounts

Faculty and Staff

Email services are available for faculty and staff to conduct and communicate District business. Incidental personal use of email is allowed with the understanding that the primary use is job-related, and that occasional use does not adversely impact work responsibilities or the performance of the network.

Email services are provided only while a user is employed by the district. Once the user's electronic services are terminated, that user's email services are also terminated and the employee may no longer access the contents of their mailboxes.

Faculty and staff email users are advised that electronic data (and communications using the District network for transmission or storage) may be reviewed and/or accessed by authorized district officials for purposes related to District business. The district has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

Students

Email services are available for students to support learning and for communication by and between the district and themselves. The services are provided only while a student is enrolled in the district and once a student's electronic services are terminated, students may no longer access the contents of their mailboxes.

Student email users are advised that electronic data (and communications using the District network for transmission or storage) may be reviewed and/or accessed in accordance with the district's Acceptable Computer Use Procedure and Regulation. The district has the authority to access and inspect the contents of any equipment, files or email on its electronic systems.

Alumni and Others

Individuals with special relationships with the district, such as alumni or official visitors are granted limited email privileges, including an email address, commensurate with the nature of their special relationship. The district is free to discontinue these privileges at any time.

3.2 Acceptable Email Use

Email users have a responsibility to learn about and comply with the district's Computer and Network Use policy (BP 3720) and related administrative procedures. Violation of district policies and administrative procedures may result in disciplinary action dependent upon the nature of the violation. Examples of prohibited uses of email include:

- Intentional and unauthorized access to other people's email;
- Sending "spam," chain letters, or any other type of unauthorized widespread distribution of unsolicited mail;
- Use of email for commercial activities or personal gain (except as specifically authorized by district policy and in accord with district administrative procedures);
- Use of email for partisan political or lobbying activities;
- Sending of messages that constitute violations of the district's Standards of Student Conduct or the Employee Responsibilities & Rights handbook.
- Creation and use of a false or alias email address in order to impersonate another or send fraudulent communications;
- Use of email to transmit materials in a manner that violates copyright laws.

District electronic mail services may not be used for unlawful activities; commercial purposes; personal financial gain; personal use inconsistent with this document; or uses that violate other district policies, administrative procedures or guidelines.

District electronic mail services may be used for incidental personal purposes provided that, in addition to the foregoing constraints and conditions, such use does not:

- Directly or indirectly interfere with the district operation of computing facilities or electronic mail services;
- Burden the district with incremental cost; or
- Interfere with the e-mail user's employment or other obligations to the district.

Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the district or any unit of the District unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the District. An appropriate disclaimer is: "These statements are my own, not those of Citrus College."

District e-mail users shall not employ a false identity. Email might, however, be sent anonymously provided this does not violate any law or these guidelines or any District policy, and does not unreasonably interfere with the administrative business of the District. An example of such anonymous e-mail would be e-mail sent by a system administrator using the Postmaster account.

District e-mail services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of e-mail or e-mail systems. Such uses include, but are not limited to, the use of e-mail services to:

- Send or forward e-mail chain letters;
- "Spam," that is, to exploit list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited e-mail;
- "Letter-bomb," that is, to resend the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail.

The district email will be delivered to a user's district managed mailbox. Email is not considered a secure mechanism and should not be used to send information that is not considered public.

3.3 Message Content

The official bulk service is restricted to those messages that meet one of more of the following tests:

- The message is essential to the proper execution of daily business.
- It notifies the community of significant events or changes in governance, policy, and practice.
- It alerts the community to situations around health and safety (examples include crime, weather or natural disaster alerts).
- It keeps segments of the community informed of their business. For example, in the case of official committees, the messages could contain minutes, updates, and announcements. This would include instructors who send official email to the students in their courses.

Announcements that do not meet these requirements of urgency and/or critical information, should seek other methods of relaying their information.

3.4 List ownership

It is acknowledged that the membership list of particular groups belongs to the offices that maintain them. As such, these list owners have the right to communicate with their constituents as they deem best, and may send out bulk email to those groups without need of further authorization. In addition, these offices can delegate to other offices or individuals the authority to communicate with these groups. In general, it is expected that this delegation will parallel the existing delegation models of paper-based mailings.

3.5 Requests for Bulk Email

Requests to send out bulk email to the following populations must have the approval of the owning offices and must meet the criteria listed above. Contact the Help Desk to coordinate any requests only if they meet these requirements. Bear in mind that a request will not be honored if it does not meet the requirements specified above.

The following chart indicates the authorizing offices and provides a summary of acceptable use bulk emailing:

Authorizing Department	Mailing Lists	Examples of General Use
President's Office	All faculty All staff All students	Alerts, significant announcements, policy changes impacting all or most of the community
Vice-Presidents of Finance and Administrative Services, Academic Affairs, and Student Services	All faculty All staff All students	High level announcements not including routine or repetitive announcements, related to respective area
Director of Human Resources	All faculty All staff	Matters related to employment (benefits, payroll, campus closure)
Director of Communications or Executive Director of Development and External Relations	All faculty All staff All students	Alerts, significant announcements, policy changes impacting all or most of the community
Chief Information Services Officer	All faculty All staff All students	High level announcements not including routine or repetitive announcements

3.6 Security and Privacy of Email

The district attempts to provide secure, private and reliable email services by following sound information technology practices. However, the district cannot guarantee the security, privacy or reliability of its email service. Such confidentiality may be compromised by law or policy, including these guidelines, by unintended redistribution, or because of inadequacy of current technologies to protect against

unauthorized access. Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

3.7 Archiving and Retention

The District does not maintain central or distributed electronic mail archives of all electronic mail sent or received. Electronic mail is normally backed up, only to assure system integrity and reliability, not to provide for future retrieval, although back-ups may at times serve the latter purpose incidentally.

3.8 Best Practices in Use of Email

The following guidelines describe best practices for email use.

- Confidential Information - When sending confidential information, it is strongly recommended that the user encrypt the message. Users transmitting confidential documents as email attachments must password protect them.
- Viruses and Spyware - District email users should be careful not to open unexpected attachments from unknown or even known senders, nor follow web links within an email message unless the user is certain that the link is legitimate. Following a link in an email message executes code that can also install malicious programs on the workstation.
- Identify Theft - Forms sent via email from an unknown sender should never be filled out by following a link. Theft of one's identity can result.
- Password Protection - The district requires the use of strong passwords for the protection of email. A strong password should contain digits or punctuation characters as well as letters. Administrative procedure AP 3721, Computer and Network Account and Password Management, describes the procedures for password creation and management.

3.9 Electronic Mail Standards

The district provides central electronic mailbox services, with spam and virus filtering, and a @citruscollege.edu email address. The following are the current standards for handling the inbound and outbound delivery of email through the central services.

Inbound email is scanned for content that may be characterized as SPAM. Where SPAM characteristics are found, the message may be tagged or quarantined. Email is also routinely scanned for viruses and other malware. The scanning for malware may also lead to a modification of email, or further consequences, as explained below.

Because of the potentially harmful nature of the content of many messages or attachments, the district:

- Does not deliver messages containing attachments that have been identified as worms by our current anti-virus solution;
- Deletes attachments that are identified as containing viruses by our current anti-virus solution;
- Blocks messages from external mailers that do not provide the proper identification per DNS. (Some spammers make use of improperly configured SMTP servers in an attempt to mask their true identity.)
- Blocks other incoming email that exhibits characteristics of spam, viruses, trojans, or anything else when it could threaten campus network infrastructure or services.

Outbound email Messages up to 10 MB in size (including attachments) may be sent through the district's email services. Outbound email will be scanned for viruses.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3724 DATA AND INFORMATION PROTECTION

1.0 Purpose

Data and information are some of Citrus Community College District's most valuable resources and require responsible management by all members of the district community. This procedure establishes specific guidelines for the proper protection of these valuable resources and promotes district's maintenance of strict confidentiality in compliance with applicable policies as well as local, state and federal regulations. These policies include but are not limited to Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act (FERPA) and the US Department of Education regulations. The procedure is also in support of the Citrus College Student Employment FERPA Non-Disclosure/Confidentiality Agreement.

2.0 Scope

This procedure addresses the handling of district data, whether communicated orally, in hard copy or electronic format, for all members of the district community, including staff, faculty, students, affiliates, volunteers or others. This procedure applies to all district information whether stored on centrally maintained servers or storage area networks, employee or staff desktop computer, mobile and cellular devices or moved to media such as CD, tape, flash memory, or paper.

Users shall store only information required for the performance of official district responsibilities on district resources. Many employees, including student employees, generate or are exposed to sensitive district information in the course of their jobs and use it to perform important functions. It is vitally important that all individuals handle district sensitive information properly to protect the individuals whose sensitive information is being processed, as well as those who handle this information. Such information may contain proprietary content, research findings or other intellectual property that cannot be disclosed beyond those who need it. If such information is disclosed to unauthorized parties, the district could be harmed financially, by reputation or both.

Circumventing or attempting to circumvent restrictions on the use and dissemination of district data or information can be considered a serious offense and may result in disciplinary or legal action.

This procedure allows for the release or exchange of district information in accordance with the recommended best practices outlined below. District employees must not

divulge confidential information regarding the district to an outside party except for a legitimate business, research, or academic purpose. If such information has not been made public by the district, it should be treated as sensitive.

3.0 Procedures

3.1 Data Classification

The district will classify its information in three categories: restricted, sensitive or public. These data classes are described in the following table:

	Data Classification		
	Restricted	Sensitive	Public
Legal Requirement	Protection of data is required by law (e.g. FERPA, HIPPA, GLBA) and data is subject to external audit	The district has a contractual obligation to protect data	Protection of data is at the discretion of the data owner or custodian
Access	Only those individuals designated with approved access and signed agreements	District employees who have a business need to use the data	District employees, students and affiliates and the general public with a need to know
Examples	<ul style="list-style-type: none"> - Individual student data - Faculty/staff personnel data - Medical information - Credit card information - Management information 	<ul style="list-style-type: none"> - Research results that are not restricted - Financial transactions that do not include restricted data - Information covered by non-disclosure agreements 	<ul style="list-style-type: none"> - Campus maps - Contact information - College Fact Book - Board of Trustee Reports
Institutional Risk	High - Information that provides access to vital resources	Medium - Information that provides access to a restricted set of resources	Low - General district information that can be shared without damage to the district

3.2 Recommended Best Practices

3.2.1 Handling Information

Faculty, staff and students should exercise care and judgment to ensure adequate protection of district restricted or sensitive information. It is therefore recommended that they:

- Adopt "clean desk practices." Don't leave unattended paper documents containing restricted or sensitive information; protect them from the view of

passers-by or office visitors. It is recommended that confidential documents contain a cover sheet. Close office doors when away from your office.

- Add a "Confidential" watermark to a Word document.
- Store paper documents containing restricted or sensitive information in locked files with a controlled key system (a list of individuals who have access should be documented) or an appropriately secured area.
- Lock file cabinets containing restricted or sensitive information before leaving the office each day.
- Do not leave the keys to file drawers containing restricted or sensitive information in unlocked desk drawers or other areas accessible to unauthorized staff.
- Store paper documents that contain restricted or sensitive information in secure file cabinets. Keep copies in an alternate location.
- Shred paper documents containing restricted and sensitive information when they are no longer needed, making sure that such documents are secured until shredding occurs. If a shredding service is employed, the service provider should have clearly defined procedures in the contractual agreement that protect discarded information, and ensure that the provider is legally accountable for those procedures, with penalties in place for breach of contract.
- Immediately retrieve or secure documents containing sensitive information as they are printed on copy machines, fax machines or printers. Double-check fax messages containing confidential information. Recheck the recipient's number before you hit 'Start.' Verify the security arrangements for a fax's receipt prior to sending. Verify that you are the intended recipient of faxes received on your machine. If you are not, contact the intended recipient and make arrangements for the proper dispatch of the fax.
- Do not discuss sensitive information outside of the workplace or with anyone who does not have a specific "need to know." Be aware of the potential for others to overhear communications containing restricted or sensitive information in offices, on telephones, and in public places like elevators, restaurants, and sidewalks.
- Ensure that electronic equipment containing sensitive information is securely transferred or disposed of in a secure manner, per the district's Electronic Equipment Disposition Policy.
- Immediately report the theft of district electronic computing equipment to a supervisor or manager. Loss or suspected compromise of data containing sensitive information should be immediately reported to the TeCS Department.

3.2.2 Data Stewardship Responsibilities

The district has four roles for proper data stewardship: data owner, manager of policies and procedures for access to that data, manager of the infrastructure and account access, and data user. All information should have an identified

owner. Anyone who has been entrusted with restricted or sensitive information has a responsibility to the data's owner for its proper use and protection.

3.3 Non-Disclosure and Non-Use

Sharing district information directly with other colleges and universities may violate anti-trust laws. Particular care should be shown in disclosure of financial aid data, faculty salaries, and fees that are not yet final. Violations of antitrust laws may have serious consequences for the district and individuals. Certain general information may be shared in surveys conducted by other colleges and universities.

Individuals should not disclose any district information that they obtain as a result of their employment at the district to unauthorized persons, nor should they use it for their own personal benefit, or for the profit of others. This obligation continues after an individual's association with the district ends.

Individuals may be asked for information about the district by the media, outside groups, consultants and others collecting information for various purposes. No one should make public statements on behalf of the district in response to external inquiries unless he/she has been authorized to do so. Refer all employment verification and reference requests to the Human Resources Department. When legal requests are made concerning wages, wage garnishments, and employee records Payroll and/or Human Resources should also be notified so they may coordinate the release.

3.4 Proper Disclosure and Release of Information

Confidential information concerning individual students or employees may be released only if the release of such information has been properly authorized. Some individuals must disclose district information as a part of their job responsibilities. Individuals should be certain that they understand what they have been authorized to disclose and to whom, prior to disclosing any Citrus College sensitive information.

Examples of situations in which such information might properly be disclosed are:

- Disclosure of operational data to vendors or consultants in connection with their formal engagement to provide services to the district. A Non-Disclosure Agreement must also be signed by vendors who have access to sensitive information. Vendors must also comply with all applicable federal, state, and local laws/regulations in the production of goods or performance of services.
- Participation in legitimate and authorized surveys.
- Providing data to government agencies as part of required filings.
- An authorized individual responding to media or financial analyst inquiries.

3.5 Computing Requirements

3.5.1 Data Storage and Transmission

Strict control must also be maintained over district information that is stored on personal computers, external media (such as CDs, tapes, or memory sticks) or centrally on servers, as well as transmitted across district's network. The following guidelines should be applied for the storage and transmission of district data:

- Storage
 - Whenever possible, district data should be stored on a centrally managed server and not on a workstation or locally managed server.
 - A local machine storing district data must be in a physically secure location and require a unique logon with a strong password for each individual authorized to use it (i.e. shared accounts and passwords are not permitted).
 - Whether district data is housed on a server or workstation, the machine must meet current operation system, hardware and software support levels.
- Transmission
 - Restricted and sensitive data should never be transmitted over the Internet "in the clear." It should always be transmitted using an encryption mechanism (as listed in section 3.5.2 below).
 - Restricted and sensitive data should not be transmitted via email.
- Backups
 - It is the responsibility of all employees entrusted with district data to back it up and store in a secure location.
 - Backup of district information should be encrypted, whenever technically feasible.
 - Unencrypted backups should be physically secured and not subject to unauthorized personnel at any time.
- Access
 - Access controls to all restricted and sensitive information must be documented.

3.5.2 Encryption and Certification

The transmission of district restricted or sensitive data over the network should be protected by an approved encryption mechanism to ensure its proper protection. Any method of encryption or transmission system other than those listed below should be reviewed and approved by the TeCS Department before being utilized.

- Transport Encryption
 - Hypertext Transfer Protocol Secure (HTTPS)
 - Secure Shell (Secure Copy Protocol (scp)/ SSH File Transfer Protocol (sftp))

- Secure Socket Layer (SSL)/Transport Layer Security (TLS)
- File Transfer Protocol Secure (FTPS) (TLS wrapped FTP)
- File/Email Encryption
 - Secure/Multipurpose Internet Mail Extensions (S/MIME) signed and encrypted email
 - PGP (Pretty Good Privacy)/ GNU (Privacy Guard) GnuPG encrypted email and files
 - Password-protected zipfiles
 - Password-protected Microsoft Office documents

3.6 Access

The district shall maintain strict control over access to work locations, records, computer information and other items of value. Individuals who are assigned keys, given special access or assigned job responsibilities in connection with the safety, security or confidentiality of such records, materials or equipment value should use sound judgment and discretion in carrying out their duties and will be held accountable for any wrongdoing or acts of indiscretion. Furthermore, information may not be divulged, copied, released, sold, loaned, reviewed, altered or destroyed except as properly authorized within the scope of applicable federal, state or local laws.

Unauthorized access to any district restricted or sensitive information by students, faculty or staff will be cause for disciplinary and possible legal action. Unauthorized access in situations which indicate that privacy, copyright, anti-trust, or other laws may have been broken, may be referred to legal authorities.

Anyone who may become familiar with another district's or person's confidential information should take care to respect the proprietary nature of this information and not use it or reveal it without authorization.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3725 ELECTRONIC EQUIPMENT DISPOSITION

1.0 Purpose

This procedure is designed to minimize the potential exposure of Citrus Community College District to damages that could result if equipment is not disposed of properly.

2.0 Scope

This procedure applies to all members of the district who transfer or dispose of district-owned electronic equipment, including those devices purchased with grant funds. Equipment covered includes: computers, keyboards, monitors, scanners, fax machines, printers and other peripheral devices.

3.0 Procedure

While all computing equipment obtained with district funds is ultimately owned by the district, every piece of equipment must have an associated individual responsible for the equipment's proper care and eventual disposal.

3.1 Transfer of Citrus Computing Equipment

Computing equipment capable of storing data must be "sanitized" before it can be transferred to another district user, whether within or between departments.

The Technology and Computer Services Department is responsible for the proper sanitization of its equipment. For the purpose of this procedure, sanitization means a data purge or erasure using a three-pass binary overwrite method at minimum. For equipment that cannot be sanitized via this method, all data must be deleted or the device reset to factory defaults (e.g., some cell phones).

3.2 Disposal of District Computing Equipment

When it has been determined that there is no further use of a piece of computing equipment, either within or beyond the department, the associated user or designee must arrange for its proper disposal following the procedures defined in district policy, BP 6550 Disposal of Property.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3726 TELEPHONE SERVICES

1.0 Purpose

The purpose of this procedure is to define appropriate use of Citrus Community College District telephone services.

2.0 Scope

This procedure applies to all telephone services billed to district accounts including traditional telephones, cellular phones, wireless-enabled Personal Digital Assistants, and pagers. It also applies to the use of voice mail, encompassing both the receipt of Voice Mail Broadcasts and those departments requesting such broadcasts. It does not apply to personal telephone devices.

3.0 Procedures

3.1 Prohibited Calls

The following phone calls are prohibited:

- Information Assistance and Operated Assisted Calls.
- 900 Type Calls - If your department has a need to make such calls, contact the Technology and Computer Services (TeCS) Department.
- Collect Calls - Receipt of these calls through the use of a college phone is prohibited.

3.2 Cellular Phone, Pager, and Wireless-enabled Personal Digital Assistant Use

Access and use of district-provided devices is a privilege that is granted in connection with an individual's duties to the college and are to be used for the conducting of college business and/or in furtherance of the educational mission of the college.

The use of district phones for occasional personal calls is allowed with the understanding that their primary use be for work purposes. Should personal calls

require more than occasional use, the cost of those calls will need to be reimbursed to the college.

Service for cellular phones, pagers, and wireless-enabled personal digital assistants can be terminated by the college at a supervisor's discretion. Upon termination of employment with the district, all such services are terminated and any district owned or provided devices must be returned to the district. The district does not provide wireless-enabled devices for off-campus communications.

3.3 Review of Phone Use

The Technology and Computer Services (TeCS) Department is responsible for regularly reviewing monthly telephone billing statements and for investigating unusual calling patterns, unexpected charges or unusual call volume. The TeCS Department will also provide consulting and advisory services upon request to assist in clarifying usage questions or in selecting optimal plans based on business needs.

3.4 Privacy in Telephone Services

The use of certain phones at the college may be monitored for quality control and troubleshooting purposes. In such cases, callers will be notified that their call is being monitored for business purposes.

Wireless transmissions are not secure, so employees should use discretion in relaying confidential information via these devices.

3.5 Automated Call Systems

Citrus-Alert

Citrus-Alert is reserved for emergency notifications to all subscribed users. Approval to send messages shall be made by the Superintendent/President or their designee as defined in the Citrus College Emergency Procedures.

SARS-CALL

SARS-CALL, a component of the SARS software suite, is maintained and managed by the dean of counseling for the purpose of contacting students with counseling related information. Call volume is coordinated with the TeCS Department to maintain a use level that does not impact the use of the telephone system by other departments in the college. The TeCS Department will monitor the volume and work with the Dean of Counseling if the call volume of SARS-Call starts to adversely impact the college's telephone system.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	Human Resources Board Policies and Administrative Procedures – Second Reading	Information	_____
		Enclosure(s)	X

BACKGROUND

The Citrus Community College District is in the process of updating and aligning the District's Board policies with the recommended policies developed through the Community College League of California (CCLC). The District is a member of the Board Policy and Administrative Procedure Subscription Service coordinated by CCLC. The District's current Board policies are being reorganized and updated to align with the recommended policy information provided by the Policy and Procedure Subscription Service.

There are seven chapters of Board policies that include the following sections: 1) The District, 2) Board of Trustees, 3) General Institution, 4) Academic Affairs, 5) Student Services, 6) Business and Fiscal Affairs, and 7) Human Resources.

These Board policies have been reviewed and approved by the Human Resources Advisory/Staff Diversity Committee, the constituent groups (various dates), the Steering Committee, and a first reading was approved by the Board on April 6, 2010. Attached to the policies, for information only, are the related administrative procedures, where applicable.

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

RECOMMENDATION

Authorization is requested to approve the second reading of Board Policies BP 7100 – Equal Employment Opportunity; BP 7101 – Non-Discrimination; BP 7102 – Prohibition of Harassment: Students and Employees; BP 7103 – Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program; BP 7104 – Whistleblower Protection; BP 7106 – Political Activity; BP 7107 – Nepotism; BP 7108 – Communicable Disease; BP 7110 – Fingerprinting; and BP 7111 – Salary Deductions.

Robert Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. 1.8

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7100 Equal Employment Opportunity

References: Education Code, Sections 87100 et seq.; Title 5, Sections 53000 et seq.

General Provision

The District is committed to employment of qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board of Trustees is committed to hiring and staff development processes that support the goals of equal employment opportunity and diversity, and provide equal consideration for all qualified applicants.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7100 Equal Employment Opportunity

References: Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.

General Provision

The Office of Human Resources shall be responsible for overseeing the District's Equal Employment Opportunity Plan. The Manager of Human Resources/Staff Diversity shall oversee the day-to-day implementation of the District's Equal Employment Opportunity Plan. The District's policy and administrative regulation concerning equal employment opportunity and the discrimination complaint procedure shall be disseminated to all employees.

The Manager of Human Resources/Staff Diversity, in implementing this regulation shall:

Oversee the District's Equal Employment Opportunity Plan and work with appropriate staff in ensuring that the District's program receives the broadest possible commitment from the administration, faculty, staff, and students.

Work closely with district personnel and appropriate committees to ensure achievement of equal employment opportunity requirements.

Prepare and publish a workforce analysis to ensure the District meets its equal employment opportunity requirements.

Review job templates, job postings, job descriptions, job specifications, and other job related statements in cooperation with appropriate staff to ensure compliance with equal employment opportunity requirements.

Review selection, retention, tenure, and promotion criteria to ensure that neither qualified nor qualifiable candidates are excluded from consideration.

Help increase the applicant pool by assisting with recruitment and devising ways and means of helping the District to increase the number of qualified members of historically underrepresented groups.

Assist in developing in-service and Equal Employment Opportunity Plans for administration, faculty, staff, and students.

Receive and seek resolution of unlawful discrimination complaints. Publicize complaint procedures, receive, investigate, and seek resolution of affirmative action and unlawful discrimination complaints, working with appropriate staff.

Provide an annual written notice to appropriate community-based and professional organizations concerning the District's Annual Report and the need for assistance from such organizations in identifying qualified applicants.

DEFINITIONS

1. **ADVERSE IMPACT:** "Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") is applied to the effects of a selection procedure and demonstrates a disproportionately negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison
2. **BUSINESS NECESSITY:** "Business necessity" means circumstances which justify an exception to the requirements of Title 5, Section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative, which will serve business needs equally well.
3. **EQUAL EMPLOYMENT OPPORTUNITY:** "Equal Employment Opportunity" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion, and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories listed in Title 5, Section 53004(a). Ensuring equal employment opportunity also involves creating an environment, which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by this subchapter.
4. **EQUAL EMPLOYMENT OPPORTUNITY PLAN:** An "Equal Employment Opportunity Plan" is a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

5. EQUAL EMPLOYMENT OPPORTUNITY PLANS: "Equal Employment Opportunity Plans" means the various methods by which equal employment opportunity are ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with the requirements of Title 5, Section 53006.
6. ETHNIC MINORITIES: "Ethnic minorities" means American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.
7. GOALS FOR PERSONS WITH DISABILITIES: "Goals for persons with disabilities" means a statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
8. IN-HOUSE OR PROMOTIONAL ONLY HIRING: "In-house or promotional only hiring" means that only existing District employees are allowed to apply for a position.
9. MONITORED GROUP: "Monitored group" means those groups identified in Title 5, Section 53004(b) for which monitoring and reporting are required pursuant to Title 5, Section 53004(a).
10. PERSON WITH A DISABILITY: "Person with a disability" means any person who: (1) has a physical or mental impairment as defined in Government Code Section 12926, which limits one or more of such person's major life activities; (2) has a record of such an impairment; or, (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
11. PROJECTED REPRESENTATION: "Projected representation" means the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.
12. REASONABLE ACCOMMODATION: "Reasonable accommodation" means the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in Title 5, Section 53025.

13. SCREENING OR SELECTION PROCEDURE: "Screening or selection procedure" means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including, but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

14. SIGNIFICANTLY UNDERREPRESENTED GROUP: "Significantly underrepresented group" means any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Title 5, Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

ANNUAL EVALUATION

The Manager of Human Resources/Staff Diversity shall, in cooperation with the Human Resources Advisory/Staff Diversity Committee, conduct an annual survey of District employees and applicants in order to evaluate progress in implementing the District's Equal Employment Opportunity Plan and to provide data needed for the analyses required pursuant to Title 5, Sections 53003, 53006, 53023, and 53024. The results of the annual survey shall be forwarded to the California Community Colleges Chancellor's Office.

The annual report shall identify each employee as belonging to one of the following seven job categories:

1. executive/administrative/managerial
2. faculty and other instructional staff
3. professional non-faculty
4. secretarial/clerical
5. technical and paraprofessional
6. skilled crafts
7. service maintenance

Each employee and applicant shall be afforded the opportunity to identify his/her gender, ethnicity, and, if applicable, disability. An employee and/or applicant may designate multiple ethnic groups with which he/she identifies. However, an employee or applicant may be counted only in one group for reporting purposes. For purposes of this report, Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian, Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians are to be counted and reported as part of the Asian/Pacific Islander group as well in separate subcategories. In determining whether additional steps are necessary to ensure that monitored groups have not been excluded on an impermissible basis, analysis of the separate subgroups is not necessary.

The District will review the annual survey to determine to what degree, if any, monitored groups are underrepresented in comparison to the number of persons from such groups whom the California Community Colleges Chancellor determines to be available and qualified to perform the work required of each such job category, and whether or not the underrepresentation is significant.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more of the job categories as set forth above, the District shall take the following steps:

1. Review the recruitment procedure and identify, and implement any additional measures, which might reasonably be expected to attract candidates from the significantly underrepresented group.
2. Consult with legal counsel to determine whether there are other, additional measures that may be undertaken that are required and/or permitted by law.
3. Consider various other means of reducing the underrepresentation, which do not involve taking monitored group status into account, and implement any such techniques that are feasible.
4. If significant underrepresentation persists, monitor on an on-going basis, review each locally established job qualification (i.e. any requirements beyond the minimum qualifications established by the Chancellor's Office) to determine if it is job related and consistent with business necessity; discontinue the use of any non-job related local qualification; and continue using job related local qualifications only if no alternative standard is reasonably available.

HUMAN RESOURCES ADVISORY/STAFF DIVERSITY COMMITTEE

The Human Resources Advisory/Staff Diversity Committee ("Advisory Committee") shall serve as the equal employment opportunity advisory committee to assist and advise the District in implementing the District's Equal Employment Opportunity Plan.

The Advisory Committee shall consist of the following composition, and shall include a diverse membership whenever possible: District Administrators – 3, Full-Time Faculty – 2, Part-Time Faculty – 1, Supervisor/Confidential – 2, Classified Staff – 2, and Students – 2.

The responsibilities of the Advisory Committee shall include, but shall not be limited to, the following:

1. Review and advise on recruitment efforts, interview protocols, retention efforts and other aspects that impact the District's ability to attract and retain a diverse faculty and staff;

2. Advise on implementation of the District's obligation to hire faculty and administrators with a demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students;
3. Develop communications among departments to foster understanding of the District's Equal Employment Opportunity Plan;
4. Advise on special training or staff development needs;
5. Review the Equal Employment Opportunity Plan and monitor its progress;
6. Recommend any changes needed in the Equal Employment Opportunity Plan and;
7. Review and approve the annual written report submitted to the Superintendent/President, Board of Trustees, and the California Community Colleges Chancellor's Office.

EMPLOYMENT PROCEDURES

The following shall apply to all hiring procedures.

1. **JOB ANALYSIS:** The Manager of Human Resources/Staff Diversity shall assure that a proper job analysis is performed for every academic position filled by the District to determine and validate the knowledge, skills, abilities and characteristics an employee must possess to perform the job satisfactorily. A statement of essential functions and minimum qualifications shall be developed for all positions. For classified positions, it shall be the responsibility of the Director of Human Resources to assure that a proper job analysis is performed and a statement of essential functions and minimum qualifications are completed for each classified position.
2. **RECRUITMENT:** All job templates and job postings shall contain a statement in substantially the following form: "The District is an equal opportunity employer." The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

The District will conduct an open recruitment for all new full-time and part-time positions. Interim hires may be utilized provided the interim hire appointment shall not exceed one year.

Recruitment for administrative and faculty positions (full- and part-time) shall include, as appropriate: advertisement in professional journals, job registries, websites, and newspapers of general circulation; distribution of job postings to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where candidates might be enrolled; recruitment at conferences, fairs and professional meetings; and, notices to institutions and professional organizations that primarily serve members of the monitored groups that are underrepresented in the District. For classified positions, the Office of Human Resources shall be encouraged to advertise for classified positions as broadly as appropriate and should include sending job postings to the Employment Development Department.

All employment applications shall afford each applicant an opportunity to identify himself or herself voluntarily as to gender, ethnicity and, if applicable, his or her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the Equal Employment Opportunity Plan, or as authorized by law. The identification information of an individual applicant shall not be shared with members of a screening/selection committee.

3. **APPLICANT POOL:** After the application deadline for a position has passed, the initial applicant pool shall be analyzed to determine whether the projected representation has been achieved for monitored groups. If these projections have not been met, the District shall immediately determine whether the failure to meet the projected representation of monitored groups in the initial pool was due to discriminatory practices. If not, the hiring process may continue to the next level. If, however, the District determines that discriminatory practices caused the underrepresentation, the District shall immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required and/or permitted by law.
4. **SCREENING AND SELECTION:** The screening, selecting, and interviewing of candidates for all positions shall include thorough and fair procedures that are sensitive to the issues of diversity. The process shall require that a reasonable number of candidates are identified for an interview and selection shall be based solely on the stated job criteria.

Screening and selection committees shall include a diverse membership when possible, and no one who has provided a candidate with a written letter of recommendation shall be permitted to serve on the screening and selection committee.

All members of a screening committee shall receive appropriate training on the requirements of this Administrative Procedure and applicable state and federal non-discrimination laws.

Every screening and selection committee shall include an individual trained to monitor conformance with equal employment opportunity requirements and this Administrative Regulation.

The Manager of Human Resources/Staff Diversity shall monitor all screening and selection committees to ensure that the questions to be used during an interview are job related; shall maintain records of screening checklists and rating scales and maintain all notes from interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview and; shall monitor the hiring process for adverse impact issues.

If the District determines that a particular monitored group is significantly underrepresented in the group of candidates to be interviewed and that such exclusion was due to discriminatory practices, the District shall immediately, and before the interviews occur, consult with legal counsel to determine what, if any, corrective action is required and/or permitted by law.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7101 Non-Discrimination

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Government Code Sections 12926.1 and 12940 et seq.; Title 5, Sections 53000 et seq. and 59300 et seq.

General Provisions

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 Regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7101 Discrimination Complaint Procedure: Students, Employees, and Job Applicants

Reference: Title 5, California Code of Regulations, Sections 59320-59362

General Provisions

The District will provide all job applicants, employees, and students with an expeditious and effective procedure for resolution of complaints alleging unlawful discrimination and sexual harassment (hereinafter referred to as "Discrimination") as defined under Board Policy 7101 and 7102. Investigations shall be conducted in a manner that seeks to balance issues of confidentiality and privacy with the need to conduct thorough, objective investigations of all complaints. Rights of Complainants to freedom from retribution shall be protected.

A student, job applicant, or employee who seeks to resolve an allegation of discrimination through this Administrative Procedure is referred to as a "Complainant". While a Complainant is strongly encouraged to submit his/her complaint in writing, the District will investigate any allegation of unlawful discrimination that it becomes aware of unless the Complainant specifies in writing that he/she does not want the District to investigate his/her allegation(s). All complaints shall be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

Informal Complaint Procedure

The District encourages the resolution of complaints through the informal process. The informal complaint procedure provides an opportunity to explore an allegation of discrimination and consider prompt alternative means for resolution before resorting to the formal complaint procedures. Participation in the informal complaint process is voluntary on the part of the Complainant.

1. **Filing Complaint:** An informal complaint alleging unlawful discrimination shall be filed in person with the Director of Human Resources, or designee, or the employee's immediate supervisor as soon as possible following the occurrence, which gave rise to the complaint.
2. **Formal Resolution of Complaint:** The complaint shall be reviewed by the Director of Human Resources, or designee, or the employee's immediate supervisor. If a prima facie case supporting the complaint is determined to exist, appropriate

steps shall be taken to safeguard the right(s) of the Complainant to fair consideration until final determination of the complaint has been made. The Director of Human Resources, or designee, may discuss with the Complainant options to resolve the issue(s) set forth in the complaint.

3. **Direct Complaint to Compliance Agencies:** At any time, before or during the informal complaint procedure, a Complainant may directly file his/her complaint with the California Department of Fair Employment and Housing Commission (DFEHC), U. S. Equal Employment Opportunities Commission (EEOC), Office for Civil Rights of the U.S. Department of Education (OCR), or the Chancellor's Office of the California Community Colleges.
4. **Timelines for Informal Resolution of Complaints:** Within 30 days of the beginning of the Informal Complaint Procedure, the Complainant will be notified as to the determination whether the complaint sets forth a prima facie case of discrimination and, if any, the recommended remedy. However, efforts to informally resolve the complaint may continue during the time period set forth below for the processing of a formal complaint.
5. **Reports of Informal Complaints:** In the event that the informal complaint process is conducted by a District administrator, manager, or supervisor other than the Director of Human Resources, or designee, any such person shall notify the Director of Human Resources, or designee, of all informal complaints and their resolution.

Formal Complaint Procedure

When a complaint cannot be resolved through the informal procedure, the Complainant may submit a formal complaint.

Filing Complaint

In the event that the Complainant exercised his/her rights under the Informal Complaint Procedure, a formal complaint alleging unlawful discrimination shall be filed in writing with the Director of Human Resources, or designee, or the Chancellor of the California Community Colleges on the District approved complaint form within 10 days following the determination of an informal complaint. In the event that the allegation(s) of unlawful discrimination was not addressed pursuant to the Informal Complaint Procedure, a complaint must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.

Investigation of Complaint

The complaint shall be investigated by the Director of Human Resources, or designee. Upon filing of the complaint, the Director of Human Resources, or designee, shall take the steps necessary to safeguard the right(s) of the Complainant to fair consideration until final determination of the complaint has been reached. The District reserves the right to utilize an investigator hired by the District. The investigator shall conduct an impartial fact-finding investigation and may question witnesses and collect information.

The results of the investigation shall be set forth in a written report, which shall include at least all of the following:

1. A description of the circumstances giving rise to the complaint;
2. A summary of the testimony provided by each witness, including the Complainant and any witnesses identified by the Complainant in the complaint;
3. An analysis of any relevant data or other evidence collected during the course of the investigation;
4. A specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint; and
5. Any other information deemed appropriate by the District.

Timeline for Concluding Formal Complaints

Within 90 days of receiving a formal complaint, the District shall complete its investigation and forward all of the following to the Complainant:

1. A written Administrative Determination summarizing the investigation and setting forth:
 - a) The determination as to whether discrimination did or did not occur with respect to each allegation in the complaint;
 - b) A description of actions taken, if any, to prevent similar problems from occurring in the future;
 - c) The proposed resolution of the complaint; and,
 - d) The Complainant's right to appeal to the District Board of Trustees and the Chancellor.

Direct Complaint to Compliance Agencies

The filing of a formal unlawful discrimination complaint with the District shall in no way prevent the Complainant from filing a complaint with the California Department of Fair Employment and Housing Commission (DFEHC), U. S. Equal Employment Opportunities Commission (EEOC), Office for Civil Rights of the U.S. Department of Education (OCR), or the Chancellor's Office of the California Community Colleges

Appeal of Decision

If the Complainant is not satisfied with the results of the Administrative Determination, the Complainant may, within 15 days, submit a written appeal to the Board of Trustees. The Board of Trustees shall review the original complaint, the investigative report, the Administrative Determination and the appeal, and issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the final District decision rendered by the Board of Trustees shall be forwarded to the Complainant and to the Chancellor of the California Community Colleges. The Complainant shall also be notified of his or her right to appeal this decision. If the Board of Trustees does not act within 45 days, the Administrative Determination shall be deemed approved and shall become the final District decision in the matter.

In any case not involving employment discrimination, the Complainant shall have the right to file a written appeal with the Chancellor of the California Community Colleges within 30 days after the Board of Trustees issues the final District decision or permits the Administrative Determination to become final.

In any case involving employment discrimination, the Complainant may, at any time before or after the final District decision is rendered, file a complaint with the Department of Fair Employment and Housing (DFEH), or the Equal Employment Opportunity Commission (EEOC).

Information to be Sent to the Chancellor's Office

Within 150 days of receiving a complaint, the District will forward the following to the Chancellor:

1. The original complaint;
2. The report required describing the nature and extent of the investigation conducted by the District;
3. A copy of the notice sent to the Complainant;

4. A copy of the final District decision rendered by the Board of Trustees or a statement indicating the date on which the Administrative Determination became final;
5. A copy of the required notice to the Complainant; and
6. Such other information as the Chancellor may require.

Requests for Extension of Time to Complete Investigation

If the District, for reasons beyond its control, is unable to comply with the 150-day deadline for submission of material to the Chancellor of the California Community Colleges, the District may file a written request that the Chancellor grant an extension of the deadline. The request shall be submitted not later than 10 days prior to the expiration of the deadline and shall set the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension shall be sent to the Complainant who may file written objections with the Chancellor within five (5) days of receipt. The Chancellor may grant the request unless delay would be prejudicial to the Complainant.

If the District fails to comply by the required deadline, including any extension granted pursuant to this section, the Chancellor may proceed to review the case based on the original complaint and any other relevant information then available.

Title IX Complaints

The procedures for Title IX, complaints shall be the same as for unlawful discrimination complaints except that job applicants, employees, and students may file informal complaints with the designated Title IX Facilitator.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7102 Prohibition of Harassment: Students and Employees

References: Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code Section 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A., Section 2000e

General Provision

All forms of harassment are contrary to basic standards of conduct between individuals, are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to provide an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he/she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he/she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP-7102 titled "*Prohibition of Harassment: Students and Employees.*" Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary

action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Superintendent/President shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President shall establish procedures that define harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7102 Prohibition of Harassment: Students and Employees

References: Education Code Sections 212.5, 44100, and 66281.5; Title 5, Sections 59320 et seq; Title VII of the Civil Rights Act of 1964; 42 U.S. Code, Section 2000e; Title IX Education Amendments of 1972

General Provisions

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

Definitions

General Harassment – Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including, but not limited to, the following conduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering, or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling or sexual gestures. It also includes any physical assault or

intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation, or other protected status.

- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
- **Environmental:** A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or, gratuitous comments regarding gender, race, sexual orientation or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment – In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; or,
- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples -- Harassment includes, but is not limited to the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes, or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing, or ridiculing statements that convey derogatory attitudes about a particular gender.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering, or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against, or blocking another person, whistling, or sexual gestures.
- **Visual or Written:** The display or circulation of offensive sexually-oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
- **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults, or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or

sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Complaint Procedure

Allegations of sexual harassment will be reviewed pursuant to the complaint procedure set forth under Administrative Procedure 7101- Discrimination Complaint Procedure: Students, Employees, and Job Applicants. The terms "discrimination" or "unlawful discrimination" as used in Administrative Procedure 7101 shall include sexual harassment.

Academic Freedom and Sexual Harassment

The District is committed to creating an environment where there is the full and free discussion of ideas and where students are free from a hostile learning environment. In general, works of art and literature, readings and other written, auditory, or visual course materials, including lectures and discussions, which are used in a learning context or which are a part of academic or cultural programs, would not violate the prohibition against creating a hostile learning environment for students.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7103 Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program

References: 20 U.S. Code Section 1145g, (Drug Free Schools and Communities Act Amendment of 1989); 34 Code of Federal Regulations (C.F.R.) Sections 86.1 et seq; 41 U.S. Code Section 702 (Federal Drug Free Workplace Act of 1988).

General Provisions

The District is committed to maintaining an environment free from the unlawful possession, use, or distribution of illegal substances and alcohol by students and employees.

With the exception of alcohol products intended fully for use in classroom scientific experiments, and not intended for human consumption, the unlawful manufacture, distribution, dispensing, possession or use of alcohol or any other controlled substance is prohibited on District-owned or controlled property, at District-sponsored or supervised functions, or related to or arising from District attendance or activity.

All employees are required to comply with this policy as a condition of their employment and continued employment.

Any student or employee who violates this policy will be subject to disciplinary action, which may include referral to an appropriate rehabilitation program, suspension, demotion, dismissal, or expulsion. Any employee convicted under a criminal drug and/or alcohol statute for conduct in the workplace must report this conviction within five days to the Superintendent/President.

The Superintendent/President shall ensure that the District distributes annually to each student and employee the information required by the Drug Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Also see BP/AP 3560 titled, "*Alcoholic Beverages*", as well as AP 3570 titled, "*Smoking on Campus*".

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7103 Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program

References: 20 U.S. Code Section 1145g (Drug Free Schools and Communities Act Amendment of 1989); 34 Code of Federal Regulations (C.F.R.) Sections 86.1 et seq; 41 U.S. Code Section 702 (Federal Drug Free Workplace Act of 1988).

General Provisions

The purpose of this regulation is to implement the requirements of the Federal Drug Free Workplace Act of 1988 as set forth in Board Policy 3012. The District is committed to provide its employees and students with a drug free workplace and campus environment. The District emphasizes prevention and intervention through education.

The District will publish a statement, which notifies employees and students that it is unlawful to manufacture, distribute, or possess a controlled substance in the workplace and campus environment, and that appropriate action will be taken against an employee or a student who violates this regulation.

The District will establish a Drug and Alcohol-Free Awareness Program for employees that will:

1. Outline the dangers of drug and alcohol abuse in the workplace.
2. Review the District's Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program Policy.
3. Identify the penalties that may be imposed for drug and/or alcohol use and violations occurring in the workplace.
4. Notify all regular full- and part-time employees that, as a condition of employment, he or she will abide by the terms as stated in Board Policy 3550.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7104 Whistleblower Protection

References: Education Code Sections 87160-87164; Government Code Section 53296; Labor Code Sections 1102.5 and 2698 (Private Attorney General Act of 2004)

General Provision

The Superintendent/President shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or, (2) directly or indirectly use or attempt to use the official authority or influence of his/her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7104 Whistleblower Protection

References: Education Code Sections 87160-87164; Government Code Section 53296; Labor Code Sections 1102.5 and 2698 (Private Attorney General Act of 2004)

General Provisions

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activity involves the Superintendent/President, the report should be made to the President of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Superintendent/President who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the Superintendent/President. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he/she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt, and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he/she has been subjected to or affected by retaliatory conduct: (1) for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the Superintendent/President. If the allegations of retaliation or the underlying allegations of unlawful conduct involve the Superintendent/President, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial, and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the State Chancellor's Office or the Board of Supervisors of the District. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board's Hotline is (916) 653-1403.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7106 Political Activity

References: Education Code Sections 7054 and 7056;
Government Code Section 8314

General Provision

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during non-working time.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7106 Political Activity

References: Education Code Sections 7050 et seq.

General Provisions

No restriction shall be placed on the political activities of any employee of the District except as provided in Board Policy and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including, but not limited, to any candidate for election to the Board of Trustees.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and,
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or Board member may appear before a citizens' group that requests the appearance to discuss the reasons why the Board of Trustees called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers, or employees of the District. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. "Non-working time" means time outside an employees' working hours, whether before or after the work day or during the employees' lunch period or other breaks during the day.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7107 Nepotism

References: Government Code Sections 1090 et seq. and 12920 et seq.

General Provision

It shall be the policy of the District to hire, appoint, and promote employees in such a way as to avoid any opportunity for unfair advantage or disadvantage through the exercise of supervisory or evaluative responsibilities by a close relative of an employee.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7107 Nepotism

References: Government Code Sections 1090 et seq. and 12920 et seq.

General Provisions

The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code Section 297 et seq.) in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative (or domestic partner as defined by Family Code Section 297 et seq.).

Immediate family means spouse, parents, grandparents, siblings, children, grandchildren, in-laws, or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family members in the same department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7108 Communicable Disease

References: Education Code Sections 87408, 87408.6, and 88021

General Provision

The District, consistent with applicable provisions of the Education Code and Administrative Procedure 7108, will perform a tuberculin skin test for all employees, volunteer aides and when applicable, student employees.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7108 Communicable Disease

References: Education Code Sections 87408, 87408.6, and 88021

General Provisions

Prior to employment, all newly hired employees are required to provide the District with a medical certificate, which provides evidence of freedom from active tuberculosis

The District will perform a tuberculin skin test for all employees, volunteer aides and when applicable, student employees. Anyone whose skin test is positive, or who has a previously known positive skin test, will be required to submit a statement by a medical doctor or by the Los Angeles County Health Department that she/he is free of the disease, with a substantiating report of a chest X-ray done within the previous 60 days. Any expenses will be the employee's responsibility.

A tuberculin skin test will be performed on all employees every four years, unless otherwise required more frequently. Those who show a positive reaction to this skin test will be required to submit a statement by a medical doctor or by the Los Angeles County Health Department that they are free of contagious disease, with a substantiating report of a chest x-ray done within the past 60 days. Any expenses will be the employee's responsibility. For those paid employees who are known positive reactors a skin test will not be done, but the District will furnish a chest x-ray at Foothill Presbyterian Hospital, or other more appropriate facility.

Tuberculosis - Requirements

1. An approved intradermal tuberculin test is required within 60 days prior to initial employment with the District, and once every four years thereafter, unless otherwise required more frequently.
2. A skin test will be accepted in lieu of a chest x-ray if an employee is not a known positive reactor to a skin test. An employee may go to the District's Health Office with the appropriate authorization for a tuberculin skin test.
3. An x-ray shall be required if an employee has a positive reaction to a skin test. New employees will be required to obtain an x-ray at his/her own expense. Current employees, at the time of renewal, may, with the appropriate authorization, make arrangements through the District's Health Office for District paid x-rays.

4. The report of the x-ray or skin test is to be sent to the Health Services Office.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7110 Fingerprinting

References: Education Code Sections 87013 and 88024; Penal Code Section 11077.1

General Provisions

All applicants shall be required to disclose any criminal conviction as part of the application process. If an applicant lists a conviction, the Office of Human Resources will evaluate the conviction and determine if the applicant should be disqualified for cause from the hiring process.

All new employees of the District, including those hired as temporary employees or professional experts are required, within 10 days of employment, to have fingerprints taken by a District authorized Live Scan provider.

The electronic fingerprints shall be forwarded to the Department of Justice or any other required government agency to ascertain if the employee has any record of previous convictions.

The Department of Justice, or other reporting agency, will forward its findings to the Office of Human Resources. The District will contract with the Department of Justice to receive subsequent conviction reports. The Office of Human Resources will evaluate all such reports and where a conviction is indicated, determine if the offense for which the employee was convicted is cause to disqualify the employee from continued employment.

In the event that a newly hired person fails to disclose any conviction on his/her application, and it is later discovered through the fingerprinting process that the employee has a conviction that is cause to disqualify the individual from employment, it shall be deemed that the employee has not been legally employed and will be immediately released.

The District may require volunteers, interns, substitutes, and student employees to submit to fingerprinting by a District authorized Live Scan provider as set forth above.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7110 Fingerprinting

References: Education Code Sections 87013 and 88024; Penal Code Section 11077.1

General Provision

All new employees, including temporary employees and professional experts, are required to be fingerprinted to be eligible for employment. Fingerprinting will be done in accordance with all applicable laws and consistent with AP 7110.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7111 Salary Deductions

References: Education Code Sections 87040, 87833, 87834, and 88167

General Provision

An employee may request reduction of his or her salary in any amount for any or all of the following purposes:

- participation in a deferred compensation program;
- paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them; or,
- paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall without charge reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying his/her membership dues in any local, statewide or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 4, 2010	Resolution	_____
SUBJECT:	One-Day Liquor License	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Citrus College Foundation will host a private reception honoring Ben D. Bollinger on Saturday, May 22, 2010 at the Fine and Performing Arts Department, between 6:00 p.m. and 7:30 p.m.

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 Edward Trickey, Executive Director of Development and External Relations.

RECOMMENDATION

Authorization is requested to approve the Citrus College Foundation applying for a one-day liquor license from the Alcohol Beverage Control agency to serve wine at the Foundation's private reception to be held May 22, 2010, from 6 to 7:30 p.m. on the Citrus College campus.

Edward Trickey
Recommended by

/ _____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. 1.8.

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

April 6, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, April 6, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:15 p.m. Board President Woods led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Karine Ponce (Student Trustee).

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Sam Lee, Sylvia Smythe, Edward Trickey, and Linda Welz

Faculty: Jack Call, Natalie Mendoza, Carolyn Perry, Lisa Telesca, and Brian Waddington

Supervisors/Confidential Team: Leigh Buchwald, Marilyn Grinsdale, and Eric Magallon

Classified Employees: Debra Cruz and Roy La Bomme

Adjunct Faculty: Bill Zeman

Students: Alejandra Delgado, Aaron Gaikar, Joseph Patito, Chloe Perry, Christian Ramirez, Eric Sanzon, Allen Tung, Viktoriya Veryha, and Jennifer Wright

VISITORS: None

Geraldine M. Perri, Superintendent/President, began her report by introducing several members of the Citrus College men's basketball team, and she commended them for an outstanding season. The team finished the season with a 29-3 record. This

season marks the second time in three years that the team has advanced to the state tournament. Along with many successes on the court, Coach Rick Croy has encouraged the team to achieve academically. Since 2008, the program has successfully transferred 100 percent of its players to four-year colleges and universities. Dr. Perri applauded Coach Croy for being named Western State Conference Coach of the Year for the third straight year and the leadership and hard work of our fine coaches; support staff; and Ms. Jody Wise, Dean of Physical Education and Athletics.

Dr. Perri was pleased to announce that *Hispanic Outlook in Higher Education* magazine has just published its annual community college issue. Out of approximately 1,200 community colleges in the nation, Citrus College ranked in the top 50 of the three categories measured by the magazine.

Citrus College has begun the process of developing a new college strategic plan. This process will begin with a careful examination of the college's internal strengths and weaknesses and external threats and opportunities. Dr. Perri said the process will afford us the opportunity to reaffirm our mission, vision, and values and identify key focus areas and activities for the next five years.

Ms. Irene Malmgren, Vice President of Academic Affairs, introduced several members of the Phi Theta Kappa Beta Nu Eta chapter and their faculty mentors and advisors. Students Mr. Christian Ramirez and Mr. Allen Tung were selected to Phi Theta Kappa's (PTK) All-State Community College Academic Team. Mr. Ramirez, Mr. Tung, and Ms. Viktoryia Veryha also collaborated with PTK chapters at other local community colleges on research in human trafficking. They gave presentations on their research to raise awareness of this issue at Mt. San Antonio College, Citrus College, and the University of California, Irvine Honors Student Research Conference. Ms. Carolyn Perry, Social and Behavioral Sciences instructor, and Ms. Lisa Telesca, Language Arts instructor, mentored the students. Ms. Malmgren congratulated the students and their advisors.

Ms. Malmgren also introduced honors students Ms. Jennifer Wright, Ms. Chloe Perry, Mr. Tung, Mr. Joseph Patito, and Mr. Erick Snazon. These students presented research done at Citrus College at the Honors Student Research Conference. The students were mentored by Ms. Telesca and Mr. Brian Waddington, Social and Behavioral Sciences instructor. Ms. Wright and Mr. Tung have had their research accepted at the Bay Area Honors Consortium Research Conference hosted by the University of California, Berkeley, and plan to present at the conference in May.

Mr. Patito also won the prestigious Juan Lara Scholarship at the Honors Student Research Conference. Only one student in the state wins this award. Mr. Patito donated the \$800 monetary portion of the award to the Citrus College Foundation for a scholarship for students who are struggling financially.

Ms. Malmgren reported that our evening cosmetology students hosted an "Evening of Glamour" for mothers and daughters from the Allen Avenue Elementary School in La

Verne. The event was organized by Allen Avenue's PTA, and it raised \$400 for scholarships for Citrus College cosmetology students.

Our federal VTEA (Carl D. Perkins Vocational/Technical Education Act) funds will be increased for next year by about \$79,000. Ms. Malmgren credited the increase to receiving additional information from our career/technical students. She thanked Ms. Kim Holland, Director of Workforce Development, for constantly surveying students to gather more data. She also credited Ms. Linda Welz, Chief Information Services Officer, and Mr. Leigh Buchwald, Network and Telecommunications System Supervisor, for improved technology that facilitated the data collection process.

Jeanne Hamilton, Vice President of Student Services, reported that the Transfer Task Force met on March 25, 2010, following the spring Transfer Fair. CSU and UC representatives provided an update on the application process for transfer students for next fall's admissions.

Dr. Hamilton said at the last Student Services Committee meeting they discussed an alternate date for commencement in the event of rain. The date and time selected was June 14, 2010, at 6:30 p.m.

Dr. Hamilton and Ms. Roberta Eisel, Accreditation Co-Chairs, will chair an Accreditation Oversight Committee to monitor college progress on the recommendations from the commission.

Dr. Hamilton introduced Ms. Debra Cruz, Recruiter, and Ms. Natalie Mendoza, Counselor, who made a presentation of the Latina Leadership Network (LLN) Region of the Year Award, which was recently awarded to our region. In addition, LLN employee grants were awarded to Ms. Cruz and Ms. Joanne Hinojosa, EOP&S/CARE Supervisor, to fund a special project to develop and promote Latina leadership.

Jack Call, Academic Senate President, said at the last Academic Senate meeting they heard three reports, including a college update from Dr. Perri; a report on custom textbooks by Ms. Barbara Rugeley, Librarian; and a report on the Community College Survey on Student Engagement (CCSSE) by Dr. Lan Hao, Director of Institutional Research. The Senate also approved academic calendars for 2012-2013 and 2013-2014.

Dr. Call attended the statewide Academic Senate Area C meeting on March 27, 2010, where discussions took place on several resolutions that will be voted on at the upcoming Plenary Session in April. Topics included the creation of transfer degrees; a change in Title 5 regarding equivalency for associate degree program instructors where no master's degree is required; a possible vote of "no confidence" in the current leadership of the ACCJC; and one regarding an MOU with Kaplan University signed by Chancellor Jack Scott. Dr. Call said he looks forward to representing Citrus College at the Plenary Session and will report back to the college.

Steve Siegel, CSEA President, reported on the CSEA Chapter 101 meeting on April 6, 2010. He was pleased to announce that Ms. Cathy Napoli, CSEA Past President, received the CSEA Unsung Hero Award for serving nine years as the chapter president. He also announced that CSEA has awarded 5 scholarships of \$200 each to CSEA members and members of their families.

Karine Ponce, Student Trustee, said ASCC participated in the "March in March" in Sacramento, and it was a very rewarding experience. They met with two of our legislators and several legislative staffers.

ASCC has several entertaining activities planned for Social Justice Week, including the movie *Precious*, a performance of V-Day by the Citrus College Theatre Arts Department and a movie depicting the holocaust.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, commented on the recent issue of the *Clarion*, saying, in her opinion, it was one of their most outstanding editions. She added that the photos of the "March in March" and the "Evolution of Hair" event were excellent. She thanked the student editors and journalists for their very professional work.

Edward C. Ortell, Member, Board of Trustees, also commended the *Clarion* for an excellent year. He congratulated Trustee Montgomery, Trustee Rasmussen, and Trustee Keith for being featured in the *Clarion's* April 1, 2010, edition, as part of Women's History Month.

Trustee Montgomery congratulated Dr. Perri for being honored by Hostos Community College of The City University of New York's Dental Hygiene Program at their upcoming 40th anniversary celebration. Trustee Montgomery said this is a wonderful recognition of Dr. Perri's many professional accomplishments.

Patricia Rasmussen, Vice President, Board of Trustees, reported on several college events. She said the "Evolution of Hair" event was "phenomenal." She also attended Senator Bob Huff's Third Annual Education Summit. All segments of education were present to hear experts discuss current issues, and Trustee Rasmussen said it is clear that all segments are suffering from the current budget crisis. Trustee Rasmussen also commented on the campus tour provided for Congressional Representative Judy Chu. Trustee Rasmussen said Representative Chu was very impressed with our college, and she added that Representative Chu could be a great ally for us.

Trustee Rasmussen commented on the worsening access problem for transfers to UC and CSU institutions. She said, due to financial considerations, the UCs are now planning to enroll more students from out of state and to provide more courses online.

Susan M. Keith, Member, Board of Trustees, commented on the Education Summit's pre-event, where Mr. Ken Kay, President of the Partnership for 21st Century Skills, made a presentation to parents, teachers, and administrators from area K-12 school

districts. She said that the pre-event was very well attended and that Mr. Kay's presentation about potential changes in K-12 education to meet the needs of the 21st Century workplace was very thought-provoking.

Trustee Keith reported on the recent Citrus College Foundation Board retreat. She said one of the topics discussed was the need to provide greater recognition to Citrus College's many supporters.

Trustee Keith thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, for her efforts and those of her staff that have contributed to savings on electricity. Mrs. Horton gave credit to Mr. Bob Bradshaw, Project Manager, for his work on the California Community Colleges and Investor-Owned Utility Energy Efficiency Partnership committee in helping to develop numerous programs for offering financial incentives for community college districts implementing energy saving projects.

Board President Woods commented on the recent communication from Dr. J. Michael Ortiz, President of Cal Poly Pomona, regarding transfer. He said the \$30.8 million cut Cal Poly absorbed for 2009-2010 is indicative of the tremendous financial problems state funded universities are facing, which is making an impact on our transfer students.

MINUTES

Item 1: Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the regular meeting minutes of March 16, 2010. 5 Yes.

INFORMATION AND DISCUSSION

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

The APs for the 4000 series Education Programs Committee Board Policies were submitted as information items. All of the related BPs have previously been Board approved.

Counseling and Advisement Center Program Review – Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton provided some highlights of the Counseling Department Program Review. The Counseling Department provides numerous services, including individual appointments, courses, workshops, classroom visits, orientations, assessment interpretations, and many specialized counseling services. The review indicates that many services are doing very well. It also contains suggestions for improved communications on several topics and areas of resource needs.

Program Review – Natural History 2009-2010 – Irene Malmgren, Vice President of Academic Affairs

Ms. Malmgren provided highlights of the Natural History Program Review. The review has been an opportunity for the Natural History program to better understand current and future parameters of the discipline. It makes several recommendations, including consideration of offering a natural history course as part of a learning community with a class in art or photography; evaluation of labor market data for market trends in natural history; and establishing contact with the Los Angeles County Office of Education to determine if the program might be an asset in training outdoor education specialists. Ms. Malmgren added that Mr. Robert Goodman, Natural and Physical Sciences instructor, continually strives to make connections between program content and employment opportunities.

Purchasing, Warehouse, Transportation, and Risk Management Departments Program Review – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton commented on the Purchasing, Warehouse, Transportation, and Risk Management Program Review. This program review includes all service areas of the college and includes information on who is served and various other data.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

CONSTRUCTION – CAPITAL PROJECTS

Item 4: Moved by Trustee Keith and seconded by Trustee Montgomery to authorize W & N Luxor Construction, Inc. to substitute Wesco Fire Protection Company of Glendale, CA for Century Fire Protection of Glendale, California, the listed subcontractor. 5 Yes.

BIDS

Item 5: Moved by Trustee Keith and seconded by Trustee Montgomery to allow staff to prepare specifications and formally bid Project #04-0910, Campus Safety Landscape Project. Funding will be from bond funds. Award of contract will be by Board action. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

Item 7: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 8: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the 2010-11 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 3, 2010. 5 Yes.

RESOLUTION

Item 10: Moved by Trustee Keith and seconded by Trustee Rasmussen to adopt Resolution No. 2009-10-05, certifying Geraldine M. Perri, Ph.D., Superintendent/President, as the Board authorized representative of Citrus Community College District to approve a contract with the California Department of Education for the Tech Prep Regional Coordination Project – Region 7 for 2009-2010. 5 Yes.

GRANTS

Item 11: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the reimbursement of actual cost for busing and substitute teachers with Azusa USD, Claremont USD, Duarte USD, Glendora USD and Monrovia USD, for STEM Days 2010. 5 Yes.

Item 12: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to establish purchase orders with Monrovia USD, Los Angeles County Office/ROP, and ABC USD to reimburse costs for the delivery of Strengths Based Leadership content. 5 Yes.

AGREEMENTS

Item 13: Moved by Trustee Keith and seconded by Trustee Montgomery to accept, and execute, the agreement between Cabrillo College and Citrus Community College in the amount of \$20,000 for the March 1, 2010 – June 30, 2010 time period. 5 Yes.

SALARIES

Item 14: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to declare salaries for all management, classified supervisors, confidential, and other unrepresented employees indefinite for the 2010/2011 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. 5 Yes.

BOARD POLICIES

- Item 15:** Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the first reading of Board Policy BP 3720 - Computer and Network Use. 5 Yes.
- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the first reading of Board Policies BP 4100 – Graduation Requirements; BP 4226 – Multiple/Overlapping Enrollment; and BP 4270 – Minimum Class Size. 5 Yes.
- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the first reading of Board Policies BP 7100 – Equal Employment Opportunity; BP 7101 – Non-Discrimination; BP 7102 – Prohibition of Harassment: Students and Employees; BP 7103 – Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program; BP 7104 – Whistleblower Protection; BP 7106 – Political Activity; BP 7107 – Nepotism; BP 7108 – Communicable Disease; BP 7110 – Fingerprinting; and BP 7111 – Salary Deductions. 5 Yes.

BOARD OF TRUSTEES

- Item 18:** Moved by Trustee Keith and seconded by Trustee Ortell to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

CLOSED SESSION: At 5:13 p.m., Board President Woods adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.

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

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

RECONVENE OPEN SESSION: At 5:54 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 5:55 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees

For the supplemental documents as presented in this meeting, go to:
<http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas>