

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in July

DATE: Tuesday, July 13, 2010

TIME: 4:15 p.m.

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

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Gary L. Woods, President
Patricia Rasmussen, Vice President
Joanne Montgomery, Clerk/Secretary
Edward C. Ortell, Member
Susan M. Keith, Member
Alejandra Delgado, Student Trustee

C. COMMENTS: MEMBERS OF THE AUDIENCE

Members of the public may request the opportunity to address the Board regarding items on and not on the agenda. To do so, please complete the "*Request to Address Board of Trustees*" form and give it to the Recording Secretary of the Board (Christine Link). Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Board has an opportunity to speak, and so that the Board can conduct its business in an efficient manner.

The Brown Act prohibits the Board from discussing or taking action in response to any public comments that do not address an agenda item.

D. REPORTS

Geraldine M. Perri, Superintendent/President
Irene Malmgren, Vice President of Academic Affairs
Jeanne Hamilton, Vice President of Student Services
Robert Sammis, Director of Human Resources
Carol Horton, Vice President of Finance and Administrative Services
Roberta Eisel, Academic Senate President
Steve Siegel, Classified Employees
Alejandra Delgado, Student Trustee
Members of the Board of Trustees

(CONTINUED)

E. MINUTES

- 1. Approval of the Regular Meeting Minutes of June 8, 2010**

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

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

G. INFORMATION AND DISCUSSION

1. Program Review – Health Occupations: Nurse Assistant – Irene Malmgren, Vice President of Academic Affairs (Page 4)
2. Program Review – English – Irene Malmgren, Vice President of Academic Affairs (Page 41)
3. Student Health Center Program Review – Jeanne Hamilton, Vice President of Student Services (Page 79)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Program Review – Health Occupations: Nurse Assistant	Information	X
		Enclosure(s)	X

BACKGROUND

The Health Occupations: Nurse Assistant program has undergone the prescribed program review process based on a 6-year cycle and was approved at the March 29, 2010, Educational Programs Committee meeting and April 26, 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. G.1.



Nurse Assistant Instructional Program Review 2009-2010

Spring 2010

Prepared by

Name	Title
Deborah Bowman	Faculty
Conchita Boquiren	Faculty
Dalvir Dhillon	Adjunct Faculty

Nursing Assistant Program Review Committee Members

Name	Title
Deborah Bowman	Nurse Assistant Program Coordinator
Maureen Renaghan	Health Sciences Director
Cliff Hadsell	EMT Program Coordinator
Claudia Pohl	Dental Program Coordinator
Dalvir Dhillon	Adjunct Faculty
Pam Aggers	Administrative Secretary
Cheryl Hall	Administrative Secretary
David Greene	Faculty Curriculum Representative
Conchita Boquiren	Faculty
Dalvir Dhillon	Adjunct Faculty



PROGRAM REVIEW – Nurse Assistant]

The final summary of the program review process for Nurse Assistant] 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.

Jim 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.

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1. Executive Summary

What I have learned from this review:

1. The SLO assessment piece has not been implemented in NRS 101.

What do I intend to do about it?

Meet as soon as possible with the SLO Assessment Coordinator for an in-service on how to get this important piece of the curriculum process started and begin the ongoing process of assessment before the Spring Semester begins.

2. There is a community need for certified nurse assistants to provide home care.

What do I intend to do about it?

Hire an instructor who is qualified to teach a Home Health Aide class, revise and add SLOs to the current course outline, explore clinical sites in which to place students, and offer the course during the summer semester of 2011.

3. There is a community need for certified nurse assistants to work in the acute hospital setting.

What do I intend to do about it?

Develop and write the curriculum for an Acute Care nursing assistant class, explore possible clinical sites in which the CNA can practice acute care nursing skills, and offer the course for the fall session of 2012.

2. Faculty

Full-Time Faculty

Deborah Bowman
Connie Boquiren

Adjunct Faculty

Dalvir Dhillon
Karen Hawkins

3. List of Program Courses

Subject & Course No.	Title	Units
NRS 101	Nurse Assistant	5

Classes not offered in the last two years:

Subject & Course No.	Title	Units
NRS 102	Home Health Aide (pending revision)	2
NRS 103	Acute Care Nurse Assistant (projected)	

4. List of Degrees

None

5. List of Certificates and Awards

Skill Award

Nurse Assistant Certificate of Completion

6. List of Industry-Based Standard Certificates and Licenses

CPR Card for the Healthcare Provider

Certified Nurse Assistant Certificate from the Department of Health Services given after successful completion of the course and a Competency Exam.

Home Health Aide Certificate from the Department of Health Services given after completion of an approved Home Health Aide Course.

7. Advisory Committee or Council

Rivera Beltran	MSW, Diana Education Outreach, Kaiser Permanente
Raymond Barajas, M.D.	
Kim Bui	Human Resources Director, East Valley Hospital
Joseph Chang,	President & CEO, East Valley Hospital
Lynette Dahlman	Manager, Clinical Nursing Ed., Huntington Mem.Hosp.
Liza Directo, R.N.	Staff Developer, Santa Teresita SNF
Jamie Eisenberg, R.N.	Director of Nursing, Arcadia Methodist Hospital
Genevieve Fernandez, R.N.	
Ilene Frost, R.N.C., B.S.N.	Department of Education, Arcadia Methodist Hospital
Nanette Gelvezon	Education, Visiting Nurse Association & Hospice
Heidi Guirguis, R.N.	Director of Staff Dev.Foothill Nursing & Rehab Center
Kathy Hemphill	Nursing Education, Foothill Presbyterian Hospital
Sabrina Hightower, LVN	Woods Memorial Health Care

Sally Hoffman	Nursing Dept., San Antonio Hospital
Dr. Kim Holland	Director, Workforce Development, Citrus College
Shirley Johnson, RN, MS, MBA	Chief Nurse & Patient Services Officer, City of Hope
Bonnie Kass	Chief Nursing Officer, Huntington Memorial Hospital
Diane Lugo-Zenner, C.N.O.	Foothill Presbyterian Hospital
Sally Luna	Human Resources Dept., Foothill Presbyterian Hospital
Malmgren, Irene	Vice President, Academic Affairs, Citrus College
McClain, James	Dean, Mathematics & Health Sciences, Citrus College
McCormick, R.N., Jill	City of Hope National Medical Center
McElrath, Julie	Foothill Workforce Investment Board
Catherine McPhee, MSN, RN, FNP-C	Azusa Pacific University
Dennice Morris, RNC, CNM, MNM	Acting CNO, East Valley Hospital
Wendy Myers	Home Health Plus
Marilou Noel	Foothill Nursing & Rehab Center
Debra Ortega	VP Human Resources, Huntington Memorial Hospital
Rita Ostravich	Nursing Education, Pomona Valley Hospital
Geraldine Perri, PhD	Superintendent/President, Citrus College
Yolanda Portillo, R.N., D.N.C.	Santa Anita Convalescent
Maureen Renaghan, DNP, R.N.	Director Health Sciences, Citrus College
Dianna Russell	Foothill Workforce Investment Board
Lourdes Salandanan	Nursing Education, Queen of the Valley Hospital
Beverly Hazen, R.N.	Instructional Coordinator,ESGV ROP/TC
Sylvia Swager, R.N., B.H.A.	Chief Nursing Officer, Casa Colina Rehab.Center
Vanita Tolia	Nursing Education, Casa Colina Rehab.Center
Carey Van Boxtel	Administrator, Foothill Nursing & Rehab Center
Kathy Vantassel	Director of Education, Huntington Mem. Hospital
Marikit Veloso	Director of Nursing, Olive Vista
Connie Victoria	Education Department, Emeritus
Maria Walker	Beverly Hospital
Mary Wickman, R.N., Ph.D.	California State University Fullerton
Linda Zendejas	Director of Nursing, Doctors Medical Group
Selima Allabachyo, R.N.	Instructor Health Sciences, Citrus College
Conchita Boquiren, R.N.	Instructor Health Sciences, Citrus College
Deborah Bowman, R.N.	Instructor Health Sciences, Citrus College
Angela Clark, R.N., B.S.N.	Instructor Health Sciences, Citrus College
Marion Dunkerley, R.N.	Instructor Health Sciences, Citrus College
Jeanette Ellis, R.N.	Instructor Health Sciences, Citrus College
Julie Ettesvold-Wong, R.N,	Instructor Health Sciences, Citrus College
Lynda Grauso, R.N.	Instructor Health Sciences, Citrus College
David Greene, MSN, R.N.	Instructor Health Sciences, Citrus College
Rachel Ornelas, L.V.N.	Professional Expert, Citrus College
Larry Santiago, MSN., R.N.	Instructor Health Sciences, Citrus College
Gail Tucker, R.N. M.S.N.	Instructor Health Sciences, Citrus College

8. Program Student Learning Outcomes

The Nurse Assistant 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.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the Nurse Assistant, Home Health and Acute Care Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)

a) Communicate in English verbally and in writing using appropriate medical terminology

2) Computation

a) Collect, calculate and interpret observations

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

a) Develop problem-solving skills and make appropriate decisions regarding a variety of situations

4) Community/Global Consciousness and Responsibility

a) Provide culturally specific healthcare to all people

5) Technology

a) Develop the ability to use and adapt to current technologies used in the healthcare setting

6) Discipline / (Subject Area Specific Content Material)

a) Provide patient care that falls within the scope of practice as set forth by the California Department of Health Services

The reason for this being a program rather than a stand-alone class is because NRS 101 and NRS 102 are regulated by the Department of Health Services. The program is currently being developed to include a Home Health Aide class and an Acute Care Nurse Assistant class. This is based upon information received from the Advisory Meeting in November 2009 in which health care managers revealed that there is a need for more CNAs in the acute hospital setting. Labor Market data supports this information.

**Matrix of Mapping Course-level SLOs with Program-level SLOs
Program Nurse Assistant**

	Core Competency #1 Communication	Core Competency #2 Computation	Core Competency #3 Creative, Critical, Analytical Thinking and Information Competency	Core Competency #4 Community, Global Consciousness and Responsibility	Core Competency #5 Technology	Core Competency #6 Discipline Subject Area Specific Content
Program Level SLOs	Communicate in English verbally and in writing using appropriate medical terminology	Collect, calculate and interpret observations	Develop problem-solving skills and make appropriate decisions regarding a variety of situations	Provide culturally specific health care to all people	Develop the ability to use and adapt to current technologies used in the healthcare setting	Provide nurse assistant care that falls within the scope of practice as set forth by the California Department of Health Services.
NRS 101 NURSE ASSISTANT						
SLO # 1			X			
SLO # 2			X			
SLO # 3						X
SLO # 4						X
SLO #5						X
SLO #6						X
SLO #7						X
SLO #8						X
SLO #9						X
SLO #10						X
SLO # 11						X
SLO # 12				X		
SLO # 13		X				
SLO # 14		X				
SLO #15		X				
SLO #16		X				
SLO #17	X					
SLO #18	X					
SLO #19					X	
NRS 102 HOME HEALTH	PENDING REVISION					
SLO #						
SLO #						
SLO #						
SLO #						
SLO #						
NRS 103 ACUTE CARE	TO BE DEVELOPED					
SLO #						
SLO #						
SLO #						

9. Program Description / Mission

To date, this program consists of two classes NRS 101 and NRS 102. NRS 101 prepares the student to provide basic nursing care to residents in a long-term care facility under the supervision of a licensed nurse. Upon successful completion of a minimum 50 hours of theory and 100 hours in a clinical setting, students become eligible to take the nurse assistant examination for certification. The class is regulated and approved by the Department of Health Services in the state of California and must be renewed every two years.

Students who enroll and complete this class are those who hope to obtain full or part-time employment as a certified nurse assistant in a relatively short period of time. Students are encouraged to view this course as a "beginning step" in their nursing careers and can also work in the field while taking this course. At the same time a student can continue to pursue their educational goals.

The NRS 102 class is in the midst of revision. The course outline is completed, but does not have the SLOs in place. This class is also regulated by the Department of Health Services in the state of California and must be renewed every two years. As people are living longer and hospitals are discharging patients to their homes earlier, it is our mission to offer this 40 hour class in the near future. In order to complete the Home Health Aide class the student must hold a Nurse Assistant Certificate awarded by the Department of Health Services.

At the last advisory meeting in November, 2009 it was noted that hospitals are hiring CNAs rather than LVNs. Therefore, an Acute Care Nurse Assistant class is warranted. There is not a regulating body that oversees acute care hospital based nurse assistant class. A skill award would be provided upon completion of this projected class. The course needs to be developed and approved by the curriculum committee before being offered.

Successful completion of these three classes will empower students to compete globally and contribute to the economic growth of today's society in a relatively short period of time.

10. Program Goals and Objectives

The goals and objectives of the Nurse Assistant Program are:

- a) To prepare students to successfully pass the exam for certification as set forth by the Department of Health Services in the state of California.
- b) To prepare students to work as entry-level nursing assistants and to be competent members of the health care team.
- c) To provide support and encouragement to students who want to continue in their career development and advance in the Nursing field.
- d) To maintain an active, approved (by DHS) training site at Citrus College.
- e) To maintain an active Advisory Committee.

- f) To develop and maintain clinical sites.
- g) To develop and maintain competent faculty.
- h) Review and revise the program's policy and procedure manuals.
- i) To develop the program to include a Home Health Aide and Acute Care Nurse Assistant class.
- j) To review and update the program on an annual basis as required by the Academic Senate and the Office of Academic Affairs.

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
NRS 101	Nurse Assistant	12/11/2007	2012	Fall 2009	yes	not done
NRS 102	Home Health Aide	Pending revision	9/25/2007	1998?	Pending revision	Pending revision
NRS 103	Acute Care Nurse Assistant	To be developed	To be developed	To be developed	To be developed	To be developed

*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

Nurse Assistant Skill Award

Courses are offered two times during the Fall and Spring sessions (8 weeks) and once during the Winter and Summer Sessions (6 weeks).

The course meets for three (or four) days a week for eight (or six) weeks (7:00 am to 1:50 pm) which accommodates the schedules of parents with school aged children.

Part-time classes are not anticipated at this time.

Future classes may be offered during an evening session (1:00 pm-8:00 pm or 2:00 pm - 9:00 pm) as the need arises and qualified adjunct faculty are hired. This would enable students still enrolled in high school the opportunity to take the class. Clinical components of the course can only be offered from 6:00 am until 8:00 pm per Department of Health Regulations.

The Home Health Aide course has not been offered for many years. It has not gone through the curriculum review process and SLOs are not written. The pre-requisite for taking the Home Health Aide course is to be a Certified Nurse Assistant. There have

been numerous inquiries about this class and it is my hope to have this course revised and offered by the winter session of 2011.

In addition, an Acute Care Nurse Assistant course has yet to be developed. I would anticipate this course be written and approved through the curriculum committee process by the fall of 2012.

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
Skill Award Nurse Assistant	2008	100	2007	pending	Nov. 2009

13. Evaluation Criteria – Mission

The program meets the established core competencies and reflects the District's diversity. The program advances the institutional core competencies and learning outcomes. Students are succeeding in the course, but have not been followed after completion of the course to check whether or not they are working as a CNA. Many students take the course as a prerequisite to get into an RN program. Others take the course as a beginning step in the nursing career ladder and never work as a CNA. There are some students who take the course just to learn how to care for family members who are injured or ill. Another group of students never take the competency exam to become certified as a nurse assistant.

Commendations

- a) The program conforms to the mission of Citrus College.
- b) A wide culturally diverse population of male and female students between the ages of 18 and 60 has completed NRS 101.
- c) Students have the opportunity to complete NRS 101 in 8 weeks (6 weeks during the winter and summer sessions).
- d) Required live scan fingerprinting is completed on campus at the Life-Long Learning Center free of charge.
- e) Required physical exam and tuberculosis screening can be completed on campus at the Student Health Center for a minimal fee.
- f) Students can take the American Red Cross Exam for Certification or National Nurse Aide Assessment Program Exam immediately upon completion of NRS 101.
- g) Students are given a "Pass" certificate immediately upon successful completion of the competency exam and can get a job as a "Certified Nurse Assistant" that same day.
- h) Academic support is available to students through the early alert workshops, computer labs and open nursing skills lab.

- i) Many area colleges require successful completion of NRS 101 in order to gain entrance into their vocational and professional nursing programs.

Previous Recommendations Completed

- a) Two additional support staff have been hired as adjunct faculty.
 b) Students are required to have a general knowledge of computers and enroll using the Wingspan software system.
 c) Student Learning Outcomes have been written and approved by the curriculum committee for NRS 101.

Recommendations

Recommendation Implement the SLO assessment process for NRS 101				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Meet with the SLO Assessment Coordinator	Winter 2010	Program Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	my time
Implement the Assessment piece	Spring 2010	Program Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Recommendation Revise NRS 102 Home Health Aide and write curriculum for NRS 103 Acute Care Nurse Assistant				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Add SLOs and revise NRS 102 as necessary	Spring 2011	Program Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Write curriculum for NRS 103 and submit to curriculum committee for approval	Fall 2012	Program Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

14. Evaluation Criteria – Need

Labor market data suggests that in California, the number of Nurse Aides, Orderlies, and Attendants is expected to grow faster than average growth rate for all occupations. Jobs are expected to increase by 21.7 percent, or 21,800 jobs between 2006 and 2016. See attachment California Occupational Guides.

Minutes of the advisory committee meetings reflect the need for CNAs in outpatient area. CNAs are "the trend" and are being utilized in acute hospitals rather than LVNs. See Nursing Advisory Committee Meeting Minutes of Oct 28, 2009.

For the past four classes, I have had to deny entrance to at least 10-15 students wanting to add the class. There has been an increased number of inquiries regarding enrollment into the nurse assistant class and just as many inquiries via e-mail to the nurse assistant coordinator.

The number of students that can enroll in the class is regulated by the California Department of Health Services, Aide and Technician Certification Section. There is a student to teacher ratio of 15:1 while in the clinical setting.

There are many other nurse assistant classes offered at other community colleges as well as privately run technical schools. Some courses are offered over a period of 4 weeks and others run over a period of a whole semester. They are all regulated by the Department of Health Services and the curriculum is set by the DHS. A program must meet the minimum number of hours required by the DHS, but may develop a course that exceeds those hours. Many high school courses exceed the minimum number of hours set by the DHS.

Commendations

- a) The Nurse Assistant course has been approved every two years since the last program review. Next renewal due June, 2011.
- b) The number of nurse assistant courses being offered has increased since the last program review (from 5 courses to 6 courses per year).
- c) The nurse assistant course is the first step in the Nursing Career Ladder
- d) Home Health Aide course has been approved for two more years by the Department of Health Services. Next renewal due June, 2011

Previous Recommendations Completed

- a) Not completed as written in the 2004-05 program review...offer a nurse assistant/home health aide course combining the two classes for entry level students and continue to offer a stand alone HHA class for already certificated nurse assistants

Recommendations

Recommendation Explore the possibilities of offering a combined Nurse Assistant/ Home Health Aide class								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Discuss at next Advisory Meeting	Fall 2010	Program Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Resubmit the combined courses to the DHS for possible approval	2012	Program Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Recommendation Offer a Home Health and Acute Care Nurse Assistant class								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Revise SLOs for HHA class		Program coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Develop curriculum for Acute Care class		Program coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

15. Evaluation Criteria – Quality

For NRS 101, Lecture and Lab units are appropriate and conform to California regulations. Disciplines are appropriate. The DHS requires that a prospective instructor work in a Long-term-care facility for at least one year supervising CNAs.

All students must have a criminal background screening, CPR card for the Healthcare Provider, Health History and Physical Exam, and a TB clearance before taking NRS 101.

There is a prerequisite for the HHA and Acute Care Nurse Assistant classes. They both require that the student be a certified nurse assistant in the state of California.

The course outline in NRS 101 has been reviewed and updated on a regular basis. SLOs are in place. NRS 102 is currently being revised and NRS 103 is yet to be developed.

The Assessment Cycle is NOT in place at this time, but has been given top priority in the recommendations section of this program review.

The program supports State and District emphasis on critical thinking, problem-solving and written expression through the use of role playing, case scenarios, writing assignments, and quizzes/exams. Close supervision of students while working in the clinical field is required.

Faculty minimum qualifications are adequate. Faculty development is lacking as I have had to take on the added responsibility of orienting new adjunct faculty to the school as well as to the program.

An articulation agreement does not exist.

Since the assessment piece has not been implemented, student tracking has not taken place. I will be receiving software to track students success for the spring 2010 classes.

Commendations

- a) NRS 101
- b)

Previous Recommendations Completed

- a) None

Recommendations

Recommendation									
Develop and implement the SLO assessment process for NRS 101									
Action/Activities	Target Date	Person Responsible		Impact					
				FNIC	Facilities	Software	Equipment	Personnel	Other
Meet with Roberta Eisel	Spring 2010	Program Coordinator	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

16. Evaluation Criteria – Feasibility

The program has adequate communication with and support from the counseling department. Resources are readily available. The class can be completed in 6 to 8 weeks. As of today, there is enough staff available to support the program. As the program grows, I would recommend hiring a full-time faculty member. Courses are being developed to be available in a variety of times and formats. An evening class is projected for Summer session 2010. Distance Education is not an option for the classes in this program.

Commendations

- a) Two nursing counselors have been hired and aid in the process of directing and recruiting students.

Previous Recommendations Completed

- a) None

Recommendations

Recommendation Explore the possibility of hiring a full-time employee once NRS 102 and 103 have been implemented								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Hire a qualified instructor	pending	Program Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation Purchase a training mannequin								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Refer to Director of Health Sciences	Fall 2010	Program Coordinator	<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"/>	

17. Evaluation Criteria – Compliance

The course and the course outline meets Federal, State, and District requirements. Advisory meetings are held once a year. Minutes are attached. The clinical sites meet ADA, industry standards and OSHA requirements.

Commendations

- a) NRS 101 and NRS 102 have been approved and renewed by the DHS until June 2011

Previous Recommendations Completed

- a) None

Recommendations

- a) None

18. Evaluation Criteria – Other

None

19. Attachment A: Curriculum Course Outlines of Record

NRS 101 Course Outline

NRS 102 Course Outline

20. Attachment B: Catalog Pages & Sample Syllabi

Spring 2010 NRS 101 Syllabi

Catalog page

21. Attachment C: Library Resources Report

CITRUS COLLEGE LIBRARY SPRING 2009
PROGRAM REVIEW: NURSING ASSISTANT

LIBRARY ACTIVITY:

Library Research Orientations:

- 2004-2005 1
- 2005-2006 3
- 2006-2007 3
- 2007-2008 0
- 2008-2009 1

Circulation of materials in subject area

610-619.99* 4% of total library circulation

*includes all areas of medicine

Dewey Call No. 610-619.99 3049 total

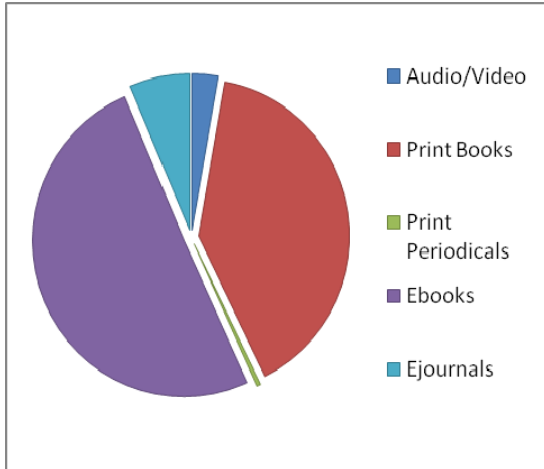
E-JOURNALS (in electronic Databases)

- Medicine
 - Alternative Medicine (39)
 - Cardiovascular Diseases (35)
 - Clinical Endocrinology (13)
 - Clinical Immunology (31)
 - Connective Tissue Diseases (1)
 - Dermatology (27)
 - Diseases by Body Region (1)
 - Emergency Medicine (11)
 - Gastroenterology (23)
 - Geriatrics (34)
 - Gynecology & Obstetrics (55)
 - Hematologic Diseases (18)
 - History of Medicine (4)
 - Industrial Medicine (8)
 - Infectious Diseases (9)

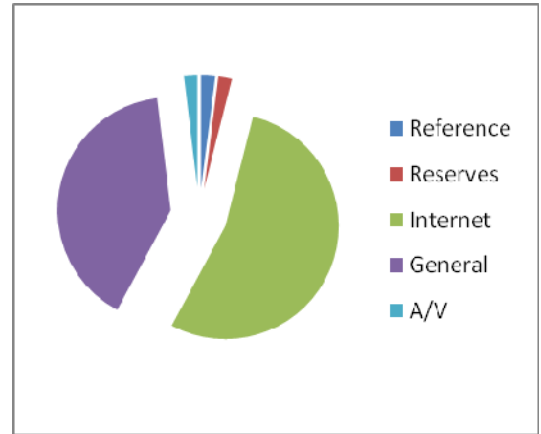
- Internal Medicine (38)
- Medical & Biomedical Informatics (4)
- Medical Education (9)
- Medical Ethics & Philosophy (13)
- Medical Professional Practice (10)
- Medical Research (28)
- Medical Technology (8)
- Medicine - General (217)
- Metabolic & Nutritional Diseases (6)
- Military & Naval Medicine (2)
- Musculoskeletal System Diseases (5)
- Neurology (84)
- Oncology (57)
- Ophthalmology & Optometry (24)
- Otorhinolaryngology (21)
- Palliative Care (4)
- Pathology (53)
- Pediatrics (72)
- Radiology, MRI, Ultrasonography & Medical Physics (31)
- Respiratory System Diseases (11)
- Sports Medicine (6)
- Tropical & Arctic Medicine (3)
- Urology & Nephrology (27)
- Nursing (208 ejournals available via databases)

Sample subject headings relevant to Nursing:

Care of the sick.
 Nurses' Aides.
 Medical care.
 Nursing home care.
 Nursing Care.
 Nursing care plans.
 Community health nursing.
 Home nursing.
 Chemotherapy.
 Drugs.
 Human physiology.
 Human anatomy.
 Nursing assessment.
 Nursing Diagnosis.
 Nursing Process.

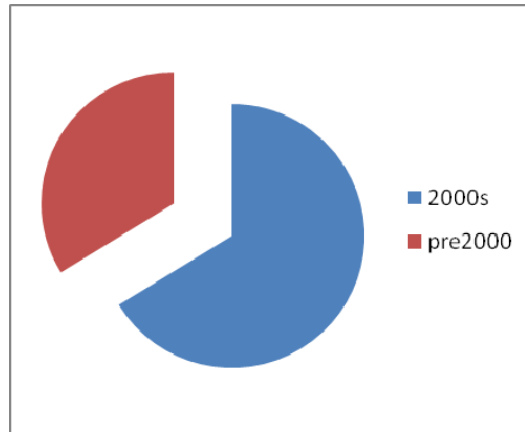


FORMATS OF COLLECTION



LOCATIONS OF COLLECTION

AGE OF COLLECTION



22. Attachment D: Articulation Status

23. Attachment E: Academic Senate Checklist

24. Attachment F: Curriculum Checklist

25. Attachment G: Other
Attachment G-1 CNA Performance Indicators

	Key Performance Indicators	Fall 2003	Fall 2004	Fall 2005	Fall 2006	Fall 2007	Fall 2008	
Program Access								
NRS	5	Morning (Prior to 11:59AM)	4	4	5	4	3	8

		Key Performance Indicators	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Program Resources								
CNA	23	Revenue: FTES*Reimbursement Rate	\$34,324	\$49,095	\$110,504	\$69,874	\$32,097	\$72,356
CNA	24	Total District Adopted Program Budget						
CNA	25	Support Personnel (wage without benefit, 2200 and 2400 in budget)						
CNA	26	Supplies (4300 in budget)						
CNA	27	Cost						
CNA	28	Total FTES for the year	12.3	16.8	33.9	20.1	8.75	18.87
CNA	29	Cost per FTES						
Degrees and Certificates								
CNA	30	Degrees Awarded						
CNA	31	Certificates Awarded						
CNA	32	Skill Awards						
CNA	33	Licenses (reported by department)						
Career Technical Education Programs								
CNA	34	VTEA Grant						
CNA	35	Industry Contributions to Program Resources						
CNA	36	Available Jobs						
CNA	37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
CNA	38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
CNA	39	Labor market data						

Attachment G-2 Core Indicator Information by 6-Digit TOP Code (2009-2010)

Section 1 Part F (for Colleges)

Page 1 of 2

College Core Indicator Information by 6-Digit TOP (2009-2010)

Perkins IV, Title I, Part C Local Application

Agreement # _____ District/College: CITRUS/CITRUS

123030 - Certified Nurse Assistant

Instructions: Print out forms. Complete and sign bottom of page 2.

Core Indicator 1 Technical Skill Attainment			Negotiated Level		College Performance	Percent Above or Below District* Negotiated Level
	Count	Total	State	District*		
1 College--all CTE students	1	1	92.46	92.46	100.00	N/A
2 Non-Traditional	0	0	92.46	92.46	N/R	N/R
3 Displaced Homemaker	0	0	92.46	92.46	N/R	N/R
4 Economically Disadvantaged	0	0	92.46	92.46	N/R	N/R
5 Limited English Proficiency	0	0	92.46	92.46	N/R	N/R
6 Single Parent	0	0	92.46	92.46	N/R	N/R
7 Students with Disabilities	0	0	92.46	92.46	N/R	N/R
8 Migrant	0	0	92.46	92.46	N/R	N/R
Core Indicator 2 Completions - Credential, Certificate, Degree or Transfer Ready			Negotiated Level		College Performance	Percent Above or Below District* Negotiated Level
	Count	Total	State	District*		
9 College--all CTE students	0	0	66.13	66.13	N/R	N/R
10 Non-Traditional	0	0	66.13	66.13	N/R	N/R
11 Displaced Homemaker	0	0	66.13	66.13	N/R	N/R
12 Economically Disadvantaged	0	0	66.13	66.13	N/R	N/R
13 Limited English Proficiency	0	0	66.13	66.13	N/R	N/R
14 Single Parent	0	0	66.13	66.13	N/R	N/R
15 Students with Disabilities	0	0	66.13	66.13	N/R	N/R
16 Migrant	0	0	66.13	66.13	N/R	N/R
Core Indicator 3 Persistence and Transfer			Negotiated Level		College Performance	Percent Above or Below District* Negotiated Level
	Count	Total	State	District*		
17 College--all CTE students	1	1	82.18	82.18	100.00	N/A
18 Non-Traditional	0	0	82.18	82.18	N/R	N/R
19 Displaced Homemaker	0	0	82.18	82.18	N/R	N/R
20 Economically Disadvantaged	0	0	82.18	82.18	N/R	N/R
21 Limited English Proficiency	0	0	82.18	82.18	N/R	N/R
22 Single Parent	0	0	82.18	82.18	N/R	N/R
23 Students with Disabilities	0	0	82.18	82.18	N/R	N/R
24 Migrant	0	0	82.18	82.18	N/R	N/R

College Core Indicator Information by 6-Digit TOP (2009-2010)

Perkins IV, Title I, Part C Local Application

Core Indicator 4 Employment			Negotiated Level		College Performance	Percent Above or Below District* Negotiated Level
	Count	Total	State	District*		
25 College--all CTE students	0	0	79.86	79.86	N/R	N/R
26 Non-Traditional	0	0	79.86	79.86	N/R	N/R
27 Displaced Homemaker	0	0	79.86	79.86	N/R	N/R
28 Economically Disadvantaged	0	0	79.86	79.86	N/R	N/R
29 Limited English Proficiency	0	0	79.86	79.86	N/R	N/R
30 Single Parent	0	0	79.86	79.86	N/R	N/R
31 Students with Disabilities	0	0	79.86	79.86	N/R	N/R
32 Migrant	0	0	79.86	79.86	N/R	N/R
Core Indicator 5a Nontraditional Participation			Negotiated Level		College Performance	Percent Above or Below District* Negotiated Level
	Count	Total	State	District*		
33 College--all CTE students	0	1	21.47	12.58	0.00	N/A
Non-Traditional	0	1	21.47	12.58	0.00	N/A
Displaced Homemaker	0	0	21.47	12.58	N/R	N/R
Economically Disadvantaged	0	0	21.47	12.58	N/R	N/R
Limited English Proficiency	0	0	21.47	12.58	N/R	N/R
Single Parent	0	0	21.47	12.58	N/R	N/R
Students with Disabilities	0	0	21.47	12.58	N/R	N/R
Migrant	0	0	21.47	12.58	N/R	N/R
Core Indicator 5b Nontraditional Completions			Negotiated Level		College Performance	Percent Above or Below District* Negotiated Level
	Count	Total	State	District*		
34 College--all CTE students	0	1	23.28	12.02	0.00	N/A
Non-Traditional	0	1	23.28	12.02	0.00	N/A
Displaced Homemaker	0	0	23.28	12.02	N/R	N/R
Economically Disadvantaged	0	0	23.28	12.02	N/R	N/R
Limited English Proficiency	0	0	23.28	12.02	N/R	N/R
Single Parent	0	0	23.28	12.02	N/R	N/R
Students with Disabilities	0	0	23.28	12.02	N/R	N/R
Migrant	0	0	23.28	12.02	N/R	N/R

The DR notation indicates privacy requirements - EDD requires that counts less than six not be displayed.

Note: N/A (Not Applicable) indicates denominators less than 10 or N/R (Not Reported) indicates categories where no participants were reported. These performance indicators include all vocational programs whether or not they are supported with VTEA Title IC Funds. For more detailed reports, see Core Indicators 'Summary' and 'Detail' Reports. Shaded areas are for your information and are not included as accountability measures.

By totaling each positive, negative, N/A, N/R outcome in the last column from items 1 - 34, I certify and acknowledge that performance in the 34 Core Indicator categories is as follows:

- _____ of the 34 are at or above the District negotiated level(s);
- _____ of the 34 are below the District negotiated level(s);
- _____ of the 34 are list as (N/A, N/R)

Department Chair (or authorized Designee) : _____

Attachment G-3 Advisory Committee Minutes

Citrus College - Health Sciences Nursing Advisory Committee Meeting

November 5, 2009
12:30 p.m. – 2:00 p.m.
MINUTES

Name	Agency	Title	Contact Info
Salima Allahbachayo	Citrus College	Faculty: Health Sciences	626-914-8720 sallahbachayo@citruscollege.edu
Connie Boquiren	Citrus College	Faculty: Health Sciences	626-852-8076 cboquiren@citruscollege.edu
Debby Bowman	Citrus College	Faculty: Health Sciences	626-914-8722 dbowman@citruscollege.edu
Jamie Eisenberg	Arcadia Methodist	Director of Nrsng.	626-574-3797 Jamie.eisenberg@methodisthospital.org
Ilene Frost	Arcadia Methodist	Nrsg. Education	626-898-8000 ifrost@methodisthospital.org
Nanette Gelvezon	Visiting Nurse Assn. & Hospice	Home Health Clinical Supv.	909-447-7364 ngelvezon@vnasocal.org
Cheryl Hall	Citrus College	Staff: Health Sciences	626-914-8791 chall@citruscollege.edu
Beverly Hazen	ESGV ROP		626-331-7331 x12747 bhazen@esgvrop.org
Kathy Hemphill	Foothill Presbyterian Hosp.		626-963-8411 khemphill@mail.cvhp.org
Kim Holland	Citrus College	Director: Workforce Development	626-914-8700 kholland@citruscollege.edu
Jim McClain	Citrus	Dean of Mathematics	626-914-8794 jmclain@citruscollege.edu
Julie McElrath	Foothill Workforce Investment Board	Workforce Training Coordinator	626-304-8903 jmcelrat@foothilletc.org
Catherine McPhee	Azusa Pacific University	Director, RN to BSN Program	626-815-5386 cmcphee@apu.edu
Nahid Meshkin	Citrus Valley Health Partners	Clinical Educator	626-331-7331 x12822 nmeshkin@mail.cvhp.org
Kathy Mitzen	Citrus College	Consultant	562-760-5548 kmitzen@citruscollege.edu
Rita Ostravich	PVHMC		909-865-9500 Rita.ostravich@pvhmc.org
Jennifer Phillips	Citrus College	Student Rep.	
Maureen Renaghan (Estrada)	Citrus College	Director: Health Sciences	626-857-4147 mestrada@citruscollege.edu
Benjamin Seki	Citrus College	Student Rep	
Gail Tucker	Citrus College	Faculty/Skills Lab Coordinator	626-914-8720 gtucker@citruscollege.edu

- **Welcome, Introductions and College News:**

Dr. Maureen Renaghan (Estrada) welcomed advisory committee members representing medical/healthcare agencies, workforce and education, students, faculty and staff. Self-introductions were made.

Copies of the minutes from the last advisory committee meeting were available as hand-outs. Minutes were approved without changes.

The goal of the Nursing Advisory Committee is to inform industry and the community about our programs and get their feedback, which will provide critical input to help us build programs that meet industry and community needs.

- **College News**

- The Accrediting Commission for Community and Junior Colleges sent an eleven member team to Citrus College (October 12-15, 2009) to interview staff, visit classes, and review documents in support of our self study. The Board of Trustees stated, in part, that *“Our College is one of the best in the state. We want you to know that we are proud of each and every one of you and that as we move throughout the community, we are honored to represent an institution that is providing immeasurable benefits to our region, our state and, ultimately, our country. “*
 - **STEM** (Science, Technology, Engineering and Math) **Citrus Connect!** STEM is a federal CCRAA HSI grant-funded program to increase student interest, majors at Citrus and transfer to university in STEM fields. The program provides a variety of exceptional resources for Citrus students, as well as opportunities to promote early awareness of STEM careers for K-12 students in the Citrus feeder school districts. Citrus College has a STEM Center which houses study group rooms and allows the students more opportunities to interact with “peer tutors”. These tutors are students that have gone through and passed a particular class and can now help current students navigate through the class.

- **Health Sciences News:**

- **Program Updates**

- **ADN Program - Stage 1: 2007-2008 Advanced Placement LVN to ADN**

This is a one year advanced placement program option designed to prepare nurses who hold a current LVN license in California for the Associate Degree in Nursing and qualify them for the licensing examination as a registered nurse. Graduation of the first cohort was held spring 2008.

- **Stage 2: Fall 2008 - spring 2010 Generic ADN Program**

The college began offering the two year option of the ADN program (Generic Option) in fall 2008. The generic associate degree nursing program was designed to provide general education leading to the

associate degree in science, and entry level nursing preparation. 24 new generic students entered the program in fall 2008.

The award of a grant afforded the opportunity to add an additional group of 22 advanced placement LVN to ADN students into the program. These students joined the second year of the curriculum in fall 2009. Currently, we have 22 first year generic students, 22 LVN to ADN students, and 22 third semester students in our programs.

Since the last Advisory, grant funding has allowed the program to obtain new audio/visual equipment. The new Video Symphony equipment completes the simulation lab and allows us to video tape the students when training. Simulated scenarios can be recorded and played back for student review.

- **VN Program** - The program is designed to prepare the vocational nursing student to function as a vital member of the health care team, providing direct care to patients. We currently have 83 students enrolled in the VN program, 43 of them are completing the program this semester. There is discussion in the Health Sciences department regarding whether VN enrollments should be based on input from the last Advisory Committee meeting October 28, 2008.

- **CNA** – This course conforms to the Department of Health Services regulations. Successful completion of the course qualifies students to sit for the examination for certification as a nurse assistant. The Nurse Assistant course is offered 4-6 times per year. Debby Bowman coordinates the program and a new adjunct instructor has been hired to teach a clinical section.

- **EMT** – Citrus College Emergency Medical Technician (EMT) class provides skills and training necessary to work in the growing health care field as an EMT-B. (Basic). To date, we have provided classes for two cohorts of FBI EMT training and we also provide high school outreach with an EMS Prep class off campus. We are creating a feasibility study to explore the possibility of offering a Paramedic Program.

- **DENTAL** - Citrus College's Dental Assisting Program provides comprehensive, quality education in Dental Assisting and prepares students for both the Dental Assistant National Board Examination and the California State RDA Exam. The program is accredited by both the Dental Board of California and the Commission of Dental Accreditation of the American Dental Association.

- **Award of Across-Programs Allied Health Grant**
 - **Intention of the grant**

Citrus College recently received the Governor's Workforce Investment Act Funds for Allied Health Programs grant. This grant will enable us to

build, open and strengthen our healthcare programs, and provide students with additional tools for success such as in-house counselors and increased offering of sections.

The Allied Health Grant award is \$128,900/year for 3 years. This is a “leveraged fund” grant and leveraging of funds will occur through district budget, or other on-going grant funding. The goal of the grant is to provide opportunities for student success while educating them to improve healthcare delivery.

Special project: Across Programs Emergency Scenario. An emergency scenario is being planned whereby a potential healthcare problem is identified and students will implement their program specific training to handle the situation.

- **Example: Dental patient experiences chest pain and goes into full arrest – how will across programs handle the situation?**

- Dental students will assess the situation and contact EMT
- EMT students will assist the patient and provide necessary “in the field” healthcare and transport to hospital (Simulation Lab)
- Nursing students will complete the in-hospital procedures and care

Students and faculty from each program will participate and utilize audio/video and simulation lab equipment.

- **Round Table Discussion**

- **Trends in hiring**

Challenges and opportunities are available to the nursing profession; however, change is defining what is taught and how students are taught. Growth in information technology has had an impact on the education of nurses. Advances in technology now bring together patient and provider without physical closeness. Today nurses need to be skilled in the use of computer technology. Technically sophisticated preclinical simulation labs will stimulate critical thinking and skill acquisition. The agency representatives reported that current hiring is minimal for RNS. Nurses are remaining in the workforce due to the economy. The Advisory Committee felt this will be reversed by 2012 and we will again see a shortage of nurses. **Job Placement** – RN, VN, and new graduates are finding it more difficult to get into the workplace. Acute facilities are looking for more experienced RNS. Placement is highly competitive. Students were advised to be flexible in looking for employment in a variety of settings and on all shifts. They should also be persistent in checking back with HR departments frequently. Home Healthcare/Hospice RNS – Require 1 year of experience. Hospitals are fully staffed with nurses to assist grad students, while home health care often has a solo nurse without a support staff.

- **Feedback on clinical placements – issues**

- **Precepting**

The RN clinical preceptorship is one way to foster the integration of theory and practice by providing one-on-one training over the final semester of the program. We need help in bridging the gap. A preceptorship in the final semesters of the program will allow students to integrate the knowledge and skills learned in the program with the actual experience of being a professional nurse.

Clinical partners would like the requests for precepting be placed far enough in advance to allow time to accommodate students.

Preceptorships are 12-hour days, including one day of orientation.

Jaime Eisenberg suggested contacting her in December to confirm the status of new graduate acceptance for preceptorship.

Pomona Valley Hospital Medical Center will continue their new grad program. Vacancies will be offered in-house initially. PVHMC is currently experiencing a hiring freeze, however, hiring will commence should the need arise.

Citrus Valley Medical Center – No hiring freeze and new grads are being hired.

- **Clinical Partner Suggestions for Graduating Students**

Night shift – Night shifts are still available.

ACLS and MAB and IV Certification – Having these certifications would make the students more marketable for employment.

CNA – Important for entry level hiring. Certification as a nurse assistant is often an advantage when seeking entry level employment, then as education increases, CNAs on staff may have an advantage in the hiring process.

The meeting was adjourned at 1:45 p.m.

Attachment G-4 Nurse Assistant Skill Award



Attachment G-5 Nurse Assistant Occupational Guide



New! Now with
Local Information!

Summary Guide for

Nursing Aides, Orderlies, and Attendants in California

May also be called: Nurse Assistants; Certified Nurse Assistants; Nurse Aides; Geriatric Aides; Hospital Attendants; Patient Care Technicians; Patient Care Orderlies; and Patient Escorts.

What Would I Do?

Nursing Aides, Orderlies and Attendants carry out the routine work in the general care of patients. They work under the direction of nursing and medical staff. Nursing Aides duties depend on training, experience, and type of health care facility.

Nursing Aides work in a variety of environments, including acute care facilities, skilled nursing facilities, clinics, residential care facilities, hospitals, and other facilities.

Will This Job Fit Me?

This job appeals to those who enjoy helping people, talking with them, and providing services to them. Nursing Aides, Orderlies, and Attendants need to be able to communicate effectively with co-workers and supervisors in order to help meet the needs of their patients.

What Wages and Benefits Can I Expect?

Wages in California for Nursing Aides, Orderlies and Attendants run above the minimum wage statewide. Companies that contract to provide these services tend to pay workers a bit more than nursing and community care facilities.

The median wage in 2009 for Nursing Aides, Orderlies, and Attendants in California was \$26,069 annually, or \$12.53 hourly. The median is the point at which half of the workers earn more and half earn less.

Annual Wages for 2009	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$22,439	\$26,069	\$31,493

Source: EDD/LMID Occupational Employment Statistics Survey, 2009 at www.labormarketinfo.edd.ca.gov?PageID=1009 Wages do not reflect self-employment.

Hourly Wages for 2009	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$10.78	\$12.53	\$15.14

Source: EDD/LMID Occupational Employment Statistics Survey, 2009 at www.labormarketinfo.edd.ca.gov?PageID=1009. Wages do not reflect self-employment.

Nursing Aides, Orderlies, and Attendants in hospitals often receive at least one week of paid vacation after one year of service. Paid holidays and sick leave, hospital and medical benefits, extra pay for late-shift work, and pension plans also are available to many hospital employees and to some nursing care facility employees. In some cases, dental and long-term disability insurance is offered.

What is the Job Outlook?

In California, the number of Nursing Aides, Orderlies, and Attendants is expected to grow faster than average growth rate for all occupations. Jobs for Nursing Aides, Orderlies, and Attendants are expected to increase by 21.7 percent, or 21,800 jobs between 2006 and 2016.

Estimated Employment and Projected Growth Nursing Aides, Orderlies, and Attendants					
Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Net Replacements
California (2006-2016)	100,400	122,200	21,800	21.7	9,000

Source: EDD/LMID Projections of Employment by Occupation at www.labormarketinfo.edd.ca.gov/?PageID=1011

Many job openings and excellent job opportunities are expected for the foreseeable future. The aging of the population, together with overall population growth will mean the demand for Nursing Aides, Orderlies, and Attendants will grow at a rate faster than the average for all occupations.

How Do I Qualify?

Nursing Aides must be certified to work in California. There are currently no licensing or registration requirements for Orderlies or Attendants.

To become a CNA, applicants must be at least 16 years of age and meet the pre-screening requirements. They must submit fingerprints upon enrollment in an Aide and Technician Certification Section (ATCS)-approved training program and complete a minimum of 150 hours of training in an approved program, or be eligible through an equivalent training program; or be eligible through reciprocity from another state; and successfully complete a competency evaluation conducted by an ATCS approved testing vendor.

Finding a Job

Direct contact with employers is a good way to find a job in this field. Program placement offices in training locations may also assist in locating a position. Some applicants find jobs through newspaper classified advertisements. **Online job opening systems** include JobCentral at www.jobcentral.com and CalJOBSSM at www.caljobs.ca.gov.

To find your nearest One-Stop Career Center, go to [Service Locator](#). View the [helpful job search tips](#) for more resources. (requires [Adobe Reader](#)).

Attachment G-6 Home Health Aide Occupational Guide



New! Now with
Local Information!

Summary Guide for

Home Health Aides in California

May also be called: Home Care Workers; Homemaker Health Aides; Nurse Assistants; and Home Attendants.

What Would I Do?

Home Health Aides help elderly, convalescent, or disabled persons in their own homes instead of a health facility. Some help discharged hospital patients who have relatively short-term needs. They work for licensed home care agencies and provide basic nursing care in private homes or hospice programs under the supervision of Registered Nurses.

Home Health Aides work in patients' homes where other family members may live. They also work in hospice settings caring for patients who are dying.

Will This Job Fit Me?

People interested in becoming Home Health Aides should be genuinely interested in helping people. They should also enjoy talking with patients, as part of the job is often providing companionship to patients.

What Wages and Benefits Can I Expect?

The median wage in 2009 for Home Health Aides in California was \$21,249 annually, or \$10.21 hourly. The median is the point at which half of the workers earn more and half earn less.

Annual Wages for 2009	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$18,890	\$21,249	\$25,269

Source: EDD/LMID Occupational Employment Statistics Survey, 2009 at www.labormarketinfo.edd.ca.gov?PageID=1009. Wages do not reflect self-employment.

Hourly Wages for 2009	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$9.08	\$10.21	\$12.15

Source: EDD/LMID Occupational Employment Statistics Survey, 2009 at www.labormarketinfo.edd.ca.gov?PageID=1009. Wages do not reflect self-employment.

Depending on the hiring agency, benefits for full-time workers usually include vacation, sick leave, and medical and dental insurance. Some employers also pay for vision, life insurance, and retirement plans.

What is the Job Outlook?

In California, the number of Home Health Aides is expected to grow much faster than average growth rate for all occupations. Jobs for Home Health Aides are expected to increase by 39.0 percent, or 18,700 jobs between 2006 and 2016.

Estimated Employment and Projected Growth Home Health Aides					
Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Additional Openings Due to Net Replacements

California (2006-2016)	48,000	66,700	18,700	39.0	4,300
---------------------------	--------	--------	--------	------	-------

Source: EDD/LMID Projections of Employment by Occupation at www.labormarketinfo.edd.ca.gov/?PageID=1011

The outlook for Home Health Aides is excellent. With more people living longer, more Californians are living with disability and/or illness. Most people needing care would prefer being cared for in their home rather than a nursing home or hospital, leading to more jobs for Home Health Aides.

How Do I Qualify?

A high school diploma is not required to work as a Home Health Aide. In general, however, Home Health Aides must take classroom and clinical training approved by the Department of Health Services, Aide and Technician Certification Section (ATCS).

Finding a Job

Home health agencies and hospice programs hire Home Health Aides. Recent graduates can apply at their school for job placement. Many go to work for the agency where they did clinical on-the-job training. They should also apply at a local Visiting Nurses Association of America. Direct application to employers remains one of the most effective job search methods. **Online job opening systems** include JobCentral at www.jobcentral.com and CalJOBSSM at www.caljobs.ca.gov.

Attachment G-7 American Red Cross Competency Evaluation Report

**AMERICAN RED CROSS - Los Angeles Chapter
Competency Evaluation Program
FACILITY PROFILE REPORT
Test Dates from January 01, 2006 to June 30, 2009**

ID #	Sponsor
S 0018	CITRUS COLLEGE_HEALTH OCCUPATIONS 1000 W. FOOTHILL BLVD., GLENDORA CA, 91740

Total Test Given	Total Skills Test	Total Skills Pass	Total Skills Fail	Total Written Test	Total Written Pass	Total Written Fail
265	134	123	11	131	127	4

TOTAL SKILLS TEST FAILED BY SKILL NUMBER

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
1	1	1	0	0	0	0	0	1	1	0	0	1	1	2	0	0	0	0	0
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
0	1	1	1	0	0	1	0	0	0	1	0	1	0	0	0	0	0	0	0

TOTAL WRITTEN TEST FAILED (BY KNOWLEDGE AREA)

WITS-K1			WITS-K2			WITS-K3			P/P-K1			P/P-K2			P/P-K3			CASS-K1			CASS-K2			CASS-K3					
G	F	P	G	F	P	G	F	P	G	F	P	G	F	P	G	F	P	G	F	P	G	F	P	G	F	P	G	F	P
0	0	0	0	0	0	0	0	0	1	2	0	0	2	1	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0

Attachment G-8 Citrus College Nurse Assistant Information Flyer



NURSE ASSISTANT INFORMATION



This course conforms to the Department of Health Services regulations. Successful completion of the course qualifies students to sit for the examination for certification as a nurse assistant.

After general college admission criteria are satisfied and registration for the course is completed, the Health Sciences Department will require the following:

1. Criminal background Screening with Live Scan Fingerprinting
Provided free at the Life Long Learning Center upon enrollment
2. Health History and Physical examination, including TB clearance
3. Current CPR card for the Health Care Provider
4. Uniform; any white uniform top, pants, and white shoes.
5. Student I.D. badge with picture
6. Textbook with companion CD
7. Gait Belt, BP cuff, stethoscope, wristwatch with a second hand

The Nurse Assistant course is offered 4-6 times per year, depending upon student enrollment and instructor availability. Classes are offered at the following times:

Fall semester (8 week classes, 3 days per week): begin in September and October

Winter session (6 week class, 4 days a week): begins in January

Spring semester (8 week classes, 3 days per week): begin in February and April

Summer session (6 or 8 week class) begins in June

If you would like more information on the Nurse Assistant Course or the Nursing Career Ladder, please call counseling at (626) 914-8530 to make an appointment with an advisor. For current registration fees, contact Admissions at (626) 914-8511. Fees are subject to change.

A. Enrollment, Parking, Campus service Fee, Student Service Fee	\$ 165.00
B. Uniforms, Shoes, Watch	\$ 80.00
C. Textbook with CD companion	\$ 50.00
D. Physical exam, CPR, TB skin test	\$ 60.00
E. Gait belt, BP cuff, stethoscope	\$ 65.00
F. American Red Cross Exam fee (optional)	\$ 90.00
Approximate total:	\$ 510.00
(All fees subject to change)	



CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Program Review – English	Information	X
		Enclosure(s)	X

BACKGROUND

The English program has undergone the prescribed program review process based on a 6-year cycle and was approved at the March 29, 2010, Educational Programs Committee meeting and April 26, 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. _____ G.2. _____



English Instructional Program Review 2009-2010

Fall 2009

Prepared by

Name	Title	Name	Title
Roberta Eisel	Co-Chair	Anna Villeneuve	Co-Chair

English Program Review Committee Members

Name	Title
Sam Lee	Dean of Language Arts
Roberta Eisel	Faculty Co-Chair
Anna Villeneuve	Faculty Co-Chair
Jack Call	Academic Senate President
John Vaughan	Academic Senate Representative
Dave Kary	Curriculum Committee Chair
David Overly	Curriculum Representative
Jim Woolum	Program Review Coordinator
Michelle Plug	Articulation Officer
Irene Malmgren	Vice President, Academic Affairs



PROGRAM REVIEW – English

The final summary of the program review process for English 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.

Samuel T. Lee, Dean of Language Arts

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.

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1. Executive Summary

The English Department's program review has revealed an interesting paradox. We take very seriously our impact on the campus community; however, we realize that the importance of writing as a crucial component to college success needs to be better articulated and supported by all departments. In discussing our commendations and recommendations, we see a strong need to stretch further into the campus community and engage with our colleagues. We have learned that we should form stronger connections across disciplines to promote campus wide competency in writing and critical thinking skills. We identified the need for an associate degree in English and certificates of achievement in writing competency and literature and have completed the approval process with the curriculum committee.

We intend to:

Monitor and review the new assessment strategies in English 30, 40, 100 and 101.

Create assessment strategies for the critical thinking courses (English 103 and 104) as well as for our literature courses. Pursue IGETC approval for English 102 in the humanities area.

Create a writing center that will support students as they develop as writers in our discipline as well as aid them in their writing for other courses across the curriculum.

Hire faculty to increase student success.

Complete a review of the AA in Language Arts by the end of 2012.

2. Faculty

Full-Time Faculty	Adjunct Faculty	
Carsten Dau	Tom Birmingham	Kimberly Myers
Tom Eiland	Richard Bray	Zakari Naiyer
Roberta Eisel	Natalie Chenault-Dougall	Lori Nelson
Joseph Harvey	Keith "Mick" Curran	Eric Odegaard
Ghada "Gina" Hogan	Gabriela Grannis	Christopher Ramos
Patricia Lawrence	James Hall	Luivette Resto-Omeoteotl
David Overly	Linda Humphrey	Andrew Robles
Rebecca Rudd	Vida Jonas	June Seccombe
Dale Salwak	Eun Kang	Margaret Shearer
Lisa Telesca	Bianca Lee	Colville Smythe
Anna Villeneuve	Brian Linville	Sarah Spangler
Jack Wood	Tom Lombardo	Lisa Steele
	Suzanne Martinez	

3. List of Program Courses

Subject & Course No.	Title	Units
COLL 033	College Prep 030 - Sentence Skills - last offered in Fall 06 (replaced by English 030)	3
ENGL 030	Writing Skills I	3
ENGL 040	Writing Skills II	3
ENGL 100	Fundamentals of Composition	3
ENGL 101	Reading and Composition	3
ENGL101H	Reading and Composition/Honors	3
ENGL 102	Reading and Composition	3
ENGL 103	Composition and Critical Thinking	3
ENGL103H	Composition and Critical Thinking/Honors	3
ENGL 104	Advanced Rhetoric: The Classical Essay	3
ENGL 120	Introduction to Women's Literature (NEW)	3
ENGL 210	Creative Writing I	3
ENGL 211	Creative Writing II (to be deactivated)	3
ENGL 213	Horror Literature	3
ENGL213H	Horror Literature/Honors	3
ENGL 251	Introduction to English Literature I	3
ENGL 252	Introduction to English Literature II	3
ENGL 261	Introduction to American Literature I	3
ENGL 262	Introduction to American Literature II	3
ENGL 271	Introduction to World Literature: Ancient-Medieval	3
ENGL 272	Introduction to World Literature: Renaissance through Modern	3
ENGL 291	Film as Literature	3
ENGL291H	Honors Film as Literature	3
ENGL 293	Children's Literature	3
ENGL293H	Honors Children's Literature	3
ENGL 294	Introduction to Shakespeare	3
ENGL 296	Introduction to Folklore	3
ENGL 298	Literature of the Bible	3

Classes not offered in the last two years:

Subject & Course No.	Title	Units
COLL 033	College Prep 030 - Sentence Skills -- last offered in Fall 06 (replaced by English 030)	3
698 &699	Cooperative Education to be deactivated.	

4. List of Degrees

Program faculty have completed the local approval for an associate degree in English. English courses are included in the Associate of Arts in Language Arts. See additional comments in section 12 below.

PROGRAM OF STUDY

English Literature A.A. Degree Major

This degree will provide students with a foundation in literature to better prepare them for transfer into a four-year English program. This degree requires meeting the Citrus College General Education and proficiency requirements combined with successful completion (grades of "C" and above) of the following major requirements:

Required Courses: 12 Units

ENGL101 Reading and Composition **OR** ENGL101H Reading and Composition (3 units each)

ENGL104 Advanced Rhetoric: The Classical Essay **OR** ENGL103 Composition and Critical Thinking **OR** ENGL103H Composition and Critical Thinking (3 units each)

ENGL251 Introduction to English Literature I **OR** ENGL252 Introduction to English Literature II (3 units each)

ENGL261 Introduction to U.S. American Literature I **OR** ENGL262 Introduction to U.S. American Literature II (3 units each)

Optional Courses: 6 Units

Select two of the following courses:

ENGL213H Honors Horror Literature 3

ENGL271 Introduction to World Literature: Ancient Medieval 3

ENGL272 Introduction to World Literature: Renaissance Through Modern 3

ENGL291 Film as Literature 3

ENGL291H Honors Film as Literature 3

ENGL293 Children's Literature 3

ENGL293H Honors Children's Literature 3

ENGL294 Introduction to Shakespeare 3

ENGL296 Introduction to Folklore 3

ENGL298 Literature of the Bible 3

ENGL251 Introduction to English Literature I **OR** ENGL252 Introduction to English Literature II (3 units each)

ENGL261 Introduction to U.S. American Literature I **OR** ENGL262 Introduction to U.S. American Literature II (3 units each)

Total Units 18

5. List of Certificates and Awards

We have completed the local approval for the following certificates of achievement.

Writing Competency Certificate of Achievement	Literature Certificate of Achievement
<p>Reading and Composition Units Select one of the following:</p> <p>ENGL101 Reading and Composition 3 ENGL101H Reading and Composition 3 ESL101 Reading and Composition 3</p> <p>Composition and Critical Thinking Units Select one of the following:</p> <p>ENGL103 Composition and Critical Thinking 3 ENGL103H Composition and Critical Thinking 3</p> <p>Composition Units Select one of the following:</p> <p>COMM101 Reporting and Writing News 3 ENGL100 Fundamentals of Composition 3 ESL100 Fundamentals of Composition 4</p> <p>Rhetoric Units Select the following</p> <p>ENGL104 Advanced Rhetoric: The Classical Essay 3</p> <p style="text-align: center;">Total Units 12 – 13</p>	<p>Reading and Composition Units Select one of the following:</p> <p>ENGL101 Reading and Composition 3 ENGL101H Reading and Composition 3</p> <p>English Literature Units Select one of the following:</p> <p>ENGL251 Intro to English Literature I 3 ENGL252 Intro to English Literature II 3</p> <p>U.S. American Literature Units Select one of the following:</p> <p>ENGL261 Intro to U.S. American Literature I 3 ENGL262 Intro to U.S. American Literature II 3</p> <p>World Literature Units Select one of the following:</p> <p>ENGL271 Intro to World Lit: Ancient-Early Modern 3 ENGL272 Intro to World Lit: 1600's – 20th Century 3</p> <p style="text-align: center;">Total Units 12</p>

6. List of Industry-Based Standard Certificates and Licenses

None.

7. Advisory Committee or Council

N/A

8. Program Student Learning Outcomes

The English 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.

Any student transferring, completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies.

Students completing courses in the English Program will have acquired the following competencies:

1) Communication (personal expression and information acquisition)

Students completing courses in the English program are college level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings.

2) Computation

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

Students completing courses in the English program are college level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings

4) Community/Global Consciousness and Responsibility

Students completing courses in the English program are informed, thoughtful writers who are respectful of diverse perspectives and demonstrate cultural awareness, personal responsibility, and ethical behavior.

5) Technology

6) Discipline / (Subject Area Specific Content Material)

Citrus College
Program English Date: November 2009
Matrix of Mapping Course-level SLOs with Program-level SLOs

	CC1 Communication	CC3 Creative, Critical, Analytical Thinking	CC4 Community/ Global Consciousness and Responsibility	CC5 Tech	CC6 Discipline Specific
English Program-level SLOs →	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	Informed, thoughtful writers who are respectful of diverse perspectives and demonstrate cultural awareness, personal responsibility, and ethical behavior		
Course Level SLOs ↓					
Course# 30					
SLO #1	X				
SLO #2	X				
SLO #3	X				
SLO #4	X				
SLO #5	X				
SLO #6			X		
SLO #7			X		
Course# 40					
SLO #1	X				
SLO #2	X				
SLO #3	X				
SLO #4	X		X		
SLO #5					
Course# 100					
SLO #1		X			
SLO #2		X			
SLO #3	X				
SLO #4	X				
SLO #5	X				
SLO #5			X		
SLO #6			X		
SLO #7			X		
SLO #8					
Course# 101					
SLO #1	X				
SLO #2	X				
SLO #3	X				
SLO #4		X			
SLO #5		X			
SLO # 6			X		
SLO #7				X	

	CC1 Communication	CC3 Creative, Critical, Analytical Thinking	CC4 Community/ Global Consciousness and Responsibility	CC5 Tech	CC6 Discipline Specific
<i>English</i> Program-level SLOs →	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	Informed, thoughtful writers who are respectful of diverse perspectives and demonstrate cultural awareness, personal responsibility, and ethical behavior		
Course Level SLOs ↓					
Course# 102 SLO #1	X				
2		X			
3		X			
4			X		
Course# 103 SLO #1	X				
2	X				
3		X			
4		X			
5		X			
6		X			
7			X		
8			X		
9				X	
10				X	
Course # 103H SLO1		X			
2		X			
3		X			
4	X				
5			X		
6				X	
Course# 104 SLO #1		X			
2		X			
3			X		
4	X				
5					
6					
7					
8					
Course # 120 SLO 1	X				
2		X			
3		X			
4			X		
5			X		

	CC1 Communication	CC3 Creative, Critical, Analytical Thinking	CC4 Community/ Global Consciousness and Responsibility	CC5 Tech	CC6 Discipline Specific
English Program-level SLOs →	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	Informed, thoughtful writers who are respectful of diverse perspectives and demonstrate cultural awareness, personal responsibility, and ethical behavior		
Course Level SLOs ↓					
Course# 210 SLO #1	X				
2	X				
3		X			
4		X			
5			X		
6			X		
Course # 213 SLO1	X				
2		X			
3		X			
4		X			
5		X			
6			X		
7				X	
Course #213 H SLO 1	X				
2	X				
3		X			
4		X			
5		X			
6		X			
7		X			
8		X			
9			X		
10				X	
Course # 251 SLO 1	X				
2	X				
3		X			
4		X	X		
5			X		
6					
Course # 252 SLO 1	X				
2		X			
3			X		
4					X

	CC1 Communication	CC3 Creative, Critical, Analytical Thinking	CC4 Community/ Global Consciousness and Responsibility	CC5 Tech	CC6 Discipline Specific
<i>English</i> Program-level SLOs →	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	Informed, thoughtful writers who are respectful of diverse perspectives and demonstrate cultural awareness, personal responsibility, and ethical behavior		
Course Level SLOs ↓					
Course # 261 SLO 1	X				
2	X				
3		X			
4		X			
5		X			
6			X		
Course # 262 SLO1	X				
2	X				
3		X			
4		X			
5		X			
6			X		
Course # 271 SLO 1		X			
2		X			
3			X		
4	X				
5	X				
Course # 272 SLO 1		X			
2		X			
3			X		
4	X				
5	X				
Course # 291 SLO 1	X				
2		X			
3		X			
4		X			
5			X		
6				X	

	CC1 Communication	CC3 Creative, Critical, Analytical Thinking	CC4 Community/ Global Consciousness and Responsibility	CC5 Tech	CC6 Discipline Specific
<i>English</i> Program-level SLOs →	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	College level writers who critically analyze and synthesize source material by producing argumentative essays in response to readings	Informed, thoughtful writers who are respectful of diverse perspectives and demonstrate cultural awareness, personal responsibility, and ethical behavior		
Course Level SLOs ↓					
Course # 291 H SLO 1	X				
2		X			
3		X			
4		X			
5		X			
6			X		
7				X	
Course # 293 SLO 1	X				
2		X			
3			X		
4					X
Course # 293 H SLO 1	X				
2		X			
3		X			
4		X			
5			X		
6			X		
6				X	
Course # 294 SLO1	X				
2		X			
3			X		
4					
Course # 296 SLO 1	X		X		
2	X		X		
3	X		X		
4		X			
Course # 298 SLO 1	X				
2	X				
3		X			
4			X		

9. Program Description / Mission

The English Program provides a full range of writing and literature classes from placement to graduation and/or transfer. Our courses include three levels of developmental classes for those who place below our transfer level of English, many courses that focus on college composition and critical thinking, and a variety of literature courses. We serve the entire student body by preparing students to write successfully in an academic and/or professional environment. In addition, the English Department strives to increase appreciation of literature.

10. Program Goals and Objectives

The goals of the English Department are:

- a) to provide courses and services that help students gain writing competency.
- b) to provide core courses and electives that are appropriate for graduation and/or transfer requirements.
- c) to strengthen critical thinking skills.
- d) to encourage an appreciation of literature.

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
030	Writing Skills I	F 08	F 2014	F 09	Yes	S 08
040	Writing Skills II	F 09	F 2015	F 09	Yes	F 08
100	Fundamentals of Comp	F 09	F 2015	F 09	Yes	F 08
101	Reading and Comp	F 09	F 2015	F 09	Yes	F 08
101 H	Reading and Comp/Honors	S 08	S 2014	F 09	Yes	F 08
102	Reading and Comp	S 10	F 2015	F 09	Yes	F 09
103	Comp and Crit. Think	F 08	F 2015	F 09	Yes	F 08
103 H	Comp and Crit. Think/Honors	S 08	S 2014	F 09	Yes	S 08
104	Advanced Rhetoric: The Classical Essay	S 09	S 2014	F 09	Yes	S 09
110	Intro to Tech Writing	F 09		Course deactivated		
120	Intro to Women's Lit	S 09	S 2015	Never offered	Yes	n/a
210	Creative Writing I	S 09	S 2015	F 08	Yes	n/a
211	Creative Writing II	S 01		Course Deactivated		
213	Horror Literature	S 08	S 2014	F 08	Yes	S 09
213 H	Horror Literature/ Honors	S 08	S 2014	F 09	Yes	S 08
251	Intro to English Lit I	F 09	F 2015	F 09	Yes	F 09
252	Intro to English Lit II	F 09	F 2015	S 09	Yes	F 09
261	Intro to Am. Lit I	S 09	S 2015	F 09	Yes	S 09
262	Intro to Am. Lit II	S 09	S 2015	S 09	Yes	S 09
271	Intro to World Lit Ancient-Medieval	F 09	F 2015	F 09	Yes	S 09
272	Intro to World Lit Renaissance through Modern	F 09	F 2015	S 09	Yes	F 09
291	Film as Literature	S 08	S 2014	F 09	Yes	S 08
291 H	Honors Film as Lit	S 08	S 2014	(S 10)	Yes	S 08
293	Children's Literature	F 09	F 2015	F 09	Yes	F09
293 H	Honors Children's Lit	S 08	S 2014	S 09	Yes	S 08
294	Intro to Shakespeare	F 09	F 2015	F 09	No	F 09
296	Intro to Folklore	F 09	F 2015	F 08	Yes	F 09
298	Lit of The Bible	F 08	F 2014	F 09	Yes	F 08
698 A, B, C, D	Cooperative Education			Courses to be deactivated	No	
699 A, B, C, D	Cooperative Education			Courses to be deactivated		

12. Degree/Certificate Review

As part of this program review process, English faculty have developed an AA in English Literature and two skill awards, one in writing competency and one in literature. We will review this degree and these skill awards in the next program review cycle.

English courses are included in the AA in Language Arts. This broad degree needs review by faculty in the Language Arts division.

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
AA English	12/10/09	N/A	12/10/09		
Writing Competency Certificate of Achievement	12/10/09	N/A	12/10/09		
Literature Certificate of Achievement	12/10/09	N/A	12/10/09		

13. Evaluation Criteria – Mission

The English curriculum offers courses from the pre-collegiate through the college sophomore levels to provide students with a comprehensive foundation for writing, textual analysis, and critical thinking which will help them to succeed in college level courses, as well as enter a satisfying occupation or profession. The English program reflects the diversity found in the college population and fosters a strong liberal arts background through instruction in literature and its cultural contexts, including history, philosophy, politics, and religion. Courses are sequenced appropriately to lead to the A.A. degree or to university transfer: English 30, 40, 100 are demonstrably effective prerequisites for English 101 and 101H, and these courses are in turn demonstrably effective prerequisites for the advanced writing courses (102, 103, 103H, 104).

Commendations

- a) Fulfills the objectives of and generates outcomes in line with the mission of Citrus College.
- b) Serves a culturally diverse student population.
- c) Remains the second largest program on campus (behind MATH) and contribute over 7% of the total apportionment collected by the college's finances. See Attachment G for data details.
- d) Generated 16.4 FTES per FTEF in FY 0910.
- e) Is cost-effective, as demonstrated by the WSCH per FTEF of 491 in FY 0910. The state funding formula is optimized at 525 WSCH per FTEF, a number that few English programs (with typical 30 cap classes) hit.
- f) Provides students with rigorous training in the use of the English language consistent with UC and CSU standards in English 101, 101H, 102, 103, 103H and 104.

- g) Introduces students to literature from multicultural authors and explore various cultural contexts, including history, philosophy, politics, and religion.
- h) Works closely with DSP&S to accommodate students with learning disabilities.
- i) Offers honors classes in 101, 103, 213, 291 and 293, and continue to expand distance education course offerings. We have also increased offerings in multiple types of alternate methods of instruction: Distance Education, Fast Track, and Learning Communities.
- j) Established English 101 as graduation requirement toward the AA degree.
- k) Purchased document projectors for use in the classrooms.
- l) Sponsored Artist-in-Residence poets, on-campus poetry readings, cross-curricular reading lists for the honors program and campus-wide book reading events (semi-annual) in an effort to create a lifelong passion for reading.
- m) Created and distributed a comprehensive handbook for all adjunct faculty.
- n) Created an AA degree in English.
- o) Created certificates of achievement in writing competency and literature.

Previous Recommendations Completed

- a) Established English 101 as a requirement toward the AA degree.
- b) Reviewed course outlines and course contents for rigor, consistency, and continuity consistent with the requirements of a four-year college or university so that incoming professors will understand the objectives and requirements for all courses.
- c) Revised course outlines to include student outcomes.
- d) Explored differences between any course and its honors equivalent and worked with the articulation officer toward ultimate acceptance by state colleges and universities.
- e) Advanced innovative programs such as distance education and technology in the classroom and have purchased document projectors.
- f) Encouraged students to pursue a habit of lifelong reading for personal development and recreation through forums, on-campus poetry reading, book clubs, book-of-the-year promotions, and other activities in an effort to create a lifelong passion for reading.
- g) Explored scheduling options to ensure access for all students.
- h) Engaged colleagues in the Transfer Center and in Counseling to discuss student needs and class offerings in order to ensure transfer within two years.
- i) Participated with the Title V HSI grant and College Success Program to promote student success and persistence in basic skills courses and to increase the rate of basic skills students successfully completing the English transfer level courses.
- j) Increased offerings in multiple types of alternate methods of instruction including Learning Communities, Success Center and English 30, 40 lab curriculum revision, Faculty Leads, and Fast Track courses.
- k) Worked with Counseling to provide in-class visits, Early Alert/College Success Workshops and a College Success Counselor.

Recommendations

Recommendation Adjust program to reflect the changes in diversity found in the college population.								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Review course outlines and readings	9/2014	D. Overly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Review course offerings	9/2014	D. Overly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Recommendation Monitor the new alignment of all sequential courses								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Evaluate student success in next level course	6/2011	faculty leads	<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 Develop a department-wide support system for meeting the writing needs of both students and faculty not only in 40, 100, 101, 102 and 103 but also across the curriculum.								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Explore feasibility of writing center	6/2013	Faculty Leads; S. Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

According to recent STAR testing results from area secondary schools, more than 50% of incoming students are at the developmental reading/writing level. Composition and critical thinking skills are universally required for transfer and gainful employment. The demand for English courses is also indicated by strong levels of enrollment. Enrollment in course sections average 93%. The ongoing need for this program is demonstrated by the increasing enrollment in the department courses, even when additional sections are offered.

Commendations

- a) Added FastTrack sections to shorten time needed to complete basic skills sequence.
- b) Added faculty representation on Transfer Task Force.
- c) Participated in English Professional Learning Council of CalPASS.
- d) Provide flex day orientation for adjunct faculty led by Faculty Leads.
- e) Chair the College Success Advisory Committee.
- f) Involved in the Honors Advisory Committee.
- g) Ensured that all courses are current with IGETC standards.

Previous Recommendations Completed

- a) Increased the number of sections of English 40 and 100 to help students graduate within two years.
- b) Validated Accuplacer cut scores and adjusted to align with results; prerequisites for English sequence courses are in place and functioning to encourage proper placement and student success.
- c) Established faculty leads for Engl. 30, 40, 100 and 101. Established faculty mentors for Engl 103.
- d) Created a comprehensive handbook and distributed it to all adjuncts.

Recommendations

Recommendation Monitor success in transfer rates				Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other	
Continue to research rates and success of transfer students.	9/2012	researcher	<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 Improve writing across the curriculum.				Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other	
Develop campus Writing Center to meet the needs of students and faculty with writing across the curriculum	9/2013	faculty leads; S. Lee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Recommendation								
Help students prepare for and ultimately transfer to English 101								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Amend English 100 to introduce a literature component requiring a written response.		R. Rudd	<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"/>	

Recommendation								
Bring English 102 up to IGETC standards								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Apply for IGETC approval for English 102	9/2010	L. Telesca	<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"/>	

15. Evaluation Criteria – Quality

Course outlines have been revised to include Student Learning Outcomes and assessment measurements. Validation of English research paper is essential for maintaining quality in this program, and use of services like Turnitin.com helps ensure validity of submitted student work. The English faculty is exploring the feasibility of developing a writing center to further student success.

Commendations

- a) Updated student learning outcomes.
- b) Established learning communities.
- c) Established a chair of learning communities.
- d) Established fast-track component.
- e) Established academic honesty policy as component of sample syllabus
- f) Continues to use turnitin.com.
- g) Provides students with rigorous training in the use of English language consistent with the University of California standards in English 101, 101H, 102, 103, 103H and 104.
- h) Offers honors courses in 101, 103, 213, 291 and 293 which transfer to private colleges, California state and University of California with whom we have transfer agreements.

Previous Recommendations Completed

- a) Revised courses to include student learning outcomes.
- b) Hired basic skills director.
- c) Appointed cochair for the college success advisory committee.
- d) Updated class rooms to newer technology.

Recommendations

Recommendation								
improve teacher:student ratio								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Decrease class size to 20	9/2010	staff	<input checked="" type="checkbox"/>	<input checked="" 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								
Increase articulation between English 100 and English 101								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Re-examine course goals and methods for English 100 for articulation to English 101	9/2010	staff	<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"/>	

Recommendation								
Add language lab component for English 100/English 101								
				Impact				
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Establish criteria for lab component for English courses	9/2010	T. Eiland	<input checked="" 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"/>	

Recommendation Offer an English Degree								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Create AA in literature	9/2010	G. Hogan	<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"/>	

16. Evaluation Criteria – Feasibility

The English Department works diligently to offer schedules that fit the varying needs of a diverse student body. The department offers courses during the day and evenings as well as traditional semester courses, fast-track courses, learning communities, and distant education courses. Campus equipment and library resources are adequate and meet the needs of the program. Improvements of technology and the development of the College Success Center have improved students' progress through the department's course sequence. Most courses are transferable to UC and CSU systems. Courses within the program are instructed by full-time and adjunct faculty members who possess an academic background that meets the minimum qualifications to teach in the discipline.

Commendations

- a) Participated in Senate discussions to explore the possibility of creating a liaison position for a counselor who would participate in department meetings.
- b) Invites students to use resources for student success and/or to inform them of transfer requirements and deadlines.
- c) Collaborates with Counseling during personal statement workshops aimed at assisting applicants applying to UC and CSU campuses.
- d) Serves on the Transfer Task Force.
- e) Attends and provides input during Flex Day activities sponsored by the Counseling Department.
- f) Uses the smart panel (computer, dvd, document projector), Blackboard, or equivalent technology. The college has established a College Success Center with support staff, writing clinics, directed learning activities, and computer programs.
- g) High fill rates suggest that it is difficult for a full-time prepared student to complete the program in two years. Especially interesting is that raising the course offerings from seventeen to twenty courses (Fall 2003 to fall 2008) does not significantly drop our fill rate, only by 5%. Most fill rates are in the mid-nineties in the traditional semester, and the lowest were during our double session summer school offerings. After moving to one summer and one winter session in 2008, our fill rates increased 12% from the previous year. (See recommendation one.)
- h) Consults with the Articulation Officer when revising developing courses to make the courses transferable to UC and CSU systems when appropriate.
- i) Doubled the amount of revenue brought to the campus since 03/04; however, expenses have not grown significantly. (See recommendation one.)

- j) Offers courses at a variety of times. The English Program has a significant number of faculty involved in distance education courses, learning communities and FastTrackcourses.

Previous Recommendations Completed

- a) Consult with the libraryfaculty yearly as to which databases to maintain and purchases of both print and online materials to aid in our students’ research. The faculty utilize Turnitin.com.
- b) Hired instructional aides with a minimum BA who assist students in the College Success Center and are present every hour the lab is open. Lab Supervisors have minimum qualifications in English, Reading, or ESL. The College Success Center is a dynamic learning environment. Staff members check each student's progress and offer suggestions for supplemental learning activities. Directed Learning Activites and Writing Clinics are also available to assist students. Specific learning paths are being developed to tailor each student's progress to his or her instructor's course objectives and class schedule.
- c) Ensured that volume and closed captioning work from smart panels in Language Arts rooms.

Recommendations

Recommendation								
Increase full time faculty to student ratio								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Hire two new full time faculty	6/2010	A. Villeneuve	<input checked="" type="checkbox"/>	<input checked="" 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								
Increase course success rate								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Develop Faculty mentors to encourage students to remain in course to completion	8/2010	L. Telesca	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation								
Create mentor program for College Success Students								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Train Supplemental Instructors	8/2011	faculty leads	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Recommendation								
Provide financial assistance for students								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Offer English Scholarships	8/2010	L. Telesca; G Hogan	<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								
Develop Comprehensive Services to support the demands of English 100 and 101								
Action/Activities	Target Date	Person Responsible	Impact					
			FNIC	Facilities	Software	Equipment	Personnel	Other
Develop a research paper support manual to be completed by students in the lab (5 hours)	9/2010	C. Dau	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Develop a grammar learning path for students to complete in the first half of the term (5 hours)	9/2010	B. Rudd	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

17. Evaluation Criteria – Compliance

Sample syllabi from professors in the English Program indicate that they comply with District policies, and, in connection with the program review, the course requisites have all been brought up to current requirements.

Commendations

- Complies with District policies, and 103 and 104 meet IGETC requirements for transfer.
- Articulated courses with the local high schools as well as the California State Universities and the University of California systems.
- Established Student Learning Outcomes at program level.

Previous Recommendations Completed

- Established faculty leads through the English 101 level has assisted in linking of successive level course objectives to each other and to department level SLOs.

- b) Implemented Banner prerequisite checking which now effectively blocks unqualified students from registering for sequential courses.
- c) Supports adjunct faculty participation in professional development activities through Faculty Learning Institute stipends.
- d) Conducted validation study for Accuplacer and enacted recommendations .

Recommendations

Recommendation Maintain balance in full-time to adjunct ratio.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Hire two new full-time faculty	6/2010	A. Villeneuve	<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"/>	

Recommendation Assist students in writing across the college curriculum.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Establish a writing center	9/2013	faculty leads; S. Lee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendation Bring 102 up to IGETC standards								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Apply for IGETC approval for 102	9/2010	L. Telesca	<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"/>	

Recommendation Continue connections between course levels.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Hire faculty lead(s) for English 102/103/104.	9/2011	S. Lee	<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 Improve teacher: student ratio as per NCTE recommendations.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Decrease class size	9/2010	staff	<input checked="" 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 Create assessment strategies for the critical thinking courses (English 102, 103 and 104) as well as for our literature courses.								
			Impact					
Action/Activities	Target Date	Person Responsible	FNIC	Facilities	Software	Equipment	Personnel	Other
Identify assessments linked to learning outcomes	12/2010	R. Eisel	<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"/>	

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

CITRUS COLLEGE LIBRARY FALL 2009 PROGRAM REVIEW: ENGLISH

LIBRARY ACTIVITY:

Library Research Orientations
121 (prior year total)

Circulation of materials in subject area (percent of total circulation)

800-809.99	7%
810-819.99	5%
820-829.99	1%

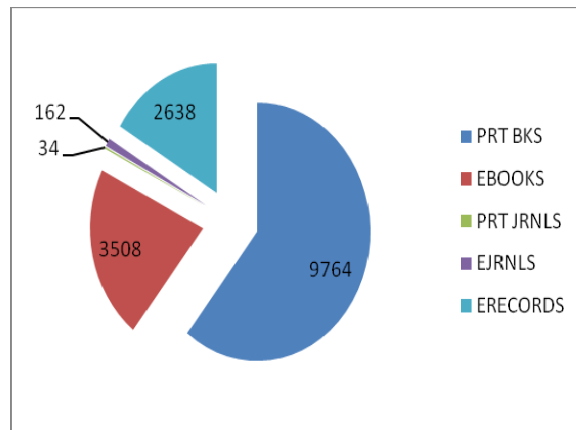
LIBRARY RESOURCES:

Dewey 390-399.99	2
800-809.99	5847
810-819.99	5925
820-829.99	4617
Other	8

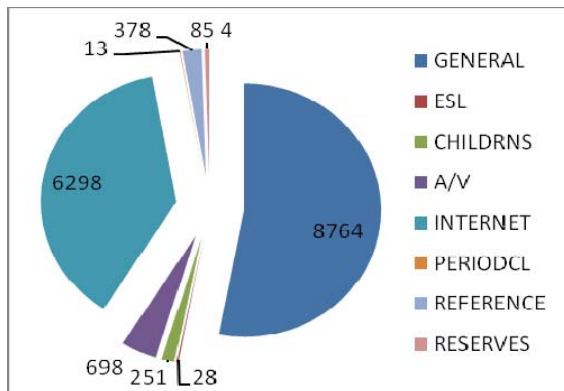
Ejournals: 162 total

- English
 - [American Literature \(71\)](#)
 - [English Language \(18\)](#)
 - [English Literature \(73\)](#)

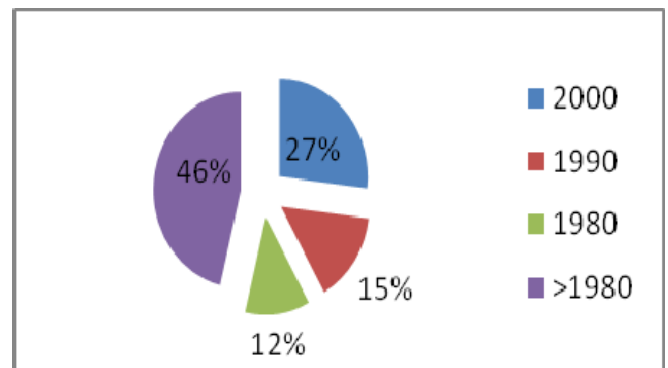
COLLECTION LOCATIONS:



COLLECTION FORMATS



AGE OF COLLECTIONS



EBSCO DATABASES:	OTHER:
Academic Search Premier	Gale Literature Resource Center
Alt HealthWatch	Gale Virtual Reference Library
Business Source Premier	LEXIS-NEXIS Academic netLibrary
CINAHL Plus	CQ Researcher
Communication & Mass Media Complete	Issues & Controversies
ERIC	SIRS Researcher
Funk & Wagnalls New World Encyclopedia	Aleks
GreenFILE	Alldata Online Automotive diagnostic and repair information. .
Health Source: Consumer ed.	Annals of American History Online
Health Source: Nursing/Academic ed.	Auto Repair Reference Center
History Reference Center	Biography Resource Center
Library, Information Science & Tehcnology Abs	Biology Journals
Literary Reference Center	Books in Print with Reviews
MAS Ultra School Edition	Chi Tester
MasterFILE Premier	CountryWatch
MEDLINE	Encyclopaedia Britannica Online
Military & Government	Eureka Online Career & college search
Newspaper Source	Issues & Controversies - American History
Primary (K-6)	Learning Express Test Prep for ASE (Automotive), Cosmetology, & Nursing
Professional Development	Los Angeles Times Current: 1985-present Historical: 1881-1985
PsycARTICLES	Oxford English Dictionary
Psychology & Behavioral Science	Proquest Newspapers
Regional Business News	Salem Health & Salem Cancer
Religion & Philosophy	Magill's Medical Guide online.
Vocational & Career	Salem History
	Science (AAAS)
	Twayne's Author Series
	Vocational Biographies
	Webster's 3rd New International Dictionary, Unabr.

Call Numbers relevant to English:

800 Literature and rhetoric	815 American speeches in English
801 Philosophy and theory	816 American letters in English
802 Miscellany	817 American humor and satire in English
803 Dictionaries and encyclopedias	818 American miscellaneous writings
804 [unassigned]	819 (optional number)
805 Serial publications	820 English and Old English literatures
806 Organizations and management	821 English poetry
807 Education, research, related topics	822 English drama
808 Rhetoric and collections of literature	823 English fiction
809 History, description, criticism	824 English essays
810 American literature in English	825 English speeches
811 American poetry in English	826 English letters
812 American drama in English	827 English humor and satire
813 American fiction in English	828 English miscellaneous writings
814 American essays in English	829 Old English (Anglo-Saxon)

Subject Headings relevant to English:

Search for Authors as Subjects	--[title of work]
--Bibliography	--Criticism And Interpretation
--Political And Social Views	Browse by Subject
Sample Subject Headings:	* names of individual countries e.g Ghana, Congo, South Africa
<i>regional subdivisions</i>	Africa Central
<i>subject subdivisions</i>	In Literature
Literature And Society	African Fiction
African Literature	Authors, African
Interviewing	Interviews

22. Attachment F: Articulation Status

23. Attachment G: Academic Senate Checklist

24. Attachment H: Curriculum Checklist

25. Attachment I: Performance Indicators.

Key Performance Indicator	FA 02	FA 03	FA 04	FA 05	FA 06	FA 07
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	25	13	16	15	15	19
Classes Offered (total # of sections)	126	107	107	112	120	130
Morning (Prior to 11:59AM)	41	38	37	41	48	57
Afternoon (12:00 to 4:29PM)	47	39	42	42	45	37
Evening (4:30PM or Later)	20	24	24	24	23	31
Arranged Hour	14	5	4	5	4	5
Weekend	4	1				
Short term	88	30	6	16	6	12
Distance Education (full term)	2	4	3	5	4	5
Distance Education (short term)	2		1			
Enrollment	3149	3155	3017	3231	3326	3383
Weekly Student Contact Hours (WSCH)	8,612.45	9,411.77	9,166.42	9,546.42	9,790.73	11,721.13
Full-Time Equivalent Students (FTES)	285.04	321.47	310.65	323.57	333.97	331.44
Program Resources						
Full-Time Equivalent Faculty (FTEF)	22.94	20.81	20.81	21.78	23.33	22.74
Credit Reimbursement Rate	\$2,850.73	\$2,790.53	\$2,922.30	\$3,259.71	\$3,476.34	\$4,367.00
Program Operation						
WSCH/FTEF	375.43	452.27	440.48	438.31	419.66	515.44
FTES/FTEF	12.43	15.45	14.93	14.86	14.32	14.58
Fill rate at Census	80.29	98.28	94.66	94.01	90.91	87.28
Program Success						
Course Success (any course, C or better or "Pass")	62.0%	61.0%	63.0%	62.0%	64.0%	65.0%
Course Retention	87.0%	89.0%	89.0%	88.0%	89.0%	93.0%

Key Performance Indicator	SP 03	SP 04	SP 05	SP 06	SP 07	SP 08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	15	14	15	16	16	19
Classes Offered (total # of sections)	114	108	106	116	119	122
Morning (Prior to 11:59AM)	41	36	40	44	54	58
Afternoon (12:00 to 4:29PM)	45	45	40	45	39	30
Evening (4:30PM or Later)	19	22	21	22	22	29
Arranged Hour	4	4	5	5	4	5
Weekend	5	1				
Short term	22	1	8	2	6	21
Distance Education (full term)	4	4	4	3	4	5
Distance Education (short term)						
Enrollment	3093	2959	2953	3187	3114	3081
Weekly Student Contact Hours (WSCH)	8,704.83	8,743.95	8,553.95	9,196.15	10,027.41	11,277.71
Full-Time Equivalent Students (FTES)	309.78	315.54	308.89	319.36	339.05	326.53
Program Resources						
Full-Time Equivalent Faculty (FTEF)	22.17	21	20.61	22.56	24.76	23.6
Credit Reimbursement Rate	\$2,850.73	\$2,790.53	\$2,922.30	\$3,259.71	\$3,476.34	\$4,367.00
Program Operation						
WSCH/FTEF	392.64	416.38	415.04	407.63	404.98	477.87
FTES/FTEF	13.97	15.03	14.99	14.16	13.69	13.84
Fill rate at Census	90	92.61	94.51	89.49	89.5	84
Program Success						
Course Success (any course, C or better or "Pass")	60.0%	59.0%	59.0%	59.0%	63.0%	64.0%
Course Retention	85.0%	85.0%	87.0%	86.0%	88.0%	92.0%

Key Performance Indicator	SU 02	SU 03	SU 04	SU 05	SU 06	SU 07
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	5	2	5	5	6	8
Classes Offered (total # of sections)	27	4	28	31	38	35
Morning (Prior to 11:59AM)	11	1	9	14	19	19
Afternoon (12:00 to 4:29PM)			6	6	8	4
Evening (4:30PM or Later)	11	1	8	6	6	6
Arranged Hour	5	2	5	5	5	6
Weekend						
Short term	25		1	1		4
Distance Education (full term)		2	5	5	5	3
Distance Education (short term)	4					3
Enrollment	638	222	792	731	808	651
Weekly Student Contact Hours (WSCH)	6,070.98	1,913.49	7,302.40	6,588.75	7,788.71	7,868.62
Full-Time Equivalent Students (FTES)	64.7	21.78	79.7	71.15	77.54	74.94
Program Resources						
Full-Time Equivalent Faculty (FTEF)	5.25	0.78	5.44	6.03	7.39	6.84
Credit Reimbursement Rate	\$2,850.73	\$2,790.53	\$2,922.30	\$3,259.71	\$3,476.34	\$4,367.00
Program Operation						
WSCH/FTEF	1,156.38	2,453.19	1,342.35	1,092.66	1,053.95	1,150.38
FTES/FTEF	12.32	27.92	14.65	11.80	10.49	10.96
Fill rate at Census	77.76	80.73	86.57	71.61	63.51	75.44
Program Success						
Course Success (any course, C or better or "Pass")	63.0%	60.0%	70.0%	71.0%	70.0%	72.0%
Course Retention	89.0%	87.0%	92.0%	90.0%	93.0%	89.0%

Key Performance Indicator						WN 08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)						7
Classes Offered (total # of sections)						23
Morning (Prior to 11:59AM)						12
Afternoon (12:00 to 4:29PM)						4
Evening (4:30PM or Later)						4
Arranged Hour						3
Weekend						
Short term						1
Distance Education (full term)						3
Distance Education (short term)						
Enrollment						518
Weekly Student Contact Hours (WSCH)						6,230.40
Full-Time Equivalent Students (FTES)						59.34
Program Resources						
Full-Time Equivalent Faculty (FTEF)						4.74
Credit Reimbursement Rate						\$4,367.00
Program Operation						
WSCH/FTEF						1,314.43
FTES/FTEF						12.52
Fill rate at Census						90.56
Program Success						
Course Success (any course, C or better or "Pass")						83.0%
Course Retention						95.0%

Key Performance Indicator	2002-03		2003-04		2004-05		2005-06		2006-07		2007-08	
	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
Student Demographic Data												
	#	%	#	%	#	%	#	%	#	%	#	%
Gender												
Female	3178	59%	2975	57%	2998	57%	2998	56%	3054	55%	3367	55%
Male	2197	41%	2223	43%	2223	43%	2385	44%	2512	45%	2750	45%
Missing	1	0%			1	0%					42	1%
Total	5376	100%	5198	100%	5222	100%	5383	100%	5566	100%	6159	100%
Age												
19 or younger	2225	41%	2214	43%	2367	45%	2602	48%	2661	48%	2984	48%
20-24	1869	35%	1893	36%	1819	35%	1863	35%	1966	35%	2146	35%
25-29	511	10%	439	8%	454	9%	413	8%	409	7%	449	7%
30-34	261	5%	208	4%	192	4%	145	3%	154	3%	213	3%
35-39	192	4%	159	3%	150	3%	139	3%	138	2%	131	2%
40-49	233	4%	213	4%	164	3%	160	3%	173	3%	171	3%
50 and above	84	2%	70	1%	74	1%	60	1%	62	1%	64	1%
Missing	1	0%	2	0%	2	0%	1	0%	3	0%	1	0%
Total	5376	100%	5198	100%	5222	100%	5383	100%	5566	100%	6159	100%
Ethnicity												
Asian	590	11%	570	11%	611	12%	627	12%	566	10%	588	10%
African American	321	6%	320	6%	293	6%	310	6%	325	6%	348	6%
Hispanic	2350	44%	2241	43%	2252	43%	2403	45%	2627	47%	2935	48%
Native American / Alaskan Native	42	1%	42	1%	30	1%	33	1%	42	1%	46	1%
Other	89	2%	78	2%	112	2%	136	3%	123	2%	135	2%
Caucasian	1755	33%	1702	33%	1683	32%	1643	31%	1627	29%	1620	26%
Decline to State	201	4%	205	4%	218	4%	198	4%	234	4%	168	3%
Missing	28	1%	40	1%	23	0%	33	1%	22	0%	319	5%
Total	5376	100%	5198	100%	5222	100%	5383	100%	5566	100%	6159	100%
Educational Goal												
Degree/Cert/Transfer	4933	92%	4796	92%	4853	93%	4992	93%	5177	93%	2078	34%
Career/Ed Development	115	2%	108	2%	76	1%	67	1%	72	1%	180	3%
Improve Basic Skills											24	0%
Undecided											296	5%
Unknown	328	6%	294	6%	293	6%	324	6%	317	6%	3581	58%
Total	5376	100%	5198	100%	5222	100%	5383	100%	5566	100%	6159	100%

Key Performance Indicator	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Resources						
Revenue: FTES* Reimbursement Rate	1,880,113.4	1,838,373.3	2,043,389.1	2,327,693.7	2,609,201.8	3,459,755.8
Total District Adopted Program Budget	n/a	1,521,300	1,443,635	1,397,681	1,682,947	1,743,561
Support Personnel (wage without benefit, 2200 and 2400 in budget)	n/a	1,364	1,117	0	0	600
Supplies (4300 in budget)	n/a	1,781	1,550	2,766	2,029	2,398
Cost	n/a	1,536,014	1,483,485	1,522,014	1,609,888	1,708,817
Total FTES for the year	659.52	658.79	699.24	714.08	750.56	792.25
Cost per FTES	n/a	2,331.57	2,121.57	2,131.43	2,144.92	2,156.92
Program Success						
Degrees Awarded						
Certificates Awarded						
Skill Awards						
Licenses (reported by department)						
Career Technical Education Programs						
VTEA Grant						
Industry Contributions to Program Resources						
Available Jobs						
Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						

**English
Department FY 2003/4**

FTEs and Revenue by Term

Term	Units	Enroll	WSCH	FTE	Revenue
Fall	330	3200	168000	320	\$912,000
Semester	324	3045	159862.5	304.5	\$867,825
Session CHS	6	60	3150	6	\$17,100
Session DE	15	150	7875	15	\$42,750
Session Long I	15	150	7875	15	\$42,750
Session Long II	12	120	6300	12	\$34,200
Session Short II	15	150	7875	15	\$42,750
Session Short I	21	260	13650	26	\$74,100
Winter DE	3	29	1522.5	2.9	\$8,265
TOTAL	741	7164	376110	716	\$2,041,740
TOTAL Budgeted Expense					\$1,521,300
Variance					\$520,440

Count of Sections and Average Enrollment

Schedule	Sections	Average Enroll	Total Enrolled
Summer	28	31.79	890
Fall	111	29.09	3229
Spring	108	28.19	3045
TOTAL	247	89.07	7164

Semester	Course	Count of Sections
Fall	ENGL 252	1
Fall	ENGL 40	15
Fall	ENGL 293	1
Fall	ENGL 103	16
Fall	ENGL 210	1
Fall	ENGL 291	1
Fall	ENGL 100	19
Fall	ENGL 251	2
Fall	ENGL 261	1
Fall	ENGL 101	1
Fall	ENGL 296	1
Fall	ENGL 294	1
Fall	ENGL 271	1
Fall	ENGL 101	43
Fall	ENGL 298	2
Fall	ENGL 102	3
Fall	ENGL 104	2
Spring	ENGL 293	2
Spring	ENGL 101	40
Spring	ENGL 103	20
Spring	ENGL 210	1
Spring	ENGL 262	1

Spring	ENGL 103	1
Spring	ENGL 100	20
Spring	ENGL 291	1
Spring	ENGL 40	13
Spring	ENGL 298	2
Spring	ENGL 252	1
Spring	ENGL 104	2
Spring	ENGL 296	1
Spring	ENGL 272	1
Spring	ENGL 102	2
Summer	ENGL 103	6
Summer	ENGL 100	6
Summer	ENGL 40	5
Summer	ENGL 298	1
Summer	ENGL 101	10

English Department FY 2003/4

Total Hours by Faculty Status

Schedule	FT Total Hrs	OL Hrs	Adjunct Total Hrs	Total Adjunct OL Hrs	Total Hrs	FT %	OL%	Adj %
Spring	207	24	117	141	351	59%	7%	33%
Fall	210	27	111	138	423	50%	6%	26%
Summer	45	0	36	36	84	54%	0%	43%

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Student Health Center Program Review	Information	X
		Enclosure(s)	X

BACKGROUND

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

The Student Health Center program review document follows the newly adopted outline for non-instructional program review and was approved by the Student Services Committee on May 27, 2010, and the Steering Committee on June 7, 2010.

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

RECOMMENDATION

Information only; no action required.

Jeanne Hamilton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.3.

Student Health Center



Non-Instructional Program Review

Spring 2010



Student Health Center Non-Instructional Program Review

Spring 2010

Prepared by

Shauna Bigby, College Nurse
Martha McDonald, Dean of Students
Laura Shurtleff, Secretary

Student Health Center Review Committee Members

Shauna Bigby, RN, MSN, FNP-BC
Laura Shurtleff
Susan Thorpe, RN
Ann Walker, MD
Grant Peek, MD
Monica Christianson, MFT

College Nurse
Secretary
Registered Nurse
Physician
Physician
Mental Health Consultant

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NON-INSTRUCTIONAL PROGRAM REVIEW STUDENT HEALTH CENTER

The final summary of the program review process for the Student Health 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.

Shauna Bigby, College Nurse

date

Martha McDonald, Dean of Students

date

Dr. Jeanne Hamilton, Vice President of Student Services

date

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

Student Health Center Non-Instructional Program Review

I. INTRODUCTION

The Student Health Center is institutionally owned and funded solely by the student health fee collected from each student at the time of enrollment each semester. Due to the means of funding, the health center services are primarily for students only. The Student Health Center is located at the north east area of the campus in Hayden Hall. The health center operates five days a week with hours of service extended to accommodate evening students once a week. The health center is closed on weekends, school holidays, non-instructional days and on Fridays during the summer.

The Student Health Center provides ambulatory care services including pap smears, laboratory services, immunization clinics, sexually transmitted infection testing, physical exams, mental health counseling, as well as prescription and over the counter medications. The Student Health Center does not offer treatment for chronic disease processes such as asthma, hypertension, or diabetes. An extensive list of referrals is available for those students whose illness prohibits treatment based on student health center protocols. Students are seen on a walk in and appointment basis. Appointments are necessary for physical exams, physician appointments and the Women's Health Clinic.

The mission of Citrus College is "to deliver high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society. Citrus College is 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."

The Student Health Center has a direct correlation with the mission of the college by providing access to health services, which promotes physical, mental and social well-being of the students to achieve their academic success through their overall health. The objective of Citrus College is to provide a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and cultural development.

A. Departmental Objectives

1. In order to increase student retention and success, continue to provide services enhancing wellness, evaluation and treatment and / or referral for care of illnesses and injuries.
2. Promote the development of skills needed as students leave college to make optimum health care decisions and utilize health care system resources.

B. Number of Staff and Type

- College Nurse, Faculty (10 months)
- Secretary (100%)
- One Adjunct Faculty Nurse Practitioner (part-time on call)
- One Consultant Nurse Practitioner (on call)
- Two Classified Registered Nurses (part-time on call)
- One Faculty Mental Health Counselor (50%)
- Two Consultant Mental Health Counselors (on call)
- Two Consultant Physicians (on call)
- One Student Worker (FWS)

C. Staff Preparation and Training

Under the supervision of the Dean of Students and the Vice-President of Student Services minimum qualifications of the College Nurse include possession of a valid, current California license as a registered nurse, Masters Degree in Nursing and a California Public Health Certificate, or a Bachelors Degree in Nursing , a California Public Health Certificate and a Masters, Degree in Health Education, Sociology, Psychology, Counseling, Health Care Administration, Public or Community Health or a California Community College LIFE credential in Nursing. The current College Nurse exceeds the minimum qualifications for this position. She is a board certified family nurse practitioner and holds additional credentials as a nursing educator cleared by the Board of Registered Nursing to teach geriatrics, advanced medical surgical nursing, maternal health and pediatric nursing courses.

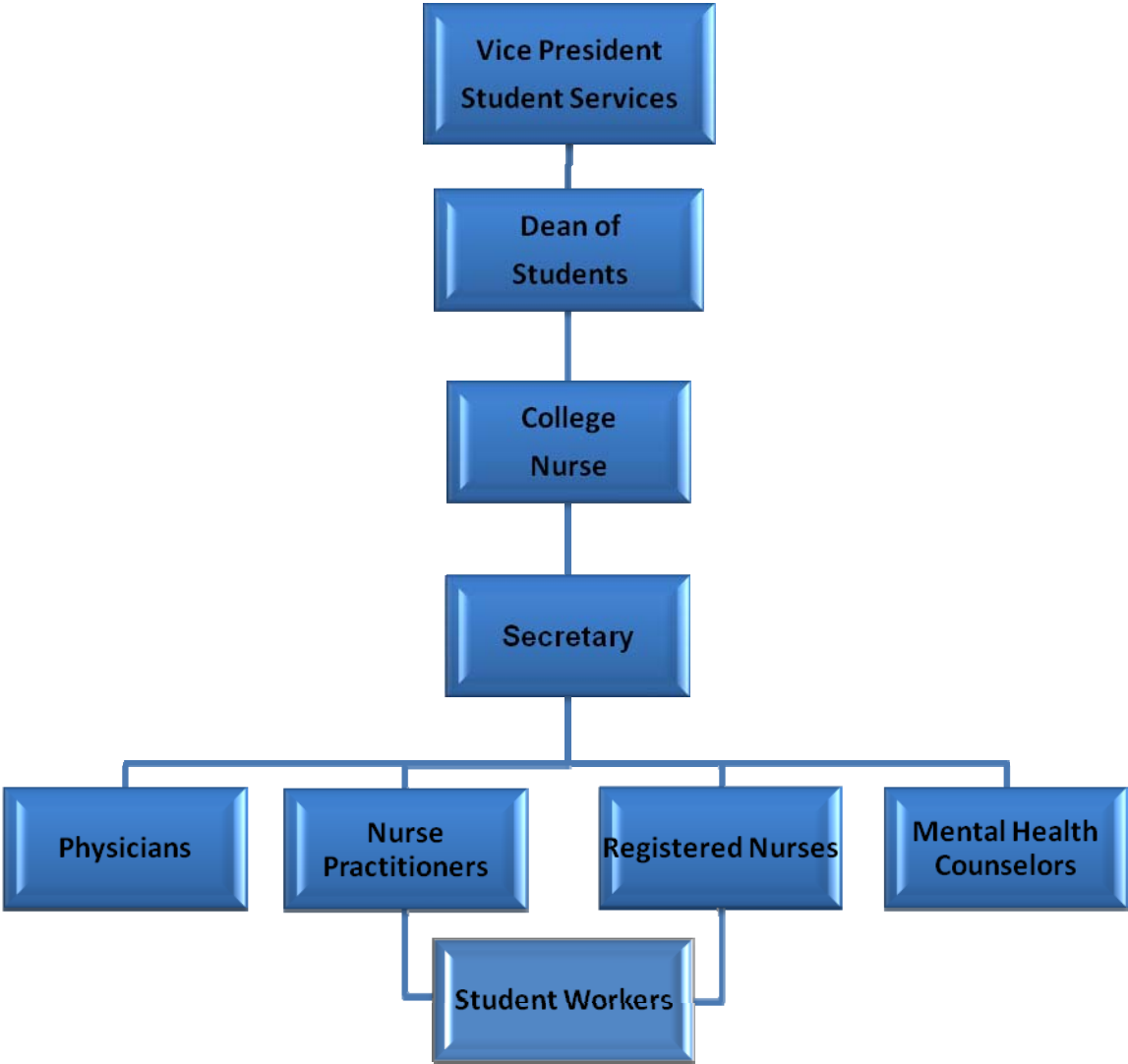
Registered Nurse, mental health and physician licensing boards require that each of the disciplines listed participate in a minimum number of continuing education hours for licensing renewals. Health Center Staff are members of the Health Services Association of California Community Colleges (HSACCC) and American College Health Association (ACHA), which provides continual college health educational opportunities. Because college health care providers focus on such a unique population, attendance at annual and regional meetings specific to college health such as of HSACCC and ACHA are crucial to continued program development and to the provision of best health care practices. The College Nurse provides continuous updates on protocols and procedures to provide quality care to students.

D. Diversity

Data Provided by the Office of Institutional Research

Ethnicity	Student Utilization of Health Services (2008-2009)	General Campus Population (Fall 2008)
African-American Non-Hispanic	17%	5%
American Indian/Alaskan Native	0%	0.7%
Asian	8%	6%
Filipino	0%	3%
Hispanic	17%	40%
Other Non-White	0%	2%
Pacific Islander	0%	0%
Unknown	0%	17%
White Non-Hispanic	58%	28%

E. Organizational Chart



F. Number of Students Served Annually

The average number of students served on an annual basis by the Student Health Center staff is roughly 6750 students. This figure is based on the total number of daily student contacts, classroom presentation, specialty clinics and events.

Semester	2005-06	2006-07	2007-08	2008-09
Fall	2426	2609	2823	3249
Winter	N/A	N/A	N/A	418
Spring	2481	2635	2680	2745
Summer	421	465	513	538

* Top five services performed during the 2008-2009 academic calendar.
(utilization rates have approximated)

1. 971 Head, Ears, Eyes ,Nose and Throat (HEENT) and Cardiopulmonary
2. 674 Genitourinary/Gynecology
3. 372 Dermatology
4. 352 Gastrointestinal
5. 292 Musculoskeletal

G. Facilities/Location

The Student Health Center is located in Hayden Hall on the north east area of campus. The Student Health Center will relocate in spring 2011 to the new Students Service Building which will be located on west side of campus.

H. Progress on Prior Program Review Recommendations

- 1. The committee recommends immunization clinics to administer Tetanus and Measles, Mumps and Rubella boosters.**

It is the current practice of the health center to perform most immunizations on a walk in basis. The need is being adequately met this way.

- 2. The committee recommends that the program offer staff development opportunities.**

In compliance with this recommendation the health center offers staff and employees continuing education opportunities from both internal and external sources. Internal sources include areas such as updates on immunization standards and pap smear screening protocols. External sources include areas such as licensing board approved programs and/or conferences that offer continuing education credits for general health and wellness and college health topics. These forums include but are not limited to medical continuing education seminars such as Pri-med, American College Health Association, and Health Associations of California Community Colleges.

- 3. The committee recommends that the program incorporate student surveys and service evaluations as a means to measure services.**

As of the 2006-2007 academic year student surveys and service evaluations are performed annually. Results of these evaluations are used for program analysis, improvement, and SLO development.

Included copy of Surveys and Evaluations (see Appendix)

- 4. The committee recommends that the health center have a minimum of one staff meeting per semester.**

Due to the number of part-time and on call staff a monthly communication letter is the current means of communicating and updating staff on current practices. Future plans include closing the health center for the implementation of a one hour bi-monthly meeting.

- 5. The committee recommends that all staff should be trained on computer usage for on-going information and training related to operation of the health center.**

Currently all staff are proficient in the use of the college computer system, fax, and internet. Wingspan training for enrollment verification has also been provided for key members of the health center staff.

- 6. The committee recommends an increase in the number of part-time on call nurse practitioners and mental health counseling.**

The number of nurse practitioners has increased from one to three providing an additional fifteen hours of provider time. The number of mental health counseling hours has increased significantly. The health center has one part-time mental health faculty and two mental health consultants, totaling approximately 20 hours per week of mental health counseling.

II. INTEGRATION AND COORDINATION WITH OTHER PROGRAMS

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

The College Nurse is an active participant in the Annual Student Service Planning meeting, Physical Resource Committee, Student Services Committee, and Student Conduct Committee and attends monthly Student Affairs Supervisors meetings all of which serve to enhance services available to students.

B. How does the program work with research and TeC Services?

The Student Health Center relies on TeC Services to provide e-mail, telephone and computer equipment support, including Wingspan.

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

The Student Health Center is integrated with student equity by providing culturally sensitive care. The Student Health Center program is integrated with strategic planning through the continued involvement in student learning outcomes, student surveys, and annual Student Service Planning meetings.

- **Student Success** – The Student Health Center contributes to student success by providing culturally sensitive care and online access to services offered, Student Health Center Newsletter, Community Resources and Self Care Instructions.
- **Student Learning Outcomes** – The Student Health Center has completed two cycles of SLOs during the 2007- 2008 and 2008 - 2009 academic years.
- **Fiscal Transparency-** Fiscal transparency is accomplished through the published annual budget
- **Communication** - The Student Health Center provides communication through the college website, campus outreach, Student Health Center brochure, classroom presentations, Weekly Bulletin, flyers, communication board and the college catalog.

III. PROGRAM SELF-EVALUATION

Self-evaluation is based on the WASC Accreditation Standard 11B-Student Support Services *“The institution recruits and admits diverse students who are able to benefit from its programs, consistent with its mission. Student support services address the identified needs of students and enhance a supportive learning environment. The entire student pathway through the institutional experience is characterized by a concern for student access, progress, learning, and success. The institution systematically assesses student support services using student learning outcomes, faculty and staff input, and other appropriate measures in order to improve the effectiveness of these services”.*

A. MIS Data Reporting

The Student Health Center is self-funded, therefore is not required to provide MIS data. The Student Health Center is required to report communicable diseases to the Los Angeles Department of Public Health. This procedure is mandated by the State of California, further reporting or processing of records are not continued or retained by the Student Health Center.

B. Access

1. How accessible is the program?

The Student Health Center is available to all eligible and currently enrolled students. Student Health Center information is available on the college website, college catalog, handouts and Student Health Center brochure.

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

When comparing the demographic data of the college to the Student Health Center, evidence indicates that there are similarities between the institution and the health center. We serve a higher number of Hispanic students as compared to other ethnic groups and we serve a higher number of female students as compared to male students.

B1a. Table 1.

Fall 2008 Data Comparisons from College to the Student Health Center:

	College	Student Health Center
Gender		
Female	55.8 %	61.0 %
Male	42.0 %	36.5 %
Unknown	2.2 %	2.5 %
Ethnicity		
Am. Indian or Alaskan Native	0.7 %	0.8 %
Asian or Pacific Islander	9.5 %	11.2 %
Black Non-Hispanic	4.9 %	5.3 %
Hispanic	37.1 %	36.8 %
Other	7.8 %	6.2 %
White Non-Hispanic	31.0 %	33.5 %
Unknown	8.9 %	6.2 %
Age		
Less than 17	0.4 %	0.3 %
18-24	55.9 %	56.7 %
25-49	29.0 %	38.1 %
Over 50	14.7 %	4.9 %
Unknown	0.03 %	0
Disability		
Yes	3.4 %	9.8 %
No	96.6 %	90.2 %
Total	18,363	6750

Data provided by the Office of Institutional Research

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

The Student Health Center is free of charge for students to see the registered nurse, nurse practitioner, physician and /or for counseling services. Laboratory tests, medications, immunizations and procedures require a nominal fee. For services that cannot be provided by the Student Health Center an extensive list of community referrals is available, many of which are free of charge. It is the ideal program for low socio-economic students who are traditionally under prepared and under-represented students.

C. Success

1. How well does this program help students complete their educational goals?

The Student Health Center supports students on their journey to attaining their educational goals by providing access to health services, which promotes physical, mental and social well-being of the students to realize their academic success through their overall health.

D. Student Learning Outcomes

1. Describe your process in the development and implementation of Program Student Learning Outcome (SLO)?

The Student Health Center has completed two cycles of SLOs. In 2007- 2008, SLOs focused on psychological service effectiveness. The College Nurse attended meetings and workshops held by campus committees to develop SLOs, as well as discussions held within the Student Health Center with staff members. Meetings with the Vice President of Student Services and Dean of Students were also held to develop and refine SLOs.

Outreach campaigns, student surveys, and statistical data were used to achieve the SLOs. Students were asked to complete a three item questionnaire at the conclusion of their counseling session. This three item questionnaire was designed to assess perceived effectiveness of their sessions. In 2008-2009, SLOs focused on outreach efforts to promote vaccine preventable disease. Effectiveness was measured by tallying the numbers of vaccines administered to students requesting vaccines from our student intake sheet.

2. Included copy of SLO (see Appendix C)

E. Compliance

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

According to Title 5 colleges that offered student health services in 1986 are mandated to maintain the same level of care regardless of costs. The Citrus College Student Health Center has not only maintained status quo, but has in fact expanded the types of services offered.

The Student Health Center must adhere to federal and state regulated programs including the Occupational Safety and Health Act (OSHA) an infection control regulatory program and Clinical Laboratory Improvement Amendments (CLIA). CLIA is a quality improvement program that governs quality standards for all laboratory testing to ensure the accuracy, reliability and timeliness of patient test results.

Due to patient confidentiality laws the Student Health Center must also comply with the Family Educational Rights and Privacy Act (FERPA), The Americans with Disabilities Act and the Health Insurance Portability and Accountability Act, (HIPPA) a patient privacy act. In addition to complying with federal regulations the Student Health Center must comply with mandatory communicable disease reporting issued by the Los Angeles County Department of Public Health, mandated by the State of California. Reportable diseases include but are not limited to syphilis, chlamydia, gonorrhea, whooping cough and tuberculosis.

F. Student Eligibility

1. Describe eligibility requirements for participation in your program.

All students who pay the health fee and are currently enrolled are eligible to receive services from the Student Health Center. Students under the age of 18 are required to have parental or guardian consent for treatment. Pursuant to Education Code 76355 students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization are exempt from the required health fee.

G. Program Services

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

The goal of the Student Health Center is to provide high-quality ambulatory care, mental health counseling, comprehensive disease prevention and healthcare education to Citrus College students.

Health Care Services for Students:

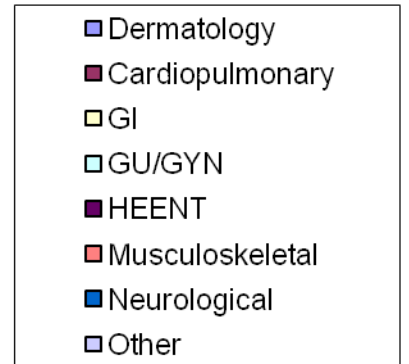
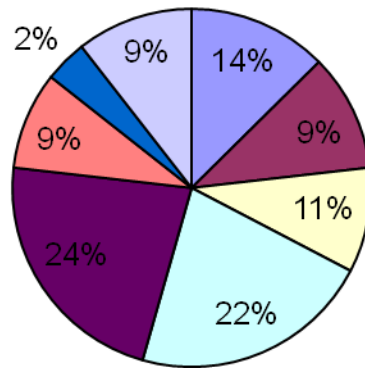
- Treatment of acute illness and ambulatory care
- Immunizations
- Tuberculin skin tests
- Over-the-counter (non-prescription medications)
- Condoms and personal hygiene items
- Blood pressure and weight checks
- Commonly used prescription medications at low cost prescribed by campus health care providers (physician and/or nurse practitioner)
- Family Planning Services/Women's Health
- Plan B – Emergency Contraception
- Hearing and vision screening
- Short term personal counseling
- STD Testing
- Off-Campus referrals as needed

Promotion of Positive Health Outcomes for Students:

- Health education materials (audio-visual, brochures, reference files)
- AIDS information, referral resources, HIV testing
- Substance abuse information and referral resources
- Eating disorders information and referral resources
- 12-step program referrals
- Accident and medical insurance information

There is no charge for the college nurse, nurse practitioner, and physician or counseling services. Some tests, medications and procedures require a minimal fee.

Classification of Visits

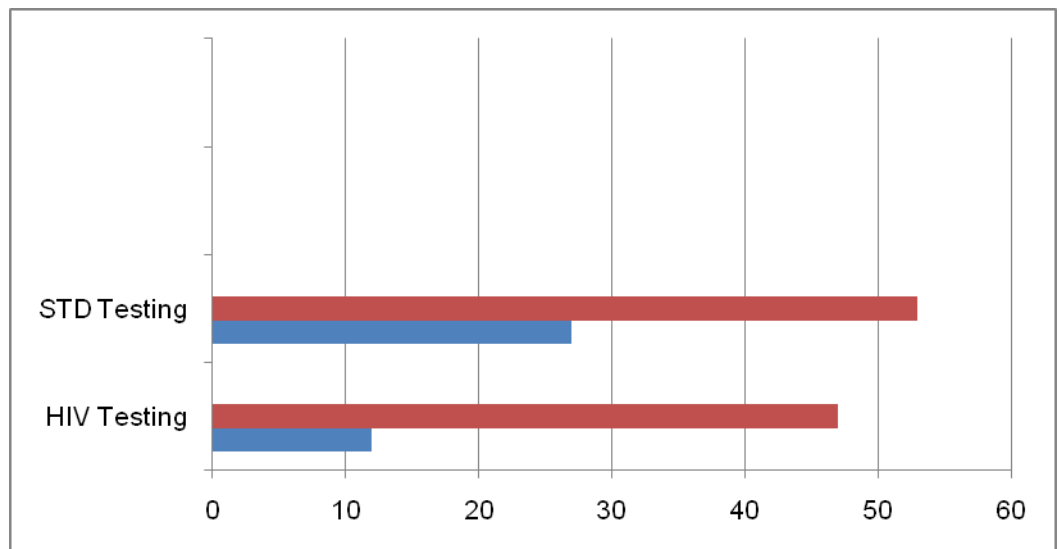


(HEENT)
(GU/GYN)
(GI)

Head, Ears, Eyes, Nose and Throat
Genitourinary/Gynecology
Gastrointestinal

Testing and Screening

2007 | 2008



An increase in the number of STD and HIV testing performed in 2008 can be attributed to a free mobile HIV testing unit stationed on campus, provided by East Valley Partners and free STD testing sponsored by the Los Angeles County Public Health.

LOS ANGELES COUNTY INFERTILITY PREVENTION PROJECT
SENTINEL SITE UPDATE - JANUARY 1 - DECEMBER 31, 2009
CITRUS COLLEGE

Characteristic	Females				Males			
	Total tested		CT Positive		Total tested		CT Positive	
	n	%	n	%	n	%	n	%
Total	100	100.0	6	6.0	62	100.0	6	9.7
Chlamydia test result								
Positive	6	6.0	-	-	6	9.7	-	-
Negative	94	94.0	-	-	56	90.3	-	-
Unsatisfactory	0	0.0	-	-	0	0.0	-	-
Gonorrhea test result								
Positive	0	0.0	0	0.0	2	3.2	1	0.0
Negative	100	100.0	6	6.0	60	96.8	5	8.3
Unsatisfactory	0	0.0	0	0.0	0	0.0	0	0.0
Not tested	0	0.0	0	0.0	0	0.0	0	0.0
Age group								
15-19	12	12.0	3	25.0	8	12.9	0	0.0
20-24	66	66.0	3	4.5	36	58.1	3	8.3
25-29	11	11.0	0	0.0	10	16.1	1	10.0
30-34	4	4.0	0	0.0	3	4.8	1	0.0
35-39	7	7.0	0	0.0	5	8.1	1	0.0
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
Race/Ethnicity (Can provide more than one answer)								
White	47	47.0	4	8.5	35	56.5	1	2.9
Black	11	11.0	1	9.1	5	8.1	1	20.0
Hispanic	56	56.0	3	5.4	34	54.8	3	8.8
Amer.Ind./ N. Alask.	1	1.0	0	0.0	4	6.5	0	0.0
Hawaiian / Pac. Islander	2	2.0	0	0.0	1	1.6	0	0.0
Asian	15	15.0	0	0.0	4	6.5	0	0.0
Other	1	1.0	0	0.0	3	4.8	2	66.7
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
Chlamydia symptoms								
Yes	43	43.0	3	7.0	12	19.4	2	16.7
No	54	54.0	3	5.6	49	79.0	3	6.1
Unknown	3	3.0	0	0.0	1	1.6	1	0.0
Specific symptoms								
Discharge	24	24.0	2	8.3	6	9.7	2	0.0
Dysuria	16	16.0	0	0.0	6	9.7	2	33.3
Pelvic Pain	8	8.0	0	0.0		N/A		N/A
Abn. Vag. Bleeding	2	2.0	0	0.0		N/A		N/A
Reason for clinic visit								
Heard about the test	49	49.0	6	12.2	33	53.2	3	9.1
To get condoms	3	3.0	0	0.0	2	3.2	0	0.0
For a physical	26	26.0	0	0.0	12	19.4	0	0.0
Other health problem	21	21.0	0	0.0	12	19.4	0	0.0
Extra Credit	0	0.0	0	0.0	2	3.2	1	0.0
Unknown	1	1.0	0	0.0	1	1.6	1	0.0
Sexual preference								
Male	93	93.0	6	6.5	4	6.5	0	0.0
Female	2	2.0	0	0.0	56	90.3	5	8.9
Both	4	4.0	0	0.0	0	0.0	0	0.0
Unknown	1	1.0	0	0.0	2	3.2	1	0.0

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

With the exception of chiropractic care at Mt. San Antonio College and a completely separate psychological services department at Pasadena City College, all colleges of the surrounding areas including Glendale Community College and Chaffey College provide similar services. It appears that Citrus College offers on average of 30% more physician and nurse practitioner hours.

H. Funding Expenditure & Accountability

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

The Student Health Center works closely with the Dean of Students to monitor expenditures and fiscal reporting.

Included copy of fiscal reporting (*see Appendix D*)

I. Environmental Impact

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

The Student Health Center participates in paper / plastic recycling and complies with the hazardous waste program through the Safety Coordinator on campus.

J. Technology needs

1. What technology needs currently exist in your program?

The Student Health Center has access to Wingspan to determine student eligibility for services and student class schedules for notification purposes. The Student Health Center also has access to Quest Laboratories for patient records and laboratory results.

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

Due to an increase in the number of students served, the health center will require a program for computerized appointments and medical charting. This will also assist in categorizing types of services utilized and distinguishing the number of walk in appointments from scheduled appointments.

IV. EFFECTIVE PRACTICES

A. Describe what is working well including awards and special recognitions.

Currently we are able to meet approximately 85% of student needs within the health center as opposed to referring them to outside agencies. Referrals are issued for those who present with the need for chronic disease management, EKG's, X- rays, and invasive procedures such as stitches. Continuing to provide low cost laboratory and prescription medication has been an essential asset to student health. Attending college health seminars, collaborating with the Los Angeles County, Department of Public Health and health center directors from the surrounding colleges has allowed us to maintain status quo as it pertains to services provided by the health center. The Student Health Center continues to accommodate students on a walk in basis although there has been a significant increase in the number of student contacts primarily due to the recession.

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

The College Nurse collaborates monthly with the College Nurse / Nurse Directors from surrounding college health centers in an effort to ensure that similar services are provided and best practices are implemented. The Student Health Center offers exemplary health education to the Citrus College community. The health center staff members also participate and collaborate in the Student Conduct Committee. This endeavor has led to a seamless line of communication regarding student conduct mental health issues. During the peak of the 2009-2010 flu season, the College Nurse collaborated weekly with the Los Angeles Department of Public Health and the Director of Communications to ensure that a proactive approach was taken to aid in the health and safety of the college students, staff and faculty with specific emphasis on H1N1. H1N1 immunizations were also available to students and staff free of charge. The College Nurse also collaborates annually with the Director of Health Sciences to facilitate the participation of nursing students in seasonal flu clinic. The health center also hosts Azusa Pacific University senior level nurse practitioner students and Cal Poly Pomona dietetic interns.

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

An anxiety support group has been implemented by our mental health staff. Additionally, mental health staff work closely with the Veteran, Boots to Books program. Mental health staff presence in the Boots to Books program has allowed our staff members to become educated on the specific needs of student veterans. A campus wide Automatic External Defibrillator Program has been successfully implemented and is monitored by the College Nurse. The health center participates in a Sexually Transmitted Infection Program and Condom Project, both of which are funded by the Los Angeles County Department of Public Health. Moreover, a campus wide distribution of the Health Center Newsletter, health and wellness information and improved web site have further enhanced our accessibility.

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

One of the ways in which students participate in improving program effectiveness is through our annual satisfaction survey. In addition, the health center staff works closely with external relations in the mass distribution of pandemic influenza planning and educating the campus community about H1N1. The College Nurse is also an active participant in the Annual Student Service Planning meeting, Physical Resource Committee, Student Services Committee, Student Conduct Committee and attends monthly Student Affairs Supervisors meetings all of which serve to enhance services available to students.

V. OPPORTUNITIES FOR IMPROVEMENT, RECOMMENDATION, AND NEEDS IDENTIFICATION

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

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

- Implementing scheduled appointments to reduce student wait time is currently being evaluated and considered.
- New Student Service Building: Upon relocation to the new Student Services Building the health center will be able to provide more efficient care with an increase in reception space, an increased number of exam rooms, a laboratory drawing station, and a multipurpose room which will be used for health education, mental health counseling and staff meetings. The new building will also allow us to better accommodate our wheelchair bound students by way of a wheel chair accessible entrance.

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

Semester	2005-06	2006-07	2007-08	2008-09
Fall	2426	2609	2823	3249
Winter	N/A	N/A	N/A	418
Spring	2481	2635	2680	2745
Summer	421	465	513	538

The institution is in the process of constructing a new Student Services Building, scheduled to be completed by spring 2011, which will house the new Student Health Center. The Vice President of Student Services is the responsible person for implementing the plans for the new building.

- Upon moving to the new building, staff reorganization should be considered due to the anticipated increase in services, programs and staffing. Departmental and future staffing recommendations to be considered include: an increase in registered nurse and nurse practitioner hours, a health educator and a part-time medical assistant.
- The need for an upgrade of the current Secretary to a Health Center Operations Coordinator is evident. Currently, the health center secretary has taken on extra duties that are imperative and aid in efficient and essential health center operations. The Secretary provides direct support to the College Nurse by organizing and coordinating complex secretarial duties including legally sensitive / time sensitive clerical duties. An increase in the number of students served, types of services offered and program expansion has required that additional responsibilities be assumed. With an increase in the number of staff to coordinate, and the increase in

the number of health center contracts and affiliates complex coordination has already occurred.

- The department needs to continue to assess and evaluate the effectiveness of the mental health program. Emphasis should be focused on the utilization of student counseling hours and types of services offered.

2. Technology needs

The Student Health Center values technology and continues to embrace technological change to improve work performance, enhance service to students, and provide solutions mandated by legislative directives.

- Due to the anticipated growth in the number of student contacts, the Student Health Center will move from a pencil and paper system to a computerized appointment management system which will also assist in data management.

VI. TECHNICAL ASSISTANCE/TRAINING NEEDS

A. Is there any training or technical assistance that you believe will improve the effectiveness of your program?

The College Nurse is currently researching electronic medical record systems. Electronic medical recording and appointment scheduling systems will improve the effectiveness and efficiency of health center operations.

VII. SUPPLEMENTAL INFORMATION

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

1. General Information



Student Health Center Mission

The mission of the Student Health Center is to provide high-quality ambulatory care, mental health counseling, comprehensive disease prevention and healthcare education to Citrus College students.

Health Care Services for Students:

- Treatment of acute illness/ ambulatory care
- Immunizations
- Tuberculin skin tests
- Over-the-counter (non-prescription medications)
- Condoms and personal hygiene items
- Blood pressure and weight checks
- Commonly used prescription medications at low cost prescribed by campus health care providers (physician and/or nurse practitioner)
- Family Planning Services/Women's Health
- Plan B – Emergency Contraception
- Hearing and vision screening
- Off-Campus referrals as needed
- Short term personal counseling
- STD Testing

Promotion of Positive Health Outcomes for Students:

- Health education materials (audio-visual, brochures, reference files)
- AIDS information, referral resources, HIV testing
- Substance abuse information and referral resources
- Eating disorders information and referral resources
- 12-step program referrals
- Accident and medical insurance information

There is no charge for the college nurse, nurse practitioner, physician, and counseling services. Some tests, medications and procedures require a minimal fee.

Hours of Service*: **Monday – Thursday 8:30 AM to 4:30 PM (Monday until 6:30 PM by appointment only)**
Friday – 8:00 AM to 12 Noon (*hours subject to change)

Hours sometimes vary for the campus health care providers. Please call the Student Health Center at 626-914-8671 for information, appointments and/or special clinic hours.

PLEASE NOTE: For safety reasons, children are NOT allowed in the Student Health Center. Thank you for your cooperation and we apologize for any inconvenience.

4/09



STUDENT HEALTH CENTER CHARGES

VACCINES

Hepatitis B (series of 3)	\$30.00 each
Hepatitis A/B (series of 3)	\$45.00 each
Tdap (Tetanus/Diphtheria/Pertussis)	\$40.00
MMR (Measles, Mumps & Rubella)	\$57.00

LAB TESTS

Chemistry Panel	\$20.00
Chemistry Panel w/ TSH	\$25.00
Chemistry Panel w/ TSH & CBC	\$25.00
Pap Smear	\$25.00
Pregnancy Test	\$5.00
STD Testing	Free
HIV Testing	Free
Hepatitis B Surface Antibody QN Titer	\$15.00
Hepatitis B Surface Antigen w/Reflex Titer	\$10.00
Rubeola (Measles) Titer	\$15.00
Mumps Titer	\$15.00
Rubella Titer	\$5.00
Varicella Titer	\$15.00
TB Test (Tuberculin)	\$10.00 (student) \$15.00 (staff)
Urine Dip Stick	\$2.00
UA w/ reflex to culture	\$15.00

PHYSICALS

RN (not including labs, TB or vaccines)	\$25.00
LVN (not including labs, TB or vaccines)	\$25.00
CNA (with TB)	\$35.00
CNA (without TB)	\$25.00
CDC (without TB)	\$10.00
CDC (with TB)	\$20.00
RDA (not including TB, labs, or vaccines)	\$25.00
EMT (not including TB, vaccines)	\$25.00

MISCELLANEOUS

Ace Bandage	\$2.00
Condoms	10¢ each
Pads/Tampons	25¢
Plan B (Emergency Contraception)	\$20.00
Birth Control Pills	\$11.00

(Prices subject to change)

MEDICATIONS

ACYCLOVIR 800 MG #35	\$10.00
ACYCLOVIR 400 MG #30	\$8.00
AMOXICILLIN 500MG #30	\$5.00
BACTRIM DS #14	\$5.00
BACTRIM DS #20	\$5.00
CEPHALEXIN 500MG #28	\$8.00
CLOTRIMAZOLE AF 1% Cream	\$5.00
CIPROFLOXIN 500 MG #6	\$5.00
CORTISPORIN OTIC	\$15.00
DOXYCYCLINE 100MG #20	\$5.00
ERY-TAB 333MG #30	\$12.00
GENTAMICIN SULFATE 5 ml Ophth. Sol.	\$5.00
LORATADINE (CLARITIN) 10 MG #30	\$5.00
METRONIDAZOLE 500 MG #14 (FLAGYL)	\$5.00
PENICILLIN VK 500MG #40	\$8.00
PERMETHRIN 5% CREAM 60 GR (ELIMITE)	\$10.00
PLAN-B (LEVONORGESTREL)	\$20.00
PRO AIR INHALER 17 GR (ALBUTEROL)	\$34.00
PYRIDIUM (PHENAZOPYRIDINE) 100MG #10	\$4.00
ROCEPHIN (CEFTRIAZONE) 250 MG #1	\$10.00
SOLIA (DESOGEN)	\$11.00
SULFACETAMIDE OPH SOL. 10%	\$5.00
TRIAMCINALONE CREAM 0.1% 15 GR	\$5.00
TRINESSA (ORTHO -TRICYCLEN)	\$11.00

STUDENT HEALTH CENTER HISTORY FORM

Student ID Number	Date of Birth	Age
Name		Male () Female
() Last	First	Middle Initial
Address		Home Phone
Street	City	Zip
Personal Physician		Phone
Name	Address	
Medical Insurance <input type="checkbox"/> No <input type="checkbox"/> Yes; Name of plan _____		
Person to be notified in case of emergency?		Phone
Name	Address	Relationship to you

Please Answer the following:

	YES	NO
1. Are you allergic to any medications, food, insect bites, or other? If "Yes", to what: _____ _____	_____	_____
2. Do you take any medication(s) regularly, prescription, non-prescription or herbal preparations? If "Yes", please list. _____	_____	_____
3. Do you drink alcohol, smoke or use drugs (street drugs ie. marijuana, meth, etc.)? If "Yes", please list: _____	_____	_____
4. Have you ever been hospitalized or had surgery? If "Yes", describe _____ _____	_____	_____
5. Do you have any other physical/mental condition (s)? If "Yes", describe. _____ _____	_____	_____
Are you registered with DSP&S? _____		

	YES	NO		YES	NO
Anemia or blood disease?.....	()	()	Kidney, urinary problems?.....	()	()
Heart, blood pressure, circulatory problems?.	()	()	Seizures, epilepsy, blackouts?.....	()	()
Lung, breathing problems, asthma?.....	()	()	Muscle, bone or joint problems?.....	()	()
Stomach, bowel or liver problems?.....	()	()	Eye (vision) or ear (hearing) problems?.....	()	()
Diabetes, thyroid disease?.....	()	()	Psychiatric, psychological problems?.....	()	()

I consent to have first aid treatment, receive medications if I need them, and be examined by the nurse, nurse practitioner or physician for diagnosis, treatment, and/or referral for care of my problems(s).

I understand that for any laboratory tests done at the Student Health Center it is my responsibility to schedule a follow up appointment with the prescribing clinician. I understand that the campus physician and/or nurse practitioner hours are limited and that in his/her absence I am advised to consult my own provider or local health department/clinic regarding any health problems.

I understand the health privacy practices of the Student Health Center and have had the opportunity to read the posted Health Insurance Portability and Accountability Act (HIPAA) information regarding my rights to privacy.

Date: _____ Signature: _____ Rev: 9/08

Citrus College Student Health Center
1000 W. Foothill Blvd., Glendora, CA 91741-1899
(626) 914-8671

Name: _____
Student ID: _____

Tdap (Tetanus, Diphtheria, Pertussis) (IM): NOT A LIVE VIRUS																						
<p>*Has had series in the past. Approximate date of last tetanus shot _____</p> <p>*No current febrile illness</p> <p>*Denies convulsions/nervous system disorders.</p> <p>*Denies severe latex allergy.</p> <p>*Denies reaction to tetanus/mercurial products.</p> <p>*Currently taking following meds:</p> <p>*Denies 1st trimester pregnancy. LMP: _____ (Check w/ MD for exceptions in treatment)</p> <p>VIS Date: 11/18/08 <i>Patient's Initials:</i> _____</p>	<p style="text-align: center;">Vaccine Booster</p> <p>Date given Lot#/Exp.</p> <p>_____ _____</p> <p>_____</p> <p style="text-align: center;">Signature</p>																					
MMR (Measles, Mumps, and Rubella) (SQ): A LIVE VIRUS																						
<p>*Denies pregnancy. LMP: _____</p> <p>*Denies plans to get pregnant within next four weeks.</p> <p>*May not be given in the buttocks.</p> <p>*PPD may be given before or on the same day, or one month after.</p> <p>VIS Date: 3/13/08 <i>Patient's Initials:</i> _____</p>	<p style="text-align: center;">Vaccine Booster</p> <p>Date given Lot#/Exp.</p> <p>_____ _____</p> <p>_____</p> <p style="text-align: center;">Signature</p>																					
HEPATITIS B VACCINE (IM): NOT A LIVE VIRUS																						
<p>*Denies hypersensitivity/allergy to yeast.</p> <p>*Use with caution in pregnancy (gestation > 12 weeks) LMP _____</p> <p>*No evidence of physical illness. <input type="checkbox"/> HCG test offered</p> <p>*Denies past/present hepatitis B infection.</p> <p>Schedule - Regular: 0, 1, 6 months or 0, 1, 4 months</p> <p><i>*May be given concurrently with other vaccines</i></p> <p>*Prolonging the interval does not require restarting series.</p> <p>VIS Date: 7/18/07 <i>Patient's Initials:</i> _____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; text-align: center;">Date Given</td> <td style="width: 25%; text-align: center;">Lot# /Exp.</td> </tr> <tr> <td>#1 _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Inj. site</td> </tr> <tr> <td>#2 _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Inj. site</td> </tr> <tr> <td>#3 _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Inj. site</td> </tr> </table>		Date Given	Lot# /Exp.	#1 _____	_____	_____	Signature	_____	Inj. site	#2 _____	_____	_____	Signature	_____	Inj. site	#3 _____	_____	_____	Signature	_____	Inj. site
	Date Given	Lot# /Exp.																				
#1 _____	_____	_____																				
Signature	_____	Inj. site																				
#2 _____	_____	_____																				
Signature	_____	Inj. site																				
#3 _____	_____	_____																				
Signature	_____	Inj. site																				
HEPATITIS A VACCINE: NOT A LIVE VIRUS																						
<p>* Denies hypersensitivity to any component of the vaccine.</p> <p>* No current febrile illness.</p> <p>* Immunocompromised clients or those receiving immunosuppressive therapy may not obtain the expected immune response from the vaccine.</p> <p>* Denies past/present hepatitis A infection.</p> <p>* Denies pregnancy or breast feeding. LMP _____ <input type="checkbox"/> HCG test offered</p> <p>Schedule – Regular: 0, 6 months</p> <p>VIS Date: 3/21/06 <i>Patient's Initials:</i> _____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%; text-align: center;">Date Given</td> <td style="width: 25%; text-align: center;">Lot#/Exp.</td> </tr> <tr> <td>#1 _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Inj. site</td> </tr> <tr> <td>#2 _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">Signature</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">Inj. site</td> </tr> </table>		Date Given	Lot#/Exp.	#1 _____	_____	_____	Signature	_____	Inj. site	#2 _____	_____	_____	Signature	_____	Inj. site						
	Date Given	Lot#/Exp.																				
#1 _____	_____	_____																				
Signature	_____	Inj. site																				
#2 _____	_____	_____																				
Signature	_____	Inj. site																				

I have been given and have read, or have had explained to me, information about the diseases and vaccine. I have had a chance to ask questions which were answered to my satisfaction. I believe I understand the benefits and risks of the vaccine and request that the vaccine be given to me. I am aware that 1-800-VACCINE is available for more information.

† Instructed to notify Student Health Center of any adverse reaction

† Immunization card given

Patient Signature: _____ Date: _____

TWINRIX (HEPATITIS A & B VACCINE) (IM): NOT A LIVE VIRUS

* Denies past/present hepatitis A or B infection.
 * Denies pregnancy or breastfeeding. LMP _____ HCG test offered
 * Denies hypersensitivity/allergy to yeast.
 * No evidence of moderate or severe physical illness.

Schedule – Regular: 0, 1, 6 months

* May be given concurrently with other vaccines.
 * Prolonging the interval does not require restarting series.

VIS Date: _____

Date Given	Lot# /Exp.
#1 _____	_____
Signature	Inj. site
#2 _____	_____
Signature	Inj. site
#3 _____	_____
Signature	Inj. site

TETANUS PROPHYLAXIS (IM): NOT A LIVE VIRUS

* Has had series in the past. Approximate date of last tetanus shot _____
 * No current febrile illness.
 * Denies convulsions/nervous system disorders.
 * Denies reaction to tetanus/mercurial products.
 * Currently taking following meds:
 * Denies 1st trimester pregnancy. LMP: _____ (Check w/ MD for exceptions in treatment)

VIS Date: 11/18/08 Patient's Initials: _____

Vaccine Booster

Date given	Lot#/Exp.
_____	_____
Signature	

2. Program Forms



STUDENT HEALTH CENTER

(626) 914-8671

The following is a list of services nursing students may obtain in the Student Health Center.

PHYSICAL EXAMINATION: \$25.00

- * Physicals are by appointment and scheduled with a physician or nurse practitioner.
- * The following prices are for Labs and Immunizations required in the nursing program that are not included in the price of the physical examination.
(*prices listed are current as of 5/09 and are subject to change):

LABS: The following lab tests *are either required* in the nursing program *or are necessary* to determine immunity:

* Hepatitis B (HepBsAg) Titer	\$10.00
* Hepatitis B (Hep BsAb) Titer	\$10.00
* Varicella (Chickenpox) Titer	\$15.00
* Rubeola (Measles) Titer	\$15.00
* Mumps Titer	\$15.00
* Rubella Titer	\$ 5.00

IMMUNIZATIONS: *It is important to find your immunization records*

* Hepatitis B (series of 3)	\$30.00 each
* MMR (Measles, Mumps & Rubella)	\$57.00
* Tdap (Tetanus, Diphtheria, Pertussis)	\$40.00

We **do not** carry the Varicella vaccine, but we can refer you to places that have the vaccine.

Tuberculin PPD (TB skin test) (TWO step testing is required) <i>If you have had a past positive PPD, you will require a chest x-ray</i>	\$10.00 each
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Outside referrals to low cost facilities are also available at the Student Health Center.

Hours of Service

Monday – Thursday 8:30AM to 4:30 PM

Friday 8:30 AM – 12:00 Noon

CITRUS COLLEGE
1000 W. Foothill Blvd.
Glendora, CA 91741-1899
NURSING PROGRAM HEALTH REQUIREMENTS

Name: _____ DOB: _____
 Date: _____

The nursing program requires the baseline communicable disease titers listed below to be performed. Applicants with non immune status will be required to obtain the appropriate vaccine(s) and a follow up titer(s).

Titer	Date Drawn	Result	Reference Range for positive (immune status)	Results of titers
Rubeola(Measles) AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Mumps AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Rubella AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Hepatitis B (HepBsAg)*				<input type="checkbox"/> Non reactive <input type="checkbox"/> Reactive
Hepatitis B (HepBsAb)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Varicella AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune

IMMUNIZATION DATES							
MMR				Hepatitis B or Twinrix			
Td (Tetanus)				Tdap (one time only)			
Varicella							

*Persons with positive HepBsAg: Provider must address whether acute hepatitis or chronic hepatitis condition.

TB skin test (2 step required):

Mantoux (PPD) Step 1: Date given: _____ initials _____ Date read: _____ mm induration _____ initials _____
 Mantoux (PPD) Step 2: Date given: _____ initials _____ Date read: _____ mm induration _____ initials _____

Referred for Chest X-Ray: Film Date _____ Impression: normal abnormal Free from communicable tuberculosis

Known Positive PPD: Date of positive reaction: _____ Date of oral assessment screening _____ cleared

PHYSICAL EXAMINATION

Date of exam: _____

WNL = Within Normal Limits

Known Allergies: _____

HEENT _____ Lungs _____ Cardiac _____ Extremities _____

Spine _____ Neuro _____

I hereby certify that I have examined the above named student and the student is in good mental and physical condition for the nursing program at Citrus College.

Comments: _____

Provider Signature _____ Print Name _____

Address _____ City _____ State _____ Zip _____

Phone _____

CITRUS COLLEGE
1000 W. Foothill Blvd.
Glendora, CA 91741-1899

NURSING PROGRAM HEALTH REQUIREMENTS

Name: _____ DOB: _____ Date: _____

The nursing program requires baseline communicable disease titers. Applicants with non immune status will be required to obtain the appropriate vaccine(s) and a follow up titer(s).

Titer	Date Drawn	Result	Reference Range for positive (immune status)	Results of titers
Rubella AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Rubeola AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Mump AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Hepatitis B (HepBsAg)*				<input type="checkbox"/> Non reactive <input type="checkbox"/> Reactive
Hepatitis B (HepBsAb)				<input type="checkbox"/> immune <input type="checkbox"/> non immune
Varicella AB (IGG)				<input type="checkbox"/> immune <input type="checkbox"/> non immune

IMMUNIZATION DATES					
MMR				Hepatitis B or Twinrix	
Td (Tetanus)				Tdap (one time only)	
Varicella					

*Persons with positive HepBsAg: Provider must address whether acute hepatitis or chronic hepatitis condition.

TB skin test (2 step required):

Mantoux (PPD) Step 1: Date given: _____ initials _____ Date read: _____ mm induration _____ initials _____

Mantoux (PPD) Step 2: Date given: _____ initials _____ Date read: _____ mm induration _____ initials _____

Referred for Chest X-Ray: Film Date _____ Impression: normal abnormal Free from communicable tuberculosis

Known Positive PPD: Date of positive reaction: _____ Date of oral assessment screening _____ cleared

PHYSICAL EXAMINATION

Date of exam: _____

Known Allergies: _____

HEENT _____ Lungs _____ Cardiac _____ Extremities _____

Spine _____ Neuro _____

I hereby certify that I have examined the above named student and the student is in good mental and physical condition to participate in the nursing program at Citrus College.

Comments: _____

Provider Signature _____ Print Name _____

Address _____ City _____ State _____ Zip _____

Phone _____

HEALTH HISTORY

(To be filled out by student)

Have you ever had any of the following conditions? Give dates with explanations.

Impairment of hearing _____	Loss of weight _____
Frequent headaches _____	Marked fatigue _____
Discharging ear _____	Spitting of blood _____
Sleeplessness _____	Shortness of breath _____
Undue worry or fear _____	Pleurisy _____
Dizziness or unconsciousness _____	Hernia _____
Epilepsy or convulsions _____	Abdominal pain _____
Persistent cough _____	Constipation _____
Rheumatism/rheumatic fever _____	Indigestion _____
Palpitation or heart disease _____	Venereal disease _____
Surgical operation _____	Nature & date _____
Severe accident _____	Nature & date _____

Tuberculosis, you or family member _____
 If so, who & when last contacted _____
 What relatives have had diabetes? _____

Check the following diseases you may have had as a child or an adult:

_____ Chickenpox	_____ Measles	_____ Diabetes
_____ Diphtheria	_____ German Measles	_____ Kidney trouble
_____ Mumps	_____ Scarlet fever	_____ Polio
_____ Pneumonia	_____ Whooping cough	_____ Osteomyelitis
_____ Influenza	_____ Typhoid fever	_____ Dysmennorrhoea
_____ Asthma	_____ Chronic amoebic or bacillary dysentery	_____ Chronic recurrent appendicitis

List any other illnesses you have had: _____

List any medication you are on: _____

Do you have any mental or physical condition that would prevent you from successful achievement in this occupational field? YES _____ NO _____

If yes, please explain:

I verify that the above information is correct and I understand that any falsification of any information may result in my being dropped from the nursing program. I also give permission for my health files to be kept in my folder in the Health Sciences Department.

 Signature

 Date

CITRUS COLLEGE
1000 W. Foothill Blvd.
Glendora, CA 91741-1899
(626) 914-8720

PHYSICIAN'S RECORD OF PRE-ENTRANCE HEALTH EXAMINATION (To be filled out and signed by physician and on permanent file at Citrus College before student will be allowed patient contact.)

NAME OF APPLICANT _____ Date of Birth _____

Weight _____ Height _____ Skin _____

Deformities _____ Posture _____ Joints _____

Back _____ Any present/previous problems _____

Speech defects _____ Nose and Sinuses _____

Ears _____ Vision _____ Mouth _____

Throat _____ Tonsils present _____ Diseased _____

Heart _____ Lungs _____ B/P _____ Pulse _____

Evidence of Tuberculosis _____ Diabetes _____

Abdomen _____ Hernia _____ Nervous System _____

Pelvic-Genitourinary _____ Endocrine System _____

TESTS:

Tuberculin: Date Administered _____ Results _____

Are the following IMMUNIZATIONS up-to-date?

Tetnus: Yes _____ No _____
Measles: Yes _____ No _____

Polio: Yes _____ No _____
Varicella: Yes _____ No _____

After this examination, do you believe that the health of this applicant is such that he/she should undertake the EMERGENCY MEDICAL TECHNICIAN I-A PROGRAM at Citrus College?

DATE _____ SIGNATURE OF PHYSICIAN _____

Name of Physician (type or print) _____

Address _____

Phone _____ STATE LICENSE NUMBER _____

HEALTH HISTORY

(To be filled out by student prior to physical examination.)

Have you ever had any of the following conditions? Give dates with explanations.

Impairment of hearing _____
Frequent headaches _____
Discharging ear _____
Sleeplessness _____
Undue worry or fear _____
Dizziness or unconsciousness _____
Epilepsy or convulsions _____
Persistent cough _____
Rheumatism/rheumatic fever _____
Palpitation or heart disease _____

Loss of weight _____
Marked fatigue _____
Spitting of blood _____
Shortness of breath _____
Pleurisy _____
Hernia _____
Abdominal pain _____
Constipation _____
Indigestion _____
Venereal disease _____

Surgical operation _____
Severe accident _____

Nature and date _____
Nature and date _____

Tuberculosis, you or family member? _____
If so, who and when last contacted? _____
What relatives have had diabetes? _____

Check the following diseases you may have had either as a child or an adult:

_____ Chickenpox
_____ Diphtheria
_____ Mumps
_____ Pneumonia
_____ Influenza
_____ Asthma

_____ Measles
_____ German Measles
_____ Scarlet Fever
_____ Whooping Cough
_____ Typhoid Fever
_____ Chronic amoebic or
Bacillary Dysentery

_____ Diabetes
_____ Kidney trouble
_____ Polio
_____ Osteomyelitis
_____ Dysmenorrhea
_____ Chronic recurrent
Appendicitis

List any other illnesses you have had: _____

List any medication you are on: _____

Do you have any mental or physical condition that would prevent you from successful achievement in this occupational field?
YES _____ NO _____

If YES, please explain:

I verify that the above information is correct and I understand that any falsification of any information may result in my being dropped from the EMT I-A Program.

Signature

Date

Citrus College

1000 W. Foothill Blvd.
Glendora, CA 91741-1899
(626-914-8727)

RDA PROGRAM

PHYSICIAN'S RECORD OF PRE-ENTRANCE HEALTH EXAMINATION
(To be filled out and signed by physician)

NAME: _____ DOB: _____ Date: _____

TESTS/IMMUNIZATIONS:

Tuberculin: Date given: _____ Date read: _____ mm induration _____ initials _____
Hepatitis B: Titer results: _____ Vaccine #1 _____ #2 _____ #3 _____

Are you current on your Tetanus? Yes _____ No _____

PHYSICAL EXAMINATION

Known Allergies:

HEENT _____ Lungs _____ Cardiac _____ Extremities _____

Spine _____ Neuro _____ Posture _____ Joints _____

I hereby certify that I have examined the above named student and the student is in good mental and physical condition for the REGISTERED DENTAL ASSISTING PROGRAM at Citrus College.

COMMENTS:

PROVIDER SIGNATURE _____

Print Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

HEALTH HISTORY

(To be filled out by student prior to physical examination)

Have you ever had any of the following conditions? Give dates with explanations.

Impairment of hearing _____	Loss of weight _____
Frequent headaches _____	Marked fatigue _____
High/Low Blood Pressure _____	Spitting of blood _____
Sleeplessness _____	Shortness of breath _____
Undue worry or fear _____	Anemia _____
Dizziness or unconsciousness _____	Hepatitis _____
Epilepsy or convulsions _____	Abdominal pain _____
Persistent cough _____	Constipation _____
Rheumatism/rheumatic fever _____	Indigestion _____
Palpitation or heart disease _____	Venereal disease _____

Surgical operation _____	Nature & date _____
Severe accident _____	Nature & date _____

Tuberculosis, you or family member _____
 If so, who & when last contacted _____
 What relatives have had diabetes? _____

Check the following diseases you may have had either as a child or an adult:

_____ Chickenpox	_____ Influenza	_____ Measles
_____ Diphtheria	_____ Asthma	_____ German Measles
_____ Mumps	_____ Scarlet fever	_____ Kidney trouble
_____ Pneumonia	_____ Diabetes	_____ Polio

List any other illnesses you have had: _____

List any medication you are on: _____

Do you have any mental or physical condition that would prevent you from successful achievement in this occupational field? YES _____ NO _____

If yes, please explain:

I verify that the above information is correct and I understand that any falsification of any information may result in my being dropped from the R.D.A. Program.

_____	_____
Signature	Date

Citrus College
100 W. Foothill Blvd.
Glendora, CA 91741-1899
(626) 914-8728

RDA PROGRAM

Dentist's Record of Pre-Entrance Dental Health Exam

It is the intention of the Citrus College Registered Dental Assisting Program that each student maintains good oral health and a disease-free dentition.

Student's Name: _____

Street Address: _____

DATE OF INITIAL EXAMINATION: _____

Type of Dental Care

- Complete prophylaxis/calculus free
- Full mouth x-rays (If radiographs can be deferred, that will allow the student to sit as a patient when enrolled in Radiology)
- Periodontal exam
- All restorative charted with next appointment scheduled (if needed)
- Recall visit scheduled: 3 months 4 months 6 months

- All dental work is completed _____ (date)

- Work in Progress
 - Restorative (filling/crown/bridge, etc.)
 - Periodontal (root planning/curettage/corrective procedure)

Next appointment _____ (date)

Comments _____

Print Name: _____ D.D.S. / D.M.D.

Signature _____

Address _____

City, State, Zip _____

Phone _____

Citrus College
RDA PROGRAM

CHANGES IN STUDENT'S HEALTH

Any changes in the student's health, including but not limited to pregnancy, allergies, and medications being taken, shall be reported to the Dental Assisting Program Director immediately, before giving or receiving any dental assisting procedures.

Failure to notify the Program Director of changes in a timely manner may result in dismissal from the program.

MEDICAL RELEASE

MEDICAL CONSENT:

In the event of any medical emergency, Student (check one and initial) does does not authorize and consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care that the District program supervisor(s) deems necessary for the safety and protection of the Participant.

Are you currently under a physician's care for any illness or injury? yes no

If yes, please explain _____

Are you currently taking any prescription drug/s? yes no

If yes, please explain _____

Person to be contacted in emergency: _____ Phone: _____

I have read this Medical Consent and understand its terms. I execute it voluntarily with full knowledge of its significance.

Signature of student
or parent / guardian(if student is a minor)

Date

Citrus College
1000 W. Foothill Blvd.
Glendora, CA 91741-1899
(626) 914-8720

PHYSICIAN'S RECORD OF PRE-ENTRANCE HEALTH EXAMINATION (To be filled out and signed by physician and on permanent file at Citrus College **BEFORE** student will be allowed patient contact).

NAME OF APPLICANT _____ Date of Birth _____

Weight _____	Height _____
Skin _____	Deformities _____
Posture _____	Joints _____
Back _____	Any present/previous problems _____
Speech Defects _____	Nose & Sinuses _____
Ears _____	Vision _____
Mouth _____	Throat _____
Tonsils present _____	Diseased _____
Heart _____	Lungs _____
B/P _____	Pulse _____
Evidence of Tuberculosis _____	Diabetes _____
Abdomen _____	Hernia _____
Nervous System _____	Pelvic-Genitourinary _____
Endocrine System _____	

THE FOLLOWING IS **REQUIRED** BY COLLEGE AND HOSPITAL INSURANCE COVERAGE:

TESTS:

Tuberculin/PPD: Date Administered _____ **Signature** _____

Date Read _____ **Results** _____ mm induration **Signature** _____

Chest X-ray Date _____ Attach Results _____

After this examination, do you believe that this student is free from any communicable disease and that the health of this applicant is such that he/she should undertake the NURSING ASSISTANT PROGRAM at Citrus College? **(Circle One)** Yes No

DATE _____ **SIGNATURE OF PHYSICIAN** _____

Name of Physician (print) _____

Address _____

Phone _____ STATE LICENSE NUMBER _____

HEALTH HISTORY

(To be filled out by student prior to physical examination)

Have you ever had any of the following conditions? Give dates with explanations.

Impairment of hearing _____	Loss of weight _____
Frequent headaches _____	Marked fatigue _____
Discharging ear _____	Spitting of blood _____
Sleeplessness _____	Shortness of breath _____
Undue worry or fear _____	Pleurisy _____
Dizziness or unconsciousness _____	Hernia _____
Epilepsy or convulsions _____	Abdominal pain _____
Persistent cough _____	Constipation _____
Rheumatism/rheumatic fever _____	Indigestion _____
Palpitation or heart disease _____	STD _____
Surgical operation _____	Nature & date _____
Severe accident _____	Nature & date _____

Tuberculosis, you or family member _____
 If so, who & when last contacted _____
 What relatives have had diabetes? _____

Check the following diseases you may have had either as a child or an adult:

_____ Chickenpox	_____ Measles
_____ Diabetes	
_____ Diphtheria	_____ German Measles
_____ Kidney trouble	
_____ Mumps	_____ Scarlet fever
_____ Polio	
_____ Pneumonia	_____ Whooping cough
_____ Osteomyelitis	
_____ Influenza	_____ Typhoid fever
_____ Dysmenorrhea	
_____ Asthma	_____ Chronic amoebic or bacillary dysentery
_____ Chronic recurrent appendicitis	

List any other illnesses you have had: _____

List any medication you are on: _____

Do you have any mental or physical condition that would prevent you from successful achievement in this occupational field?

YES ___ NO _____

If yes, please explain:

I verify that the above information is correct and I understand that any falsification of any information may result in my being dropped from the Nursing Assistant Program.

Signature

Date

3. Referrals

AMBULATORY CENTERS

ALHAMBRA HEALTH CENTER

612 W. Shorb St.
3:30 pm
Alhambra 91803
(626) 308-5369

TB Clinic: Mon. – Fri. 8:00 – 10:30 am & 12:30 –
12:30 – 3:00 pm
Chest x-rays (TB follow up with positive skin test)
Adult Walk-In Clinic: Includes STD; call for hours

AZUSA HEALTH CENTER

150 N. Azusa Ave.
Azusa 91702
(626) 334-1201

Adult Clinic: Mon., Tues. Wed. 8:00 am – 4:00 pm
Thurs. 10:00 am – 6:30 pm
Fri. 8:00 am – 4:30 pm

\$40.00 office visit. Includes lab, x-ray. Rx extra. Sliding fee available
(Serves Azusa, Irwindale, Glendora and portions of Covina (north of Arrow Hwy.) and San Dimas)

COUNTY/USC GENERAL

USC Medical Center
1200 N. State St.
Los Angeles, CA
(213) 226-2622

EL MONTE COMPREHENSIVE

10953 Ramona Blvd.
El Monte 91731
(626) 579-8463 (Information)
(626) 579-8351 (Adult Services)
(626) 579-8391 (Dental)
(626) 579-8341 (Pediatric)
(626) 579-8423 (Prenatal)

Adult Walk-In Clinic: Mon. – Fri. 7:30 am
\$35.00 office visit. Includes labs, x-rays. Rx extra. Sliding fee available

LA PUENTE HEALTH CENTER

15930 Central Ave.
La Puente 91744
(626) 968-3711

TB Clinic: 8:00 am – 12:30
Adult Clinic: By appt. only. Call for hours
(No TB or STD follow up)

MONROVIA HEALTH CENTER

330 W. Maple Ave.
Monrovia 91016
(626) 301-4003
(626) 359-0783 (fax)
(626) 301-4034 (TB nurse)

TB Clinic: Mon. – Fri. 8:00 am – 3:00 pm
Wed. 10:00 am – 5:00 pm
STD Clinic: Mon. 12:30 pm – 3:00 pm
Wed. 10:00 am – 12:30 pm & 1:30 – 4:00 pm
Thurs. 8:00 am – 10:00 am & 12:30 – 3:00 pm

(Serves Monrovia, Altadena, Duarte, Sierra Madre and portions of Pasadena and Arcadia)

ONTARIO HEALTH CENTER

1647 E. Holt Blvd.
Ontario
(909) 458-9716

TB Clinic: \$10.00
Mon, Tues, Wed, Fri 9:00 am – 11:30 am
STD Clinic: \$15.00
Fri 8:00 am – 10:45 am

PASADENA HEALTH DEPARTMENT

1845 N. Fair Oaks
Pasadena
(626) 744-6000

TB Clinic: \$8.00
STD Clinic: Tues. 5:00 pm
\$25.00 or Medi-Cal, HIV free

PICO RIVERA HEALTH CENTER

6336 S. Passons Blvd.
Pico Rivera 90661
(213) 949-6611

Adult Clinic: By appt. only
G.P. available Mon. – Fri. 9:00 am – 5:00 pm

POMONA HEALTH CENTER

750 S. Park Ave.
Pomona 91766
(909) 868-0235
(909) 868-0241

TB Clinic: Mon. – Fri. 8:00 am – 3:30 pm
Thurs. 10:00 am – 5:30 pm
(Free chest x-ray for positive Mantoux – new converters only)
STD Clinic: Tues. 12:00 pm– 2:30 pm
Thurs. 10:00 am – 12:00 pm

SAN BERNADINO CO. HEALTH DEPARTMENT

(909) 387-6280

WHITTIER HEALTH CENTER

7643 S. Painter Ave.
Whittier 90602
(562) 464-5350

TB Clinic: Mon. – Fri. 8:00 am – 11:00 am
& 12:30 pm – 4:00 pm
STD/HIV Mon. – Thurs. 12:00 pm – 3:00 pm
Thurs. 4:30 pm – 7:00 pm

Citrus College Student Health Center

Community Referrals

Los Angeles County Human Services (24/7): Information specialists who provide agencies in your area that assist you in accessing services for family problems, emergency food & shelter, health services, counseling, substance abuse, legal referrals, mental health, transportation, welfare and many more services.	Los Angeles	323-686-0950
	San Gabriel Valley	626-350-6833

Public Health Department (PHDs):	1-800-339-6993 Press "7" to learn which PHD serves you.	Huntington Memorial Hospital <u>Physician Referral line:</u>	1-800-903-9233 Computerized referral service to physicians available 24 hrs. This service can also give up-to-date information on medical or dental physicians who accept Medi-Cal.
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No/Low Cost Medical Agencies for San Gabriel Valley (Please note: Citrus College provides this list without endorsement of agencies. Costs subject to change):

CLINIC	ADDRESS	PHONE NUMBER	COSTS	OTHER SERVICES AVAILABLE
Arroyo Vista Family Health Center	6000 N. Figueroa St. Los Angeles, CA 90042	323-254-5291	As low as \$30, if eligible bring paycheck stub as proof	Physicals, optometry, and dental services by appointments.
Asian Pacific Health Care Venture	1530 Hillhurst Ave., #200 Los Angeles, CA 90027	323-644-3880	Discounted/varies Medi-Cal, Medicare, & multiple plans accepted.	Primary care, STD/HIV testing. Women's health & pediatrics. Youth clinic less than 24 years of age.
Bill Moore Community Health Clinic (URDC)	1460 N. Lake Ave., # 107 Pasadena, CA 91104	626-398-3796 (Press #3)	Physicals at low cost. Straight Medi-Cal accepted	Physicals, STD testing, and family medicine practice.
Buddhist Tzu-Chi Free Clinic Tues-Sat. 9:30-11:00 am & 1-4 pm Appointments required	1000 S. Garfield Ave. Alhambra, CA 91801	626-281-3383	Must bring financial information to qualify.	Primary care, optometry and dental services available
CHAP Clinic Mon-Fri 8-4:30 pm Sat. 9-1 urgent care only	1855 N. Fair Oaks, 2 nd Fl. Pasadena, CA 91103	626-398-6300	Medi-Cal accepted.	Physical exams, immunizations, TB skin tests, diabetes and hypertension management, and x-ray services.
Cleaver Family Wellness Clinic	4368 Santa Anita Ave. El Monte, CA 91731	626-579-0290	Medi-Cal accepted.	General medicine and family practice, physical exams, gynecological exams, nutrition/health education, and lab services.
East Valley Community Center	680 Fairplex Drive Pomona, CA 91768	909-620-8088	Medi-Cal accepted	Primary, dental and pediatric services, specialty and mental health care services. <i>Special Note: County Facility</i>
El Monte Comprehensive Clinic Walk-in only; Mon-Fri 8am-8:30pm Sat. 8am-5pm	10953 Ramona Blvd. El Monte, CA 91731	800-383-4600	\$40 per visit – No discounts Medi-Cal accepted	Urgent, primary, dental, optometry, women's health. <i>Special Note: County Facility</i>
LA County-USC Healthcare Network Call for appointment	1200 N. State St. Los Angeles, CA 90023	323-226-2622	Medi-Cal accepted	Walk-in Clinic: 7am-11pm 7 days week Emergency Room: 24/7 Multiple Specialty Clinics: M-F 8am-5pm

No/Low Cost Medical Agencies for San Gabriel Valley (continued):

CLINIC	ADDRESS	PHONE NUMBER	COSTS	OTHER SERVICES AVAILABLE
Los Angeles Free Clinic Mon-Thurs 12:30-7:30 pm Appointments require a 2 week wait	8405 Beverly Blvd or 6043 Hollywood Blvd.	323-653-1990 323-462-8632	Free lab, exams and services	Free: HIV & STD testing, PAP, Birth Control, Psychological Services, Women's wellness clinic. Pharmacy on site
Pasadena Dispensary Mon-Tues – Thurs-Fri	711 Fairmount Ave. Pasadena, CA 91105	626-397-5485	Initial visit \$40. Subsequent medical costs vary.	Multiple specialties available.
Pasadena Public Health Department	1845 N. Fair Oaks Pasadena, CA 91103	626-744-6005		Some services restricted to Pasadena residents.
Roybal Comprehensive Health Center	245 S. Fetterly Ave. Los Angeles, CA 90022	323-780-2340	Medi-Cal accepted	Primary, dental and pediatric services. Specialty and mental health care services available. <i>Special Note:</i> County Facility

Emergent Care Services:

HOSPITAL	ADDRESS	PHONE NUMBER	HOSPITAL	ADDRESS	PHONE NUMBER
East Valley Hospital	150 W. Route 66 Glendora, CA 91741	626-825-5000	LAC/USC Women's & Children's Hospital	1200 N. State St. Los Angeles, CA 90023	323-226-3468
Foothill Presbyterian Hospital	250 S. Grand Ave. Glendora, CA 91741	626-963-8411	Methodist Hospital	300 W. Huntington Dr. Arcadia, CA 91007	626-445-4441
Huntington Memorial Hospital	100 W. California Blvd. Pasadena, CA 91105	626-397-8505	Pomona Valley Hospital	1798 N. Garey Ave. Pomona, CA 91767	909-865-9500
LAC/USC Medical Center	1200 N. State St. Los Angeles, CA 90023	323-226-2622	San Gabriel Valley Medical Center	218 S. Santa Anita St. San Gabriel, CA 91776	626-289-5454

MENTAL HEALTH RESOURCES	PHONE NUMBER	ADDRESS	SERVICES AVAILABLE
Arcadia Mental Health Center (Mental health assistance for patients and families)	626-821-5858	330 E. Live Oak Ave Arcadia, CA 91006	Crisis evaluation and stabilization. Walk-in, medication, psychiatric mobile response. Intensive care management for the severely/persistently mentally ill
Aurora Charter Oak Hospital	800-654-2673	1161 E. Covina Blvd. Covina, CA 91722	Free assessments, psychiatric mobile response team for crisis evaluation and stabilization. Intensive care management for severely and persistent mentally ill on an inpatient and outpatient basis.
Los Angeles Community Counseling Center	626-932-1000	248 E. Foothill Blvd. Monrovia, CA 91016	
Center for Pacific Asian Families (Crisis counseling and supportive services)	800-339-3940		
Mental Health Referral and Crisis (Los Angeles County) Mental Health Crisis	800-854-7771 800-999-9999		
National Child Abuse Hotline (Counseling for parents, children & adults who were abused children)	800-422-4453		
Suicide Prevention Center Crisis Line	877-727-4747 310-391-1253		

DOMESTIC VIOLENCE	PHONE NUMBER
Battered Women (Counseling and shelter)	800-548-2722 (English/Spanish) 323-653-4042 (Asian/Pacific)
LACAAW (Los Angeles Commission on Assaults Against Women)	626-585-9166

Citrus College Student Health Center

Specialty Referrals

Dental Resources:

CLINIC	ADDRESS	PHONE NUMBER	SERVICES AVAILABLE
Arroyo Vista Family Health Center	6000 N. Figueroa St. Los Angeles, CA 90042	323-254-5291	Adults and children Cost: Medi-Cal, sliding scale
Community Health Alliance of Pasadena	1855 N. Fair Oaks Pasadena, CA 91103	626-398-6300	General dentistry
El Monte Comprehensive Clinic	10953 Ramona Blvd. El Monte, CA 91731	626-579-8303	General dentistry, free – must not have any insurance. Ages 5 and older
LA Free Clinic	8405 Beverly Blvd. Los Angeles, CA 90048	323-653-1990	Cleanings, fillings and extractions only: Call Tuesday at 1 pm appointments.
Pasadena City College	1570 E. Colorado Blvd. Pasadena, CA 91106	626-585-7241	Dental cleaning, exams, X-rays only. Cleaning \$10 and X-ray \$10 (Students less)
San Gabriel Valley Dental Society	312 Las Tunas San Gabriel, CA	626-285-1174	Call for dental referral services
USC School of Dentistry	925 West 34 th St. Los Angeles, CA 90089	213-740-0412 (Children) 213-740-2862 (Adults)	General and special dentistry. Cost: \$20 first visit (5-12), \$40 for adults and less than 5 yr. Medi-cal accepted; free care for HIV and children

Optometry:

CLINIC	ADDRESS	PHONE NUMBER
Arroyo Vista Family Health Center	6000 N. Figueroa St. Los Angeles, CA 90042	323-254-5291
Buddhist Tzu-Chi Free Clinic Tues.-Sat. 9:30-11 am & 1-4 pm. Appointments required	1000 S. Garfield Ave. Alhambra, CA 91801	626-281-3383
El Monte Comprehensive Clinic Walk-in only: Mon.-Fri. 8am-8:30 pm, Sat. 8am-5 pm	10953 Ramona Blvd. El Monte, CA 91731	800-383-4600
LA Free Clinic	6043 Hollywood Blvd. Los Angeles, CA	323-462-8632
Wal-Mart Vision Care Center – Covina Mon.-Fri. 9am-9pm; Sat. 9:00 am-7:00 pm; Sun. 11 am-5 pm Doctor's Hours vary. Call or stop by for appointment Eye exam \$49, frames \$18 and up, lenses \$30 and up	1275 N. Azusa Ave. Covina, CA 91722	626-331-1570
Wal-Mart Vision Care Center – Duarte Mon.-Fri 9am-9pm; Sat. 9am-7pm; Sun. 11am-6pm Doctor's Hours: Kenneth Christopher O.D. Mon.-Fri. 10am-7pm; Sat. 9am-6pm; Sun. 11am-5pm Eye exam \$45, frames \$18 and up, lenses \$30 and up	1600 E. Mountain Ave. Duarte, CA 91010	626- 359-2998
Wal-Mart Vision Care Center - Glendora	1950 Auto Center Drive Glendora, CA 91740	626-305-1121
Wal-Mart Vision Care Center – City of Industry Mon.-Fri. 9am-9pm; Sat. 9am-7pm; Sun. 11am-4pm Doctor's Hours: Dr. Holland Mon.-Fri. 10am-5:30pm; Sat. 9:30am-4:30pm Eye exam \$49, frames & 18 and up, lenses \$30 and up	17150 East Gale Ave. City of Industry, CA 91745	626-913-5055

Please note: Citrus College Student Health Center provides this list without endorsement or guarantee of any particular provider or service.

Women's Health Care (Pap Smears, STDs testing, & Contraception): * Abnormal PAP Follow-up

CLINIC	ADDRESS	PHONE NUMBER	CLINIC	ADDRESS	PHONE NUMBER
Asian Pacific Health Care Venture	1530 Hillhurst Ave. Los Angeles, CA 90027	323-644-3880	El Monte Comprehensive Clinic*	10953 Ramona Blvd. El Monte, CA 91731	626-579-8303
Bill Moore Community Health Clinic (URDC)	1460 N. Lake Ave., # 107 Pasadena, CA 91104	626-398-3796 (Press #3)	LA Free Clinic	6043 Hollywood Blvd. Los Angeles, CA	323-653-1990
Cleaver Family Wellness Clinic	4368 Santa Anita Ave. El Monte, CA 91731	626-579-0290	Pasadena Dispensary* Tuesday mornings	711 Fairmount Ave. Pasadena, CA 91105	626-397-5485

Pregnancy Options:

PRE-NATAL CLINIC	ADDRESS	PHONE NUMBER
Black Infant Health Project	1845 N. Fair Oaks, Room 120 Pasadena, CA 91103	626-744-6092 626-744-6093
El Monte Comprehensive Clinic - Pre-Natal	10953 Ramona Blvd. El Monte, CA 91731	626-579-8423
LAC/USC Medical Center Women's Hospital	1240 N. Mission Road Los Angeles, CA 90033	323-226-3166
Pasadena Public Health Pre-Natal Clinic	1845 N. Fair Oaks, 2 nd Fl. Rm 2130 Pasadena, CA 91103	626-744-6008 626-744-6125 626-304-0025

Emergency Contraception:

CLINIC	ADDRESS	PHONE NUMBER
Azusa Medical Pharmacy	507 N. Azusa Azusa, CA 91702	626-969-4202
Arrow Medical Pharmacy	453 E. Arrow Hwy, #E Azusa, CA 91702	626-339-6141
El Monte Comprehensive Clinic*	10953 Ramona Blvd. El Monte, CA 91731	626-579-8463
Planned Parenthood <u>Pasadena</u>	1045 N. Lake Ave. Pasadena, CA	626-798-0766
<u>Burbank</u>	916 W. Burbank Blvd. Burbank, CA	818-843-2009
Other resources available on the Web: www.ec.help.org or 1-888-NOT-2-LATE		

Adoption Resources:

CLINIC	ADDRESS	PHONE NUMBER
Adoption Warm Line		818-508-9276
Holy Family Services	402 N. Marengo Ave. Pasadena, CA 91101	626-432-5680
Independent Adoption Center	5777 W. Century Blvd. Suite 1240 Los Angeles, CA 90045	310-215-3180
Kinship Center LA	595 E. Colorado Blvd., Suite 810	626-744-9814
National Adoption Clearing House	330 C. Street SW Washington, DC 20447	703-352-3488 818-251-0075

Abortion Resources:

CLINIC	ADDRESS	PHONE NUMBER
Family Planning Associates	5050 San Bernardino St. Montclair, CA 91763	909-626-2463
LAC/USC Women's Hospital	1240 N. Mission Los Angeles, CA	323-226-8768
Pasadena Public Health	1845 N. Fair Oaks Pasadena, CA 91103	626-744-6008
Planned Parenthood – <u>Pasadena</u>	1045 N. Lake Ave. Pasadena, CA	626-798-0706
<u>Pomona</u>	1900 Royalty Dr., Suite 230 Pomona, CA	909-620-4268

CITRUS COLLEGE STUDENT HEALTH CENTER

DENTAL REFERRALS

L.A. COUNTY DENTAL CLINIC

EDWARD ROYBAL COMPREHENSIVE HEALTH CENTER

245 S. Fetterly, Los Angeles (East LA)
(323) 780-2260 (appointments)
Basic dental services—Mon.-Fri. 7:30 am—4:00 pm
Emergency walk-in—Mon.- Fri. 7:30 am
\$50.00 per visit—Payment plan on request

EL MONTE COMPREHENSIVE HEALTH CENTER

10953 Ramona Blvd., El Monte
(626) 579-8391
Limited services: Cleanings, fillings, simple root canals by appointment
Emergency walk-in—7:30 am or 12:30 pm only Mon.—Fri.
If low income, may qualify for free county program; otherwise \$50.00 per visit

SCHOOL USC OF DENTISTRY

925 West 34th St., Los Angeles
(213) 740-1576 or (888) 8723368
Basic dental services—Mon.—Fri. (except Tues.) 8:15 am or 1:00 pm & Tues. 1:00 pm only
No appointment 1st visit. 1st come—1st served for the first 15 patients
Initial screening \$80.00 for exam with x-rays
Emergency services available, also 1st come—1st served starting at \$62.00

UCLA SCHOOL OF DENTISTRY

Tiverton & Le Conte (310) 206-3904—New patient services
Mon.—Fri. 8:00am—4:45 pm
Initial screening \$100.00 for exam with x-rays. 1st appoint 3 hours in length
Urgent Care—(310) 206-4239 Mon.—Fri. 9:00 am—5:00 pm

LOMA LINDA UNIVERSITY DENTAL SCHOOL CLINIC

11092 Anderson St. Loma Linda, CA (909) 558-4222
New patient screening (909) 558-4675
Mon.—Thurs. 8:00 am—5:00 pm, Fri. 8:00 am—1:00 pm

L.A. COUNTY GENERAL HOSPITAL

EMERGENCY DENTAL CLINIC
1175 N. Cummings, LA (Room 2P 48) (323) 226-5013
Oral surgery only

LOS ANGELES FREE CLINIC, DENTAL SERVICES

8405 Beverly Blvd., LA (323) 653-1990

PASADENA CITY COLLEGE

Call for appointment (626) 585-7241
Cleaning services available. X-rays done with dentist's prescription.

SAN GABRIEL VALLEY DENTAL SOCIETY

(626) 285-1174 Call for additional referrals

Mental Health Resources

Arcadia Mental Health Center

330 E. Live Oak Ave
Arcadia, CA 91006
(626) 821-5858

Intensive care management for severely/persistently mentally ill only. Initial evaluation is free. LPT on staff. Walk-in 8-10am, M-F. Psychiatric mobile response.

Angeles Community Counseling Center

248 E. Foothill Blvd, 2nd floor
Monrovia, CA 91016
(626) 932-1000

Marriage and Family Counseling. Sliding scale payment with minimum of \$20.00.
Leave a message on intake phone and someone will call back. M&F Therapist on staff
Only

Aurora Charter Oak Hospital

1161 E. Covina Blvd.
Covina, CA 91722
(800) 654-2673

Acute psychiatric facility. Evaluation for treatment, then referral. Free assessments,
Psychiatric mobile response team for crisis evaluation and stabilization.

Pacific Clinics—East

(877) 722-2727

Adult medication support only and must have LA County Medical insurance.

APU Mental Health Services

(626) 815-5421
Sliding scale per income--\$30.00-\$70.00 per hour

L.A. County Mental Health (Arcadia)

(626) 821-5858
Managing chronically and severely mentally ill for those with no insurance
If unable to qualify for treatment, have referrals for help

Santa Anita Family Services

716 N. Citrus
Covina, CA
(626) 966-1755
Individual and Group Counseling
Fee based on sliding scale. No insurance

La Puente Mental Health Services

Call Center (626) 227-7018
Individual counseling for those with severe mental disabilities
If unable to provide services, have mental health referrals
MediCal and Medicare only

211 L.A. County Information Line

Resources from Housing to Mental Health

Suicide Prevention Center Crisis Line

(877) 727-4747

(310) 391-1253

California Family Counseling Services

1225 W. Huntington Dr. Suite 2

Arcadia, CA 91007

(626) 792-1184

Family and Private Counseling

Accepts insurance and also has pay by sliding scale \$25.00-\$100.00

Also has an intern program with appointments evenings and weekends

Pasadena Mental Health Center

1495 N. Lake Ave.

Pasadena, CA 91104

(626) 798-0907

General Counseling Only-no suicide or drug abuse

Graduate student interns supervised by Licensed Psychologist

Do not take insurance. Sliding scale only.



H1N1 INFLUENZA FACT SHEET

Common Flu Symptoms include sudden onset of:

- Fever > 100.4°
- Fatigue
- Headache
- Muscle aches
- Cough
- Sore throat

People with the flu usually have fevers that last for 2-5 days. Fevers caused by upper respiratory viruses usually resolve after 24-48 hours.

How to Avoid the Flu

- Wash your hands often
- Avoid close contact with people who are sick
- Avoid touching your eyes, nose and mouth
 - Get an influenza vaccination

People at High Risk

- Cancer
- HIV
- Heart or lung problems
- Pregnant women
- Infants/children
- People who have weakened immune systems or Chronic medical problems

These groups of people should avoid close contact with the sick and contact their health provider immediately if they do become sick or if they have come in close contact with someone with the flu.

How Do I Care for Someone with the Flu?

- **WASH YOUR HANDS FREQUENTLY** and Limit contact with sick people
- Do not share personal hygiene items (towels, Eating utensils, toothbrushes, etc.)
 - Provide water and other fluids
- Provide over the counter medications to reduce fever and flu symptoms

Who should stay home?

- If you are sick, practice healthy habits and stay home until 24 hours after your temperature returns to normal.

Flu Treatment

Most people with the flu recover within 1 week without treatment. However it is important to seek immediate medical attention if you have:

- Shortness of breath or difficulty breathing
- Purple or blue discoloration of the lips
- Pain or pressure in the chest or abdomen
- Signs of dehydration such as dizziness when Standing or not passing urine
- Confusion or being less responsive or incoherent
 - Seizures
- Severe vomiting or are unable to keep fluids down

Treating the symptoms can help you feel better

- Rest until your symptoms are resolved
- Fluids – drink enough so that you do not become dehydrated
- Acetaminophen (eg Tylenol) or ibuprofen to relieve fever, headaches, and muscle aches
- **DO NOT** use Aspirin because it can lead to a serious disease called Reyes syndrome

Antiviral Drugs

Most people with flu symptoms do not need antiviral medications. High risk patients should be evaluated within 24-48 hours of symptoms. Most flu illness resolves without the need to take medication.

Antibiotics

Antibiotics do not help. They should be used only if there is a bacterial complication

Where can I get more information?

Los Angeles County Department of Public Health
<http://www.publichealth.lacounty.gov>
Centers for Disease Control and Prevention (CDC)
<http://www.cdc.gov/h1n1flu/generalinfo.htm>



FREE

HIV TESTING

(Anonymous and Confidential)

Tuesdays

8:30 AM – 11:30 PM

The East Valley Community Health Center
will perform testing in the Student Health
Center

**Please call 626-914-8671 or stop in the Student Health Center
for any questions**

This services is provided in cooperation with the East Valley Community Health Center, which is the designated
alternative testing site for the East San Gabriel Valley and is sponsored by the County of L.A. Department of
Health Sciences –Aids Program Office

Date: September 2, 2009

To: Citrus College Faculty and Staff

From: Shauna Bigby RN MSN FNP-BC

Subject: H1N1 Influenza

Although the severity of flu outbreaks during the fall and winter of 2009-10 is unpredictable, more communities may be affected than were affected in spring/summer 2009, reflecting wider transmission and a greater impact.

Below is a list of recommendations that the Center for Disease Control has provided specifically for Institutions of Higher Education. These recommendations were created in efforts to prevent the spread of H1N1.

- Those with flu-like illness should stay away from classes and limit interactions with other people (called “self-isolation”), except to seek medical care, for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They should stay away from others during this time period even if they are taking antiviral drugs for treatment of the flu. (For more information, visit <http://www.cdc.gov/h1n1flu/guidance/exclusion.htm>.)
- Expect that a student demonstrating flu like symptoms will be absent for at least 7 to 10 days after the onset of their symptoms.
- Review and revise, as needed, policies, such as student absenteeism policies that make it difficult for students, to stay home when they are ill or to care for an ill family member.
- Do not require a doctor’s note to confirm illness or recovery. Doctor’s offices may be very busy and may not be able to provide such documentation in a timely way.
- If close contact with others cannot be avoided, the ill student should be asked to wear a surgical mask during the period of contact. Close contact includes things like caring for or living with the ill person.
- Instruct students with flu-like illness to promptly seek medical attention if they have a medical condition that puts them at increased risk of severe illness from flu, are concerned about their illness, or develop severe symptoms such as increased fever, shortness of breath, chest pain or pressure, or rapid breathing.
- Plan ways to continue educating students who stay home through distance learning methods.

It is important to point out that the vast majority of people who have the flu will make a quick recovery at home. However, we should take an active role in preventing the spread of infection.

Wash Your Hands

with soap and warm water for 15-20 seconds
Protect yourself. prevent disease!



Lave sus Manos

con jabón y agua tibia por 15-20 segundos
¡Protéjase a usted mismo. Prevenga enfermedades!

Լվացե՛ք Ձեր Ձեռքերը 請洗手 손을 씻읍시다
Nhớ rửa tay ត្រូវលាងដៃរបស់អ្នក โปรดล้างมือ
Мойте руки MAGHUGAS NG KAMAY اغسل يديك
دست هایتان را بشوید

For more information, visit
www.lapublichealth.org

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Its contents are solely the responsibility of the authors and do not necessarily represent the official views of CDC.



COUNTY OF LOS ANGELES
Public Health



Health Center Anxiety Support Group

Mondays

November 9-December 7, 2009

3:30 p.m.-5:00 p.m.

Lifelong Learning Center, Rm. 101

- Learn to identify the onset of anxiety
- Develop effective coping techniques
- Learn to avoid trigger situations
- Meetings held in a safe and supportive environment

**To RSVP or for more information
call 626.852.8671**

Limited Space Available

1000 W. Foothill Blvd., Glendora, CA 91741
www.citruscollege.edu



The Student Health Center and the
Associated Students of Citrus College present:

FACT OR HYPE???

SWINE FLU!

ASK THE NURSE



**Monday, October 26
10 a.m.**

Campus Center East Wing

For more information,. Contact the Office of Student Life
(626) 914-8603, campuscenter@citruscollege.edu
or visit the Student Health Center.



VII. Appendix

A. Catalog pages pertaining to program.

Security Office

Each pay phone on campus allows you to reach the Security Office by pressing *11. Security's direct line is 626-914-8611

www.citruscollege.edu/stdntsrv/security
security@citruscollege.edu

Office Hours: Mon.-Thurs., 7 a.m.-8 p.m.
Fri., 7 a.m.-3:30 p.m.

Location: CC

- For emergency assistance press *11 from any pay phone, press 8611 from any office phone
- Vehicle jump starts
- Vehicle unlocks
- Lost and found
- Overnight parking information
- Parking citation information and appeals
- The Security Office provides a security escort on campus for any member of the college community upon request from dusk until dawn. During busy periods, callers may experience a 10-minute delay in the arrival of the officer. Security escorts are provided for safety, not convenience.

Student Health Center

626-914-8671

www.citruscollege.edu/stdntsrv/healthcncr

Office Hours: Mon.-Thurs., 8 a.m.-5 p.m.
Mon. until 6:30 p.m. by appointment

Location: HH

All currently enrolled students who pay the student health fee are eligible to receive health care services from the on-campus Student Health Center. Many of the services provided by the Citrus College Student Health Center are free of charge. Some tests, medications, and procedures require a minimal fee.

Health Care Services include:

- Treatment of acute illness/ambulatory care
- Immunizations
- Tuberculin skin tests
- Over the counter (non-prescription) medications
- Condoms and personal hygiene items
- Commonly used low costs medications (prescribed by the campus healthcare providers)
- Family planning services
- Plan B emergency contraception
- Hearing and vision screening
- Off-campus referrals as needed
- Short term personal counseling
- Laboratory testing (blood, urine and pregnancy tests)

Stuffed Owl Café

626-914-8615

www.citruscollege.edu/stdntsrv/owlcafe
stuffedowl@citruscollege.edu

Cafeteria Hours: Mon.-Thurs., 7:30 a.m.-2 p.m.

Vending Service Hours: Mon.-Thurs.,
7:30 a.m.-8:30 p.m.

Location: CC, Lower Level

Located on the lower level of the Ross L. Handy Campus Center, the Citrus College cafeteria offers a wide range of food selections and a cyber place to meet and eat. Many breakfast items are offered, standard grill items are available for lunch, plus fresh pizza, fresh salads tossed to order, deli sandwiches, taco, burrito and tostada bar, and entrees of the day. The Campus Grind offers speciality coffee and pastry service.

Food services include:

- "Home Cooked" nutritious meals
- Deli sandwiches
- Snacks and drinks
- Wireless Internet access
- Concessions
- Vending

Vending Service is available at various locations on campus.

Student Employment Services

626-914-8596

www.citruscollege.edu/stdntsrv/ses
jobplacement@citruscollege.edu

Office Hours: Mon., Wed., Thurs., 8 a.m.-5 p.m.
Tues., 8 a.m.-6:30 p.m.

Location: ED 102

Services include:

- A job board listing on-and off-campus job openings
- Resume and interview preparation assistance
- Mock interviews
- Service Learning
- Co-operative Work Experience Education
- New-hire processing of on-campus student workers

Transfer Center

626-914-8639

Fax: 626-914-8544

www.citruscollege.edu/stdntsrv/transcncr
transfercenter@citruscollege.edu

See Career/Transfer Center for more information.

Office Hours: Mon.-Thurs., 8 a.m.-6 p.m.

student's veterans status in order to assign him/her to someone experienced in helping veterans.

4. Submit the application for VA educational benefits, including member copy 4 of DD-214.
5. Reserve and National Guard personnel must submit a Notice of Basic Eligibility (VA form DD-2384), which is issued by the student's reserve or guard unit.
6. Submit all VA educational benefits paper work to the Veterans Representative, located in the Veteran's Center, ED 248, (626) 914-8516.

Additional Information Regarding VA Benefits

Applications for VA benefits will not be processed until all college transcripts have been received and the above procedures have been completed. Students receiving MGIB benefits for the first time must allow eight to 10 weeks from the processing date to receipt of the first check.

The Veterans Administration holds both the college and the recipient liable for overpayments. Overpayments commonly occur due to:

- Failure to process a Program Change Form when dropping a course. The Veterans Administration considers the recipient ineligible to receive benefits after the last date of attendance.
- Failure to report to the veterans clerk in the Veteran's Center any change in a student's number of units or change of address
- Repetition of a course in which a satisfactory grade (C or better) was received.
- If a student receives an overpayment, the Veterans Administration will

automatically stop further payment until the entire amount due has been repaid.

- Veterans will receive a letter requesting repayment if the following categories apply:
 - Enrollment in fewer than six units and receiving benefits under Chapters 30, 31, 33 or 35
 - Enrollment in fewer than three units and receiving benefits under Chapter 1606
 - Officially withdrawn from school

Hardship

In the case of hardship, a veteran may apply to the Veterans Administration to arrange for repayment of the debt with as little inconvenience as possible.

Academic Eligibility

If a VA student's cumulative grade point average remains below 2.0 for two consecutive terms, the student will not be certified for VA educational benefits until his/her academic status is restored to good standing.

Food Services

The Stuffed Owl Café, located downstairs from the Campus Center, offers a wide range of food selections. Monday through Friday, breakfast items are offered, as well as items from the grill; fresh pizza; fresh salads; deli sandwiches; a taco, burrito and tostada bar; and entrees of the day. Vending service is available at various locations on campus throughout the day and evening.

Health Center

The Student Health Center, located in Hayden Hall, supports the educational process and overall mission of Citrus College by providing quality health services and promoting positive health outcomes for the Citrus College community.

College nurses, part-time campus physicians, part-time nurse practitioners and other health care workers, staff the Student Health Center. Health services available to Citrus College students include:

- 12-step program referrals
- Accident and medical insurance information
- Acute illness/ambulatory treatment and care
- AIDS information, HIV testing and referrals
- Crisis intervention
- Commonly used prescription medications, including oral contraceptives, prescribed by the campus physician and/or nurse practitioner
- Condoms and personal hygiene items
- Eating disorders information and referrals
- Family Planning Services
- Health education (audio-visual, brochures & reference files)
- Hearing and vision screening
- Immunization (diphtheria-tetanus, flu, Hepatitis-A&B vaccine)
- Registered nurses and mental health counseling
- Off-campus referrals as needed
- Over-the-counter (non-prescription) medications available from our self help counter
- Plan B Emergency Contraception
- Substance abuse counseling, information and/or referrals
- Testing for sexually transmitted diseases (STD)
- Tuberculin skin tests

There is no charge for the college nurse, nurse practitioner or physician services; however, some tests, medications and procedures require a minimal fee. For safety reasons, children are not allowed in the Health Center.

Visit the Student Health Center or call (626) 914-8671 for information and/or appointments. Hours sometimes vary for college health nurses, nurse practitioners, physicians and other health care personnel.

International Student Center

The International Student Center directs and coordinates international student activities in compliance with federal regulations. Citrus College international students represent 45 countries, further enhancing the diversity of the campus. The interaction and networking among all students has proven to be an invaluable experience for everyone involved. The International Student Office also assists students through its orientation and support programs, ensuring students' completion of their objectives.

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

www.citruscollege.edu/international

Student Employment Services

Student Employment Services is a free job referral service for current Citrus College students and alumni. Services include:

- A job board, divided by job classification, listing a variety of jobs--full and part time, permanent and temporary, on-and off-campus.
- Resume preparation and interviewing skills guidance
- A Cooperative Work Experience Education program, which allows Citrus College students to gain one to four units of credit. Participating students must be enrolled in a class at Citrus within their major and have a job in a field that corresponds with their major.

- Service Learning, which integrates community service with class content.
- The processing of all hiring, termination, and payroll data of on-campus student workers.

Service Learning

Service Learning integrates community service with what the student is learning in the classroom. Students work with their instructor and the Service Learning Coordinator to find meaningful volunteer opportunities in the community.

Through Service Learning, the student has the opportunity to apply concepts from his or her coursework, explore possible career choices and earn valuable work experience. Additionally, the student will gain an increased awareness of community needs and work to address those needs.

Student Government and Student Affairs

ASCC

The Associated Students of Citrus College (ASCC) is recognized by the Board of Trustees as the official student government organization, and is open to all student body members. An executive board composed of 19 members conducts ASCC business; 10 are elected members and nine are appointed members.

ASCC responsibilities include administering a budget of approximately \$650,000, as well as planning and implementing many social, cultural and co-curricular programs. Most important of all, ASCC board members represent the interests of the student body on all campus-wide committees.

Student Activities and Organizations

Students are encouraged to become involved in student clubs and organizations. Club activities include business meetings, lectures, discussions, field trips, publications, exhibits and special events of interest to the general student body and to the community. To coordinate the club activities and provide more student representation in school government, the Inter-Club Council, represented by student members, holds weekly meetings.

Citrus College clubs include:

- Alpha Gamma Sigma (honor society)
- Anime Connection
- Automotive Club
- Black Student Union
- Campus Activities Board
- Campus Crusade for Christ
- Citrus Business Association
- Chess Club
- Citrus College Veterans Network
- Chicanos/Latinos for Community Medicine
- Cosmetology Club
- Dance Club
- Dental Assisting Club
- DJ Club
- Drumming Arts Society
- EOPS/CARE Club
- Esthetician Club
- Evening Cosmetology Club
- Film Club
- Gamers Unite Tomorrow Society (GUTS)
- International Friendship Club
- Latino Unidos Student Association
- Mind Poetic
- Muslim Student Association
- National Organization for Women (NOW)
- Phi Theta Kappa (PTK) Honor Society
- Philosophers' Club
- Photography Club
- Pride Alliance

B. Goals and Accomplishments

Student Health Center 2007-2008 Accomplishments

1. The Student Health Center Website is up with links to resources, services, newsletter, etc.
2. We have had an increase in utilization of the mental health service hours.
3. We have increased the number of STD testing by 20%
4. City of Hope Breast Cancer Outreach (Campus Wide) – November 2007
5. We have increased the number of Nurse Practitioner provider hours by hiring two Nurse Practitioners.
6. We have increased the number of prescriptions medications and over the counter medications offered to the students.
7. We partnered with the Nursing Department to utilize LVN students to offer faculty and staff flu shots and cholesterol and hypertension screenings.
8. We have done a considerable amount of classroom outreach to disseminate information about: hepatitis, stress, time management, diet and nutrition, health center services, nursing, sexually transmitted diseases, cultural sensitivity, and women's health.

Student Health Center 2008-2009 Accomplishments

1. The Student Health Center increased campus awareness and knowledge of student's rights as they relate to health care services. Confidentiality policies and sexual assault information have been added to our website.

(Strategic Plan Goal #1) The Board encourages the strengthening of support systems that provide students tools to succeed.

2. The Student Health Center staff attended several workshops/seminars to further enhance our knowledge about the needs of Veteran students. We also have a counselor in Counseling 160 to learn about issues specific to this group.

(Strategic Plan Goal #2) The Board supports the promotion of a diverse community of students and staff that responds to and recognized the achievements and need of all people.

Student Services Program Plans - 2008-09

Program: Student Health Center

1. Please include goals appropriate to your area from the campus strategic plan, categorical site visit, compliance requirements and recommendations, student equity plan, and Board goals. Please include only new and/or revised activities, not routine items.

GOAL	Responsible Person	Due Date
<p>The Student Health Center will:</p>		
<p>1. Increase campus awareness and knowledge of student's rights as they relate to health related issues: We will add patient's rights information, confidentiality policies, and sexual assault information to our website. (Strategic Planning Goal # 5)</p>	<p>1. Shauna Bigby and Laura Shurtleff</p>	<p>December 2008</p>
<p>2. Ensure that students become informed and active health care consumers: We will ensure that each student leaves the student health center with increased knowledge and understanding about the disease process of illness at hand. (BOT Goal # 2)</p>	<p>2. Health Center Staff</p>	<p>Implemented September 4, 2008</p>
<p>3. Provide continuing education opportunities to the staff that complement the health services provided. (BOT Goal #3)</p>	<p>3. Shauna Bigby</p>	<p>December 2008</p>
<p>4. Enhance the services offered to our Veteran Students by :</p> <ul style="list-style-type: none"> • Ensuring that the Counselors/College Nurse will attend a Post Traumatic Stress Disorder (PTSD) workshop • Implementing a PTSD screening tool • Having a presence in Counseling 160 - Monica Christianson LCSW will attend Counseling 160 (Boots to Books) to further enhance her knowledge regarding issues specific to this group. (Strategic Planning Goal #5) 	<p>4. Shauna Bigby and Monica Christianson</p>	<p>October 2008</p>

Student Services Program Plans - 2008-09

Program: Student Health Center

2. Please briefly describe the progress made on goals from 2007- 08

GOAL	Progress
<ol style="list-style-type: none">1. Increase campus awareness of the Student Health Center: We plan to utilize our website to post the Health Center News Letter, calendar events, and provide updates in services offered.2. Improve mental health services and ensure access to appropriate and quality mental health services: We plan to offer evening and group counseling sessions in addition to offering evening hours.3. Preventative Health Education: We were looking to partner with some of the community organizations to offer formal symposiums on health related topics and update our library	<ol style="list-style-type: none">1. The Health Center Website is up with links to resources, services, newsletter etc. We have also done a considerable amount of classroom outreach to disseminate information about: hepatitis, stress, time management, diet and nutrition, health center services, nursing, sexually transmitted diseases, cultural sensitivity, and women's health.2. We have had an increase in utilization of the mental health service hours.3. City of Hope Breast Cancer Outreach (Campus Wide) – November 2007 We have purchased new videos to update our library.



Student Services Program Plans – 2009-10

Program: Student Health Center

1. Please include goals appropriate to your area from the campus strategic plan, categorical site visit, compliance requirements and recommendations, student equity plan, and Board goals. Please include only new and/or revised activities, not routine items.

GOAL	Responsible Person	Due Date
1. To minimize the spread of the flu virus: We are educating the Citrus College community about the spread of the flu virus by providing educational information, posting fliers, providing flu shots, providing cold and flu packets. (Strategic Planning Goal 1.4)	1.Shauna Bigby and Laura Shurtleff	Implemented September 2009
2. To increase the utilization of the health centers mental health hours by creating outreach opportunities, mental health projects and counseling sessions.(BOT Goal #3)	2.Shauna Bigby and Steve Avalos	June 2010
3. Promote the health center immunization program and increase the number of immunizations given by 20%. (Strategic Planning Goal 1.4)	3.Shauna Bigby and Health Center Staff	June 2010



Student Services Program Plans – 2009 -10

Program: Student Health Center

2. Please briefly describe the progress made on goals from 2008-09

GOAL	Progress
<p>1. Increase campus awareness and knowledge of student’s rights as they relate to health related issues.</p> <p>2. Ensure that students become informed and active health care consumers: We will ensure that each student leaves the student health center with increased knowledge and understanding about the disease process or illness at hand.</p> <p>3. Provide continuing education opportunities to the staff that complement the health services provided</p> <p>4. Enhance the services offered to our Veteran Students</p>	<p>Patients rights information including; confidentiality policies and sexual assault policies were added to our website.</p> <p>Health Center staff ensures that each student leaves the health center with literature pertinent to their illness.</p> <p>Ongoing</p> <p>Many of the health center staff have attended workshops about Veteran Students, a PTSD screening tool has been implemented to practice, and Monica Christianson LCSW attends Counseling 160</p>

C. Student Learning Outcomes



Student Learning Outcomes 2007-08

Program: Student Health 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
<p>Department Goal:</p> <p>To further evaluate and continue to make improvements to the mental health services offered by the Student Health Center.</p> <p>Applicable college mission objective:</p> <p>To support student 's success in pursuit of academic excellence, economic opportunity and personal achievement</p>	<p>Core Competency no. 4</p> <p>-Community/ Global Consciousness and Responsibility</p> <p>- Self esteem</p> <p>- Interpersonal skills</p> <p>- Lifelong learning</p>	<p>Students receiving psychological counseling will:</p> <ol style="list-style-type: none"> 1. Be able to identify the source of their psychological distress/ problem 2. Learn successful means of coping with their psychological distress/problem 3. Feel that their psychological counseling has helped address their psychological distress/problem <p>The questionnaire was derived from the statements above in the form of a question.</p>	<p>Students will complete a 3 item questionnaire designed to assess the perceived effectiveness of their sessions.</p> <p><u>Criteria for success:</u></p> <ul style="list-style-type: none"> - 80% of students will be able to identify the source of their psychological problem/distress - 80% of the students will report that they have learned at least one skill to cope with their problem/distress - 80% of the students will report that they feel helped as a result of their psychological counseling 	<p>See attached graph-</p> <ul style="list-style-type: none"> -95% of students were able to identify the source of their psychological problem/distress - 96% of the students reported that they have learned at least one skill to cope with their problem/distress -98% of the students reported that they feel helped as a result of their psychological counseling 	<p>To assess psychological service effectiveness</p> <p>-These outcomes tell us that our services are effective in supporting the psychological needs of our students</p>

PATIENT SATISFACTION SURVEY

Please respond by circling your answer to the following questions:

Overall quality of health center services:

Excellent
Very Good
Good
Fair
Poor

Overall satisfaction with health center staff:

Excellent
Very Good
Good
Fair
Poor

Ability of health center staff to answer my questions:

Excellent
Very Good
Good
Fair
Poor

Did information received from the health center help you make healthier choices about your personal life?

Excellent
Very Good
Good
Fair
Poor

How often have you used the health center this semester?

One time
2-4 times
5-7 times
8-10 times
More than 10 times

PATIENT SATISFCTION SURVEY

Overall quality of health center services:

	2006-07	2007-08	2008-09
Excellent	82.5%	87.2%	84.5%
Very Good	10.5%	11.0%	12.5%
Good	6.0%	1.0%	3.0%
Fair	1.0%	0.8%	0.0%
Poor	0.0%	0.0%	0.0%

Overall satisfaction with health center staff:

	2006-07	2007-08	2008-09
Excellent	78.0%	81.5%	79.3%
Very Good	17.3%	16.0%	18.5%
Good	4.0%	2.5%	2.0%
Fair	0.7%	0.0%	0.2%
Poor	0.0%	0.0%	0.0%

Ability of health center staff to answer my questions:

	2006-07	2007-08	2008-09
Excellent	72.2%	74.0%	77.5%
Very Good	18.0%	19.5%	18.5%
Good	8.6%	6.5%	3.8%
Fair	1.2%	0.0%	0.2%
Poor	0.0%	0.0%	0.0%

Did information received from the health center help you make healthier choices about your personal life?

	2006-07	2007-08	2008-09
Yes	75.2%	76.3%	82.5%
No	24.8%	23.7%	17.5%

How often have you used the health center this semester?

	2006-07	2007-08	2008-09
One time	30.0%	28.2%	28.5%
2-4 times	38.0%	43.8%	48.2%
5-7 times	23.1%	18.0%	16.0%
8-10 times	5.9%	7.3%	5.8%
10 or more times	3.0%	2.7%	1.5%



Student Learning Outcomes 2008-09

Program: Student Health Center

I	II	III	IV	V	VI
Program Purpose	Core Competency	Program Student Learning Outcomes	Assessment Method and Criteria for Success	Assessment Results 2008-09	Use of Results 2008-09
<p>Department Goal:</p> <p>To provide high-quality ambulatory care, mental health counseling, comprehensive disease prevention and healthcare education to the Citrus College students.</p> <p>Applicable college mission objective:</p> <p>To support student's success in pursuit of academic excellence, economic opportunity and personal achievement</p>	<p>Core Competency No.4</p> <ul style="list-style-type: none"> -Responsibility -Lifelong learning -Community 	<p>Students will demonstrate healthy lifestyle and self-care awareness through participation in one or more of the following: preventive vaccination clinics (Hepatitis A, Hepatitis B, MMR and TB)</p>	<p>Outreach campaign consisting of information table and classroom visits to promote vaccine preventable diseases.</p>	<p>18% increase (from previous year) in vaccine preventable illness given to Citrus College students.</p>	<p>These outcomes tell us that our outreach efforts have increased the number of students vaccinated on campus by the health center.</p> <p>We will continue to monitor and provide outreach.</p>

D. Fiscal Reporting

HEALTH CENTER (01.3-15400) EXPENDITURES FOR PAST FIVE YEARS						
Object Code	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	
1200	60,250.00	10,560.28	57,489.90	20,159.60	67,964.00	
1410	9,665.12	721.98	11,564.86	11,862.00	15,621.76	
1420	25,018.71	29,338.37	16,209.62	13,609.30	16,208.90	
Total 1000's	94,933.83	40,620.63	85,264.38	45,630.90	99,794.66	
2100	29,608.39	35,427.83	36,002.27	49,046.23	46,144.78	
2300	25,437.83	32,130.28	42,366.89	48,645.73	47,143.07	
2397	2,797.75	4,089.05	6,255.85	3,139.13	5,588.51	
Total 2000's	57,843.97	71,647.16	84,625.01	100,831.09	98,876.36	
Total 3000's	44,648.92	31,038.96	51,232.05	41,304.38	61,067.09	
4300	(350.41)	1,244.42	(2,914.08)	(4,759.96)	6,292.54	
Total 4000's	(350.41)	1,244.42	(2,914.08)	(4,759.96)	6,292.54	
5100	18,451.50	29,458.00	31,430.50	37,769.00	37,043.21	
5220	177.60	2,352.62	2,376.84	343.17	357.80	
5300	513.00	0.00	533.90	0.00	0.00	
5440	0.00	22,450.00	22,397.00	21,289.00	24,235.00	
5800	0.00	0.00	250.00	0.00	0.00	
Total 5000's	19,142.10	54,260.62	56,988.24	59,401.17	61,636.01	
6400	3,898.63	2,803.68	1,802.36	3,642.36	535.84	
Total 6000's	3,898.63	2,803.68	1,802.36	3,642.36	535.84	
Total Expenditures	220,117.04	201,615.47	276,997.96	246,049.94	328,202.50	

H. ACTION ITEMS

1. Consent Items

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and reviewed in advance by Board members. Upon request of any Board member, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Recommendation: Moved by _____ and seconded by _____ to approve the CONSENT ITEMS as listed (with the following exceptions):

Remove from consent list: _____, _____, _____, _____, _____, _____

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page 151)
- b. Authorization is requested to approve facility rentals and usage. (Page 155)
- c. Authorization is requested to approve A & B Warrants for May 2010. (Page 157)
- d. Authorization is requested to approve purchase orders for May 2010. (Page 159)
- 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 170)
- f. Authorization is requested to approve a \$175.00 annual membership to the Community College Public Relations Organization. (Page 172)
- g. Authorization is requested to approve a \$600.00 annual membership to the California Child Development Administrators Association. (Page 173)

(CONTINUED)

H. ACTION ITEMS

1. Consent Items

Academic Affairs

- h. Authorization is requested to approve a field trip/tour for approximately forty-five (45) students from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques*, four (4) faculty members, and one (1) accompanist to travel to Italy on June 9, 2011 – June 19, 2011. (Page 174)

Personnel Recommendations

- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 177)
- j. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 196)
- k. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 199)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – July 13, 2010

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
kpff Consulting Engineers	\$4,400.00max	Bond	1/19/10-12/30/10 <i>Revision</i>	Revise Storm Drain Connection- Softball Field
Polsinelli Shughart	\$5,000.00max	District	6/6/08-6/30/10 <i>Date Revision</i>	Futuris Trust Review
R2A Architecture	\$2,978.00max	Bond	7/14/10 –Project Completion	Storm Drain & Sewer Design Administration Bldg. Remodel
R2A Architecture	\$8,119.00max	Bond	7/14/10 –Project Completion	Parking Lot Design Administration Bldg. Remodel
R2A Architecture	\$3,221.00max	Bond	7/14/10 –Project Completion	Fire Protection Plan Design Administration Bldg. Remodel
School Advisors	\$20,000.00max	District	7/1/10-6/30/11	COC Consultant
<u>CENTER FOR TEACHER EXCELLENCE</u>				
Bartelt, Dr. John	\$5,000.00max	Grant	8/1/10-9/30/10	Facilitate the Dual Enrollment Course
Beltran, Valerie	\$1,500.00max	Grant	7/15/10-9/30/10	CBEST Workshop for CFTE Program
Bomba, Jane	\$5,000.00max	Grant	8/1/10-9/30/10	Facilitate the Dual Enrollment Course
Davis, Sonia	\$1,500.00max	Grant	7/15/10-9/30/10	Workshops & Orientation for CFTE Program
<u>CHILD DEVELOPMENT CENTER</u>				
Alamitos Eye Care Inc.	\$150.00max	Grant	7/13/10-6/30/11	Trainer for 'Birth to Three' Event
John Tracy Clinic	\$300.00max	Grant	7/13/10-6/30/11	Trainer for 'Birth to Three' Event
McCormick, Louise B.	\$150.00max	Grant	7/14/10-6/30/11	Trainer for 'Birth to Three' Event
<u>FINE AND PERFORMING ARTS</u>				
Abell, Roxsanne	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Bade, Ludmilla	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Barr, Michelle	\$150.00max	District	7/14/10-6/30/11	Photography Services
Batten, Jennifer	\$300.00max	District	7/14/10-6/30/11	Guest Lecturer
Beck, Jonathan	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Behm, Griffin	\$1,500.00max	District	7/14/10-6/30/11	Lighting Services
Booth, Michael	\$1,500.00max	District	7/14/10-6/30/11	Video Editing
Borg, Bobby	\$2,000.00max	District	7/14/10-6/30/11	Guest Lecturer
Briscoe, Diana	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Castillo, Brenda	\$750.00max	District	7/14/10-6/30/11	Choreography Services
Cole, John J. Steven	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Copeland, Patrick	\$1,500.00max	District	7/14/10-6/30/11	Music Arranging
Delk, Gary	\$500.00max	District	7/14/10-6/30/11	Bell Maintenance
Devai, Trace	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Ealy, Phil	\$2,000.00max	District	7/14/10-6/30/11	Lighting Services
Egan, Kelly	\$1,500.00max	District	7/14/10-6/30/11	Theatrical Services
Fabos, Jennifer	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Gatt, Joseph	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Gomez, Anthony	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Gomez, Marissa	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Holmes, Richard	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Jack, Stacy	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Jeremiah Productions Inc.	\$600.00max	District	7/14/10-6/30/11	Voiceovers
Jim Lindsay Productions, Inc.	\$750.00max	District	7/14/10-6/30/11	Video Production Services
Kaniski, David	\$3,000.00max	District	7/14/10-6/30/11	Lighting Services
Krinke, Jordan	\$1,150.00max	District	7/14/10-6/30/11	Choreography Services
Krinke, Lynda	\$4,000.00max	District	7/14/10-6/30/11	Costume Designer
Leach, Kristina	\$1,000.00max	District	7/14/10-6/30/11	Playwright
Leal, Olivia	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model

Levy, Leslie	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Lewis, Jeremy	\$1,200.00max	District	7/14/10-6/30/11	Stage Manager
Limadibrata, Victoria	\$900.00max	District	7/14/10-6/30/11	Body Rolling Workshop
Love, Quantae	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Lyman, Kevin	\$2,000.00max	District	7/14/10-6/30/11	Guest Lecturer
Martino, Leanora	\$4,500.00max	District	7/14/10-6/30/11	Musician Services
McPhinney, Parker	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Miller, David	\$1,250.00max	District	7/14/10-6/30/11	Lighting Designer
Mosaic Films	\$2,300.00max	District	7/14/10-6/30/11	Production Services
Mullins, David	\$1,500.00max	District	7/14/10-6/30/11	Stage Performance Services
O'Sullivan, Adrienne	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Parks, Timothy	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Ramage, Brian	\$200.00max	District	7/14/10-6/30/11	Theatrical Services
Ring Merckx, Kenneth	\$200.00max	District	7/14/10-6/30/11	Theatrical Services
Roon, David	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Ruddy, Paul	\$100.00max	District	7/14/10-6/30/11	Guest Lecturer
Sanchez, Sam	\$450.00max	District	7/14/10-6/30/11	Guest Lecturer
Sanders, Cameron	\$650.00max	District	7/14/10-6/30/11	Photography Services
Scarpino, Matt	\$1,500.00max	District	7/14/10-6/30/11	Set Design
Sears, Anthony	\$650.00max	District	7/14/10-6/30/11	Photography Services
Slay, Kevin	\$750.00max	District	7/14/10-6/30/11	Director Services
Stevenson, Myra	\$300.00max	District	7/14/10-6/30/11	Photography Services
Stone, Cassandra	\$1,800.00max	District	7/14/10-6/30/11	Costume Designer
Tessier, Jean-Yves	\$2,000.00max	District	7/14/10-6/30/11	Lighting Design
Van Aken, Erl	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model
Volonte, Vanessa	\$3,500.00max	District	7/14/10-6/30/11	Publications Designer
Williams, Jason	\$1,000.00max	District	7/14/10-6/30/11	Stage Manager
Woodbury, Ray	\$2,000.00max	District	7/14/10-6/30/11	Production Services
WorriLOW, Lynn	\$21.00 per hour	District	7/14/10-6/30/11	Figure Drawing Model

HEALTH SCIENCES

DeLerma, Norma	\$50,000.00max	Grant	7/14/10-6/30/11	JTA Tracking Specialist Case Mgmt for Allied Health Grant
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STUDY ABROAD

American Institute for Foreign Study	no fee	no fee to district	2/17/11-4/30/11	Salamanca Spain – Spring 2011
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MUSIC DEPARTMENT – Musician services from July 1, 2010 through June 30, 2011 to be reimbursed by ASO accounts: # 26-352, 90-358, 96-358, 67-358, 87-358, 53-352, 32-358.

Acevedo, John	Bland, Chase	Cervanates, Emmanuel
Acosta, John	Bleth, Chris	Champion, Kyle
Acosta, Sai-Ly	Boatman, Timm	Chatman, Susan G.
Adamson, Greg	Boito, Charles	Christensen, Tim
Adkins, Richard	Bosler, Greg	Cleveland, Jerry
Aiken, Patricia	Braheny, John	Coosaia, Rachel
Albrecht, Karl	Brigstock, Colin	Damiani, David
Alvarez, Rodolfo Nick	Brinton, Randall	D'Antonio, Franklyn
Arnold, Mike	Brown, Holly	De La Garza, James
Avila, John	Brunelle, David	DeSantis, Marko
Bacon, Vicky	Bryant, George	Duffy, Ryan
Bandy, Briana	Budman, Alex	Durnin, Steven
Bartek, Steve	Calderon, Joe	Dutz, Brad
Beaver, Barbara	Cani, Roberto	Dysart, John
Beavers, Julie	Carbone, Joey	Edwards, Michael
Beltran, Marius	Cardenas, Stephen	Elster, Stuart
Benning, Brian P.	Carl, Johnnie	Elsworth, Alan
Bernard, Eric	Carr, Robert	Englander, Rachel
Berry, Rachel S.	Carrol, John	Erhardt, Ernie
Beukelman, Brian	Casale, Maria	Estaniel, Anton
Biagini, Cathy	Casillas, Mark	Everett, Charles
Birnbyer, Michael	Catalan, David	Fabiero, Eugene
Bishop, Keith	Centeno, Carlos	Feather, Phillip

Fedor, Daniel
Ferguson, Steven
Fischer, Samuel
Fong, Weihang
Formicola, Sam
Franz, Sean
Garrett, Harold
Geller, Ilona
Geller, Valerie
Glansbeek, Ira
Gonzales, Alberto
Gonzales, Michael
Gordy, Marvin B.
Grant, Nick
Grants, Lynn L.
Grants, Maurice A.
Green, James
Greene, Frederick
Griffin-Casey, Laura
Gyurgchyan, Sarkis
Hall, Larry
Hallman, Rhoni J.
Hansen, Tricia Ann
Harrison, Michael
Hart, Erik
Harville, Arianah
Hasin, Melisa
Hayrikyan, Vahe
He, Xiao
Herbig, Gary
Higgins, Scott
Hilera, Geraldo
Hill, David
Hofsfield, Scott
Hong, Jiyoun
Hooper, Alison
Hopkins, Michelle
Huckins, Greg
Johnson, Marilyn
Johnson, Ruth B.
Jurgensen, Chris
Kaatz, Jeffrey
Kahn, Zain
Kaufmann, Ronn
Kelem, Larry
Kelly, Joseph
Kennedy, Carrie
Kettner, Jaroslav
Kimpel, Dan
Kip, John
Knox, Ardale
Kugler, Kenneth G.
Lak, Karen
Lamoureux, David
Lanier, Nathan
Lanier, Victoria
LaVette, Allen

Lee, Andrew
Lee, Bang Eun
Leys, John
Liston, Bill
LoGerfo, Anthony
Lopez, Joel
Maloney, Ryan
Manaster, Paul
Manoukian, Marina
Maramba, John Paul
Marbach, Erich
Markese, Don
Mason, Jay
Mason, Teri
Massey, Genea
Matsuda, Robert
Matthews, Martin
Mautner, Alan
Mazzela, Rory
McCarns-Yolland, Jonathan
McCracken, Douglas
McEville, Tom
McIntyre, George
McKinley, Ann
Mechtovich, Eugene
Merrick, Stephen
Mijanovich, Stephanie
Molchan, Dennis
Molle, Joshua
Moody, Joshua
Moreno, Michael
Murphy, Mary
Newman, Nancy
Newmark, Harvey
Oikawa, Jennifer
O'Leary, Maxwell
Oliver, Rufus
Ongaro, Cheryl
Ono, Ayako
Osborn, Caroline
Pagosyan, Sevan
Papikian, Anna
Pargman, Joel
Payne, Bob
Pelev, Todor
Persi, Edward
Persi, Roxie
Peterson, Robert
Plunkett, Kevin
Polimatidi, Vladimir
Prescott, Karie
Quinn, Karges
Reddish, Kate
Reese, Scott
Reynosa, Enrique
Riley, Carolyn
Robertson, Kathleen

Russell, Caleb
Sakharov, Alice
Sandoval, Edgar
Savedoff, Alan
Schindler, Jeff
Scott, Leslie
Selezinka, Roman
Selezinka, Victoria
Shackleton, Phil
Shahnazarian, Robert
Sindoni, Daniela
Snyder, Kurt
Squire, Barry
Stafford, Anna
Stein, Rudolph
Stenske, David
Stenske, Lynn
Stewart, Candace
Stone, Cameron
Stone, David
Suzuki, Jacqueline
Tada, Akane
Takahashi, David
Takahashi, Jennifer
Templin, Ray
Thomasson, David
Thorpe, Nick
Tischer, Ray
Vaccaro, Mike
Vallardes, Allan
Vargas, William
Velasco, Edmond
Volodarsky, Roman
Voloshina, Irina
Wang, Jing
Wang, John
Wang, Zheng
Ware, Craig
Waterman, Andy
Weber, Dynell
Weinstein, Lisa
Weston, Bill
Whittenberg, John
Wilis, James
Wills, Chris
Wilson, Elizabeth
Wirtz, Rodney
Wood, Michele
Wright, Steven
Xiong, Francis
Yamazaki, Masashi
Yu-Lou, Jong
Zaho, Yao
Zidow, Amanda
Zuckerman, Daniel

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

**Use of Facilities
July 13, 2010**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	5/29, 5/31 and 6/1/10	\$1,120.00
TELACU	Recording Arts Studio	Basic Tracking	6/3/2010	\$100.00
Road Trip Films, Inc.	Stadium	NFL Public Service Announcement Filming	6/3/2010	\$2,500.00 plus additional labor if required
Cinemasters	Recording Arts Studio	Basic Tracking	6/15/2010	\$300.00
FLS International	LH102	New Employee Training	6/16 & 6/17/10	\$100.00 plus additional labor if required
Taut Productions, LLC	Campus Center Mall	Movie Filming	6/26/2010	\$1,300.00 plus additional labor if required
FLS International	Center for Innovation Community Room	Student Orientation	6/28/2010	\$100.00 plus additional labor if required
FLS International	LH102	Student Orientation	7/5/2010 & 7/9/10	\$100.00 plus additional labor if required
FLS International	CI159	Student Orientation	7/8, 7/12, 7/26, 7/27, and 8/3/10	\$500.00 plus additional labor if required
Tuition RX	LH103	College Planning Meeting	8/7/2010	\$100.00 plus additional labor if required
Azusa Pacific University	Tennis Courts	Tennis Matches	8/20 thru 8/29, 9/29 thru 10/2 and 10/29 thru 10/31/10	\$1,275.00 plus additional labor if required
From the Heart Productions	Performing Arts Center	Gospel Play	9/18/2010	\$2,950.00 plus additional labor if required
Gladstone High School	Campus Center	Homecoming Dance	10/22/2010	\$1,025.00 plus additional labor if required
Glendora High School	Performing Arts Center	Bandorama	1/12, 1/13 & 1/14/11	\$3,850.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
May, 2010		
B WARRANT AMOUNT PAID TO VENDORS		\$3,394,129.33
GRANT AMOUNT PAID TO STUDENTS		\$409,227.00
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
193	C1J-C	\$1,642,923.90
364	C3J-C	\$496,667.39
524	C3J-N	\$273,184.95
2	139-N	\$240.75
3	147-C	\$681.57
6	147-N	\$1,423.69
347	C2K-N	\$1,495,313.17
1,439		\$3,910,435.42
ske		
7/6/2010		

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-13069	O'REILLY AUTO PARTS	9190	Blanket PO	01-4300	3,000.00
10-14510	SURVEYGIZMO	9451	Professional Surveys	01-5840	49.00
10-14726	Positive Promotions	3120	Incentives for LST & Tutored Youth	33-4300	1,805.71
10-14965	MERITLINE	3160	Supplies	01-4300	161.68
10-14978	Photographers Forum	3260	Books	01-4300	120.73
10-15074	HYBRID CASES	0280	Travel cases	01-4300	2,784.60
10-15091	OUTWATER PLASTIC INDUSTRIES	0010	Photo collage	01-4300	385.63
10-15092	ORANGE COUNTY INDUSTRIAL PLASTIC	0010	Plexiglass for photo display	01-4300	208.59
10-15101	Dell Computer Corp	9100	Supplies	01-4300	110.56
10-15102	Dell Computer Corp	0020	Supplies	01-4300	28.81
10-15103	HOLD 'N VIEW ENTERPRISES	0040	Textbook Holders	01-6400	946.90
10-15104	R & D BUSINESS INT. 000446	0020	Cabinet	01-4300	451.38
10-15105	lanyardlab.com	9672	Lanyards	01-4300	773.74
10-15107	CHRONICLE OF HIGHER EDUCATION	0230	Subscription Renewal	01-4300	82.50
10-15108	NAYLOR, LLC - GAINESVILLE	9310	Advertising	01-5830	300.00
10-15109	Dell Computer Corp	9100	Supplies	01-4300	112.76
10-15110	CDW-G	3160	AV Equipment	01-6400	1,161.66
10-15111	Amazon.com Corporate Credit	0010	Audio Amplifier	01-4300	548.70
10-15112	JIMENEZ COMMUNICATIONS	9347	English/Spanish translation for Parent Night	01-5800	240.00
10-15113	DISPLAYS2GO	9680	Poster Frames	01-4300	4,361.89
10-15114	BONITA USD	3372	Reimburse for Transportation/Campus Credit x Exam	01-5800	200.00
10-15115	Amazon.com Corporate Credit	9672	Supplies	01-4300	40.60
10-15116	Tech Depot An Office Depot Co.	3370	Supplies	01-4300	56.39
10-15117	Dell Computer Corp	3370	Computers	01-4300	3,581.91
				01-6400	8,604.10
10-15118	Tech Depot An Office Depot Co.	3370	Supplies	01-4300	494.75
10-15119	EDMUND SCIENTIFIC CO	9672	Supplies	01-4300	90.31
10-15120	Amazon.com Corporate Credit	9100	Supplies	01-4300	27.95
10-15121	BANNERLAND	9347	Tableskirt	01-4300	216.76
10-15122	ALBERTSONS	9347	Lunch-Early Decision	01-4300	1,140.00
10-15123	ALLIANCE BUS LINES	9672	Buses	01-5600	270.68
10-15124	FAST DEER CHARTER, INC.	9672	Buses	01-5600	488.40
10-15125	OWL CAFE	9081	Refreshments for recognition ceremony	01-5220	460.95
10-15126	EBSCO	9680	Magazine subscriptions	01-4300	320.18
10-15127	INSIGHT MEDIA	0020	DVD	01-4300	457.66
10-15128	HOORAY PROMOS	9230	T-Shirts	01-4300	1,324.65
10-15129	TEACHING STRATEGIES INC.	0020	DVD	01-4300	777.17
10-15130	SUBWAY	9290	Food	01-4300	300.00
10-15131	Amazon.com Corporate Credit	0230	Supplies	01-4300	103.14
10-15132	Dell Computer Corp	0020	Toner	01-4300	2,512.77
10-15133	LUSH LIFE MUSIC	0010	Music	01-4300	1,131.34
10-15134	EJAZZLINES.COM	0010	Supplies	01-4300	401.28
10-15135	MARINA MUSIC SERVICE	0010	Supplies	01-4300	639.24
10-15136	OWL BOOKSHOP	9280	Cap & Gown Rentals for 2010 Commencement Ceremony	01-4300	2,600.00
10-15137	Apple Inc	0072	Computer Equipment - Clarion	01-6400	1,065.99

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-15138	CCS Presentation Systems Inc	9100	Repair Parts	01-4300	232.55
10-15139	Samy's Camera	0010	Lighting Equipment	01-4300	892.90
10-15140	B & H Photo Video - Pro Audio Gov/Education Sales Division	9030	Equipment	01-6400	465.29
10-15141	B & H Photo Video - Pro Audio Gov/Education Sales Division	3160	Supplies	01-4300	511.33
10-15142	ACADEMIC SUPER STORE	0080	Software	01-4300	2,711.22
10-15143	Apple Inc	3370	Computer Equipment	01-6400	9,953.53
10-15144	B & H Photo Video - Pro Audio Gov/Education Sales Division	3160	Closed Caption Decoder	01-6400	436.81
10-15145	B & H Photo Video - Pro Audio Gov/Education Sales Division	9170	Closed Caption Decoders	01-6400	5,023.26
10-15146	SPECIALITY STORE SERVICES	3160	AV Supplies	01-4300	277.59
10-15147	WESTERN AUDIO VISUAL CORP	9170	Multimedia Equipment	01-4300	1,413.00
				01-6400	14,417.07
10-15148	Apple Inc	3160	AV Supplies	01-4300	63.66
10-15149	Freestyle Photographic Supply	3260	Supplies	01-4300	344.96
10-15150	Woodland Hills Camera	3260	Camera	01-6400	2,534.25
10-15151	GENERAL BINDING CORP	3160	AV Supplies	01-4300	73.43
10-15152	CUSHMAN Textron	0060	Cushman Utility Cart	01-6400	10,069.78
10-15153	CDW-G	0010	AV Equipment	01-4300	843.12
				01-6400	258.32
10-15154	CALIFORNIA STAGE & LIGHTING	0010	Theatre equipment	01-6400	1,638.94
10-15155	MIRACOSTA COMMUNITY COLLEGE ATTN: WANDA BECK MS4	9420	Spring 2010 Faculty Reimbursement	01-5810	9,000.00
10-15156	AKG USA	0281	Repair Parts	01-5630	430.00
10-15157	MERCED A/C EQUIPMENT SERVICE	3020	Repairs	01-5600	2,914.12
10-15158	ON TRACK	0060	Track Equipment	01-4300	884.59
10-15159	MONTGOMERY HARDWARE	9375	Student Services Bldg Door #02 & #10	42-5800	2,000.00
				42-6400	6,890.98
10-15160	STAMP OUT	9050	Account Code Stamp for Fiscal Services	01-4300	28.48
10-15161	SOUTHLAND INDUSTRIES	9190	Measure Water Flow	01-5800	480.00
10-15162	CDW-G	0281	Supplies	01-4300	157.80
10-15163	DEXIS, LLC	3050	Equipment Agreement	01-5600	1,421.26
10-15164	MEDCO SPORTS MEDICINE MEDCO SUPPLY LOCKBOX	0060	Water Cart	01-6400	1,298.29
10-15165	UNITED WAY	9346	Subagreement Grant Award #07- 332	01-5800	30,769.00
10-15166	DWI ENTERPRISES	9672	Podium	01-6400	3,015.08
10-15167	UNIVERSITY OF LAVERNE	9660	ULV March Billing - Title V Coop Grant	01-5800	14,767.36
10-15168	UNIVERSITY OF LAVERNE	9660	April Billing for ULV	01-5800	17,000.00
10-15169	OWL CAFE	9430	Refreshments	01-4300	157.77
10-15170	UNIVERSITY OF LAVERNE	9660	Title V Coop Grant	01-5800	17,000.00
10-15171	UNIVERSITY OF LAVERNE	9660	Title V Coop Grant	01-5800	17,000.00
10-15172	Whip Mix Corporation	3050	Dental equipment	01-6400	1,776.41
10-15173	Domino's Pizza	9672	Lunch	01-4300	336.03
10-15174	Domino's Pizza	9672	Lunch	01-4300	129.07
10-15175	HILLYARD INC	9270	Supplies	01-4300	807.10
10-15176	EMPIRE FLOOR MACHINE CO	9270	Supplies	01-4300	688.13

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-15177	CLEAN SWEEP SUPPLY CO INC	9270	Supplies	01-4300	211.16
10-15178	B & H Photo Video - Pro Audio Gov/Education Sales Division	0281	Headphones	01-6400	362.14
10-15179	CDW-G	9680	Supplies	01-4300	256.16
10-15180	TRI-BEST VISUAL DISPLAY	0020	Bulletin Boards	01-4300	444.08
10-15181	MedOne CAPITAL	3200	Blanket PO for EGR	01-6400	5,322.88
10-15182	NASCO HEALTHCARE	3200	Supplies for Health Sciences - EGR	01-4300	251.11
10-15183	CAROLINA BIOLOGICAL SUPPLY	9672	Biology supplies	01-4300	169.83
10-15184	GOVERNMENT C/O BIBBY SERVICES	9680	CurricUNET subscription for 2010-2011	01-5800	16,050.00
10-15185	Ricoh Business Solutions	9375	Campus Safety Building - Ricoh Copier	42-6400	4,840.37
10-15186	AZUSA SALES	9375	Refrigerator - Campus Safety Bldg	42-6400	653.01
10-15187	COSTCO WHOLESALE	9375	Campus Safety Bldg. - Kitchen Equipment	42-4300	186.51
10-15188	WORKPLACE RESOURCE	0010	Chairs	01-4300	712.23
10-15189	WARDS NATURAL SCIENCE	9672	Protist Set	01-4300	44.85
10-15190	GOLDEN LADDER PRODUCTIONS, LLC	3372	Resource: 21st Century print/AV resource Tech Prep	01-4300	20,000.00
10-15191	Independent Student Media	3372	Grant: Video/Film software	01-4300	3,500.00
10-15192	Rational Acoustics LLC	0281	Software	01-4300	227.49
10-15193	ComputerLand of Silicon Valley Attn: Education Sales	0281	Software	01-4300	559.17
10-15194	B & H Photo Video - Pro Audio Gov/Education Sales Division	0281	Audio Equipment	01-6400	1,278.59
10-15195	Apple Inc	0010	Computer Equipment	01-6400	1,678.30
10-15196	Other World Computing	0281	Supplies	01-4300	649.88
10-15197	Apple Inc	9100	Software	01-4300	77.92
10-15198	HILLYARD INC	9270	Supplies	01-4300	6,948.70
10-15199	COSTCO WHOLESALE	9350	CSEA Breakfast - Blanket PO	01-4300	500.00
10-15200	SMART & FINAL	9350	CSEA Breakfast - Blanket PO	01-4300	500.00
10-15201	A-1 EVENT & PARTY RENTALS	9350	Rental for CSEA Breakfast - Blanket PO	01-5800	500.00
10-15202	TOMARK SPORTS INC.	9190	Inspect Basketball Backstop	01-5630	995.00
10-15203	GLENDORA DODGE ATTN: TONY MILLER	9240	Van Part	01-5630	8.08
10-15204	STUDY IN THE USA	9310	Advertising	01-5800	4,663.66
				01-5830	1,336.34
10-15205	DUARTE CHAMBER OF COMMERCE	9230	Space Rental	01-5880	250.00
10-15206	HOORAY PROMOS	3372	Promotional Item	01-4300	1,095.07
10-15207	Wright Designs	3372	Promotional imprinted shirts	01-4300	2,337.68
10-15208	Turnthepage.com	0020	DVD	01-4300	31.85
10-15209	HOORAY PROMOS	3372	Tech Prep promotional pens	01-4300	2,267.93
10-15210	Dell Computer Corp	0311	Computer	01-6400	1,446.46
10-15211	Amazon.com Corporate Credit	3180	Book	01-4300	20.40
10-15212	OFFICE DEPOT (000043)	3180	Supplies	01-4300	910.65
10-15213	R & D BUSINESS INT. 000446	3180	Lateral File & Window Tops	01-4300	935.68
10-15214	MAGNA PUBLICATIONS	3180	Subscription Renewal	01-4300	459.85
10-15215	RIO HONDO COMMUNITY COLLEGE DISTRICT	9420	Reimbursement	01-5810	9,000.00

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-15216	RIO HONDO COMMUNITY COLLEGE DISTRICT	9420	Reimbursement	01-5810	9,000.00
10-15217	CLAREMONT COURIER	9420	Advertising	01-5830	210.00
10-15218	SAN GABRIEL VALLEY NEWSPAPER	9420	Advertising	01-5830	202.39
10-15219	CLARION AT CITRUS	9420	Advertising	01-5830	2,640.00
10-15220	Lenovo Inc	3180	Computers	01-6400	3,214.75
10-15221	Toshiba Direct Gov/Ed Western Division	0350	Computers	01-6400	3,921.14
10-15222	ProRacingSim, LLC	3020	Software	01-6400	1,688.50
10-15223	COMPVIEW INC.	0010	Projector	01-6400	1,336.88
10-15224	ComputerLand of Silicon Valley Attn: Education Sales	9100	Software Maintenance	01-4300	1,245.00
10-15225	DYNALECTRIC	9370	Reprogram Boiler Controls	41-5800	13,523.00
10-15226	PALLOTTA INSTALLATIONS	9672	Move Furniture	01-5800	1,000.00
10-15227	R & D BUSINESS INT. 000446	9672	Move furniture	01-5800	1,000.00
10-15228	PLAZA PRODUCE	9672	Drinks for STEM Days	01-4300	239.53
10-15229	ALBERTSONS	9347	Lunch - Early Decision	01-4300	378.64
10-15230	SectorPoint, Inc.	3371	Annual Website Maintenance/Hosting	01-5800	10,800.00
10-15231	HRC - Cypress College	3371	Catering Tech Prep Mtg LA OC Regions	01-5800	1,221.79
10-15232	CAMPUS KITCHEN	3371	Catering for LOWDL regional meeting	01-5800	726.49
10-15233	Sheraton Cerritos Hotel	3371	Catering for LOWDL regional event	01-5800	2,788.75
10-15234	WESTERN GRAPHICS PLUS	3371	Regional Consortium Notepads	01-4300	660.46
10-15235	DIAL Communications	9190	Communication Equipment	01-6400	1,492.60
10-15236	ComputerLand of Silicon Valley Attn: Education Sales	9672	Software	01-4300	1,808.93
10-15237	Spicers Paper Inc	WA	Paper - Warehouse Stock	01-4300	1,574.91
10-15238	COMMUNICATIONS CENTER	9375	Campus Safety Bldg - Communication Eqmnt	42-5800	675.00
				42-6400	293.86
10-15239	SCHOOL OUTFITTERS	9672	Partition	01-6400	2,070.60
10-15240	SCHOOL OUTFITTERS	9672	Partition	01-6400	1,113.47
10-15241	R & D BUSINESS INT. 000446	9672	Furniture	01-6400	6,721.52
10-15242	GLENDORA TROPHY	9330	Swim Stamp	39-4300	27.38
10-15243	MARCHAND'S EQUIPMENT RENTALS	9350	Griddle	01-5800	110.00
10-15244	SEHI Computer Products Inc	9672	Printer	01-6400	1,462.88
10-15245	KELLOGG INSTITUTE APPALACHIAN STATE UNIVERSITY	9347	Registration for conference	01-5220	3,564.70
10-15246	SOS SURVIVAL PRODUCTS	9720	EOC Vests	41-4300	617.16
10-15247	GLENDORA TROPHY	3160	Perpetual Plaque & engraving	01-4300	80.12
10-15248	Dell Computer Corp	3370	Computers	01-6400	14,749.58
10-15249	GLENDORA CHAMBER OF COMMERCE	9220	Printing	01-5850	200.00
10-15250	MARX BROS FIRE EXTINGUISHER CO	9370	Auto sprinkler and deluge system 5 year test	01-5810	1,250.00
10-15251	Dell Computer Corp	9099	Scanners	01-6400	6,601.40
10-15252	MAINTEX INC.	9270	Supplies	01-4300	1,420.17
10-15253	CITRUS COLLEGE FOUNDATION	9090	Payment	74-5800	1,667.25

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
10-15254	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	725.00
10-15255	Dell Computer Corp	9010	Monitors	01-6400	601.73
10-15256	HARLAND TECHNOLOGY SERVICES	3200	Equipment Maintenance Agreement	01-5800	945.00
10-15257	EDUCATION TO GO	9330	Enrollment Fees	39-5800	900.00
10-15258	HILLYARD INC	9270	Supplies	01-4300	43.87
10-15259	OFFICE DEPOT BSD ED DIV	0309	Supplies	01-4300	254.47
10-15260	KI	9672	Furniture for STEM Complex	01-6400	1,540.88
10-15261	IMAGE WATCHES	9360	Longevity Award Wrist Watches (15 yr gift)	01-4300	618.47
10-15262	PLAZA PRODUCE	9672	Refreshments	01-4300	36.00
10-15263	STATER BROS	9040	Supplies	01-4300 01-5800	34.88 .00
10-15264	PETRILLO'S PIZZA	9040	Supplies	01-4300 01-5800	133.07 .00
10-15265	MEDICAL EQUIPMENT AFFILIATES	3200	Purchase order for supplies - EGR	01-4300	3,198.28
10-15266	Advantage Distribution	9110	Backlit film for Slack's Hawaii tour	01-4300	514.86
10-15267	DAVE BANG ASSOCIATES, INC	9040	Bike Rack at CI	01-6100	120.12
10-15269	Pocket Nurse	3200	Supplies for Health Sciences - EGR	01-4300	1,945.00
10-15270	ANDREW WHEELER	9363	Tuition Reimbursement Recipient	01-5800	1,200.00
10-15271	Citrus College	9363	Tuition Reimbursement	01-5800	900.00
10-15272	Citrus College	9363	Tuition Reimbursement	01-5800	1,200.00
10-15273	FULLER ENGINEERING INC.	9195	Pool Chemicals	01-4390	2,017.73
11-15757	Center for Academic Dev	9347	Registration for conference	01-5220	755.00
11-15758	EUREKA, CCIS	9149	Software License Renewal	01-5840	3,501.03
11-15759	GLENDORA TROPHY	9210	Blanket Purchase Order for Supplies	01-4300	.00
11-15760	OWL BOOKSHOP	9210	Blanket Purchase Order for Supplies	01-4300	2,500.00
11-15761	OFFICE DEPOT BSD ED DIV	9210	Blanket Purchase Order for Supplies	01-4300	5,000.00
11-15762	GLENDORAN MAGAZINE	9210	Subscription Renewal	01-4210	25.00
11-15763	JOBELEPHANT.COM INC.	9200	Blanket Purchase Order	01-5790	45,000.00
11-15764	U.S. HEALTHWORKS OF CALIFORNIA	9200	Blanket Purchase Order	01-5860	1,500.00
11-15765	THE SHREDDERS	9200	Blanket Purchase Order	01-5800	1,000.00
11-15766	OWL CAFE	9200	Blanket purchase order	01-4300	1,000.00
11-15767	OFFICE DEPOT (000043)	9200	Blanket Purchase Order	01-4300	4,000.00
11-15768	L-1 ENROLLMENT SERVICES	9200	Blanket Purchase Order	01-5860	10,000.00
11-15769	OWL BOOKSHOP	9200	Blanket Purchase Order	01-4300	200.00
11-15770	WEST PAYMENT CENTER	9200	Subscription	01-4300	94.00
11-15771	PEOPLE ADMIN	9200	Annual Software License Agreement	01-5810	22,000.00
11-15772	OWL CAFE	9210	Blanket PO	01-4300	5,000.00
11-15773	OWL BOOKSHOP	9230	Blanket PO	01-4300	1,500.00
11-15774	OWL BOOKSHOP	9230	Blanket PO	01-4300	10,000.00
11-15775	OWL BOOKSHOP	9280	Blanket PO	01-4300	1,200.00

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-15777	Toshiba Direct Gov/Ed Western Division	9160	Computer	01-4300	.00
				01-6400	1,322.64
11-15778	GLENDORA TROPHY	9360	Longevity Awards /Engraving	01-4300	1,112.32
11-15779	OWL BOOKSHOP	9550	Blanket PO office supplies	01-4300	100.00
11-15780	GLENDORA TROPHY	9550	Blanket PO for Engraving	01-4300	170.00
11-15781	OFFICE DEPOT (000043)	9550	Blanket PO for Office Supplies	01-4300	1,000.00
11-15782	R.F. MacDONALD CO.	9370	Service Agreement	41-5800	6,160.00
11-15783	OFFICE DEPOT BSD ED DIV	9360	Blanket P.O.	01-4300	500.00
11-15784	ESRI	0310	GIS Software Maintenance Kit	01-4300	384.13
11-15785	KLM BIOSCIENTIFIC	0030	Blanket P.O.	01-4300	1,646.25
11-15786	GETINGE/CASTLE INC	0030	Service Contract	01-5810	2,414.00
11-15787	OFFICE DEPOT BSD ED DIV	9170	Office Depot Blanket PO for 10-11	01-4300	3,500.00
11-15788	JOHNSON LIFT - HYSTER	9190	Service Agreement	01-5630	2,068.00
11-15789	JUST DO IT FITNESS EQUIPMENT	9195	Service Agreement	01-5600	16,000.00
11-15790	SPRINT	9375	Blanket PO - Telephone	42-5800	2,000.00
11-15791	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Blanket PO-Print & Repro- Admin Bldg	42-5800	5,000.00
11-15792	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Blanket PO-Print & Repro-Main Gym	42-5800	1,000.00
11-15793	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Security Bldg - Printing & Reproduction Costs	42-5800	500.00
11-15794	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Blanket PO-Print & Repro- Student Svcs	42-5800	1,000.00
11-15795	OFFICE DEPOT BSD ED DIV	9375	Blanket PO-Office Supplies-Voc Tech	41-4300	300.00
11-15796	OFFICE DEPOT BSD ED DIV	9375	Blanket PO - Office Supplies - Fine Arts	42-4300	1,000.00
11-15797	GMS ELEVATOR	9040	Service Agreement	01-5810	22,131.60
11-15798	S R & B BOILERS, INC.	9370	Service Agreement	41-5800	1,686.59
11-15799	GRAHAM CO	9040	Service Agreement	01-5810	9,080.00
11-15800	OFFICE DEPOT BSD ED DIV	9375	Blanket PO-Bond Office Supplies	42-4300	2,000.00
11-15801	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Blanket PO-Print & Repro- Hayden Hall	42-5800	1,000.00
11-15802	OFFICE DEPOT BSD ED DIV	9375	Blanket PO-Office Supplies- Student Svcs	42-4300	500.00
11-15803	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Blanket PO-Print & Repro-Voc Tech	41-5800	1,000.00
11-15804	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	Blanket PO - Print & Repro - Fine Arts	42-5800	19,000.00
11-15805	BAKER COMMODITIES INC.	9040	Service Agreement	01-5810	1,800.00
11-15806	WON-DOOR CORPORATION	9040	Service Agreement	01-5810	708.00
11-15807	COMMERICAL A+ SERVICES	9190	Service Agreement	01-5810	6,255.00
11-15808	OWL BOOKSHOP	9081	Blanket PO	01-4300	1,000.00
11-15809	COSTCO WHOLESALE	9081	Blanket PO	01-5220	300.00
11-15810	OFFICE DEPOT (000043)	9081	Blanket PO	01-4300	3,500.00
11-15811	COSTCO WHOLESALE	9081	Blanket PO	01-5220	1,000.00
11-15812	OWL BOOKSHOP	9081	Blanket PO	01-7600	1,000.00
11-15813	OWL CAFE	9081	Blanket PO	01-7600	13,000.00
11-15814	BARBARA'S BEAUTY	3040	Blanket PO	01-4300	4,000.00
11-15815	BIOELEMENTS	3040	Blanket PO	01-4300	8,000.00

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-15816	BURMAX CO INC	3040	Blanket PO	01-4300	6,000.00
11-15817	COLD WAX CO.	3040	Blanket PO	01-4300	4,000.00
11-15818	KOSMET, INC.	3040	Blanket PO	01-4300	3,000.00
11-15819	MALY'S BEAUTY SUPPLY	3040	Blanket PO	01-4300	25,000.00
11-15820	MCKESSON GENERAL MEDICAL	3040	Blanket PO	01-4300	1,500.00
11-15821	OFFICE DEPOT (000043)	3040	Blanket PO	01-4300	1,500.00
11-15822	OWL BOOKSHOP	3040	Blanket PO	01-4300	300.00
11-15823	THE PROCESSOR	3040	Blanket PO	01-4300	3,300.00
11-15824	ARROWHEAD PURITAS	3040	Blanket PO	01-4300	1,000.00
11-15825	BEVRON INC.	3040	Blanket PO	01-4300	2,500.00
11-15826	DERMAL GROUP	3040	Blanket PO	01-4300	4,000.00
11-15827	GABEL'S COSMETICS, INC.	3040	Blanket PO	01-4300	2,000.00
11-15828	JAZZ-Z NAIL SYSTEMS	3040	Blanket PO	01-4300	3,000.00
11-15829	SALLY BEAUTY SUPPLY	3040	Blanket PO	01-4300	12,000.00
11-15830	SWEIS	3040	Blanket PO	01-4300	2,300.00
11-15831	U.S. FOOD SERVICES	3040	Blanket PO	01-4300	4,000.00
11-15832	MONROVIA UNIFIED SCHOOL DIST	9090	Blanket P.O.	74-5800	60,000.00
11-15833	GLAXOSMITHKLINE FINANCIAL INC.	9160	Vaccines	01-4300	1,691.74
11-15834	Sanofi Pastuer Inc.,	9160	Vaccine	01-4300	1,172.94
11-15835	JAN'S TOWING	9240	BLANKET PO	01-5630	500.00
11-15836	VIP CENTER	9240	BLANKET PO	01-5630	2,000.00
11-15837	ALOSTA SMOG TEST ONLY CENTER	9240	Blanket PO	01-5630	1,500.00
11-15838	LION EXPRESS	9240	Blanket PO	01-5610	3,000.00
11-15839	GLENDORA DODGE ATTN: TONY MILLER	9240	BLANKET PO	01-4300	1,500.00
11-15840	Signature Tire	9240	Blanket PO	01-5630	1,000.00
11-15841	HEALTHCARE PARTNERS MEDICAL GP	9240	Blanket PO	01-5800	400.00
11-15842	A-Z BUS SALES, INC. ATTN: CHARLIE WATTS	9240	Blanket PO	01-5630	10,000.00
11-15843	ESCAPE TECHNOLOGY	9250	Maintenance Agreement	01-5810	7,500.00
11-15844	SAN GABRIEL VALLEY TRIBUNE	9250	Blanket PO	01-5790	1,000.00
11-15845	COSTCO WHOLESALE	9250	Blanket PO	01-4300	1,000.00
11-15846	HOME DEPOT	9250	Blanket PO	01-4300	1,000.00
11-15847	Daisy I.T.	9250	Blanket PO	01-4300	1,000.00
11-15848	OFFICE DEPOT (000043)	9250	Blanket PO	01-4300	4,000.00
11-15849	COVINA OFFICE EQUIPMENT	9250	BLANKET PO	01-5630	200.00
11-15850	QUICK SORT MAILING SERVICES	9250	Blanket PO	01-5850	5,000.00
11-15851	PURCHASE POWER PITNEY BOWES	9250	Blanket PO	01-4300	1,500.00
11-15852	PITNEY BOWES CREDIT CORP	9250	Blanket PO	01-5850	13,000.00
11-15853	W W GRAINGER INC	9250	Blanket PO	01-4300	500.00
11-15854	Ricoh Business Solutions	9250	Blanket PO	01-4300	20,000.00
11-15855	DAIGGER	3120	Blanket Purchase Order	33-4300	600.00
11-15856	APPLIANCE PARTS & SERVICE	3120	Blanket Purchase Order	33-4300	1,000.00
11-15857	DIAL US TERMITE AND PEST CONTROL, INC.	3120	Blanket Purchase Order	33-5810	1,750.00
11-15858	LAKESHORE LEARNING MATERIALS	3120	Blanket Purchase Order	33-4300	1,500.00
11-15859	MEDICAL PURCHASING CORPORATION	3120	Blanket Purchase Order	33-4300	4,000.00

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-15860	OFFICE DEPOT BSD ED DIV	3120	Blanket Purchase Order	33-4300	5,000.00
11-15861	OWL BOOKSHOP	3120	Blanket Purchase Order	33-4300	500.00
11-15862	ALBERTSONS	3120	Blanket Purchase Order	33-4300 33-4700	200.00 800.00
11-15863	DRIFTWOOD DAIRY	3120	Blanket Purchase Order	33-4700	15,000.00
11-15864	HOBART CORP.	3120	Blanket Purchase Order	33-5600	4,000.00
11-15865	SCHOLASTIC STORE ONLINE	3120	Blanket Purchase Order	33-4300	500.00
11-15866	GLENDORA TROPHY	9220	Blanket PO for Engraving	01-4300	700.00
11-15867	JIMENEZ COMMUNICATIONS	9220	Blanket PO for Translation Services	01-5800	800.00
11-15868	OFFICE DEPOT BSD ED DIV	9220	Blanket PO for Office Supplies	01-4300	5,000.00
11-15869	OWL BOOKSHOP	9220	Blanket PO for Supplies	01-4300	500.00
11-15870	OWL CAFE	9220	Blanket PO for events	01-4300	300.00
11-15871	ELLEN'S SILKSCREENING	3120	Blanket PO	33-4300	2,000.00
11-15872	FOOTHILL VACUUM & JANITORIAL	3120	Blanket PO	33-4300	500.00
11-15873	BRYAN PRESS	9110	Blanket PO for Outside Services	01-5800	30,000.00
11-15874	ED MARK	9110	Blanket PO for Outside Services	01-5800	3,000.00
11-15875	BERNAN	9260	Standing Order Books	01-6300	200.00
11-15876	AA EQUIPMENT RENTALS CO.	9190	Blanket PO	01-4300	2,000.00
11-15877	AIRGAS WEST	9040	Blanket PO	01-4300	1,600.00
11-15878	AZUSA PLUMBING & HEATING SUPPLY	9040	Blanket PO	01-4300	1,000.00
11-15879	BURKE ENGINEERING CO.	9040	Blanket PO	01-4300	10,000.00
11-15880	CLEAN SWEEP SUPPLY CO INC	9270	Blanket PO	01-4300	10,000.00
11-15881	ComplianceSigns.com	9430	Blanket PO	01-4300	500.00
11-15882	DAVE GRATTAN & SON	9040	Blanket PO	01-4300	300.00
11-15883	HOME DEPOT	3120	Blanket PO	33-4300	1,500.00
11-15884	POSITIVE PINS	3120	Blanket PO	33-4300	200.00
11-15885	SCHOLASTIC BOOK CLUBS INC	3120	Blanket PO	33-4300	500.00
11-15886	TEACHING STRATEGIES INC.	3120	Blanket PO	33-4300	500.00
11-15887	TOY R US - DEPT51ST	3120	Blanket PO	33-4300	200.00
11-15888	OFFICE DEPOT BSD ED DIV	3120	Blanket PO	33-4300	500.00
11-15889	OWL BOOKSHOP	3120	Blanket PO	33-4300	1,500.00
11-15890	INTEGRATED BIOMETRIC TECHNOLOGY	3120	Blanket PO	33-5860	300.00
11-15891	AAA BACKFLOW	9040	Service Agreement	01-5810	1,920.00
11-15892	CARRIER CORPORATION	9190	Service Agreement	01-5810	7,021.00
11-15893	DIAL US TERMITE AND PEST CONTROL, INC.	9040	Service Agreement	01-5810	9,600.00
11-15894	STATE CHEMICAL CO.	9190	Service Agreement	01-5810	2,084.44
11-15895	DYNALECTRIC	9370	Integrate Field House HVAC	41-5800	8,788.00
11-15896	McBAIN INSTRUMENTS	0030	Microscope Service Maintenance	01-5630	2,000.00
11-15897	HANDY ATMALI	9220	Blanket PO	01-5800	500.00
11-15898	FORD PRINTING & MAILING	9220	Blanket PO	01-5850	17,000.00
11-15899	OWL BOOKSHOP	9260	Blanket PO	01-4300	100.00
11-15900	PLAZA PRODUCE	9220	Blanket PO	01-4300	1,000.00
11-15901	SAN GABRIEL VALLEY TRIBUNE	9220	Blanket PO	01-5790	2,500.00
11-15902	OFFICE DEPOT (000043)	9350	Blanket PO	01-4300	2,500.00
11-15903	OWL BOOKSHOP	9350	Blanket PO	01-4300	300.00
11-15904	OWL CAFE	9350	Blanket PO	01-4300	700.00

Includes 05/01/2010 - 05/31/2010

PO#	Vendor Name	Site	Description	Fund/ Object	Amount
11-15905	OFFICE DEPOT (000043)	9350	Blanket PO	01-4300	1,500.00
11-15906	A & N ELECTIC TOOL, INC.	9040	Blanket PO	01-4300	500.00
11-15907	ACOSTA GROWERS	9140	Blanket PO	01-4300	2,500.00
11-15908	ALLDATA, LLC	9190	Blanket PO	01-5800	1,055.44
11-15909	BIG O TIRES	9190	Blanket PO	01-4360	1,000.00
11-15910	CLIPPINGER FORD	9190	Blanket PO	01-4300	2,000.00
11-15911	COMMERCIAL LANDSCAPE SUPPLY	9140	Blanket PO	01-4300	2,000.00
11-15912	COMMUNICATIONS CENTER	9190	Blanket PO	01-5800	3,000.00
11-15913	O'REILLY AUTO PARTS	9190	Blanket PO	01-4300	3,000.00
11-15914	SCHWALM & ASSOCIATES	9190	Blanket PO	01-5600	1,000.00
11-15915	CLEAN SWEEP SUPPLY CO INC	3120	Blanket Purchase Order	33-4300	10,000.00
11-15916	DISCOUNT SCHOOL SUPPLY	3120	Blanket Purchase Order	33-4300	10,000.00
11-15917	U.S. FOOD SERVICE	3120	Blanket Purchase Order	33-4300	15,000.00
				33-4700	45,000.00
11-15918	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	1,980.00
11-15919	GRAND STANDS, INC.	9550	Office equipment	01-4300	454.37
11-15920	MIDWEST LIBRARY SERVICE	9260	Blanket PO - Standing Order Books	01-6300	1,200.00
11-15921	THREE M LIBRARY SYSTEMS ATTN: CONTRACT ADMINISTRATOR	9260	Service Agreement	01-5810	1,495.38
11-15922	OCLC WESTERN, DEPT #34299	9260	Blanket PO	01-5840	5,200.00
11-15923	OFFICE DEPOT (000043)	9260	Blanket PO	01-4300	4,000.00
11-15924	MIDWEST LIBRARY SERVICE	9260	Blanket PO	01-6300	20,000.00
11-15925	Amazon.com Corporate Credit	9260	Blanket PO	01-6300	2,000.00
11-15926	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	1,760.51
Total				348	1,210,352.16

Fund Summary			
Fund	Description	PO Count	Amount
01	General Fund	297	942,787.34
33	Child Development Fund	25	124,355.71
39	Community Education	2	927.38
41	Capital Outlay Projects Fun	7	32,074.75
42	Revenue Bond Construction F	15	48,539.73
74	Student Financial Aid Trust	2	61,667.25
Total		348	1,210,352.16

PO Changes				
	New PO Amount	Fund/ Object	Description	Change Amount
10-13016	3,800.00	01-5810	General Fund/Contracted Services-Serv A	3,800.00
10-13031	5,600.00	01-4300	General Fund/Materials and Supplies	1,200.00
10-13327	4,180.00	01-4300	General Fund/Materials and Supplies	4,180.00
10-13328	1,265.00	01-4300	General Fund/Materials and Supplies	1,265.00
10-13338	3,900.00	01-4300	General Fund/Materials and Supplies	400.00
10-13342	235.63	01-4300	General Fund/Materials and Supplies	235.63
10-13343	555.88	01-5800	General Fund/Oth Contracted Services	555.88
10-13480	1,300.00	01-4300	General Fund/Materials and Supplies	300.00
10-13482	25,650.00	01-5890	General Fund/Other Services	2,150.00
10-13487	4,143.74	01-4300	General Fund/Materials and Supplies	4,143.74
10-13493	700.00	01-4300	General Fund/Materials and Supplies	700.00
10-13679	1,475.00	01-5800	General Fund/Oth Contracted Services	26.25
10-13679	1,475.00	41-5800	Capital Outlay Projects Fun/Oth Contracted Services	26.25
10-13679	1,475.00	59-5800	Golf Driving Range/Oth Contracted Services	22.50
			Total PO 10-13679	75.00
10-13810	1,000.00	01-5840	General Fund/Computer/Technlgy Related S	500.00
10-14525	2,188.87	01-5810	General Fund/Contracted Services-Serv A	391.25
10-14863	16,100.00	41-6100	Capital Outlay Projects Fun/Sites and Improvement of	2,300.00
10-14915	1,378.08	01-6400	General Fund/Equipment-Capitalized	100.00
10-14949	538.53	01-5610	General Fund/Rentals and Leases	.00
10-14950	538.53	01-5610	General Fund/Rentals and Leases	.00
10-14951	538.53	01-5610	General Fund/Rentals and Leases	.00
10-14955	588.65	01-5610	General Fund/Rentals and Leases	.00
10-14956	588.65	01-5610	General Fund/Rentals and Leases	.00
10-14957	588.65	01-5610	General Fund/Rentals and Leases	.00
10-14958	1,167.00	01-5610	General Fund/Rentals and Leases	.00
10-14963	85.90	01-4300	General Fund/Materials and Supplies	24.52
10-15032	3,921.37	01-7600	General Fund/Other Outgo to/for Students	463.14
10-15048	80,704.25	01-6400	General Fund/Equipment-Capitalized	.00
10-15061	5,750.00	01-4300	General Fund/Materials and Supplies	1,500.00
			Total PO Changes	24,284.16

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 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. _____ H.1.e. _____

Surplus Inventory List
July 13, 2010 Board Agenda

1. Soundcraft DC2010 mixing console
2. Six pallets of miscellaneous electronics components
3. Two metal parts cabinets
4. Thirty seven computer CPU
5. Twenty computer monitors
6. One VCR
7. Three office chairs
8. Eight styling chairs
9. Sixty one stacking chairs
10. One fax machine
11. Two Laser printers

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Institutional Membership to the Community College Public Relations Organization	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Community College Public Relations (CCCPRO) affords the External Relations staff the opportunity to network and learn from our peers in the community college system. CCCPRO hosts regional conferences, workshops and conference calls in addition to the opportunity to enter their annual PRO Awards competition.

This item was prepared by Paula Green, Director of Communication.

RECOMMENDATION

Authorization is requested to approve a \$175.00 annual membership to the Community College Public Relations Organization.

Carol Horton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.f. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Institutional Membership to the California Child Development Administrators Association	Information	_____
		Enclosure(s)	_____

BACKGROUND

The California Child Development Administrators Association (CCDAA) is a statewide organization whose mission is to provide and develop leadership that supports publicly funded early care and education programs for children from birth to 13 and their families. CCDAA provides timely and necessary information regarding budget, legislative and regulatory matters associated with publicly funded child development programs. Monthly regional meetings as well as annual statewide meetings include workshops which provide training on administrative and operational topics as well as discussion forums on child development issues, program administration and impacting regulations and legislation. CCDAA also offers excellent networking opportunities, extensive resources and advocacy on behalf of children and families.

This item was prepared by Dr. Ann "Mickie" Allen, Director of the Child Development Center.

RECOMMENDATION

Authorization is requested to approve a \$600.00 annual membership to the California Child Development Administrators Association.

Carol Horton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. _____ H.1.g. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	
SUBJECT:	Vocal Music Field Trip/Tour June 9, 2011 – June 19, 2011	Information	
		Enclosure(s)	X

BACKGROUND

Since its inception, the Citrus Singers Ensemble has toured annually in such locations as Western and Eastern Europe, Japan, South America, and throughout the United States including Hawaii. The purpose of these tours is to allow students the opportunity to experience performing in some of the great venues of the world. In the past, the Singers have competed successfully in international competitions and have become renowned in the field of choral music. In an age when funding for the arts is in great danger, Douglas Shrope (Austin) and the Citrus Singers have provided an opportunity for a group of exemplary young people to flourish and grow to become future leaders in the music industry. This June, the members of the Citrus Singers from *MUS 126 Chamber Singers II* and *MUS 213 Professional Performance Techniques (Vocal)* will be traveling to Italy.

The group will travel throughout Italy experiencing the art, history and culture of Rome, Florence, Venice, and Lecco. They will perform at venues such as the Chiesa Santa Maria della Scala, the Chiesa Santa Maria dei Ricci, the Chiesa Santa Maria dei Miracoli, and the Duomo. The students will participate in guided sightseeing tours of Ancient Rome, Florence, and Venice, experiencing such historic sites as the Coliseum, Accademia, Doge’s Palace, La Scala, Milan Duomo, and the Chiesa Santa Maria delle Grazie.

The tour is funded by four (4) separate sources:

- 1) Fees generated from off-site performances during the year,
- 2) Ticket sale revenue from Citrus Singer related performances at the Haugh Performing Arts Center,
- 3) Donations, and
- 4) Student personal financial contributions.

Estimated budget

Citrus Singers Italy Performance Tour 2011 - June 9 – June 19, 2011

<u>Description</u>	<u>Estimated Cost</u>
Round Trip Airfare arranged thru acfea (<i>Associate Consultants for Education Abroad</i>) (50 people x \$1,381.00)	\$69,050
Hotel, meals, tours and other expenses arranged thru acfea (50 people x \$1,813)	\$90,650
Taxes and fuel surcharges paid to acfea (50 people x \$414)	\$20,700
Additional expenses for goods/services not supplied thru <i>acfea</i>	
Tips for Tour Guides (2) and Bus Driver (1) - \$2 per person per day for luggage handling and other work related offerings. ((\$2/day x 50 people x 11 days x 3 people)	\$3,300
Airport check in - Porters for 6/09/11 and 6/09/21 (\$100 x 2 porters)	\$200
Hotel tips for Maids (\$1 per day per person x 50 x 11 days)	\$550
Per Diem for meals not covered thru contract with acfea (11 meals x \$25 x 45 people)	\$12,375
3 rd year final dinner (\$50 x 50 people)	\$2,500
Additional transportation needs (\$25 x 11 days)	\$275
Awards banquet/final breakfast (\$25 x 50 people)	\$1,250
Student help: Sectional Leaders and student directors (6 students x \$200)	\$1,000
Dry-cleaning /laundrying for concert attire (45 students x \$10 x 2 services)	\$900
Admissions to opera, ballet and/or concert (2 shows x \$40 x 50 people)	\$4,000
Entrance to numerous historical sites and other points of interest (3 admissions x \$22 x 50 people)	\$3,300
Medical expenses and other unforeseen costs	\$2,500
Subtotal of additional expenses for goods/services not supplied thru <i>acfea</i>	<u>\$32,150</u>
Subtotal	<u>\$212,550</u>
Student Financial Contribution (45 people x \$700)	- <u>\$ 31,500</u>
Total Estimated Costs for European Tour	\$ 181,050

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Allahbachayo, Salima	Instructor	During unassigned time	Nursing	07/14/10	12/30/10	\$50.72	hr.
Allahbachayo, Salima	Instructor	Mentor/During unassigned time	EGR Grant	07/14/10	12/30/10	\$50.72	hr.
Allahbachayo, Salima	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Anderson, Brian	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Aplanalp, Jane	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Arredondo, Dora	Instructor	During unassigned time	Dental	07/14/10	12/30/10	\$50.72	hr.
Arredondo, Dora	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Baldrige, Todd	Instructor		EMT	07/14/10	12/30/10	\$44.90	hr.
Baldrige, Todd	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Bautista, Susan	Instructor	During unassigned time	Cosmetology	07/14/10	12/31/10	\$50.72	hr.
Beach, Joann	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Beach, Joann	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Beach, Joann	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Betancourt, Carmen	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Bochko, Mabel	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Boquiren, Conchita	Instructor	During unassigned time	Nursing	07/14/10	12/30/10	\$50.72	hr.
Boquiren, Conchita	Instructor	Mentor/During unassigned time	EGR Grant	07/14/10	12/30/10	\$50.72	hr.
Boquiren, Conchita	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Bowen, Keshia	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Bowman, Deborah	Instructor	During unassigned time	LVN	07/14/10	12/30/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Bowman, Deborah	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Bowman, Deborah	Instructor	20% reassign time, CNA Coordinator	Health Sciences	07/14/10	12/31/10		
Brennan, Donna	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Brennan, Donna	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Brennan, Donna	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Briones, Arthur	Counselor		Workforce Development	07/14/10	12/31/10	\$44.90	hr.
Broadfoot, Johnnie	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Burch, Emily	Counselor		EGR Grant/VTEA	07/14/10	12/31/10	\$44.90	hr.
Cao, Alvin	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Cao, Alvin	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Cao, Alvin	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Carver, Sally	Instructor	During unassigned time	Cosmetology	07/14/10	12/31/10	\$50.72	hr.
Casey, David	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Castillo, Claudia	Counselor	BSI Learning Community Teams	BSI Grant	08/27/10	12/17/10	\$1,000.00	tl.
Chun, Mina	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Clark, Angela	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Clark, Angela	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Clark, Angela	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Cross, Cynthia	Instructor	BSI Learning Community Teams	BSI Grant	08/27/10	12/17/10	\$1,000.00	tl.
Cusick, Tanya	Instructor		Dental	07/14/10	12/30/10	\$44.90	hr.
Cusick, Tanya	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Dau, Carsten	Instructor	College Success Faculty Lead	HSI Bridges to Success Grant	08/27/10	12/18/10	\$1,275.00	tl.
Dau, Carsten	Instructor	College Success Faculty Lead	HSI Bridges to Success Grant	02/22/11	06/18/11	\$1,275.00	tl.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Dau, Carsten	Instructor	20% release time, Learning Community Coordinator	STEM Grant	08/01/10	06/30/11		
Dau, Carsten	Instructor	HSI Bridges to Success Learning Community Teams	HSI II Bridges to Success Grant	08/27/10	12/17/10	\$2,500.00	tl.
Dhillon, Dalvir	Instructor		LVN	07/14/10	12/30/10	\$44.90	hr.
Dhillon, Dalvir	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Dupee, Carrie	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Dupee, Carrie	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Dupee, Carrie	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Eiland, Thomas	Instructor	HSI Bridges to Success Learning Community Teams	HSI II Bridges to Success Grant	08/27/10	12/17/10	\$1,000.00	tl.
Ellis, Jeanette	Instructor	During unassigned time	Nursing	07/14/10	12/30/10	\$50.72	hr.
Ellis, Jeanette	Instructor	Mentor/During unassigned time	EGR Grant	07/14/10	12/30/10	\$50.72	hr.
Ellis, Jeanette	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Everest, Robert	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Fallat, Paul	Instructor	Lab Coordination and Maintenance	Heating & Air Conditioning	07/14/10	12/30/10	\$50.72	hr.
Felix, Felipe	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Ferguson, Mark	Instructor		EMT	07/14/10	12/30/10	\$44.90	hr.
Ferguson, Mark	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Fernandez, Genevieve	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Fernandez, Genevieve	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Fernandez, Genevieve	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Figuroa, Irma	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Fischer, Maria	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Glover, Patty	Instructor	During unassigned time	Cosmetology	07/14/10	12/31/10	\$50.72	hr.
Gong, Catherine	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Gonzales, Rina	Instructor		Dental	07/14/10	12/30/10	\$44.90	hr.
Gonzales, Rina	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Gonzalez, Rudy	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Graciano, Albert	Instructor	During unassigned time	Cosmetology	07/14/10	12/31/10	\$50.72	hr.
Grauso, Lynda	Instructor	During unassigned time	Nursing	07/14/10	12/30/10	\$50.72	hr.
Grauso, Lynda	Instructor	Mentor/During unassigned time	EGR Grant	07/14/10	12/30/10	\$50.72	hr.
Grauso, Lynda	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Greene, David	Instructor	During unassigned time	Nursing	07/14/10	12/30/10	\$50.72	hr.
Greene, David	Instructor	Mentor/During unassigned time	EGR Grant	07/14/10	12/30/10	\$50.72	hr.
Greene, David	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Gunderson, Mark	Instructor	BSI Learning Community Teams	BSI Grant	08/27/10	12/17/10	\$1,500.00	tl.
Gutierrez, Jesus	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Hadsell, Cliff	Instructor	During unassigned time	EMT	07/14/10	12/30/10	\$50.72	hr.
Hadsell, Cliff	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Hadsell, Cliff	Instructor	20% reassign time, EMT Coordinator	Health Sciences	07/14/10	12/31/10		
Hawkins, Karen	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Hawkins, Karen	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Hawkins, Karen	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Hernandez, Salvador	Instructor	During unassigned time	Cosmetology	07/14/10	12/31/10	\$50.72	hr.
Hodge, Raymond	Instructor	HSI Bridges to Success Learning Community Teams	HSI II Bridges to Success Grant	08/27/10	12/17/10	\$1,000.00	tl.
Hogan, Gina	Instructor	College Success Faculty Lead	BSI Grant	08/27/10	12/18/10	\$2,550.00	tl.
Hogan, Gina	Instructor	College Success Faculty Lead	BSI Grant	02/22/11	06/18/11	\$2,550.00	tl.
Holm, Daniel	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Hudson, Brenda	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Kassab, Mohamad	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Kim, Edward	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Le, Tieng	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Lei, Li	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Leung, Sing	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Longyear, Alicia	Counselor	STEM Learning Community Teams	STEM Grant	08/27/10	12/17/10	\$1,000.00	tl.
Lopez, Emma	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Low, Joyce	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Lucido, Grace	Instructor	During unassigned time	Cosmetology	07/14/10	12/31/10	\$50.72	hr.
Mahmood, Anwar	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Mahmood, Anwar	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Mahmood, Anwar	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
McBurney, Robin	Counselor	STEM Learning Community Teams	STEM Grant	08/27/10	12/17/10	\$1,000.00	tl.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
McWilliams, Stuart	Instructor		EMT	07/14/10	12/30/10	\$44.90	hr.
McWilliams, Stuart	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Mead, Rachel	Instructor	During unassigned time	Cosmetology	07/14/10	12/31/10	\$50.72	hr.
Medrano, Esmeralda	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Miller-Harberts, Roxanna	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Moore, Sean	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Morrison, Joanne	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Myers, Alannah	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Nalbandyan, Zorayr	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Ng, Sun	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Ngo, Jenny	Instructor	Hourly as needed	Biology	08/28/10	12/31/10	\$44.90	hr.
Nguyen, Cynthia	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Nguyen, Tracy	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Nguyenhuu, Rick	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Nikodym, Holly	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Nikodym, Holly	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Nikodym, Holly	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Odrich, Steve	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Odrich, Steve	Instructor	College Success Faculty Lead	BSI Grant	08/27/10	12/18/10	\$1,275.00	tl.
Odrich, Steve	Instructor	College Success Faculty Lead	BSI Grant	02/22/11	06/18/11	\$1,275.00	tl.
Opulencia, Cherlou	Counselor		EGR Grant/VTEA	07/14/10	12/31/10	\$44.90	hr.
Opulencia, Cherlou	Counselor		Workforce Development	07/14/10	12/31/10	\$44.90	hr.
Parry, Erica	Instructor		Dental	07/14/10	12/30/10	\$44.90	hr.
Parry, Erica	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Parsons, Karla	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Parsons, Karla	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Parsons, Karla	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Payne, Renee	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Payne, Renee	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Payne, Renee	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Peak, Hyeiy	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Perret, Deborah	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Pohl, Claudia	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Pohl, Claudia	Instructor	20% reassign time, Dental Coordinator	Health Sciences	07/14/10	12/31/10		
Pohl, Claudia	Instructor	20% reassign time, Negotiating Teams	Health Sciences	07/14/10	12/31/10		
Randolph, Stephanie	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Randolph, Stephanie	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Randolph, Stephanie	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Reagan, Di	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Rickman, Tracy	Instructor		EMT	07/14/10	12/30/10	\$44.90	hr.
Rickman, Tracy	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Riderer, Lucia	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Rock, Eugene	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Rudd, Rebecca	Instructor	BSI Learning Community Teams	BSI Grant	08/27/10	12/17/10	\$1,500.00	tl.
Sandor, Katalin	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Scott, Chris	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Selezinka, Roman	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Stadick, Karen	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Swan, Alfie	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Swatzel, James	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Swatzel, Paul	Instructor	College Success Faculty Lead	BSI Grant	08/27/10	12/18/10	\$1,912.50	tl.
Swatzel, Paul	Instructor	College Success Faculty Lead	BSI Grant	02/22/11	06/18/11	\$1,912.50	tl.
Swatzel, Paul	Instructor	STEM Learning Community Teams	STEM Grant	08/27/10	12/17/10	\$1,500.00	tl.
Tippins, Ralph	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Toda, Jim	Instructor	Lab Coordination and Maintenance	Heating & Air Conditioning	07/14/10	12/30/10	\$50.72	hr.
Trad, Mohamad	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Trad, Mohamad	Instructor	College Success Faculty Lead	HSI Bridges to Success Grant	08/27/10	12/18/10	\$1,275.00	tl.
Trad, Mohamad	Instructor	College Success Faculty Lead	HSI Bridges to Success Grant	02/22/11	06/18/11	\$1,275.00	tl.
Trad, Mohamad	Instructor	STEM Learning Community Teams	STEM Grant	08/27/10	12/17/10	\$1,000.00	tl.
Tseng, Kelly	Instructor		Mathematics	08/27/10	12/31/10	\$44.90	hr.
Tucker, Connie	Instructor	College Success Faculty Lead	BSI Grant	08/27/10	12/18/10	\$1,275.00	tl.
Tucker, Connie	Instructor	College Success Faculty Lead	BSI Grant	02/22/11	06/18/11	\$1,275.00	tl.
Tucker, Gail	Instructor	During unassigned time	Nursing	07/14/10	12/30/10	\$50.72	hr.
Tucker, Gail	Instructor	Mentor/During unassigned time	EGR Grant	07/14/10	12/30/10	\$50.72	hr.
Tucker, Gail	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Tucker, Gail	Instructor	25% reassign time, Skills Lab Coordinator	EGR Grant/VTEA	07/14/10	12/31/10		
Tucker, Gail	Instructor	50% reassign time, VN Assistant Director/Coordinator	Health Sciences	07/14/10	12/31/10		
Tussy, Alan	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Valdez, Antonio	Instructor		Cosmetology	07/14/10	12/31/10	\$44.90	hr.
Van Citters, Beverly	Instructor	College Success Faculty Lead	BSI Grant	08/27/10	12/18/10	\$2,550.00	tl.
Van Citters, Beverly	Instructor	College Success Faculty Lead	BSI Grant	02/22/11	06/18/11	\$2,550.00	tl.
Villa, Elizabeth	Counselor	10% release time, Learning Community Coordinator	HSI Bridges to Success Grant	08/01/10	06/30/11		
Villa, Elizabeth	Counselor	10% release time, Learning Community Coordinator	BSI Grant	08/01/10	06/30/11		
Villa, Elizabeth	Counselor	HSI Bridges to Success Learning Community Teams	HSI II Bridges to Success Grant	08/27/10	12/17/10	\$1,000.00	tl.
Vilter, Daniel	Guest Artist		Theatre Arts	07/19/10	07/22/10	\$400.00	tl.
Walz, Sheryl	Instructor	HSI Bridges to Success Learning Community Teams	HSI II Bridges to Success Grant	08/27/10	12/17/10	\$1,000.00	tl.
White, Sheila	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.
Willhite, Brandi	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Willhite, Brandi	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Willhite, Brandi	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Williams, Monique	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Williams, Monique	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 13, 2010**

NAME	CLASSIFICATION	STATUS	DEPARTMENT	BEGIN	END	RATE	
Williams, Monique	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Wong, Julie	Instructor	During unassigned time	Nursing	07/14/10	12/30/10	\$50.72	hr.
Wong, Julie	Instructor	Mentor/During unassigned time	EGR Grant	07/14/10	12/30/10	\$50.72	hr.
Wong, Julie	Instructor	Mentor/During unassigned time	Allied Health Grant	07/14/10	12/30/10	\$50.72	hr.
Wozencroft, Paulette	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Wozencroft, Paulette	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Wozencroft, Paulette	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Young, Kee	Instructor		Nursing	07/14/10	12/30/10	\$44.90	hr.
Young, Kee	Instructor	Mentor	EGR Grant	07/14/10	12/30/10	\$44.90	hr.
Young, Kee	Instructor	Mentor	Allied Health Grant	07/14/10	12/30/10	\$44.90	hr.
Zhuang, Ying	Instructor	During unassigned time	Mathematics	08/27/10	12/31/10	\$50.72	hr.

ACADEMIC EMPLOYEES
July 13, 2010

Name	Classification	Department	Change
Perri, Geraldine	Superintendent/President	President's Office	Amendment #4 to Contract Section 1. - extended through July 30, 2014

AMENDMENTS

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS
JULY 13, 2010**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Allahbachayo, Salima	F	Health Sciences	7/14/2010	12/31/10	2-13	\$33.10
Anderson, Brian	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Arredondo, Dora	F	Health Sciences	7/14/2010	12/31/10	1-13	\$31.28
Baldrige, Todd	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Beach, Joann	A	Health Sciences	7/14/2010	12/31/10	1-1	\$27.68
Bochko, Mabel	A	Health Sciences	7/14/2010	12/31/10	1-2	\$29.29
Boquiren, Conchita	F	Health Sciences	7/14/2010	12/31/10	3-13	\$34.87
Bowman, Deborah	F	Health Sciences	7/14/2010	12/31/10	1-13	\$31.28
Brennan, Donna	A	Health Sciences	7/14/2010	12/31/10	4-3	\$36.23
Cao, Alvin	A	Health Sciences	7/14/2010	12/31/10	1-2	\$29.29
Casey, David	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Chun, Mina	A	Math	8/27/2010	12/31/10	2-3	\$32.19
Clark, Angela	A	Health Sciences	7/14/2010	12/31/10	2-3	\$32.69
Cusick, Tanya	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Dhillon, Dalvir	A	Health Sciences	7/14/2010	12/31/10	1-2	\$31.08
Dupee, Carrie	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Ellis, Jeanette	F	Health Sciences	7/14/2010	12/31/10	1-13	\$31.28
Everest, Robert	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Ferguson, Mark	A	Health Sciences	7/14/2010	12/31/10	1-1	\$27.68
Fernandez, Genevieve	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Golden, Kristin	A	Learning Center	7/14/2010	12/31/10	2-3	\$32.69
Gong, Catherine	F	Math	8/27/2010	12/31/10	2-13	\$33.10
Gonzales, Rina	A	Health Sciences	7/14/2010	12/31/10	1-1	\$27.68
Gonzalez, Rudy	F	Math	8/27/2010	12/31/10	2-13	\$33.10
Grauso, Lynda	F	Health Sciences	7/14/2010	12/31/10	2-13	\$33.10
Greene, David	F	Health Sciences	7/14/2010	12/31/10	2-13	\$33.10
Gutierrez, Jesus	F	Math	8/27/2010	12/31/10	3-13	\$34.87
Hadsell, Cliff	F	Health Sciences	7/14/2010	12/31/10	4-13	\$36.67
Hawkins, Karen	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Kassab, Mohamad	A	Math	8/27/2010	12/31/10	1-1	\$27.68
Kim, Edward	A	Math	8/27/2010	12/31/10	4-3	\$36.23
Le, Tieng	A	Math	8/27/2010	12/31/10	2-3	\$32.69
Lei, Li	A	Math	8/27/2010	12/31/10	4-3	\$36.23

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS**

JULY 13, 2010

Leung, Sing	A	Math	8/27/2010	12/31/10	1-3	\$30.90
Lopez, Emma	A	Math	8/27/2010	12/31/10	1-3	\$30.90
Low, Joyce	F	Math	8/27/2010	12/31/10	2-13	\$33.10
Mahmood, Anwar	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
McWilliams, Stuart	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Medrano, Esmeralda	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Morrison, Joanne	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Nalbandyan, Zorayr	A	Math	8/27/2010	12/31/10	2-3	\$32.69
Ng, Sun	A	Math	8/27/2010	12/31/10	2-3	\$32.69
Nguyen, Cynthia	A	Math	8/27/2010	12/31/10	2-3	\$32.69
Nguyen, Tracy	A	Math	8/27/2010	12/31/10	2-3	\$32.69
Nguyenhuu, Rick	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Nikodym, Holly	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Odrich, Steve	F	Math	8/27/2010	12/31/10	3-13	\$34.87
Paek, Hyeyi	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Parry, Erica	A	Health Sciences	7/14/2010	12/31/10	1-1	\$27.68
Parsons, Karla	A	Health Sciences	7/14/2010	12/31/10	2-3	\$32.69
Payne, Renee	A	Health Sciences	7/14/2010	12/31/10	1-1	\$27.68
Pohl, Claudia	F	Health Sciences	7/14/2010	12/31/10	1-13	\$31.28
Polk, Randall	A	Music	8/30/2010	12/31/10	1-1	\$27.68
Randolph, Stephanie	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Reagan, Di	A	Math	8/27/2010	12/31/10	1-1	\$27.68
Rickman, Tracy	A	Health Sciences	7/14/2010	12/31/10	1-3	\$30.90
Riderer, Lucia	F	Math	8/27/2010	12/31/10	3-13	\$34.87
Scott, Chris	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Selezinka, Roman	A	Math	8/27/2010	12/31/10	1-1	\$27.68
Swan, Alfie	F	Math	8/27/2010	12/31/10	2-13	\$33.10
Swatzel, James	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Tippins, Ralph	F	Math	8/27/2010	12/31/10	3-13	\$34.87
Trad, Mohamad	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Tseng, Kelly	F	Math	8/27/2010	12/31/10	2-13	\$33.10
Tucker, Gail	F	Health Sciences	7/14/2010	12/31/10	3-13	\$34.87
Tussy, Alan	F	Math	8/27/2010	12/31/10	3-13	\$34.87
Waddington, Alan	A	Music	8/30/2010	12/31/10	1-3	\$30.90
White, Sheila	F	Math	8/27/2010	12/31/10	4-13	\$36.67
Willhite, Brandi	A	Health Sciences	7/14/2010	12/31/10	1-1	\$27.68
Williams, Monique	A	Health Sciences	7/14/2010	12/31/10	4-3	\$36.23

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS**

JULY 13, 2010

Wong, Julie	F	Health Sciences	7/14/2010	12/31/10	1-13	\$31.28
Wozencroft, Paulette	A	Health Sciences	7/14/2010	12/31/10	1-1	\$27.68
Young, Kee	A	Health Sciences	7/14/2010	12/31/10	3-3	\$34.45
Zhuang, Ying	F	Math	8/27/2010	12/31/10	4-13	\$36.67

**ACADEMIC EMPLOYEES
ADJUNCT SUMMER 2010
JULY 13, 2010**

NAME	Department/Discipline	Lecture	Placement	Unit Rate	Hourly Rate
Loya, Henry	Reading	Lecture	4-5	\$1,234	\$70.48
Rivas, Brandon	Physical Education	Lecture	1-1	\$1,025	\$58.54

**ACADEMIC EMPLOYEES
SUMMER 2010
NON CREDIT
JULY 13, 2010**

Name	Department/Discipline	Placement	Hourly Rate
Choi, Karen	Non Credit/Azusa High School	1-1	\$38.43
Crawford, Tiffaney	Non Credit	1-1	\$38.43
Kim, Brian	Non Credit	1-1	\$38.43
Lenh, Aiken	Non Credit	1-1	\$38.43
Payne, Adolphus	Non Credit/Claremont High School	1-3	\$42.24

**ACADEMIC EMPLOYEES
ADJUNCT FALL 2010
JULY 13, 2010**

NAME	Department/Discipline	Lecture	Placement	Unit Rate
Kassab, Mohamad	Mathematics	Lecture	1-1	\$1,025
Kawai, Julie	Reading	Lecture	1-1	\$1,025
Maestas, Albert	Water Technology	Lecture	1-1	\$1,025
Ngo, Jenny	Biology	Lecture	1-1	\$1,025
Selezinka, Roman	Mathematics	Lecture	1-1	\$1,025

**ACADEMIC EMPLOYEES
ADJUNCT SPRING 2011
JULY 13, 2010**

NAME	Department/Discipline	Lecture	Placement	Unit Rate
Mastrosimone, Vince	Public Works	Lecture	1-1	\$1,025

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 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. H.1.j.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JULY 13, 2010**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Burruel, James	Custodial Supervisor	Temporary Upgrade	Custodial		100%	7/6/10	7/22/10	7-1	\$4430.00m
Fellows, William	Reprographics Technician II	Promotion	Educational Services	12	100%	6/9/10		30-7	\$4194.98m
Garcia, Katherine	Secretary	Temporary upgrade to 100%	Community Education		100%	8/2/10	8/5/10	28-4	\$3449.16m
Munoz, Jacquelyn	Instructional Lab Technician I	Temporary upgrade to 100%	Automotive		100%	8/2/10	8/27/10	29-2	\$3206.70m

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JULY 13, 2010**

Name	Classification	Department	Reason	Date(s) of Separation
Garcia, Mary	Administrative Assistant	Instruction	Retirement	12/31/10
Heinrichs-Harmon, Judith	Registrar	Admissions	Retirement	12/31/10
Nguyen, Kay	Research Analyst	Institutional Research	Resignation	7/1/10
Olsen, Carol Lynn	Instructional Lab Technician II	Biology	Retirement	6/7/10
Trickey, Edward	Executive Director of Development and External Relations	Foundation	Resignation	8/1/10

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JULY 13, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Afati, Julia	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Androliakos, Deborah	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Armenta, Francisco	Custodian	Maintaining and cleaning all four CDC buildings	CDC	7/1/10	12/31/10	22-1	\$14.82/hr.
Bohatch, Eugene	International Trade Business Manager	As needed to finish closing out the Center for International Trade program	Center for International Trade	7/14/10	8/31/10		\$533.73/dy
Braley, Melissa	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Carr, Derrick	Campus Security Officer I	Ensure safety	Security	7/1/10	12/31/10	22-1	\$14.82/hr.
Caselles, Vera	Library Media Assistant	During unassigned time	Library	8/1/10	12/30/10	22-7 (21-7+11)	\$19.86/hr.
Chiong, Ruthanne	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Christian, Carol	Administrative Clerk II	During unassigned time	Noncredit	8/1/10	8/31/10	23-7 (22- 7+11)	\$20.36/hr.
Clement, Scott D.	Department Aide	Studio Clean-up and mic set-up	Music	7/14/10	12/31/10	3-1	\$9.27/hr.
Cobb, Jacob	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JULY 13, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Colindres, David	Department Aide	Assist as needed	Purchasing	7/1/10	12/31/10	3-1	\$9.27/hr.
Cuellar, Bryan	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Cuevas, MaryAnn	Library Media Assistant	During unassigned time	Library	8/1/10	12/30/10	23-7 (21-7+11+1A)	\$20.36/hr.
Decker, Carl	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Delgado, Alejandra	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Diliberto, Angelo	Custodian	Assist as needed	Custodial	7/14/10	12/31/10	22-1	\$14.82/hr.
Dowell, Shauna	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Dycus, James	Cosmetology Receptionist	Assist as needed	Cosmetology	7/1/10	12/30/10	20-1	\$14.11/hr.
Farrar, Elle	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Fees, Kelsey	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Glen, Yasuko	Department Aide	Assist in classroom	CDC	7/1/10	12/31/10	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JULY 13, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Gomez, Efigenia	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Habell, Elizabeth	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Hermosillo, Brenda	Volunteer		Center for Teacher Excellence	8/1/10	12/31/10		
Hill, Matthew	Stipend	Master Electrician	Splendor in the Grass	7/14/10	7/23/10		\$500/tl.
Hoehne, William	Stipend	Jazz Academy	Community Ed	8/2/10	8/13/10		\$2500/tl.
Jaurequi, Natalie M.	Volunteer		Foundation	7/14/10	12/31/10		
Kim, Jimmy	Campus Security Officer I	Ensure safety	Security	7/1/10	12/31/10	22-1	\$14.82/hr.
Kruggel, Michael	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Lockwood, Chris	Campus Security Officer I	Ensure safety	Security	7/1/10	12/31/10	22-1	\$14.82/hr.
Lopez, Stephanie	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Maher, Diane E.	Financial Aid Technician	Assisting students with financial aid applications and problems	Financial Aid	7/14/10	12/31/10	31-1	\$18.51/hr.
McCraven, Andrew	Student Services Assistant	Math Tutoring	STEM	6/21/10	6/30/10	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JULY 13, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
McCraven, Andrew	Student Services Assistant	Math Tutoring	STEM	7/1/10	12/31/10	17-1	\$13.10/hr.
McFarland, Alexis	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
McMullen, Lateef	Stipend	Men's Basketball Camp Staff	P.E.	7/14/10	8/1/10		Not to exceed \$1200/tl.
Medina, Paul	Custodian	Assist as needed	Custodial	7/14/10	12/31/10	22-1	\$14.82/hr.
Mitchell, Taige	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Mitchell, Sheila	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Mora, Jennifer	Administrative Clerk I	Perform a variety of clerical duties as needed	CDC	7/1/10	12/31/10	19-1	\$13.76/hr.
Munoz, Gino	Stipend	Jazz Academy	Community Ed	8/2/10	8/13/10		\$2000/tl.
Navarro, Alicia	Department Aide	Assist in classroom	CDC	7/1/10	12/31/10	3-1	\$9.27/hr.
Patrick, John	Stipend	Set Design "Splendor in the Grass"	Fine and Performing Arts	7/14/10	7/23/10		\$1500/tl.
Paulus, Sherrill	Student Employment Technician I	Assist as needed	Student Employment	7/14/10	12/31/10	26-1	\$16.36/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JULY 13, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Phu, Kaylee	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Pochet, Arianna	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Ponciano, Lisa	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Pounds, Teresa	Library Media Assistant	During unassigned time	Library	8/1/10	12/30/10	25-7 (21-7+3A+1I)	\$21.39/hr.
Ruelas, Adilene	Instructional Aide I	Research assisting	STEM	7/14/10	12/31/10	10-1	\$11.02/hr.
Shipp, Caty	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Shipp, Emily	Stipend	Youth Fitness Camp Staff	P.E.	6/21/10	8/12/10		Not to exceed \$500/tl.
Singleton, Leandra	Instructional Aide I	Research assisting	STEM	7/15/10	12/31/10	10-1	\$11.02/hr.
Smiley, Lauren	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Spahr, Megan	Secretary	Assist as needed	DSP&S	7/14/10	12/31/10	28-1	\$17.19/hr.
Stebe, Celeste	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Su'A, Annie	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JULY 13, 2010**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Taulbee, Karen	Stipend	Lighting Design (Stationary) CSC "Anything Goes"	Music	7/15/10	7/24/10		\$1000/tl.
Thomas, Gerald	Custodian	Assist as needed	Custodial	7/14/10	12/31/10	22-1	\$14.82/hr.
Tuala, Alicia	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Tweini, Laila	Instructional Aide I	Research assisting	STEM	7/14/10	12/31/10	10-1	\$11.02/hr.
Varela, Claudia	Department Aide	Assist in classroom	CDC	7/1/10	12/31/10	3-1	\$9.27/hr.
Vig, Irena	Stipend	Summer Camp Staff	P.E.	8/1/10	8/20/10		Not to exceed \$250/tl.
Vilter, Dan	Stipend	Guest Artist "Tech Production Lab"	Fine and Performing Arts	7/19/10	7/22/10		\$
Volonte, Dan	Stipend	Lighting Design (Moving) CSC "Anything Goes"	Music	7/15/10	7/24/10		\$1500/tl.
Volonte, Dan	Stipend	Lighting Design "Splendor in the Grass"	Fine and Performing Arts	7/14/10	7/23/10		\$1000/tl.
Waddington, Alan	Stipend	Jazz Academy	Community Ed	8/2/10	8/13/10		\$2000/tl.

2010-2011 Coaches

Volunteer Coaches

Akajianian, Eric	Baseball	Assistant	FALL
Aldrete, Marcos	Baseball	Assistant	FALL
Cervenka, Meredith	Softball	Assistant	SU/FALL
Dean, Rebecca	Volleyball	Assistant	SU/FALL
D'Oyen, Evan	Track & Field	Assistant	SU/FALL
Foster, Darren	W. Golf	Assistant	FALL
Fuentes, Robert	M. Soccer	Assistant	FALL
Hankins, Dee	Track & Field	Assistant	SU/FALL
Haro, Ruben	Volleyball	Assistant	FALL
Ingraham, Jeff	W. Golf	Assistant	FALL
Marquez, Giovanni	M. Soccer	Assistant	FALL
Prado, James	Baseball	Assistant	FALL
Roy, Alex	Football	Assistant	SU/FALL
Shaw, Nicki	Track & Field	Assistant	SU/FALL
Torres, Rigo	M. Soccer	Assistant	FALL
Urbrick, Kristy	W. Basketball	Assistant	FALL/SU
Valenzuela, Ralph	Softball	Assistant	SU/FALL
Weihert, Jeff	Volleyball	Assistant	SU/FALL

**SUMMER
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
JULY 13, 2010**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Duran, Jessica	Community Education	N/A	\$24.00
Lauer, Brett	Community Education	N/A	\$24.00
McDonald, Tamara	Community Education	N/A	\$24.00
Nila, Richard	Community Education	N/A	\$24.00
Razo, Lynda	Community Education	1-3	\$42.24

PROFESSIONAL EXPERT**July 13, 2010**

Name	Classification	Department	Begin	End	Rate
Allen, Melea	Bus Driver	Transportation	07/06/10	12/31/10	\$20.94/hr
Allberts, Megan	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Alvarado, Marie	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Barnett, Shawna	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Beechler, Jill	Citrus Summer Enrichment Academy Presenter	STEM Grant	08/16/10	08/17/10	\$38.94/hr
Beeman, Josh	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Brenner, Sarah	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Carlson, Kimberly	Summer Aquatics Program Coordinator	Community Education	06/28/10	08/31/10	\$3,677/mo
Cavalin, Michael	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Corrigan, Ashley	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Crick, Alan	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Escoto, Daniel	Bus Driver	Transportation	07/06/10	12/31/10	\$20.94/hr
Garcia, Natasha	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Geiger, Victoria	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Germann, Melissa	Citrus Summer Enrichment Academy Overseerer	STEM Grant	08/16/10	08/17/10	\$60.00/hr
Mah, Patricia	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
McWilliams, Stuart	Skills Lab Support	Health Sciences Programs (EGR Grant or Allied Health Grant or District-funded)	07/14/10	12/30/10	\$28.33/hr
Medrano, Sylvia	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Mihm, Courtney	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Navarro, Patricia	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Ornelas, Rachel	Skills Lab Support	Health Sciences Programs (EGR Grant or Allied Health Grant or District-funded)	07/14/10	12/30/10	\$30.00/hr
Quinto, Mark	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Rivas, Brandon	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Rivas, Crystal	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Sanchez, Paula	Skills Lab Support	Health Sciences Programs (EGR Grant or Allied Health Grant or District-funded)	07/14/10	12/30/10	\$21.50/hr
Schwegmann, Dani	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Shellman, Cory	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr

PROFESSIONAL EXPERT

July 13, 2010

Name	Classification	Department	Begin	End	Rate
Smith, Katlin	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Smith, Sarah	Lifeguard	Community Education	06/05/10	08/21/10	\$11.02/hr
Smith, Sarah	Swim Leader I	Community Education	06/05/10	08/21/10	\$14.00/hr
Stokely, Kathryn	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Tate, Erin	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Valbuena, Rebecca	Citrus Summer Enrichment Academy Presenter	STEM Grant	08/16/10	08/17/10	\$38.94/hr
Wenzel, Robert	Bus Driver	Transportation	07/14/10	12/31/10	\$20.94/hr
Wichart, Lauren	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Wilhelm, Vanessa	Swim Leader I	Community Education	06/14/10	08/21/10	\$14.00/hr
Zeits, Tiffany	Citrus Summer Enrichment Academy Presenter	STEM Grant	08/16/10	08/17/10	\$38.94/hr

H. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve Emergency Resolution #2010-11-01 for Performing Arts Center Stage repairs and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools to repair the stage without advertising or inviting bids pursuant to Public Contract Code Section 20654. (Page 213)
3. Authorization is requested to reject the claim, submitted on June 11, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). (Page 216)
4. Authorization is requested to approve Resolution #2010-11-02 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for fiscal years ending June 30, 2011, 2012, and 2013, and authorizing the execution and delivery of related documents and actions. (Page 217)

Student Services

5. Authorization is requested to approve an increase in the semester parking fee to \$40.00 per full semester, and \$20.00 per Summer and Winter sessions. (Page 221)

Academic Affairs

6. Authorization is requested to accept adopt Resolution #2010-11-03 and contract CCTR-0092 in the amount of \$562,678 for early education and care services for 2.5 and 3 year-old children, in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. (Page 222)
7. Authorization is requested to adopt Resolution #2010-11-04 and accept contract CSPP-0175 in the amount of \$876,926 for early education and care services for 4 year-old children, in the Child Development Center, for the period of July 1, 2010 to June 30, 2011. (Page 224)

Personnel Recommendations

8. Authorization is requested to approve the employment of Ms. Maria Fischer effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Cosmetology, at a salary placement of Class 1, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$58,625.00 annually plus \$24,018.98 in health and statutory benefits. (Page 226)

H. ACTION ITEMS (continued)

9. Authorization is requested to approve the employment of Ms. Sally “Sarah” Bosler effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Public Services, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$67,685.20 annually plus \$25,126.13 in health and statutory benefits. (Page 227)
10. Authorization is requested to approve the employment of Ms. Lanette Granger effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Technical Services, at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,988.60 annually plus \$24,185.61 in health and statutory benefits. (Page 228)
11. Authorization is requested to approve the employment of Ms. Wendy Deras effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,532.00 annually plus \$24,374.21 in health and statutory benefits. (Page 229)

General

12. Authorization to approve the second reading of the amended Board Policy BP 2720 Communications Among Board Members. (Page 230)
13. Authorization is requested to approve the first reading of Board Policies BP4231 – Grade Changes; BP4235– Credit By Exam; BP3518--Child Abuse Reporting. (Page 232)
14. Authorization is requested to approve the second read of BP 7109 – Health Examinations. (Page 253)
15. Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2012):
 1. Jon Hart, Bona-Fide Taxpayers Association
 2. Nikki Hull, Senior Citizen's Organization
 3. Joe Guarrera, Business Organization

(Page 255)

H. ACTION ITEMS (continued)

16. Authorization is requested to appoint Chrissy Concannon, as the student representative, to the Measure G Oversight Committee for a one-year term. (Page 256)

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

I. BOARD OF TRUSTEES GOAL SETTING WORK SESSION

J. ADJOURNMENT

Dates to remember:

August 17, 2010	Board of Trustees Meeting
August 27, 2010	Convocation
September 6, 2010	Holiday (Labor Day)
September 14, 2010	Board of Trustees Meeting
October 5, 2010	Board of Trustees Meeting

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<hr/>
DATE	July 13, 2010	Resolution	X
SUBJECT:	Authorization to Approve an Emergency Resolution for Performing Arts Center Stage Repair	Information	<hr/>
		Enclosure(s)	X

BACKGROUND

The Los Angeles County Office of Education, pursuant to Public Contract Code Section 20654, requires the unanimous approval of all members present of the governing Board of Trustees for the approval of an emergency resolution to let a contract without formal bidding. This can only be done with the concurrence of the county superintendent of schools and if an emergency exists wherein certain repairs, alterations, works or improvement are necessary to permit the continuance of existing classes, or to avoid danger to life and property.

On June 2, 2010, the Performing Arts Center Stage sustained water damage due to flooding by the fire suppression system. The stage floor must be repaired or replaced to allow for continued safe and healthy use of the facilities. Failure to take immediate corrective action will prevent resumption of facility activities. Due to the urgency to repair or replace the water damaged stage, staff is requesting the Board of Trustees to approve an emergency resolution to approve a contract with the selected contractor. Staff has solicited proposals from several contractors qualified to make the necessary repairs. One quotation that has been received indicates the project to be approximately \$44,000.00. The contractor selected to perform the repairs to the stage will be awarded a contract without formal bidding in accordance with PCC Section 20654. Staff requests authorization to select a contractor and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools. A payment bond will be required per Public Contract Code.

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

RECOMMENDATION

Authorization is requested to approve Emergency Resolution #2010-11-01 for Performing Arts Center Stage repairs and authorize the Vice President of Finance and Administrative Services to seek the approval of the Los Angeles County Superintendent of Schools to repair the stage without advertising or inviting bids pursuant to Public Contract Code Section 20654.

Carol R. Horton
Recommended by

Moved / Secoded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.2.

**GOVERNING BOARD RESOLUTION FOR
EMERGENCY RESOLUTION – PUBLIC PROJECT**

Citrus Community College District

Resolution #2010-11-01

On Motion of Member _____, seconded by Member _____,

the following resolution is adopted by the Governing Board of the Citrus Community College District:

WHEREAS, The PAC stage needs to be repaired or replaced; and

WHEREAS, this facility is required for continued instructional use; and

WHEREAS, the Facilities Department has solicited pricing from multiple sources with a first price received at “Not To Exceed” forty four thousand dollars (\$44,000.00); for the work;
AND

WHEREAS, Public Contract Code Section 20654 for community college districts provides that public agencies may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life and property;

THEREFORE, BE IT HEREBY RESOLVED, that the Governing Board of the Citrus Community College District has determined that these circumstances constitute an emergency condition and request approval from the county superintendent of schools to enter into contracts for: The repair of the Central Plant boilers without advertising or inviting bids pursuant to Public Contract Code Section or 20654.

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the

COLLEGE DISTRICT Citrus Community College	MONTH/DAY/YEAR July 13, 2010	NUMBER OF VOTES	ESTIMATED COST \$44,000.00
---	---------------------------------	--------------------	----------------------------------

With the approval of the County Superintendent of Schools, the Board will

<input checked="" type="checkbox"/> Make a contract for the performance of labor and furnishing of materials or supplies, or		
<input type="checkbox"/> Authorize the use of day labor or force account.**		
AYES:	NOES:	ABSENT:

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } SS

I, Joanne Montgomery, Clerk/Secretary of the Governing Board of the Citrus Community College District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

Clerk/Secretary of the Governing Board

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Consider Rejecting Claim	Information	_____
		Enclosure(s)	_____

BACKGROUND

Claimant Mary Bloch submitted a claim on June 11, 2010, regarding an incident occurring on campus on May 23, 2010.

This item was prepared by Eric Guzman, Risk Management Supervisor, Administrative Services.

RECOMMENDATION

Authorization is requested to reject the claim, submitted on June 11, 2010, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC).

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	X
SUBJECT:	Adopt a Resolution Authorizing Assignment of Delinquent Tax Receivables.	Information	
		Enclosure(s)	

BACKGROUND

Government Code Section 6516.6 a school district is authorized to sell and assign to a joint powers authority any or all of its right title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school district for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority.

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

RECOMMENDATION

Authorization is requested to approve Resolution #2010-11-02 approving assignment of delinquent tax receivables to the California Statewide Delinquent Tax Finance Authority for fiscal years ending June 30, 2011, 2012, and 2013, and authorizing the execution and delivery of related documents and actions.

Carol R. Horton

 Recommended by

_____/_____
 Moved Seconded

Aye__Nay__Abstained__

 Approved for Submittal

Item No. H.4.

RESOLUTION NO. 2010-11-02

RESOLUTION OF THE BOARD OF TRUSTEES OF THE CITRUS COMMUNITY COLLEGE DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR THE FISCAL YEARS ENDING JUNE 30 IN EACH OF THE YEARS 2011 THROUGH 2013, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

WHEREAS, under Section 6516.6 of the Government Code of the State of California (the “Law”), a school district, community college district or other educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by or on behalf of the school agency for collection on the secured, unsecured, or supplemental property tax rolls in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

WHEREAS, the California Statewide Delinquent Tax Finance Authority (the “Authority”) has been formed as a joint powers authority for the purpose of purchasing delinquent ad valorem property taxes in accordance with the Law upon terms and conditions which are acceptable to school agencies; and

WHEREAS, under the Law the amount of property tax receipts to be reported in a fiscal year for a school agency for revenue limit purposes is equal to 100% of the school agency’s allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the school agency; and

WHEREAS, the Authority has requested the District to sell its delinquent ad valorem property tax receivables (the “Tax Receivables”) to the Authority for the fiscal years ending June 30 in each of the years 2011 through 2013 (the “Covered Fiscal Years”) at a purchase price equal to 108.5% of the amount of Tax Receivables which have been levied; and

WHEREAS, the Authority has made arrangements to issue and sell a certificate of participation for each fiscal year, representing a participation interest in all of the Tax Receivables received from the District and from other participating school agencies in the County of Los Angeles for such fiscal year, which certificate of participation will be sold to a designee of Plymouth Park Tax Services, LLC, a Delaware limited liability company (“Plymouth”); and

WHEREAS, the Board wishes at this time to approve the foregoing financing plan and authorize the execution and delivery of all related documents and actions;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the **Citrus Community College District** as follows:

Section 1. Approval of Financing Plan; Sale of Tax Receivables to Authority. The Board hereby approves the financing plan presented to the Board at the meeting at which this Resolution is adopted, and as generally described in the recitals of this Resolution. The Board hereby approves and authorizes the sale of the Tax Receivables to Authority for each of the Covered Fiscal Years.

Section 2. Approval of Financing Documents. In order to implement the financing plan approved under Section 1, the Board hereby approves each of the following agreements, to be entered into for each of the Covered Fiscal Years:

- Future Tax Receivables Sales Agreement to be entered into among the Authority, Plymouth, and the District, under which the District agrees to sell its Tax Receivables to the Authority in each Covered Fiscal Year, in substantially the form on file with the Secretary.
- Purchase and Sale Agreement to be entered into between the Authority and the District with respect to the Tax Receivables, in substantially the form used on previous financings between the Authority and the District.

Each of the foregoing agreements is approved in substantially the respective forms on file with the Clerk of the Board, together with any changes therein or modifications thereof as may be approved by the **Superintendent/President, Vice President of Finance and Administrative Services or Director of Fiscal Services** authorized to sign documents on behalf of the District, and the execution and delivery of each agreement by the District shall be conclusive evidence of the approval of all changes and modifications to said agreement. The Board hereby authorizes the delivery and performance of each of the foregoing agreements.

Section 3. Official Actions. The **Superintendent/President, Vice President of Finance and Administrative Services or Director of Fiscal Services** authorized to sign documents on behalf of the District, are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority for each Covered Fiscal Year. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf if such officer is absent or unavailable.

Section 4. Effective Date. This resolution shall take effect from and after the date of approval and adoption thereof.

PASSED AND ADOPTED this 13th day of July 2010, by the following vote:

AYES:

NOES:

ABSENT:

Dr. Gary L. Woods

President of the Board of Trustees

ATTEST:

Mrs. Joanne Montgomery

Clerk/Secretary, Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees Action X
DATE July 13, 2010 Resolution _____
SUBJECT: Parking Fee Increase Information _____
Enclosure(s) _____

BACKGROUND

Since 1998, the fee for student parking has been \$30.00 per semester. In order to cover the cost of maintaining the level of service provided by the Campus Safety Department an increase to \$40.00 per semester is proposed effective Fall 2010. The parking fee for Summer and Winter sessions will increase from \$15.00 to \$20.00. The fee for BOG students will remain at \$20.00 as stated in the Education Code. The proposal to increase parking fees was approved by the Student Services Committee on May 27, 2010, and the Steering Committee on June 7, 2010.

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

RECOMMENDATION

Authorization is requested to approve an increase in the semester parking fee to \$40.00 per full semester, and \$20.00 per Summer and Winter sessions.

Jeanne Hamilton
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	X
SUBJECT:	General Child Care and Development Programs – Contract: CCTR-0092	Information	
		Enclosure(s)	X

BACKGROUND

The California Department of Education has annually provided early education and care services for 2.5 and 3 year-old children. The General Child Care and Development Programs contract **CCTR-0092** will allow the Child Development Center to continue to provide services to the young children of students, staff, faculty, and community members.

This item was prepared by Dr. Mickie Allen, Child Development Center Director.

RECOMMENDATION

Authorization is requested to accept adopt Resolution #2010-11-03 and contract CCTR-0092 in the amount of \$562,678 for early education and care services for 2.5 and 3 year-old children, in the Child Development Center, for the period of July 1, 2010 to June 30, 2011.

Irene Malmgren
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.6.

**RESOLUTION
NO. 2010-11-03**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2010/2011.**

RESOLUTION

BE IT RESOLVED that the Governing Board of the Citrus Community College District authorizes entering into local agreement number/s **CCTR-0092** and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

Name, Title

Signature

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

PASSED AND ADOPTED THIS 13th day of July 2011, by the Governing Board of the Citrus Community College District of Los Angeles County, California.

I, Joanne Montgomery, Clerk/Secretary of the Governing Board of the Citrus Community College District, of Los Angeles County, California, certify that the foregoing is a full, true, and correct resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

**RESOLUTION
NO. 2010-11-04**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2010/2011.**

RESOLUTION

BE IT RESOLVED that the Governing Board of the Citrus Community College District authorizes entering into local agreement number/s **CSPP-0175** and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

Name, Title

Signature

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

PASSED AND ADOPTED THIS 13th day of July 2011, by the Governing Board of the Citrus Community College District of Los Angeles County, California.

I, Joanne Montgomery, Clerk/Secretary of the Governing Board of the Citrus Community College District, of Los Angeles County, California, certify that the foregoing is a full, true, and correct resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 13, 2010	Resolution	_____
SUBJECT:	Employment of Ms. Maria Fischer Cosmetology Instructor	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of four full-time faculty for the 2010-11 academic year. This recommendation is to approve the hiring of one of those positions.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Maria Fischer effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Cosmetology, at a salary placement of Class 1, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$58,625.00 annually plus \$24,018.98 in health and statutory benefits.

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.8.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X

DATE: July 13, 2010 Resolution _____

SUBJECT: Employment of Ms. Sally "Sarah" Bosler Information _____
Librarian – Public Services Enclosure(s) _____

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of four full-time faculty for the 2010-11 academic year. This recommendation is to approve the hiring of one of those positions.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Sally "Sarah" Bosler effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Public Services, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$67,685.20 annually plus \$25,126.13 in health and statutory benefits.

Robert Sammis
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.9.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 13, 2010	Resolution	_____
SUBJECT:	Employment of Ms. Lanette Granger Librarian – Technical Services	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of four full-time faculty for the 2010-11 academic year. This recommendation is to approve the hiring of one of those positions.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Lanette Granger effective July 14, 2010, in a full-time tenure track position (a first year contract of 195 days) as a Librarian – Technical Services, at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$59,988.60 annually plus \$24,185.61 in health and statutory benefits.

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.10

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 13, 2010	Resolution	
SUBJECT:	Employment of Ms. Wendy Deras Nursing Instructor	Information	
		Enclosure(s)	

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of four full-time faculty for the 2010-11 academic year. This recommendation is to approve the hiring of one of those positions.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Wendy Deras effective August 27, 2010, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$61,532.00 annually plus \$24,374.21 in health and statutory benefits.

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.11.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	
SUBJECT:	Board Policy	Information	
		Enclosure(s)	X

BACKGROUND

This Board Policy was originally approved on April 7, 2009. In reviewing updates received from the California Community College League (CCLC) the Board Sub-Committee met and approved amending this policy.

This item was prepared by Pam Sewell, Administrative Assistant, Superintendent/President's Office

RECOMMENDATION

Authorization to approve the second reading of the amended Board Policy BP 2720 Communications Among Board Members.

Geraldine M. Perri, Ph.D.
Recommended by

/

Moved _____ Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.12. _____

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

Reference: Government Code Section 54952.2

Members of the Board of Trustees shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Trustees. In addition, no other person shall make serial communications to Board Members.

Board Approved 04-07-09

Amended

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	
SUBJECT:	Board Policy – First Reading	Information	
		Enclosure(s)	X

BACKGROUND

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

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 Educational Programs Committee and by the Steering Committee (on various dates), and are being submitted to the Board for a first reading. Attached to the policy, for information only, are the related administrative procedures. AP3750 (Use of Copyrighted Material) is included for information only.

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

RECOMMENDATION

Authorization is requested to approve the first reading of Board Policies BP4231 – Grade Changes; BP4235– Credit By Exam; BP3518--Child Abuse Reporting.

Irene Malmgren

Recommended by

_____ / _____

Moved _____ Seconded _____

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____

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

BP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

Office of Primary Responsibility: Academic Affairs

Date Adopted:

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

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

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

AP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The term "bad faith" is not simply bad judgment or negligence but rather it implies the conscious doing of a wrong because of dishonest purpose or moral obliquity. It is different from the negative idea of negligence in that it contemplates a state of mind affirmatively operating with furtive design or ill will.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change with approval of the instructor. In the case of denial by the instructor of the student's request, the student may use the Student Grievance Procedure (AP 5530) to present his or her case for a grade change.

If the procedure (see AP 5530) requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is possible likely that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the Vice President of Academic Affairs or designee.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Admissions and Records. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Admissions and Records immediately. The Dean of Admissions and Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify:

- 1) the student;
- 2) the instructor who originally awarded the grade;
- 3) any educational institution to which the student has transferred;
- 4) the accreditation agency; and
- 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures and reported to the appropriate law enforcement agency.

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, FW, P, NP) must submit an Exceptional Action Petition within one year after completing the course for which the grade change is being requested. After this period, if there are extenuating circumstances — verified cases of accidents, illnesses, or other circumstances beyond the control of the student — an Exceptional Action Petition request may be submitted to the Admissions & Records Office, however, the period for a request may not exceed three years after the completion of the course. **contact the instructor to request a grade change.** If the request is denied, the student may file a student grievance as described in BP and AP 5530.

Procedures — Within One Year

- A student seeking a change of grade shall file an Exceptional Action Petition with the Admissions & Records Office within one year after completing the course. Specific reasons for the request must be stated.
- The petition must be approved and signed by the appropriate instructor.
- The Admissions & Records Office will process approved exceptional action requests.

Procedures — Within Three Years

- If there are extenuating circumstances, the Exceptional Action Petition may be submitted to the Admissions & Records Office up to but no later than three years after the completion of the course. In addition to procedures within one year listed above, the student must also attach to the petition sufficient documentation proving an accident, illness, or other circumstances beyond the control of the student that disallowed them from submitting the Exceptional Action Petition within one year of the course completion date.

In order to change an evaluative grade (A, B, C, D, F, FW, P, NP) to a non-evaluative symbol (W, I, RD, IP), an extenuating circumstance must be verified in writing. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. A request for a change of a grade to a non-evaluative symbol may not exceed three years after the completion of the course.

Procedures

- A student seeking a change from a grade to a non-evaluative symbol shall file an Exceptional Action Petition with the Admissions & Records Office indicating the specific change requested.
- The petition must be supported and signed by the appropriate instructor.
- The student must attach sufficient documentation proving an accident, illness, or extenuating circumstances beyond the control of the student.

If another faculty member is allowed to substitute for the instructor, that substitution should not serve as evidence of discrimination or misconduct by the original instructor.

See Board Policy 4230. Also see Board Policy 3310 titled Records Retention and Destruction and Board Policy/Administrative Procedure 5040 titled Student Records.

Office of Primary Responsibility: Academic Affairs

Date Approved:

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

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	4/28/10
	Supervisors/Confidential	3/26/10
	EPC	5/3/10
	Steering	6/7/10

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

**Academic Affairs
DRAFT as of 9/18/09**

BP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish administrative procedures to implement this policy.

~~❖ From current Citrus College Policy P-5117 titled Credit by Examination~~

~~A currently enrolled student in satisfactory scholastic standing who has completed at least twelve (12) units at Citrus College may petition to receive Credit by Examination for coursework offered by the College and/or the Advanced Placement Examinations of the College Entrance Examination Board, College Level Examination Program, and/or International Baccalaureate Higher Level Exam.~~

Office of Primary Responsibility: Academic Affairs

Date Adopted:

(Replaces current Citrus College Policy P-5117)

Approved by	ASCC	2/2/10
	CSEA	6/9/09
	Management Team	10/7/09
	Senate	10/14/09
	Supervisors/Confidential	11/12/09
	EPC	3/29/10
	Steering	6/7/10

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

Academic Affairs
DRAFT as of ~~10/29/09~~ 03-02-10

AP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

Individual departments and/or specialty areas may elect to grant course credit to enable students, who can demonstrate proficiency in bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.

Credits acquired by examination are not applicable to ~~meeting of such~~ ~~meet~~ unit load requirements as for Selective Service deferment, Veteran's or Social Security benefits.

The examination shall include written, oral, skill tests, portfolio review or a combination of the aforementioned as determined appropriate by the department faculty.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Credit by Examination shall be recorded on the permanent transcript record and shall be designated as credit earned by examination.

Students may earn a maximum of 12 units through district administered "Credit by Exam".

Credit by Examination -District (Local) Administered Examination

Citrus College may grant students course credit through district-administered examinations under the following conditions:

- The student is currently enrolled at Citrus College and has earned twelve units. The student is eligible to receive Citrus College credits toward certificate or degree completion.
- The student's overall GPA in all college units attempted at Citrus is 2.0 or higher. ~~(this requirement is not required for new students).~~
- The student has met the prerequisite for the course.

- The student may not be currently enrolled (*beyond the census date*) in the same course.
- The student may not be currently enrolled in a more advanced course.
- The student has not already received credit for a more advanced course which follows the course in sequence.
- The student has not previously attempted credit by exam for this course.
- The course is listed in the college catalog.
- The course has been approved by the Curriculum Committee for "Credit by Examination" or is an articulated course.

Credits acquired by examination are not applicable to meeting of such meet unit load requirements as for Selective Service deferment, Veteran's or Social Security benefits.

The examination shall include written, oral, skill tests, portfolio review or a combination of the aforementioned as determined appropriate by the department faculty.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Credit by Examination shall be recorded as Pass/No Pass grades on the permanent transcript record and shall be designated as credit earned by examination.

Students may earn a maximum of 12 units through district administered "Credit by Exam".

Credit by Examination - Externally Administered Examination

- The sStudents must complete 12 units in residence to be eligible, but need not be currently enrolled to receive externally administered credit by exam.
- Advanced Placement - The District will grant three to ten (3 – 10) units of elective credit for an examination score of three, four or five (3, 4 or 5) in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board. Subject credit, rather than elective credit, may be granted upon recommendation of the department.
- International Baccalaureate – The District will grant three to four (3-4) units of elective credit for an examination score of five, six or seven (5, 6 or 7), in the subjects of the International Baccalaureate (IB) Higher Level exams. Subject credit rather than elective credit may be granted upon recommendation of the department.

- Credit Through the College Level Examination Program - The District will grant up to six (6) units elective credit for a score of 50 or above in a General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board. Subject credit, rather than elective credit, may be granted upon recommendation of the department.

Maximum Credit By Examination and Other Non-Traditional Education

- A student may be granted no more than 30 units through any combination of credit by examination (AP, CLEP, IB or local examinations) and evaluation of military service or other non-classroom experiences.

Credit by Examination – Articulated Career Technical Education Courses

The high school student may be issued Career Technical Education (CTE) course credit under the following conditions:

- An Institutional Articulation Agreement is in place between the college and the unified school district (USD)/regional occupational program (ROP);
- A course-to-course articulation agreement has been approved by faculty and the course assessment has been administered as authorized;
- Instructional personnel responsible for the course have completed, and submitted, documentation within 90 days of the administration of exam;
- The student earned a grade of B- or better on the authorized exam; and
- The student is registered at the college.

Institutional and course-to-course articulation agreements, secondary course rosters/assessment results, and CTE course credit documents are administered by the division dean responsible for Articulated Career Technical Education course credit/Tech Prep. Documentation that verifies the earning of credit by exam will be provided to Admissions and Records in a timely manner; ultimately the transcript of the student registered at the college will reflect the awarding of credit during the semester it was earned. Operational procedures will assist students, with CTE articulated course credit, to enroll and register in the next level course in their program of study upon entry to Citrus College.

~~❖ From current Citrus College Regulation R-5117 titled Credit by Examination~~
Credit by Examination – Locally Administered Examination

The following conditions shall apply:

- ~~1. The examination shall include written, oral, or skill tests, or a combination of all three as determined appropriate by the Department administering the examination.~~
- ~~2. Credit by Examination shall be granted only for those courses which have been designated and approved by department faculty as eligible.~~
- ~~3. A student may attempt Credit by Examination only once in a particular course.~~
- ~~4. The student may not be currently enrolled (*beyond the sixth week or equivalent*) in the same course or a more advanced course.~~
- ~~5. A student may not petition for Credit by Examination of a course for which the student has previously received a grade (evaluative symbol).~~
- ~~6. The maximum number of credits allowed for coursework taken by examination is twelve (12) units.~~
- ~~7. Grades received as a result of courses petitioned for Credit by Examination shall be recorded as Credit/No Credit or Pass/No Pass grades on the permanent transcript record and shall be designated as credit earned by examination. (Note: Effective Fall 2009, Pass/No Pass will be used in lieu of Credit/No Credit).~~
- ~~8. Credit earned by examination may not be counted toward eligibility in any activity program and shall not be used to satisfy the twelve (12) units in residence required for the Associate Degree.~~

Credit by Examination - Externally Administered Examination

- ~~1. Advanced Placement - The District will grant three to ten (3 – 10) units of elective credit for an examination score of three, four or five (3 – 5) in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board. Subject credit, rather than elective credit, may be granted upon recommendation of the Department.~~
- ~~2. International Baccalaureate - The District will grant three to four (3-4) units of elective credit for an examination score of five, six or seven (5, 6 or 7), in the subjects of the International Baccalaureate (IB) Higher Level exams. Subject credit rather than elective credit may be granted upon recommendation of the department.~~
- ~~3. Credit Through the College Level Examination Program - The District will grant up to six (6) units elective credit for a score of 50 or above in a General~~

~~Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board. Subject credit, rather than elective credit, may be granted upon recommendation of the Department.~~

Maximum Credit By Examination and Other Non-Traditional Education

- ~~1. A student may be granted no more than 30 units through any combination of credit by examination (AP, CLEP, IB or local examinations) and evaluation of military service or other non-classroom experiences.~~

Office of Primary Responsibility: Academic Affairs

Date Adopted:

(Replaces current Citrus College Regulation R-5117.)

	Approved by	ASCC	<u>2/2/10</u> 9/22/09
		CSEA	6/9/09
		Management Team	10/7/09
		Senate	<u>12/9/09</u>
		Supervisors/Confidential	<u>11/12/09</u>
		EPC	<u>3/29/10</u>
		Steering	<u>6/7/10</u>

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

BP 3518 CHILD ABUSE REPORTING

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;

Welfare and Institutions Code Sections 300, 318, and 601;

Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The Superintendent/President shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

Date Adopted:

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

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	4/28/10
	Supervisors/Confidential	3/23/10
	EPC	5/3/10
	Steering	6/7/10

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

AP 3518 CHILD ABUSE REPORTING

References:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

The District recognizes the responsibility of its employees to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his or her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his or her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section 11172(e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours. The written report may be mailed or submitted by facsimile or electronic transmission.

Child abuse reporting forms are available in both the Child Development Center and in the Human Resources office.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172a)

When a District employee releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency, and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167b).

The District shall provide a mandated reporter with a statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting/obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

Office of Primary Responsibility: Human Resources

Date Adopted:

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

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	4/28/10
	Supervisors/Confidential	3/23/10
	EPC	5/3/10
	Steering	6/7/10

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

AP 3750 USE OF COPYRIGHTED MATERIAL

References:

Education Code Sections 32360 and 67302;
U. S. Code Title 17, Copyright Act of 1976

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the “fair use” doctrine.

Fair Use

Reference:

Copyright Act, Section 107

The “fair use” doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship.

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book
- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. The copying meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

Definitions

Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher; and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

III. Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may not occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - i. substitute for the purchase of books, publisher's reprints or periodicals
 - ii. be directed by higher authority
 - iii. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Compilations

Reference:

Basic Books, Inc. v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522; and Princeton University Press v. Michigan Document Services, Inc. (6th Cir. 1996) F.3d 1381

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "coursepacks," even if the excerpts fall under the definitions in the "fair use" doctrine.

Online Courses

References:

The TEACH (Technology, Education and Copyright Harmonization) Act, U.S. Code 17, Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session.

- The performance is either of a non-dramatic work or a “reasonable and limited portion” of any other work that is comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or acquired.
- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Obtaining Permission to Use Copyrighted Material

Faculty members, staff and other District employees shall comply with all legal obligations to obtain permission to use copyrighted materials.

Office of Primary Responsibility: Academic Affairs

NOTE: *This procedure is **suggested as good practice**. The language is recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore).*

Date Approved:

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

Approved by	ASCC	3/30/10
	CSEA	3/26/10
	Management Team	3/26/10
	Senate	4/28/10
	Supervisors/Confidential	3/23/10
	EPC	5/3/10
	Steering	6/7/10

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CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X

DATE July 13, 2010 Resolution

SUBJECT: Board Policy – Second Read Information

Enclosure(s) X

BACKGROUND

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

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

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

Board Policy (BP) 7109 was reviewed and approved by the Human Resources Advisory/Staff Diversity Committee, by the constituent groups on various dates, by the CCFA Negotiating Team, by the Steering Committee, and the Board approved a first read on June 8, 2010.

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

RECOMMENDATION

Authorization is requested to approve the second read of BP 7109 – Health Examinations.

Robert Sammis
Recommended by

/ _____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.14.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7109 Health Examinations

References: 42 U.S. Code Section 12112; 29 Code of Federal Regulations Part 1630;
Government Code Section 12940

General Provision

In compliance with all applicable state and federal laws and the provisions of any collective bargaining agreement, the District may request a health or physical examination of District personnel:

1. after an offer of permanent employment has been presented to an applicant;
2. when an employee returns to work following a medical leave of absence; or
3. to determine the employee will not pose a "direct threat" to the health and safety of self or others.

Any such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Measure G Citizens' Oversight Committee	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the passage of Measure G, the Citrus College Facilities Bond, in March 2004, the Board of Trustees is required to establish a bond oversight committee that is charged with informing the public, at least annually, concerning the District's expenditure of Measure G bond proceeds and shall consist of a minimum of seven (7) members appointed by the Board of Trustees.

Three of the members approved by the Board of Trustees on May 27, 2008, Jon Hart, Nikki Hull and Joe Guarrera, were appointed for two-year terms which will expire this year. We have sent each of them letters of solicitation for an additional two-year term which they have accepted.

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

RECOMMENDATION

Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2012):

1. Jon Hart, Bona-Fide Taxpayers Association
2. Nikki Hull, Senior Citizen's Organization
3. Joe Guarrera, Business Organization

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.15.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 13, 2010	Resolution	_____
SUBJECT:	Measure G Citizens' Oversight Committee	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the passage of Measure G, the Citrus College Facilities Bond, in March 2004, the Board of Trustees is required to establish a bond oversight committee that is charged with informing the public, at least annually, concerning the District's expenditure of Measure G bond proceeds and shall consist of a minimum of seven (7) members appointed by the Board of Trustees.

Mr. Karlyn Bradley was the student representative appointed for a one-year term which has expired. Two applications were received. Ms. Chrissy Concannon was nominated as the student representative from the Board's sub-committee of Dr. Gary L. Woods and Mrs. Joanne Montgomery.

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

RECOMMENDATION

Authorization is requested to appoint Chrissy Concannon, as the student representative, to the Measure G Oversight Committee for a one-year term.

Geraldine M. Perri, Ph.D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ H.16. _____

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

June 8, 2010

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, June 8, 2010, in the Administration Building Board Room.

Board President Woods called the meeting to order at 4:16 p.m. Board President Woods led the Pledge of Allegiance to the Flag.

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

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Kim Holland, Robert Iverson, Sylvia Smythe, and Linda Welz

Faculty: Jack Call, Rich Ghidella, and Esmeralda Medrano

Supervisors/Confidential Team: Leigh Buchwald, Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

Classified Employees: Stacy Armstrong and Roy LaBomme

Adjunct Faculty: None

Students: Ruben Haro

VISITORS: None

Geraldine M. Perri, Ph.D., Superintendent/President, began her report by thanking the members of the Board for attending Achievement Awards. Dr. Perri thanked Dr. Jeanne Hamilton, Vice President of Student Services, and her team, in particular Ms. Teri Shamhart, Administrative Secretary, for coordinating the event. She also thanked

Ms. Philomena O'Shea, Cafeteria Supervisor, and her staff for the excellent dinner. Dr. Perri complimented the Citrus Singers for their wonderful performance during the event.

Dr. Perri gave kudos to the many students, faculty, and staff who were honored at end-of-the-year college events such as the Honors Program, PTK and PSI Beta events; EOP&S/CARE and CalWORKs Recognition Ceremony; the Transfer Reception; and the ASCC Awards Dinner. She also expressed her appreciation for the opportunity to participate in the Faculty Association's end-of-the-year celebration.

Dr. Perri said the tentative budget for 2010-2011 was included in the Board agenda. She said the document reflects a long process of planning and assessment of college priorities and budget mitigation strategies. She thanked Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, and her team, as well as President's Cabinet members and their teams, for their efforts in preparing this document.

Dr. Perri expressed her appreciation to the leaders of all of the college constituent groups for their service during the 2009-2010 academic year, including Dr. Jack Call, Academic Senate President; Ms. Kathy Bakhit, CCFA President; Ms. Martha McDonald, Management Team President; Mr. Leigh Buchwald, Supervisors/Confidential Team President; Mr. Steve Siegel, CSEA President; and Mr. Karlyn Bradley, ASCC President. She said she looks forward to working with the new, incoming leadership in the fall, Ms. Roberta Eisel, Academic Senate President; Mr. John Fincher, CCFA President; Mr. Greg Hinrichsen, Management Team President; Ms. Carol Cone, Supervisors/Confidential Team President; Ms. Chrissy Concannon, ASCC President; as well as Mr. Siegel, who will return as CSEA President.

Dr. Perri reported on upcoming speaking engagements. She has been invited by her alma mater, Fielding Graduate University, to moderate a panel of college chancellors and presidents who will respond to a keynote address on "preparing community college leaders of the future" by Under Secretary of Education Dr. Martha Kanter. The YMCA San Gabriel Valley's 26th Annual Women of Achievement Awards Luncheon will be held in conjunction with the "Life and Leadership in a Diverse and Changing World" conference. Dr. Perri will serve as a panelist.

Dr. Perri thanked the members of the Board, CSEA, ASCC, the Citrus College Foundation, the Supervisors/Confidential Team, and the Management Team for their special recognition of her in the program for the recent City University of New York's 40th Anniversary Celebration of the Dental Hygiene Program, from which she graduated. Dr. Perri was honored at the event and received a proclamation from the New York State Assembly that mentioned her leadership role at Citrus College.

Dr. Perri was also invited to the annual Cuyamaca College Foundation event, where former college presidents are honored. She thanked the Citrus College Foundation for recognizing her in the program.

Dr. Perri introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who along with Ms. Lari Kirby, Distance Education Supervisor, presented the Student Worker of the Semester Award. The winner was Mr. Jose Berroteran, who is a tutor in the Math Success Center.

Dr. Perri presented a "Citrus College Fast Facts" sheet listing various noteworthy accomplishments by the college over the past year, including both statewide and national honors.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that work on the new college catalog is progressing. This is a comprehensive task, requiring input and collaboration by many college departments.

Summer enrollment was at 87 percent last week, and all classes are nearly full. Dr. Malmgren said students are aware of the scarcity of classes and have responded by registering promptly.

Dr. Malmgren was pleased to report that one of our former automotive technology students, Ms. Priscilla Ruiz, has been hired by Bonita High School as their new full-time automotive technology teacher.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Dr. Lucinda Over, Dean of Counseling, and Mr. Rafael Herrera, Center for Teacher Excellence Coordinator, have been working with Ms. Sylvia Smythe, Director of College Success, to write a new grant for teacher preparation with an emphasis on technology.

Dr. Hamilton said our "Citrus College Man of the Year," Mr. Christian Ramirez, has been selected as the Chief Student Services Officers (CSSO) Region 8 nominee for the statewide CSSO scholarship.

Campus Safety has moved into their new building. Dr. Hamilton commented that the facility is beautiful. There will be a building dedication later in the year.

Robert Sammis, J.D., Director of Human Resources, attended Achievement Awards. He said he was amazed at the accomplishments of the students. He added that the event is a nice reminder for the college community of "why we do what we do."

Carol R. Horton, Vice President of Finance and Administrative Services, commented on the college's 2010-2011 tentative budget. She also noted that the California legislature has moved discussions on the state budget to the conference committee, but adoption of the final state budget is expected to come very late in the year. Mrs. Horton's department will be working through the summer to close the books.

Jack Call, Ph.D., Academic Senate President, reported that the Academic Senate has installed the new officers for the 2010-2011 academic year. They are: Ms. Roberta

Eisel, President; Ms. Nicki Shaw, Vice President/President-Elect; Ms. Sheryl Walz, Secretary; and Mr. Paul Swatzel, Treasurer.

The Academic Senate and CCFA leaders met to discuss two recommendations of the accrediting commission, ACCJC. Dr. Call said the group seemed to accept the recommendation to include SLOs in course syllabi. However, regarding the recommendation to include consideration of the SLO assessment process in evaluation of all personnel, the position of the Academic Senate leaders was that it is up to CCFA and the district to negotiate any changes to the evaluation process.

The Department Chairs Task Force met on May 28, 2010. They agreed to ask for another year to work out recommendations as to how establishing department chairs could be implemented. They proposed asking Academic Senate representatives to take the discussion to division meetings in the fall and get faculty input. Mr. Robert Slack, Dean of Fine and Performing Arts, volunteered to write up a report of the meeting, which will serve as the report mentioned in the MOU that established the task force.

Dr. Call and Dr. Malmgren, along with other individuals with responsibilities in the various areas, have begun interviewing candidates for four reassigned time positions: Student Learning Outcomes and Assessment Coordinator; Learning Communities Coordinator; Honors Coordinator; and Distance Education Coordinator.

This was Dr. Call's last Board meeting as Academic Senate President. He thanked Dr. Perri and the Board for the opportunity to report on the Academic Senate's work, and he said, "It has been an honor to serve this fine college." Dr. Perri and members of the Board thanked Dr. Call for his leadership and collaborative spirit.

Steve Siegel, CSEA President, said the Classified Development Committee has selected three employees to receive tuition reimbursement awards. The recipients are Ms. Karen Mosher, Library Media Technician, and Mr. Ken Shimauchi, Instructional Computing Technician, who are pursuing bachelor's degrees, and Mr. Andrew Wheeler, Sports Information Coordinator, who is pursuing his master's degree.

Mr. Siegel reported on CSEA activities for the year including, promoting a "wellness" theme through quarterly newsletters; hosting four workshops at FLEX day; hosting a PERS retirement workshop; and participating in an upcoming Health Fair in August.

Alejandra Delgado, Student Trustee, said she enjoyed attending Achievement Awards, and she is proud of all of the students who are continuing on with their educational pursuits. She also expressed her hope that, as the semester comes to a close, students are taking advantage of all of the college support services available to them.

Susan M. Keith, Member, Board of Trustees, commented on several end-of-the-year events including Achievement Awards; EOP&S/CARE/CalWORKs Recognition Ceremony; the "Razor's Edge" dance concert, and Citrus Singers 2010. Trustee Keith

said we have amazing and talented students and our faculty and staff are doing an outstanding job of teaching and guiding them.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, said she enjoys this time of year, as it gives her the opportunity to hear students' stories at the various recognition events and their comments regarding the dedication of our faculty and staff in helping them achieve success. She congratulated all of the students who have accomplished their goals for career and academic preparation.

Trustee Montgomery reported on the recent Los Angeles School Board Association meeting. Much of the discussions at the meeting were focused on the state budget situation.

Patricia Rasmussen, Vice President, Board of Trustees, commented that each year, the Citrus Singers seem to top the previous year's annual Citrus Singers production. She added that the Fine and Performing Arts staff have done a wonderful job of creating an exhibit in the Recording Arts foyer that highlights the accomplishments of the Citrus Singers and their former Director, Mr. Ben Bollinger.

Trustee Rasmussen thanked the Citrus College Foundation for the Bright Futures Scholarship, which she was pleased to present recently to a Glendora student.

Edward C. Ortell, Member, Board of Trustees, remarked on Achievement Awards, saying that it is always gratifying to see the students from the trustee area he represents receive recognition, and he is sure his colleagues on the Board feel the same.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the regular meeting minutes of May 18, 2010, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Office of External Relations Recipient of 2010 CCPRO Awards – Paula Green, Director of Communications

Ms. Green said it was her honor to report that the External Relations staff have won four awards from the Community Colleges Public Relations Organization (CCPRO). Ms. Stacy Armstrong, Publications Specialist, and Mr. Roy LaBomme, Photographer, were each awarded first and third place honors for their work.

CCRAA Stem Grant Update Presentation – Sylvia Smythe, Director of College Success and Project Director for the STEM Grant

Ms. Smythe provided an update on successes of the CCRAA STEM grant program "Citrus Connect!" for 2010. The program has achieved numerous positive outcomes for our students, and Ms. Smythe presented four students who gave testimonials on how it has changed their lives. Trustee Rasmussen suggested compiling data and student testimonials to present to our Congressional representatives as evidence of how these grants are making a difference.

Business Education Statewide Advisory Committee (BESAC) Report and Award – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren introduced Mr. Richard Ghidella, Business instructor, who, along with three of his students, made a presentation on their recent award at the Business Education Statewide Advisory Committee conference. Citrus College won "Best Mini-Grant Project Presentation." The students competed against professors from several 4-year institutions.

Program Review – Business – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren presented highlights of the Business Program Review.

Program Review – Dance – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren presented highlights of the Dance Program Review.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

SURPLUS PROPERTY

Item 4: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. 5 Yes.

BIDS

Item 5: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the award of bid #04-0910, Campus Safety Landscape Project, to Kasa Construction of Ontario, California and authorize the Vice President

of Finance and Administrative Services to execute the contract on behalf of the District. The bid price of \$89,900 is within budget and will be funded from Measure G Bond Funds. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Trustee Montgomery and seconded by Trustee Rasmussen 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 Montgomery and seconded by Trustee Rasmussen 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 Montgomery and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 9: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the 2010-2011 tentative budget. 5 Yes.

Item 10: Moved by Trustee Montgomery and seconded by Trustee Keith to approve Resolution 2009-10-06 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2010-2011 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$50,116,660. 5 Yes.

Item 11: Moved by Trustee Keith and Trustee Ortell to approve Resolution 2009-10-07 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2010-2011 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes.

Item 12: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2009-2010 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 13: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the 2010-2011 institutional membership list. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 14: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve Change Order Number Two in the amount of \$35,056.80 and add 21 days to the time for completion for project number 01-0607, Campus Security Building. 5 Yes.

Item 15: Moved by Trustee Ortell and seconded by Trustee Keith to accept Project #01-0607, Campus Security Building as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$1,120,985.87. 5 Yes.

MEMORANDUM OF UNDERSTANDING

Item 16: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the attached memorandum of Understanding between CSU Fullerton Auxiliary Services Corporation (ASC) and Citrus College, establishing the second Summer Research Experience. 5 Yes.

Item 17: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the attached Memorandum of Understanding between UCR and Citrus College, establishing the first summer Scientific Teaching Workshop. 5 Yes.

CURRICULUM

Item 18: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the new courses, new programs, deleted courses, deleted programs, and program changes. 5 Yes.

AGREEMENTS

Item 19: Moved by Trustee Ortell and seconded by Trustee Keith to approve Institutional Articulation Agreements with Alhambra, Antelope Valley Union, Bonita, and Chaffey Union USDs. 5 Yes.

BOARD POLICIES

Item 20: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the first reading of the amended Board Policy BP 2720 Communications Among Board Members. 5 Yes.

Item 21: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the first reading of BP 7109 – Health Examinations. 5 Yes.

CLOSED SESSION: At 5:20 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

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

RECONVENE OPEN SESSION: At 6:29 p.m., Board President Woods reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:30 p.m., it was moved by Trustee Rasmussen 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>