

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: First Regular Meeting in May

DATE: Tuesday, May 3, 2011

TIME: 4:15 p.m.

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

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Patricia Rasmussen, President
Joanne Montgomery, Vice President
Edward C. Ortell, Clerk/Secretary
Susan M. Keith, Member
Gary L. Woods, Member
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 March 15, 2011**
2. **Approval of the Regular Meeting Minutes of April 5, 2011**

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

1. **Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.**
2. **Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
3. **Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
4. **Per Section 72122 of the Education Code and District Administrative Regulation R-5139: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #CCXXXXX84**

G. INFORMATION AND DISCUSSION

External Relations

1. Office of External Relations Recipient of 2011 CCPRO Awards – Paula Green, Director of Communications (Page 4)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 3, 2011	Resolution	_____
SUBJECT:	Office of External Relations Recipient of 2011 CCPRO Awards	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Office of External Relations is a member of the Community Colleges Public Relations Organization (CCPRO), a professional group committed to excellence in public relations, marketing, advertising and design produced on behalf of California's community colleges.

This year, through the work of Advancement Division staff Stacy Armstrong, Stacey Donaldson, Roy La Bomme, Paula Green and June Stephens, the college earned three CCPRO awards in the following categories:

Feature Story

Second Place: Feature article about Dr. Geraldine M. Perri, *Glendoran* magazine, May/June 2010 issue

Press Release

Second Place: "Citrus College Cosmetology Program Receives National Service Award"

Print Advertising

First Place: "My Citrus Story"

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

RECOMMENDATION

No action required; information only.

June Stephens
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.1.

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 7)
- b. Authorization is requested to approve facility rentals and usage. (Page 10)
- c. Authorization is requested to approve A & B Warrants for March 2011. (Page 12)
- d. Authorization is requested to approve purchase orders for March 2011. (Page 14)
- 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 20)

Academic Affairs

- f. Authorization is requested to approve the new courses, new programs, deleted courses, deleted programs, and substantive changes. (Page 22)

Personnel Recommendations

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 25)

(CONTINUED)

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 30)
- i. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 32)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – May 3, 2011

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Adolph Ziembra, AIA & Associates, Inc.	\$34,000.00max	District	5/4/11-6/30/12	Architectural & Engineering Services for Little Theatre
Hodge & Associates	\$39,400.00max	District	5/4/11-6/30/12	CEQA Study for 1155 W. Foothill Blvd.
SixTen and Associates	\$24,000.00max	District	7/1/11-6/30/12	Mandated Costs Services
<u>CHILD DEVELOPMENT CENTER</u>				
Arnold, Heather	\$2,480.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Arteaga, Elisa	\$1,600.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Barnes, Carla	\$810.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Be Well Psychotherapy & Consulting	\$1,140.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Brown, Deborah Patrice	\$13,750.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Brown, Sandra	\$1,400.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Butler, Sarah	\$1,610.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Cash, Karen	\$10,500.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Cash, Karen	\$11,400.00max	Grant	7/1/11-6/30/12	Facilitation for Foster Parent Training
Castillo, Julissa	\$1,850.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Christensen, Sandra	\$3,071.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Code, Lucy Maria	\$420.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Cooper, Wanda M.	\$990.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Cuevas, Claudia	\$408.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Dixon, Karen	\$10,600.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Dixon, Karen	\$11,100.00max	Grant	7/1/11-6/30/12	Facilitation for Foster Parent Training
Dixon, Karen	\$15,050.00max	Grant	7/1/10-6/30/11	Foster Care Ed
			<i>Revision</i>	
Doakes, Sarah	\$1,680.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Garcia, Corrine	\$2,926.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Garcia, Marlene	\$1,650.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Grandparents as Parents	\$1,764.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Haghani, Natalie	\$4,257.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Haghani, Richard	\$7,000.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Hawes, Linda	\$720.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Hill, James	\$3,500.00max	Grant	7/1/11-6/30/12	Facilitation for Foster Parent Training
Jenkins, Helen L.	\$2,232.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Johnson, Saundra L.	\$930.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Maldonado, Omar	\$50,000.00max	Grant	7/1/10-6/30/11	Outreach Advisor for Youth
			<i>Revision</i>	
Mathis, Bernard	\$900.00max	Grant	7/1/11-6/30/12	Foster Care Ed
McClellan, Sheila	\$750.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Paddock, LeeAnn	\$9,900.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Paddock, LeeAnn	\$8,320.00max	Grant	7/1/11-6/30/12	Facilitation for Foster Parent Training
Razo, Jorge	\$4,760.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Razo, Jorge	\$8,190.00max	Grant	7/1/11-6/30/12	Facilitation for Foster Parent Training
Razo, Maria Lucy	\$2,418.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Recendez, Rodrigo	\$1,820.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Reyes, Carmela	\$720.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Robertson, Deena	\$1,050.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Sanders, Cristal	\$408.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Sharp, Gail	\$945.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Smith, TaWanna	\$1,295.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Switanowski, Lori	\$4,200.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Turner, Leanne	\$1,250.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Vracin, Alex	\$2,900.00max	Grant	7/1/11-6/30/12	CPR/First Aid & Water Safety Training

Walker, Joe	\$1,890.00max	Grant	7/1/11-6/30/12	Foster Care Ed
Washington, Gwen	\$9,675.00max	Grant	7/1/11-6/30/12	Foster Care Ed
<u>FINE AND PERFORMING ARTS</u>				
Alvarez, Rodolfo Nick	\$300.00max	District	7/1/11-7/12/11	Musician Services
Carter, Teryn	\$1,000.00max	District	5/3/11-6/30/11	Musician Services
Geller, Ilona	\$300.00max	District	7/1/11-7/12/11	Musician Services
Lanier, Nathan	\$300.00max	District	7/1/11-7/12/11	Musician Services
Lanier, Victoria	\$300.00max	District	7/1/11-7/12/11	Musician Services
Minasian, Mark	\$250.00max	District	5/4/11-6/30/11	Musician Services
<u>HEALTH SCIENCES</u>				
Mejia, Marc	\$1,000.00max	Grant	5/4/11-6/30/11	Video Taping and Editing
Pomona Valley Hospital Medical Center	No Fee	No Fee	5/3/11-5/3/12	Clinical Education

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b.

**Use of Facilities
May 3, 2011**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
CHOC Foundation	Recording Arts Studio	Edit Tracks, Vocal Overdubs & Master Disks	3/6, 3/9 & 3/28/11	\$1,000.00
J.C. Productions	Recording Arts Studio	Basic Tracking	3/25 and 3/28/11	\$800.00
Ashland Entertainment	Recording Arts Studio	Basic Tracking	3/26/2011	\$500.00
J.C. Productions	Recording Arts Studio	Vocal Overdubbing	3/26/2011	\$300.00
Ken Ward	Recording Arts Studio	Basic Tracking	3/27/2011	\$600.00
Lauren Guerard	Recording Arts Studio	Vocal Overdubbing	4/7/2011	\$200.00
The Sagami Group, LLC	Pool and AQ100	Still Photo Shoot	4/15/2011	\$3,300.00 plus additional labor if required
Red57 Film Co.	Stadium and Exterior CFI	Movie Filming	4/23/2011	\$1,750.00 plus additional labor if required
Metropolitan Educational Theatre Network	Performing Arts Center	Children's Theatre Performances	5/2, 5/3, 5/4, 5/5 & 5/6/11	\$7,350.00 plus additional labor if required
Centre Stage Dance Academy	Performing Arts Center	Dance Recital	6/24 & 6/26/11	\$2,950.00 plus additional labor if required
Omo Yoruba	LH102 & Campus Center East Wing	Indoor Youth Camp Lectures	7/30 & 7/31/11	\$3,067.00 plus additional labor if required
St. Christopher Church	Performing Arts Center	Fundraiser Concert	9/7 & 9/11/11	\$2,950.00 plus additional labor if required
Harborlites Chorus/Sweet Adelines International	Performing Arts Center	Concert	9/24/2011	\$3,675.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
March, 2011		
B WARRANT AMOUNT PAID TO VENDORS		\$3,875,269.03
GRANT AMOUNT PAID TO STUDENTS		\$5,685,265.37
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
192	C1H-C	\$1,661,745.36
417	C3H-C	\$915,696.32
494	C3H-N	\$280,925.22
8	068-C	\$9,382.40
9	068-N	\$6,492.22
4	075-C	\$10,340.34
8	075-N	\$3,157.87
1	082-N	\$128.64
332	C2I-N	\$1,448,475.62
1,465		\$4,336,343.99
ske		
4/28/2011		

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

Purchase orders March 2011.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for March 2011.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.d. _____

Includes 3/1/2011 - 3/31/2011

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-16090	SPARKLETTS	9350	Blanket PO	01-4300	500.00
11-16962	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	9260	Online Database Subscription Renewals	01-5840	10,306.00
11-17046	BAINBRIDGE ENVIRONMENTAL	9375	Asbestos & Lead Inspection - Admin Bldg	42-5800	4,635.00
11-17116	BAINBRIDGE ENVIRONMENTAL	9370	Mold Assessment	41-5800	4,234.00
11-17147	SPRINT	9210	Blanket PO	01-4300	143.60
				01-5800	700.00
11-17242	DAKTRONICS	9370	Basketball Scoreboards & Shot Clocks	41-6400	25,692.00
11-17268	EVER WHITE	0030	White Boards	01-6400	6,173.04
11-17288	CALIFORNIA STAGE & LIGHTING	0280	Stage Lighting	01-6410	20,650.06
11-17292	GLENDORA TROPHY	9170	Desk name plate	01-4300	31.39
11-17321	DISPLAYS2GO	9230	CC Supplies	71-4300	1,965.00
11-17323	NCSPD Inc. MCCD	9210	Membership	01-4210	100.00
11-17324	SALLY BEAUTY SUPPLY	3040	Shampoo Chairs	01-6400	768.25
11-17325	CCCCSSAA ANNUAL CONFERENCE	9280	Registration fee	01-5200	300.00
11-17326	MALCOLITE CORP	9040	Supplies	01-4300	221.91
11-17327	CHASE CARD SERVICES	9250	Blanket PO	01-4300	200.00
11-17328	ARROW WIRE AND CABLE	9375	Student Services - Fiber Optic Cable	42-4300	685.94
11-17329	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	475.00
11-17330	Amazon.com Corporate Credit	9099	Book	01-4300	14.91
11-17331	Singing Success	0280	CD/DVD/Book Set	01-4300	229.45
11-17332	Rehearsal Technology	9680	Software	01-4300	65.80
11-17333	COLLEGE OF THE CANYONS - CCPRO	9220	CC Pro Awards, 3 entries	01-5800	160.00
11-17334	ELECTRONICS WAREHOUSE	9040	Supplies	01-4300	15.88
11-17335	INSTITUTE FOR LOCAL GOVERNMENT	9210	Government Booklet	01-4300	23.46
11-17336	DALIA'S PIZZA	9672	Lunch	01-4300	110.77
11-17337	PLAZA PRODUCE	9672	Refreshments	01-4300	48.91
11-17338	PLAZA PRODUCE	9680	Refreshments	01-4300	39.21
11-17339	THE HISPANIC OUTLOOK IN HIGHER EDUCATION	9220	Subscription	01-4300	19.95
11-17340	ON TRACK	0060	Track & Field Equipment	01-6400	2,673.16
11-17341	JACC	0210	Conference	01-5200	200.00
11-17342	EDUCATION TO GO	9330	Enrollment Fees	39-5800	420.00
11-17343	OWL BOOKSHOP	0010	Supplies	01-4300	274.38
11-17344	GALE GROUP	9260	Book	01-6300	266.82
11-17345	Accuvant Inc	9100	Maintenance Renewal	01-5810	1,900.00
11-17346	FrontRange Solutions USA Inc Dept 0493	9100	Software Support	01-5840	5,197.25
11-17347	COLLEGENET.COM	9100	R25® Service Fees - Banner	01-5840	2,969.15
11-17348	EDUCAUSE	9100	Domain Renewal	01-5840	40.00
11-17349	CSS/RANCHO JANITORIAL SUPPLIES	9375	Restroom Accessories - Main Gym	42-4300	54.33
11-17350	RICHARD SKAAR	9050	Software Service	01-5840	200.00
11-17351	CONDITIONING COMPONENTS	3370	HVAC Lab	01-6400	4,927.78
11-17352	CLAREMONT UNIFIED SCHOOL DIST.	9390	Claremont High School 2010 Summer School	01-5800	54,554.51
11-17353	J H MITCHELL	3020	Diesel Fuel	01-4300	507.05
11-17354	JASON KARDELL	9375	Services for TE Dyno Cells	42-5800	575.00
11-17355	GLENDORA TROPHY	0040	Door Nameplate	01-4300	27.44
11-17356	SIGMA-ALDRICH	0030	Supplies	01-4300	37.84

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-17357	COURTYARD MARRIOTT	3120	Fees for Together For Children Event	33-5200	1,988.74
11-17358	Stewart Title of California	9020	Purchase of Property at 1155 W. Foothill Blvd.	41-6120	1,350,000.00
				41-6130	50,000.00
11-17359	JEFF'S SPORTING GOODS	0060	Supplies	01-4300	65.52
11-17360	EL-REY APPLICATIONS	9370	Refinish Floor at Gym	41-5600	5,600.00
11-17361	GTM SPORTWEAR	0060	Training Room Attire	01-4300	884.59
11-17362	PATTON SALES CORP.	9030	SUPPLIES	01-4300	1,855.78
11-17363	LEARNING RESOURCES NETWORK	9330	Publication/Books	39-4300	118.65
11-17364	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	38.62
11-17365	GLENDORA TROPHY	9170	Name Badge	01-4300	14.76
11-17366	Aire Filter Products	9040	Supplies	01-4300	263.75
11-17367	Amazon.com Corporate Credit	0280	Telephone Headset	01-4300	197.54
11-17368	Tech Depot An Office Depot Co.	0281	Computer Supplies	01-4300	280.13
11-17369	THE RP GROUP	9300	Registration	01-5200	200.00
11-17370	SoundTree	3370	Software	01-4300	1,040.54
11-17371	Champion Optical Network Engineering	9375	Student Services Network Equipment	42-6400	2,156.32
11-17372	ComputerLand of Silicon Valley	9100	Software Maintenance	01-4300	665.00
11-17373	SKYLINE ENGINEERING INC	9100	Video Cards	01-4300	337.67
11-17374	OFFICE DEPOT BSD ED DIV	0010	Butcher Paper for Art Classrooms	01-4300	1,382.65
11-17375	OWL CAFE	9360	Flex Day Dessert	01-4300	341.23
11-17376	1 World Maps Online	0300	Physical Geography Map	01-6400	696.00
11-17377	SVM, LP	3120	Gas Cards	33-7600	1,249.56
11-17378	PASCO SCIENTIFIC	0311	Supplies	01-4300	380.96
11-17379	Tech Depot An Office Depot Co.	0280	Supplies	01-4300	560.78
11-17380	SWREG Inc.	9100	Software	01-4300	74.96
11-17381	Spicers Paper Inc	9250	Copier Paper - Warehouse Stock	01-4300	22,992.19
11-17382	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	3120	Registration	33-5220	200.00
11-17383	American Funding Innovators Inc.	9344	Software Subscription Agreement	01-5800	1,800.00
11-17384	Data Impressions	9375	Extreme Networks Equipment-Student Services	42-6400	84,469.09
11-17385	CBC Learning	0310	Climate Change DVD	01-4300	175.46
11-17386	L-Soft Sweden AB	9100	Software Maintenance	01-5840	2,500.00
11-17387	SOFTWARE SHELF INTERNATIONAL	9100	Software Maintenance	01-5840	996.00
11-17388	HARDY DIAGNOSTICS	0030	Supplies	01-4300	89.26
11-17390	PREMIER SERVICE GROUP	9250	Oven Repairs	01-5630	189.00
11-17391	ARROW PARKING	9375	Student Services - Construction Road	42-5800	12,700.00
11-17392	VICTORY CUSTOM ATHLETIC	0060	Baseball Uniforms	01-4300	1,015.19
11-17393	ASSOC OF COMM COLLEGE TRUSTEES	9210	ACCT Publication	01-4300	37.00
11-17394	100% SOCCER	0060	Women's Soccer Attire	01-4300	2,086.13
11-17395	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	9099	Registration	01-5200	400.00
11-17396	AZUSA CHAMBER OF COMMERCE	9220	Flyer Inserts	01-5830	200.00
11-17397	Amazon.com Corporate Credit	9100	CPU Fans	01-4300	179.30
11-17398	CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE	9151	Conference Registration	01-5200	900.00
11-17399	BATTERY SYSTEMS OF FONTANA	9250	Battteries	01-5630	2,044.12
11-17400	CALIFORNIA PLACEMENT ASSOC.	9180	Registration Fees	01-5200	225.00
11-17401	BAUDVILLE, INC.	9010	Half-Size Certificate Paper	01-4300	82.26
11-17402	EVERGREEN STATE COLLEGE	9347	Registration	01-5220	5,250.00
11-17403	CISOA EXECUTIVE EVENTS	9100	Registration	01-5200	750.00
11-17404	ACE ORNAMENTAL, INC.	9375	Student Services - Exterior Guardrail	42-6100	5,060.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-17405	CACCRAO	9010	Registration	01-5200	390.00
11-17406	PRINTABLE TECHNOLOGIES INC.	9110	Website Fee	01-4310	1,245.00
11-17407	Troxell Communications, Inc	9220	Portable PA System	01-6400	564.12
11-17408	DISCOUNT OFFICE ITEMS	9100	Supplies	01-4300	155.90
11-17409	Evisions	9100	Software Maintenance & Support	01-5840	4,192.00
11-17410	DIAL Communications	9100	Batteries	01-4300	390.35
11-17411	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	36.92
11-17412	GLENDORA UNIFIED SCHOOL DIST.	9672	Fingerprints	01-4300	32.00
11-17413	Amazon.com Corporate Credit	9680	Books	01-4300	228.28
11-17414	R & D BUSINESS INT. 000446	0020	Chairs	01-4300	462.90
11-17415	TECHNOLOGY OF THE ARTS	0280	Keyboard Sustain Pedals	01-4300	355.31
11-17416	On Course	9347	Registration for Conference	01-5220	330.00
11-17417	BAINBRIDGE ENVIRONMENTAL	9375	Asbestos Monitoring - Womens Gym	42-5800	7,909.00
11-17418	CLARION AT CITRUS	9420	Fal Semester Ad	01-5830	1,100.00
11-17419	ANTELOPE VALLEY COMM. COLLEGE	9420	Reimbursement for Charles Hood Fall 2010	01-5810	9,000.00
11-17420	AMERICAN COUNCIL ON EDUCATION FII FII MFNT SFRVIC	9099	Accredited Colleges Directory	01-4300	341.25
11-17421	D 3 SPORTS INC.	0060	Women's Basketball Attire	01-4300	452.76
11-17422	A-1 TEXTILES	3160	AV Supplies	01-4300	56.76
11-17423	RAMTEK, LLC	9100	Supplies	01-4300	148.90
11-17424	Amazon.com Corporate Credit	9680	Supplies	01-4300	487.26
11-17425	THREE TWO MUSIC PUBLISHING	0280	Pop Rock Music Charts	01-4300	412.13
11-17426	DIVISION OF STATE ARCHITECT LA BASIN REGION	9375	Add'l DSA Fee - Clearwire Telecom Antenna	41-5800	27.80
11-17427	CAROLINA BIOLOGICAL SUPPLY	0030	Physiology supplies	01-6400	303.00
11-17428	SAFELITE AUTO GLASS	9240	Replace Windshield	01-5630	258.73
11-17429	LAGUNA CLAY	0010	Spring Semester Clay Supplies	01-4300	1,491.34
11-17430	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES	9550	Registration	01-5200	975.00
11-17431	SIMPLEX GRINNELL	3040	Service Agreement	01-5810	135.00
11-17432	SMART & FINAL	9190	Supplies	01-4300	16.02
11-17433	PERSONNEL CONCEPTS	9430	Labor Law Posters	01-4300	175.75
11-17434	W W GRAINGER INC	3020	Supplies for Sander	01-4300	13.61
11-17435	GAYLORD BROS.	9260	Supplies	01-4300	136.70
11-17436	IDENTIFICATION & SECURITY INT	9012	Supplies	01-4300	1,053.60
11-17437	HILLYARD INC	9270	Supplies	01-4300	2,582.86
11-17438	Treutelaar Equip.Sales- Doug	3020	Supplies	01-4300	392.97
11-17439	CSS/RANCHO JANITORIAL SUPPLIES	9270	Supplies	01-4370	51.03
11-17440	BULLFROG FILMS	3160	Av Media	01-6300	221.01
11-17441	QUIA SUBSCRIPTIONS DEPT	9260	Web Subscription Renewal	01-5840	49.00
11-17442	Follett Library Resources	3160	AV Media	01-6300	268.83
11-17443	PBS Video	3160	AV Media	01-6300	1,031.02
11-17444	FILMS MEDIA GROUP	3160	AV Media	01-6300	525.09
11-17445	MyParkingSign.com A SmartSign Store	9040	Signs	01-4300	131.54
11-17446	KRAMER'S MASONRY	9370	Repairs at AC Patio	41-5600	800.00
11-17447	ADOLPH ZIEMBA, AIA & ASSOC.	9370	Architectural Services for Little Theatre	41-5120	7,370.00
11-17448	KAPLAN TEST PREP & ADMISSIONS	3370	Kaplan - NCLEX Review	01-5800	13,581.56
11-17450	DAIGGER	0030	Supplies	01-4300	269.82
11-17451	Amazon.com Corporate Credit	3180	Books	01-4300	431.45
11-17452	Dell Computer Corp	9100	Supplies	01-4300	494.97
11-17453	TEK-UP CONSTRUCTION	9375	Construction - Restroom Bldg East Campus	42-6200	544,340.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-17454	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	238.18
11-17455	Avid Technology Inc	3370	AVID for Rec. Arts	01-5800	1,097.50
11-17456	W W GRAINGER INC	0010	Cart	01-6400	348.18
11-17457	BRH Supply	9270	Supplies	01-4300	2,280.61
11-17458	Tech Depot An Office Depot Co.	0281	Supplies	01-4300	757.49
11-17459	VWR SCIENTIFIC	0030	Supplies	01-4300	420.75
11-17460	AXNER POTTERY SUPPLY	0010	Spring semester art supplies	01-4300	59.22
11-17461	CHANNING L BETE CO INC	3370	EMT supplies	01-4300	428.69
11-17462	Positive Promotions	3120	Promotional Items For Child Abuse	33-4300	330.36
11-17463	WARDS NATURAL SCIENCE	0311	Supplies	01-4300	92.19
11-17464	MINITEX 15 ANDERSEN LIBRARY	9260	Supplies	01-4300	765.37
11-17465	BRODART, INC.	9260	Supplies	01-4300	107.38
11-17466	MCKESSON GENERAL MEDICAL	9160	Student Services - Health Services Supplies	01-6400	21,535.37
11-17467	Haworth Inc.	9375	Furniture - Student Services	42-6400	19,808.68
11-17468	HARDY DIAGNOSTICS	0030	Micro Supplies	01-4300	429.13
11-17469	Apple Inc	0281	Computers - VT320	01-6400	5,568.72
11-17470	HARDY DIAGNOSTICS	0030	Microbiology supplies	01-4300	1,079.98
11-17471	ATI	3370	ATI - RN Cohort	01-5800	1,975.50
11-17472	SNAP-ON INDUSTRIAL	3370	Snap On Case	01-6400	12,633.41
11-17473	PHARMEDIX	9160	Medications	01-4300	1,316.55
11-17474	Walmart	0050	Microwave for 3rd floor CFI	01-4300	80.07
11-17475	AZUSA UNIFIED SCHOOL DISTRICT	3340	AHS and GHS Summer School	01-5800	29,961.25
11-17476	ALLIANCE BUS LINES	9680	Buses	01-5610	2,250.85
11-17477	STUDICA, INC.	0350	Subscription renewal	01-4300	2,662.54
11-17478	PHONAK HEARING SYSTEMS	9200	Hearing Equipment	01-6400	1,971.94
11-17479	CDW-G	9672	maintenance and support	01-5800	571.20
11-17480	EDUCATION TO GO	9330	Enrollment Fees	39-5800	960.00
11-17481	SUNSHINE WINDOWS	9370	Services	41-5800	6,918.00
11-17482	FOOTHILL VACUUM & JANITORIAL	9230	Equipment	71-6400	250.23
11-17483	PACIFIC PARKING SYSTEMS INC.	9070	Extended Warranty - Parking Permit	01-5810	840.00
11-17484	ALLSTEEL	9375	Student Services - Furniture	42-6400	294,436.91
11-17485	CSI FULLMER	9375	Student Services - Furniture	42-6400	284,769.73
11-17486	GOLFSMITH.COM	9070	Cover for Cart	01-4300	87.78
11-17488	Dell Computer Corp	9100	Supplies	01-4300	485.75
11-17489	Amazon.com Corporate Credit	9230	Equipment - Carpet Cleaner	71-6400	151.43
11-17490	SEHI Computer Products Inc	0281	Computer CPU Mounts	01-6400	1,363.98
11-17491	Amazon.com Corporate Credit	9300	Books	01-4300	63.98
11-17492	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	278.66
11-17493	CAROLINA BIOLOGICAL SUPPLY	0030	Software for Spectrophotometers	01-4300	187.67
11-17494	Amazon.com Corporate Credit	0280	Strobe lights	01-4300	493.60
11-17495	CAROLINA BIOLOGICAL SUPPLY	0030	Supplies	01-4300	48.30
11-17496	VWR SCIENTIFIC	0030	Supplies	01-4300	289.42
11-17497	EUREKA, CCIS	9291	Site License. Renewal	01-5800	3,501.03
11-17498	OWL BOOKSHOP	9081	Textbooks	01-7600	11,913.85
11-17499	OWL BOOKSHOP	9081	Textbooks	01-7600	72,593.15
11-17500	PLAZA PRODUCE	9290	Lunch	01-4300	347.35
11-17501	ATM CONCRETE, INC.	9375	Student Services - Fire Road	42-6100	14,900.00
11-17502	IBM SPSS	0310	Software Subscription	01-4300	300.00
11-17503	IBM SPSS	9100	Software Maintenance	01-5840	300.00
11-17504	Vector Resources Inc Enterprise Network Solutions	9375	Student Services - Wireless Equipment	42-6400	8,312.70
11-17505	GLOBAL TOUR GOLF	9470	Blanket PO	59-9321	4,000.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-17506	Data Impressions	9100	Network Equipment - Network Refresh	41-6400	57,956.78
11-17507	Tech Depot An Office Depot Co.	9100	Library Upgrades	41-6400	743.69
11-17508	CHAMPION ONE	9100	Network Refresh Optics	41-6400	3,949.66
11-17509	ARROW WIRE AND CABLE	9100	Network Refresh	41-6400	3,200.81
11-17511	MGF Services	9140	Supplies	01-4300	8,247.71
11-17512	IBM SPSS	9300	Software License Renewal	01-5800	1,712.10
11-17513	IBM SPSS	9300	Software License Renewal	01-5800	856.05
11-17514	Systems Technology Associates	9020	Library Computer Upgrade - Licenses	41-6400	15,018.51
12-18000	GLENDORA TROPHY	9210	Blanket PO	01-4300	500.00
12-18001	OWL BOOKSHOP	9210	Blanket PO	01-4300	2,500.00
12-18002	OWL CAFE	9210	Blanket PO	01-4300	5,000.00
12-18003	OFFICE DEPOT BSD ED DIV	9300	Blanket PO	01-4300	2,500.00
12-18004	OFFICE DEPOT BSD ED DIV	9210	Blanket PO	01-4300	5,000.00
12-18005	OWL BOOKSHOP	9300	Blanket PO	01-4300	100.00
12-18006	CLEAN SWEEP SUPPLY CO INC	3120	Blanket PO	33-4300	10,000.00
12-18007	MEDICAL PURCHASING	3120	Blanket PO	33-4300	2,000.00
12-18008	OWL BOOKSHOP	3120	Blanket PO	33-4300	.00
12-18009	OWL BOOKSHOP	9550	Blanket PO	01-4300	100.00
12-18010	OFFICE DEPOT BSD ED DIV	9550	Blanket PO	01-4300	1,000.00
12-18011	HOME DEPOT	3120	Blanket PO	33-4300	800.00
12-18012	LAKESHORE LEARNING MATERIALS	3120	Blanket PO	33-4300	.00
12-18013	DISCOUNT SCHOOL SUPPLY	3120	Blanket PO	33-4300	.00
12-18014	BUDGET VACUMN & JANITORAL	3120	Blanket PO	33-4300	500.00
12-18015	OFFICE DEPOT BSD ED DIV	3120	Blanket PO	33-4300	.00
12-18016	DIAL US TERMITE AND PEST	3120	Blanket PO	33-5810	1,750.00
12-18017	TOY R US - DEPT51ST	3120	Blanket PO	33-4300	.00
12-18018	GLENDORA TROPHY	9550	Blanket PO	01-4300	170.00
12-18019	OWL BOOKSHOP	9170	Blanket PO	01-4300	2,000.00
12-18020	OFFICE DEPOT BSD ED DIV	9170	Blanket PO	01-4300	3,500.00
				Total	219 3,269,156.47

Fund Summary

Fund	Description	PO Cour	Amount
01	General Fund	170	426,148.55
33	Child Development Fund	14	18,818.66
39	Community Education	3	1,498.65
41	Capital Outlay Projects Fun	13	1,531,511.25
42	Revenue Bond Construction F	15	1,284,812.70
59	Golf Driving Range	1	4,000.00
71	Associated Student Trust Fu	3	2,366.66
Total		219	3,269,156.47

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	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
May 3, 2011 Board Agenda

1. Four TV/monitors
2. One audio cabinet
3. One VCR
4. Three plastic shipping crates
5. Eighteen padded chairs
6. Two Apple CPU's
7. One Apple iMac CPU/Monitor
8. One Apple monitor
9. One wood library card catalog
10. Two Tascam DA88 tape editors
11. Five Tascam DA98 tape editors
12. Two Panasonic SV3800 tape editors
13. One Soundcraft DC2020 mixing board
14. One Ritter autoclave

NEW COURSES		
ENGL	216	American Latino Literature
ENGL	098	English Fundamentals
ENGL	099	Introduction to Reading and Composition
ETHN	101	Introduction to Ethnic Studies
ETHN	116	Introduction to Chicano Studies
NC	717	Overall Health and Wellness for the Older Adult
NC	208B	Algebra IB
NC	209B	Algebra IIB
NC	224B	Geometry B
NC	225B	Pre-Calculus B

NEW PROGRAMS

Communication Studies	Establish new transfer degree
Psychology	Establish new transfer degree
Sociology	Establish new transfer degree

DELETED COURSES		
COS	157	Advanced Manicuring
COS	159	Advanced Physical Restructuring of the Hair
COS	164	Advanced Facial Treatments, Skin Care, and Make-up
DRAF	109	Intermediate Computer Aided Drafting (CAD)
DRAF	111	Advanced Computer Aided Design and Drafting - Mechanical (CADD)
DRAF	189	History and Theory of Design
DRAF	190	Computer Imaging Practices for Industry and Architecture
DRAF	294	Maya Rendering 4.5
ENGR	122	Engineering Drawing
ENGR	125	Introduction to Engineering CAD
ENGR	130	Engineering Graphics
PE	222	Men's Varsity Track and Field
PE	226	Men's Varsity Cross Country
PE	228	Men's Varsity Swimming

DELETED PROGRAMS

NONE		
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SUBSTANTIVE CHANGE – Notice of approval

The Committee on Substantive Change of the **Accrediting Commission for Community and Junior Colleges (ACCJC)** approved the following substantive change:

Substantive Change Proposal for a new Energy Systems Technology program
(November 4-5, 2010)

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 3, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Acuna, Ramona	Volunteer			Career/Transfer Center	08/09/11	12/31/11	
Alfaro, Gregory	Volunteer			Career/Transfer Center	08/09/11	12/31/11	
Beach, Kristine	Instructor	Develop Curriculum	Stipend	BSI Grant	04/28/11	06/30/11	\$1,000.00 tl.
Beach, Kristine	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Cardinal, Jacqueline	Volunteer			DSP&S	08/09/11	12/31/11	
Curran, Keith	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Dingwall, Stephanie	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Fisher, Jamie	Instructor	College Success workshop training FLEX Day	Stipend	BSI Grant	02/22/11	02/22/11	\$100.00 tl.
Fisher, Jamie	Instructor	Develop Curriculum	Stipend	BSI Grant	04/28/11	06/30/11	\$1,000.00 tl.
Fisher, Jamie	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Godinez, Joan	Volunteer			Career/Transfer Center	08/09/11	12/31/11	
Golden, Kristin	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Hogan, Ghada	Instructor	Faculty Training	Stipend	BSI Grant	05/04/11	06/30/11	\$1,250.00 tl.
Juarez, Michelle	Volunteer			Career/Transfer Center	08/09/11	12/31/11	

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 3, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Lam, Wood	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Lam, Yin	Instructor	College Success workshop training FLEX Day	Stipend	BSI Grant	02/22/11	02/22/11	\$100.00 tl.
Maduena, Jeanette	Volunteer			EOPS/CARE	08/09/11	12/31/11	
Null, Nicholas	Instructor		Hourly as needed	ESL	04/25/11	06/30/11	\$44.90 hr.
Pantaleon, Vivian	Instructor		Hourly as needed	LVN	05/04/11	06/30/11	\$44.90 hr.
Resto-Ometeotl, Luivette	Instructor	Poetry Workshops & Readings	Stipend	Bridges to Success Grant	05/06/11	05/20/11	\$700.00 tl.
Retamoza, Gracie	Volunteer			Counseling	08/09/11	12/31/11	
Riderer, Lucia	Instructor	Saturday Physics Workshop	Stipend	CCRAA STEM Grant	04/30/11	04/30/11	\$225.00 tl.
Romo, Emily	Volunteer			STEM/Articulation	08/09/11	12/31/11	
Rudd, Rebecca	Instructor	Faculty Training	Stipend	BSI Grant	05/04/11	06/30/11	\$1,250.00 tl.
Rudd, Rebecca	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Seccombe, June	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.
Van Citters, Beverly	Instructor	Faculty Training	Stipend	BSI Grant	05/04/11	06/30/11	\$2,500.00 tl.
Van Citters, Beverly	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 3, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Villegas, Laura	Instructor	Mentor, Bridges to Success Faculty Mentor/Mentee Program	Stipend	Bridges to Success Grant	04/01/11	06/30/11	\$300.00 tl.

**ACADEMIC EMPLOYEES
SPRING 2011 ADJUNCT
MAY 3, 2011**

Name	Department/Discipline	Placement	LHE Rate
Pantaleon, Vivian	LVN (start date 05/04/11)	1-1	\$1,025

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	
SUBJECT:	Classified Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.h. _____

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MAY 3, 2011**

Name	Classification	Department	Reason	Date(s) of Separation
Beach, Mary	Instructional Lab Technician II	Biology	Released	3/25/11
Makris, Sophie	Educational Advisor	Financial Aid	Resignation	4/18/11
Merlo, Linda	College Promotions Specialist	Financial Aid	Retirement	9/30/11
Miller, Linda	Administrative Secretary II	TeCS	Retirement	7/1/11

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	
SUBJECT:	Short-term, Non-academic Employees, Substitutes, and Professional Experts	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.i.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 3, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Ayotte, James	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Bellingston, Ryan	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Eaton, Alex	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Evens, Garret	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Favinger, Shane	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Foster, Darren	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Fukaya, Etsuyuki	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Green, Austin	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Groth, Trent	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Lonning, Ashleigh	Secretary	Assist as needed for coverage	DSP&S	5/4/11	6/30/11	28-1	\$17.19/hr.
Low, Christopher	Volunteer		Learning Center	5/4/11	6/30/11		

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
MAY 3, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Munoz, Gino	Stipend	Music Arranging "Battle of the Pop Rock Bands"	Music	5/5/11	5/10/11		\$1250/tl.
Orozco, Nichole	Campus Safety Officer I	Assist as needed for coverage	Campus Safety	5/4/11	6/30/11	22-1	\$14.82/hr.
Rodriguez, Jacob	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Secor, Matt	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Stroebel, John	Instructional Lab Tech II	Set up & tear down labs, clean equipment, dispose of hazardous waste	Biology	4/1/11	6/30/11	34-1	\$19.93/hr.
Verderber, Mike	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		
Volonte, Dan	Stipend	Lighting Design "Spring Dance Concert"	Fine & Performing Arts	5/4/11	5/27/11		\$1500/tl.
Wiese, Kent	Volunteer	Teach Junior Golf Lessons	Golf Range	6/13/11	6/23/11		

**SPRING 2011
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
MAY 3, 2011**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Johnson, Patrick	Community Education/Fitness Cntr.	n/a	\$24.00

PROFESSIONAL EXPERT**May 3, 2011**

Name	Classification	Department	Status	Begin	End	Rate
Cavalin, Michael	Professional Expert - Lifeguard	Physical Education & Athletics	Rehire	07/01/11	12/10/11	\$11.00/Hr
Cavalin, Michael	Professional Expert - Lead Lifeguard	Community Education	Rehire	04/25/11	06/16/11	\$14.00/Hr
Cavalin, Michael	Professional Expert - Swim Instructor	Community Education	Rehire	04/25/11	06/16/11	\$16.00/Hr
Liskey, Renee	Professional Expert - Director of Choreography for Spring Dance Concert	Fine & Performing Arts	New Hire	05/04/11	05/27/11	\$1,000.00/Ttl
McGuigan, Willaim	Professional Expert - Studio Technician I	Performing Arts Center	Rehire	07/01/11	12/31/11	\$13.46/Hr
Meurer, Katherine	Professional Expert - Foster Youth Ed Specialist II	CDC - YESS Program	Rehire	01/01/11	06/30/11	\$20.00/Hr
Yang, Seung Ah	Professional Expert - Instrumental (Percussion) performance and/or arranging for "Ragtime"	Fine & Performing Arts	New Hire	04/14/11	04/17/11	\$675.00/Ttl

H. ACTION (continued)

Business Services

2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2011, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 39)
3. Authorization is requested to approve the attached budget revisions for funds 01.0, 01.3, 33.0, 39.0, 51.0, 71.0, and 74.0 for the fiscal year 2010-2011. (Page 44)
4. Authorization is requested to approve the establishment of a new fund for fiscal year 2010-2011, Fund 72.0 – Student Representation Fee Trust Fund. (Page 59)

Personnel Recommendations

5. Authorization is requested to declare salaries for all management, classified supervisors, confidential, and other unrepresented employees indefinite for the 2011/2012 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors. (Page 60)

General

6. Authorization is requested to approve Resolution #2010-11-13 proclaiming May as Alumni Month at Citrus College. (Page 61)
7. Authorization is requested to approve the first read of BP 3310 – Records Retention and Destruction. (Page 63)
8. Authorization is requested to approve the first reading of the following Board Policies: 3505 Emergency Response Plan, and 3505 Smoking on Campus. (Page 67)
9. Authorization is requested to approve the first reading of Board Policy 4250 – Probation, Dismissal, and Reinstatement. (Page 104)
10. Authorization is requested to increase the word limitation on the Board of Trustees candidates' statements to 400 words and require each candidate to pay in advance his/her pro rata share of the printing, handling, translating, and mailing costs of a candidate statement as a condition of having it included in the voters' pamphlet, pursuant to Elections Code Section 13307. (Page 114)

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

I. BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

J. ADJOURNMENT

Dates to remember:

May 17, 2011	Board of Trustees Meeting (<i>Retiree & Tenuree Reception</i>)
June 18, 2011	Commencement
June 21, 2011	Board of Trustees Meeting
July 19, 2011	Board of Trustees Meeting (<i>Board Goal Setting Work Session</i>)
August 16, 2011	Board of Trustees Meeting
August 26, 2011	Convocation
September 13, 2011	Board of Trustees Meeting (<i>Student Services Building Dedication</i>)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	_____
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	_____
		Enclosure(s)	X

BACKGROUND

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

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2011, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Carol Horton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.2.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA

Fiscal Year: 2010-2011

Quarter Ended: (Q3) Mar 31, 2011

District: (820) CITRUS

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011

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

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	61,088,434	61,098,914	59,266,083	58,753,665
A.2	Other Financing Sources (Object 8900)	153,272	443,916	197,484	120,368
A.3	Total Unrestricted Revenue (A.1 + A.2)	61,241,706	61,542,830	59,463,567	58,874,033
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	58,022,054	59,141,288	55,829,236	59,612,197
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,423,910	1,611,193	2,702,452	1,575,943
B.3	Total Unrestricted Expenditures (B.1 + B.2)	60,445,964	60,752,481	58,531,688	61,188,140
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	795,742	790,349	931,879	-2,314,107
D.	Fund Balance, Beginning	5,981,020	6,776,762	7,567,111	8,498,990
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	5,981,020	6,776,762	7,567,111	8,498,990
E.	Fund Balance, Ending (C. + D.2)	6,776,762	7,567,111	8,498,990	6,184,883
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	11.2%	12.5%	14.5%	10.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	11,848	12,952	11,444	11,654
-----	----------------------------------------------------------------	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		14,701,468	16,702,770	17,617,158
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	16,583,111	14,701,468	16,702,770	17,617,158

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	58,753,665	58,753,665	42,104,422	71.7%
I.2	Other Financing Sources (Object 8900)	120,368	120,368	90,873	75.5%
I.3	Total Unrestricted Revenue (I.1 + I.2)	58,874,033	58,874,033	42,195,295	71.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	59,612,197	59,612,197	39,442,434	66.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,575,943	1,575,943	1,135,421	72%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	61,188,140	61,188,140	40,577,855	66.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-2,314,107	-2,314,107	1,617,440	
L	Adjusted Fund Balance, Beginning	8,498,990	8,498,990	8,498,990	
L.1	Fund Balance, Ending (C. + L.2)	6,184,883	6,184,883	10,116,430	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	10.1%	10.1%		

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

NO

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

NO

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

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

This year?
Next year?

NO
NO

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

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2010-2011
Quarter Ended: (Q3) Mar 31, 2011

Chief Business Officer		District Contact Person	
CBO Name:	Carol R. Horton	Name:	Carol Cone
CBO Phone:	626-914-8886	Title:	Budget Supervisor
CBO Signature:		Telephone:	626-914-8885
Date Signed:			
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	Fax:	626-914-8604
CEO Signature:		E-Mail:	ccone@citruscollege.edu
Date Signed:			
Electronic Cert Date:	04/22/2011		

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

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	
SUBJECT:	Budget Revisions for Funds 01.0, 01.3, 33.0, 39.0, 51.0, 71.0, and 74.0	Information	
		Enclosure(s)	X

BACKGROUND

California community college districts are required by regulations to prepare financial reports and annual budgets that report all their actual and projected revenues and expenditures. In accordance with Education Code Sections 85200, 85201, 85202 and 85210, the Board of Trustees must adopt any revisions between major object codes. The following revisions take into account changes from first principle apportionment (P1). The changes are reflected on the attached budget adjustment summary.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the attached budget revisions for funds 01.0, 01.3, 33.0, 39.0, 51.0, 71.0, and 74.0 for the fiscal year 2010-2011.

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	<u>X</u>
DATE	May 3, 2011	Resolution	_____
SUBJECT:	Student Representation Fee Trust Fund	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Student Representation Fee Trust Fund is used to account for moneys collected pursuant to *Education Code §76060.5* that provides for a student representation fee of one dollar per semester if approved by two-thirds of the students voting in the election. The special election, held by the ASCC students on April 12th & 13th, was sufficient to establish the fee. The fee is to be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of the State government.

This item was prepared by Rosalinda Buchwald, Director of Fiscal Services.

RECOMMENDATION

Authorization is requested to approve the establishment of a new fund for fiscal year 2010-2011, Fund 72.0 – Student Representation Fee Trust Fund.

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT
RESOLUTION
2010-11-13

Citrus College Alumni Month

WHEREAS, Citrus College was founded in 1915 and holds the distinction as the oldest community college in Los Angeles County and the fifth oldest community college in the state; and

WHEREAS, Citrus College alumni have furthered the college's mission, vision and values by contributing to the economic growth of today's society; actively participating in shaping the world of the future; and demonstrating they are enthusiastic, independent thinkers and learners striving for personal growth; and

WHEREAS, Citrus College alumni are accomplished leaders and professionals that have generously given of their knowledge, expertise, time and resources to the college and the communities it serves; and

WHEREAS, Citrus College alumni are important ambassadors for the college, generating vital ongoing resources such as awareness, goodwill, community support and philanthropy; and

WHEREAS, Citrus College alumni have made countless contributions to the growth and strength of the college and are considered valued treasures of the institution; and

WHEREAS, Citrus College alumni continue to remain connected to the college as friends, donors, faculty and staff; and

WHEREAS, Citrus College recognizes that connecting with the college's past through strong relationships with its alumni is an important part of maintaining the college culture and moving the institution forward into a successful and productive future; now, therefore, be it

RESOLVED that the Board of Trustees of the Citrus Community College District henceforth recognizes May as Citrus College Alumni Month.

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

Patricia Rasmussen, President
Board of Trustees

Date: May 3, 2011

**General Institution
DRAFT as of 10/06/10**

BP 3310 RECORDS RETENTION AND DESTRUCTION

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

General Provision

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

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:.....
(New board policy not replacing any existing Citrus College policy)

Approved by	Academic Senate	03-23-11
	CCFA	**
	CCAFF	**
	CSEA	10-08-10
	ASCC	**
	Management Team	12-02-10
	Supervisor/Confidential	**
	Steering.....	04-11-11
	Board of Trustees.....	

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

Distributed to constituent groups October 7, 2010
Responses due by October 29, 2010.
** No feedback received

AP 3310 RECORDS RETENTION AND DESTRUCTION

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

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

Office of Primary Responsibility: *General Institution/Office of Human Resources*

Date Adopted:.....
(New administrative procedure not replacing any existing Citrus College regulation)

Approved by	Academic Senate	03-23-11
	CCFA	**
	CCAFF	**
	CSEA	10-08-10
	ASCC	**
	Management Team	12-02-10
	Supervisor/Confidential	**
	Steering.....	04-11-11
	Board of Trustees.....	

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

Distributed to constituent groups October 7, 2010

Responses due by October 29, 2010.

** No feedback received

BP 3505 EMERGENCY RESPONSE PLAN

References:

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

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

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

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

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

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

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation

for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:

Physical Resources 11/4/10

CSEA 11/8/10

Management Team 12/1/10

Supervisor Confidential Group 12/17/10

Academic Senate 3/9/11

ASCC 11/23/10

Steering Committee 4/11/11

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

Board Approved

**General Institution
DRAFT as of 10/18/10**

AP 3505 EMERGENCY RESPONSE PLAN

References:

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

Purpose

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

Responsibility

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

Emergency Operations Center (EOC)

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

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

- Declare a major emergency in the event of earthquake, explosion, flood, etc.

- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of all employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the “All-Clear” when the disaster is over

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

Preparedness

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

Emergency Chain of Command

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

Day Instructors: Responsibilities

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

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

Evening Instructors: Responsibilities

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

Other Employees: Responsibilities

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

SPECIFIC EMERGENCIES:

BIOLOGICAL EMERGENCY

BACKGROUND

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

A biological agent can be introduced through the following:

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

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

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

Anthrax

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

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

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

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

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

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

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

ENVIRONMENTAL EMERGENCIES

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

BACKGROUND

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

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

CHEMICAL SPILLS

Administrative Staff:

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

ASBESTOS FIBER RELEASE EPISODE

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

Administrative Staff:

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

AIR POLLUTION ALERTS

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

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

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

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

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

BOMBS AND EXPLOSIONS

BACKGROUND

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

TELEPHONE BOMB THREAT

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

SEARCHING AND EVACUATION

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

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

SUSPICIOUS PACKAGE OR DEVICE FOUND

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

EXPLOSIONS

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

OTHER CONSIDERATIONS

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

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

DISTURBANCES AND DEMONSTRATIONS

BACKGROUND

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

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

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

DISTURBANCE OR DEMONSTRATION (STUDENTS)

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

DISTURBANCE OR DEMONSTRATION (NONSTUDENT)

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

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

OTHER CONSIDERATIONS

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

EARTHQUAKE

BACKGROUND

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

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

EARTHQUAKE WHILE INSIDE (ON SITE)

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

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

EARTHQUAKE WHILE OUTSIDE (ON SITE)

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

EARTHQUAKE WHILE OFF SITE

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

NON-EARTHQUAKE STRUCTURAL FAILURE

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

FIRE

BACKGROUND

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

FIRE – WHEN COLLEGE IS IN OPERATION

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

FLOODING

BACKGROUND

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

Administrative Staff:

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

SHOOTINGS

BACKGROUND

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

WHEN A SHOOTING OCCURS

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

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

IF SUSPECT IS OUTSIDE YOUR CLASSROOM

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

OFFICE PERSONNEL

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

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

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

CALLING “911”

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

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

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

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

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

POLICE/FIRE DEPARTMENT RESPONSIBILITY

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

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

TERRORISM

BACKGROUND

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

OTHER CONSIDERATIONS

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

HOSTAGES/KIDNAPPING

Call 911. Be prepared to give the following information:

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

OTHER CONSIDERATIONS

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

FACTS AND GOVERNMENTAL RESPONSE TO PANDEMIC FLU

A. Introduction

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

B. Background/Threat

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

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

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

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

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

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

- There may be very little warning. Most experts believe that we will have between one and six months between the time that a novel influenza strain is identified and the time that outbreaks begin to occur in the U.S.
- Outbreaks are expected to occur simultaneously throughout much of the U.S., preventing sharing of human and material resources that normally occur with other natural disasters.
- The effect of influenza on individual communities will be relatively prolonged -- weeks to months -- when compared to minutes-to-hours observed in most other natural disasters.
- Because of the substantial lead times required for vaccine production once a novel strain has been identified, it is likely that vaccine shortages will exist, especially during the early phases of

the pandemic. Effective preventive and therapeutic measures --including antiviral agents -- will likely be in short supply, as may some antibiotics to treat secondary infections.

- When vaccine becomes available, it is expected that individuals will need an initial priming dose followed by a second dose approximately 30 days later to achieve optimal antibody responses and clinical protection.
- Health-care workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of victims.
- Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel in other sectors who provide critical community services: military personnel, police, firefighters, utility workers, and transportation workers, just to name a few.

Benefits of pre-event planning

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

Prompt improvements in infrastructure to address the major elements of pandemic preparedness can have immediate and lasting benefits and can also mitigate the effect of the next pandemic. For example, increasing routine, annual influenza vaccination coverage levels in high-risk patients will not only reduce their risk of dying or being

hospitalized during the prepandemic period, but will also facilitate access to such patients -- through greater confidence in the benefits of influenza vaccination and expanded programs to access those patients -- when the next pandemic occurs. Similarly, increasing the coverage of pneumococcal vaccine in such patients could have a significant impact on the incidence and severity of secondary bacterial pneumonia.

C. Concept of Operations

1. Stages of Alert

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

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

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

2. The Federal Role

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

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

3. The State Role

Novel Virus Alert Stage

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

Pandemic Alert Stage

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

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

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

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

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

Pandemic Imminent Stage

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

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

Pandemic Stage

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

Second Wave

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

Although there are likely to be medical resources and technical assistance available from state and federal agencies, local counties should expect to manage the local

response at the time of the pandemic, including temporary redirection of personnel and financial resources from other programs.

4. The Local Response

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

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

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

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

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

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

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

D. Public Health Response Procedures

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

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

1. Novel Virus Alert Stage

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

a. Surveillance

- Monitor bulletins from CDC and CDHS regarding virologic, epidemiologic, and clinical findings associated with new variants isolated within or outside the U.S.
- Meet with appropriate partners and stakeholders and review major elements of enhanced surveillance activities; modify and update plan as needed.

- Activate enhanced local surveillance to detect importation and local spread in coordination with the State Viral and Rickettsial Disease Laboratory (VRDL) in Richmond.
- Obtain appropriate reagents from the VRDL, if appropriate, to detect and identify the novel strain.

b. Vaccine and Pharmaceutical Delivery

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

c. Emergency Response and Communications

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

2. Pandemic Alert Stage

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

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

a. Surveillance

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

b. Vaccine and Pharmaceutical Delivery

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

- Monitor reports from the CDC, FDA, and CDHS to obtain information on plans for vaccine manufacture.
- Prepare to implement plan for storing and delivering vaccine as it becomes available to DHS (vs. private distribution).

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

c. Emergency Response and Communications

- Ensure communication among the epidemiology and laboratory surveillance programs and emergency management.
- Alert surveillance groups to increase surveillance activities.
- Identify contact person (and backup person) for communication with CDHS.
- Identify spokesperson (and backup person) for communication with press, public, etc.
- Prepare fact sheets detailing responses to questions coming from the media and the public:
 - o include documents intended for electronic distribution on the DHS web site.
 - o include telecommuting advice to employers, labor organizations, and others.
 - o include travel alert information received from the State and/or CDC.

- Respond to media inquiries regarding outbreak.
- Notify hospitals, health care providers, emergency responders, coroners, and mortuary organizations via CAHAN, ReddiNet, or other means as needed.
- Increase laboratory surveillance and disease surveillance.
- Alert emergency responders to work with EMS to inventory critical supplies and solve problems arising from high response volumes.
- Alert Medical Reserve Corps, neighborhood-watch, and/or other community based response organizations.
- Conduct inventory of critical equipment, supplies, and personnel, including availability of hospital beds, antiviral pharmaceuticals, refrigerated depots for vaccines, and transport for delivery of vaccines.
- Identify methods to address personnel and supply shortfalls.
- Plan for implementation of emergency medical treatment sites and temporary infirmary locations, in coordination with local mass-care organizations such as American Red Cross and/or Salvation Army.
- Send bulletins to private providers via local medical association and/or lists acquired from state licensing boards.
- Issue guidelines on influenza precautions for workplaces, emergency departments, airlines, colleges, jails and prisons, public safety agencies, and individuals.

3. Pandemic Imminent Stage

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

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

a. Surveillance

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

b. Vaccine and Pharmaceutical Delivery

- Continue activities as listed in pandemic alert stage, including meetings with the local pharmacist and medical associations.
- Increase public information effort designed to keep ill persons at home.
- If vaccine delivery date is predicted by CDC, work with CDHS to:
 - o establish local delivery date.
 - o review distribution plan and update when new information is available.
 - o obtain signed agreements with hospitals and private providers on priority order of groups to receive vaccine when supply is limited.
 - o alert to need for security at immunization sites.
 - o alert to need for reporting adverse events to VAERS system.

- If vaccine is available, fully activate the immunization program.
- Obtain data on antiviral and antimicrobial supplies.
- Prepare or update recommendations and plans for allocation of antiviral and antimicrobial supplies.

c. Emergency Response and Communications

- Notify hospitals, health care providers and first response agencies of pandemic imminent stage. Set up information flow to all partners and stakeholders, including posting information on County website, CAHAN, and ReddiNet.
- Update documents and fact sheets based on current surveillance information.
- Provide translations of all public information messages into Spanish and the other major languages.
- Monitor the ability of hospitals and outpatient clinics to cope with increased patient loads.
- Implement health education campaign with emphasis on the following:
 - o hand washing.
 - o stay home rather than be exposed to/spread the influenza virus.
 - o check on family, friends living alone.
 - o vaccination clinic locations.
 - o signs, symptoms.
 - o vaccine safety and storage.
- Work with employers and labor organizations to implement a telecommuting system so more people can stay home.
- Activate emergency response system, including Emergency Operations
- Center and/or DHS Department Operations Center, as appropriate.

- Implement mutual aid or other procedures to address supply and personnel shortfalls.
- Conduct inventory of critical supplies/personnel and solve problems: shortage of supplies (gloves, safety needles, ventilators), personnel shortage (how to get nontraditional labor pool re-certified or alternative staff redirected).
- Develop plan for counseling/psychiatric services (Department of Mental Health, private mental health agencies).
- Develop plans for children orphaned by death of parents (Department of Social Services, private welfare agencies).

4. Pandemic Stage

Further spread of influenza disease with involvement of multiple continents.

a. Surveillance

Influenza morbidity and mortality surveillance systems will likely become overwhelmed.

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

b. Vaccine and Pharmaceutical Delivery

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

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

c. Emergency Response and Communications

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

- Notify hospitals, health care providers, and first responder agencies of Pandemic Stage.
- Implement emergency medical treatment sites and temporary infirmary locations as needed in coordination with local mass-care organizations, such as American Red Cross and Salvation Army, to respond to the overwhelming caseload.
- Increase public information effort designed to keep ill persons at home, providing translations into Spanish and other major languages.
- Request law enforcement mutual aid, if needed. If law enforcement mutual aid system is overwhelmed, the Governor may issue a waiver to allow National Guard and military to act as law enforcement.
- If the medical/health mutual aid system is overwhelmed, the State may request health care workers from other states and/or the federal government.

5. Second Wave

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

viewed as an opportunity to relax and recover. However, all essential functions should be restored to return to pandemic imminent status.

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

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

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

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

E. Public Information and Risk Communication

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

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

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

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:
Physical Resources 11/4/10
CSEA 11/8/10
Management Team 12/1/10
Supervisor Confidential Group 12/17/10
Academic Senate 3/9/11
ASCC 11/23/10
Steering Committee 4/11/11

Note: New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated by **shading**.

Board Approved

BP 3570 SMOKING ON CAMPUS

References:

Government Code Sections 7596, 7597, and 7598;

Labor Code Section 6404.5;

Title 8 Section 5148

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

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:

Physical Resources 11/4/10

CSEA 11/8/10

Management Team 12/1/10

Supervisor Confidential Group 12/7/10

Academic Senate 3/9/11

ASCC 11/8/10

Steering Committee 4/11/11

NOTE: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

Board Approved

**General Institution
DRAFT as of 10/11/10**

AP 3570 SMOKING ON CAMPUS

References:

Government Code Sections 7596, 7597, and 7598;

Labor Code Section 6404.5;

Title 8 Section 5148

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

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

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

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Approved by:
Physical Resources 11/4/10
CSEA 11/8/10
Management Team 12/1/10
Supervisor Confidential Group 12/17/10
Academic Senate 3/9/11
ASCC 11/8/10
Steering Committee 4/11/11

NOTE: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

Board Approved

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> </u> X
DATE	May 3, 2011	Resolution	<u> </u>
SUBJECT:	Board Policy – First Reading	Information	<u> </u>
		Enclosure(s)	<u> </u> 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 on March 28, 2011 and by the Steering Committee on April 11, 2011, and are being submitted to the Board for a first reading. Attached to the policy, for information only, are two related administrative procedures.

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

RECOMMENDATION

Authorization is requested to approve the first reading of Board Policy 4250 – Probation, Dismissal, and Reinstatement.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. H.9.

BP 4250 PROBATION, DISMISSAL, AND REINSTATEMENT

References:

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

Probation

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

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

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

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

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than ~~4.75~~ 2.0 in all units attempted in each of ~~three~~ two (2) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "FW", "W," "I", "NC" and "NP" are recorded in at least ~~three~~ two (2) consecutive semesters reaches or exceeds fifty percent.

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

Reinstatement

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

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

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

Board Approved 10/20/09

Date Adopted:

(Revision to current Citrus College Board Policy 4250)

Approved by	ASCC	3/8/11
	CSEA	12/13/10
	Management Team	12/1/10
	Senate	3/9/11
	Supervisors/Confidential	2/25/11
	EPC	3/28/11
	Steering	4/11/11

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

AP 4250 PROBATION

Reference:

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

I. Notification of Academic and/or Progress Probation:

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

II. Probationary Notification:

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

III. Review of Probation Status

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

Office of Primary Responsibility: Academic Affairs

Date Approved:

*(Revision to current Citrus College
Administrative Procedure 4250)*

Approved by	ASCC	3/22/11
	CSEA	12/13/10
	Management Team	12/1/10
	Senate	3/9/11
	Supervisors/Confidential	2/25/11
	EPC	3/28/11
	Steering	4/11/11

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AP 4255 DISMISSAL AND REINSTATEMENT

References:

Title 5, Sections 55033 and 55034

I. Standards for Dismissal:

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

II. Dismissal Notification:

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

III. Appeal of Dismissal

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

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

- ~~D. The decision of the Dean of Counseling and The Dean of Admissions will be communicated to the student in writing by the Dean of Admissions. The Dean of Admissions will notify the student of the action within 10 working days of receipt of the student's appeal. The student may appeal the decision of the Dean of Counseling and the Dean of Admissions in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision of the Dean of Admissions. The decision of the Vice President of Student Services is final.~~
- ~~E. If dismissal appeal is granted, the student will be continued on probation for an additional semester. At the end of the additional semester the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should be continued on probation.~~

Fall Dismissals

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

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

Procedure for Fall Dismissal Appeals

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

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

IV. Standards for Evaluating Appeals

~~Dismissal appeals may be granted under the following circumstances:~~

- ~~A. The dismissal determination is based on the academic record for one semester in which the record does not reflect the student's usual level of performance due to accident, illness, or other circumstances beyond the control of the student. Verification should be submitted with the appeal.~~
- ~~B. The student enrolls in a corrective program designed to assist him/her in improving academic skills such as obtaining academic counseling, and/or limiting course load.~~
- ~~C. There is evidence of significant improvement in academic achievement.~~

V. Readmission after Dismissal

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

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

III. Appeal Petition For Reinstatement From Dismissal After One Semester

A. A student who has been dismissed from Citrus College may file a written petition with the Counseling and Advisement Center after one semester has elapsed since the semester of dismissal. The student will be required to make an appointment with a counselor to complete the petition process. A student may be limited to the number of units and/or required to enroll in specific classes. The petition will be reviewed by the Dean of Counseling and the Dean of Admissions. up to two weeks before the beginning of the semester.

B. A petition for reinstatement must be supported with verification of remedial work or evidence of readiness to do successful college work. The student is required to meet with a counselor prior to registration each semester until the/she is removed from probationary status.

IV. Petition To Appeal Dismissal with Extenuating Because of Exceptional Extenuating Circumstances

A student who has been dismissed from Citrus College may only appeal the decision if he/she encountered an exceptional extenuating situation and can prove that this situation affected his/her scholastic performance. Petitions will be accepted up to two weeks before the beginning of the semester. To complete the Petition process, the student will be required to make an appointment to meet with a counselor to complete the petition process. A student may be limited to the number of units and/or required to enroll in specific classes. The completed petition, along with a recommendation from the counselor, will be forwarded to the Dean of Counseling and the Dean of Admissions for review approval.

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

A. Proof of extenuating exceptional extenuating circumstances that kept the student from

succeeding. For example: Some examples of exceptional extenuating circumstances (and appropriate proof thereof) are: illness (letter from a physician), death in the family (death certificate of the family member), incarceration (appropriate paperwork), car accident (appropriate paperwork), change of work hours (work documentation) etc. , providing some sort of proof that the student's situation was exceptional.

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

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

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

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

V. Reinstatement After Dismissal

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

Office of Primary Responsibility: Academic Affairs

Date Approved:

(Revision to current Citrus College Administrative Procedure 4255)

Approved by	ASCC	3/22/11
	CSEA	12/13/10
	Management Team	12/1/10
	Senate	3/9/11

Supervisors/Confidential	2/25/11
EPC	3/28/11
Steering	4/11/11

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 3, 2011	Resolution	
SUBJECT:	Board of Trustees Election, November 8, 2011 (Areas 2, 4, and 5)	Information	
		Enclosure(s)	X

BACKGROUND

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

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

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

RECOMMENDATION

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

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.10.

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

April 5, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, April 5, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:15 p.m. Student Trustee Delgado led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods (arrived at 4:20 p.m.), and Alejandra Delgado, Student Trustee. Absent: None.

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, Jim Lancaster, Bob Slack, Sylvia Smythe, and Jody Wise

Faculty: Roberta Eisel, Carolyn Perry, and John Vaughan

Supervisors/Confidential: Marilyn Grinsdale, Glenna Johnson, and Eric Magallon

Classified Employees: Alan Waddington

Adjunct Faculty: Cecil Bower

Students: Nohemi Camacho, Chrissy Concannon, Yamato Kaneko, Gabrielle Lamarche, Andres Navarro, Erick Sanzon, Matt Serna, and Jennifer Young

VISITORS: Lucinda Abor

COMMENTS FROM THE AUDIENCE

On March 16, 2011, Ms. Natasha Kyle submitted a "Request to Address Board of Trustees" regarding "complaint/employee" to Mrs. Christine Link, Recording Secretary to the Board. Board President Rasmussen called for Ms. Kyle who was not in attendance.

BOARD EVALUATION SURVEY

Board President Rasmussen requested that all those in attendance complete a *Board Evaluation External Survey*, which was distributed by Dr. Lan Hao, Director of Institutional Research.

Geraldine M. Perri, Ph.D., Superintendent/President, congratulated the Citrus College Men's Basketball Team on their tremendous success this season in earning the title of "2011 California Community Colleges Athletic Association Men's Basketball State Runner-up." She introduced Ms. Jody Wise, Dean of Physical Education and Athletics, and thanked her for her leadership. Ms. Wise introduced Coach Chris Victor who thanked Dr. Perri and the Board of Trustees for their support of the team. He introduced the student athletes in attendance, many of whom are going on with scholarships to four-year institutions.

Dr. Perri was pleased to co-host the college Finance Forum with Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, on March 29, 2011. Dr. Perri and Mrs. Horton presented the latest information on the 2011-2012 state budget and the three budget scenarios for Citrus College, as outlined by the Community College League of California. The PowerPoint presentation is available online.

Dr. Perri thanked the entire Board for attending Senator Bob Huff's Education Summit on March 31, 2011. There was good attendance and media presence. Dr. Perri's interview with *Fox 11 News* aired that evening, and articles appeared in the *Glendora Patch* and the *San Gabriel Valley Tribune*. She thanked Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for her efforts and leadership in coordinating the event.

Dr. Perri commented on the outstanding professionalism and sportsmanship of our athletic teams and staff, as demonstrated by their actions following a serious injury incurred by a Glendale College baseball team player at a recent game. Dr. Perri received an e-mail from the Glendale coach commending the way the Citrus College players and staff responded.

Dr. Perri commented on the new college publication, "Citrus College Report to the Community, Celebrating Success!" She said it is a nice way to highlight our positive relations with the communities we serve. She thanked Ms. Paula Green, Director of Communications and Ms. June Stephens, Executive Director of Foundation and External Relations, for their efforts in producing the report.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, introduced Social and Behavioral Science instructors and Honors coordinators Ms. Carolyn Perry and Mr. Brian Waddington. They introduced Citrus College students Mr. Yamato Kaneko, Phi Theta Kappa (PTK) president, and Ms. Gabrielle Lamarche, PTK vice president, who were honored at a luncheon in Sacramento on March 21, 2011. Mr. Kaneko was honored as a First Team All-California Academic Team Scholar and Guistwhite Scholarship recipient—one of twenty in the nation. Ms. Lamarche was honored as a Third Team All-California Academic Team Scholar.

Regarding college events, Dr. Malmgren said on March 30, 2011, Fine and Performing Arts hosted 1,387 high school students for the Annual Open House. In addition, Citrus College and the American Association of University Women co-hosted STEM Day for Girls on March 18, 2011. It was attended by 250 girls from all nine of our middle schools. On April 30, 2011, the college will hold a second Saturday physics workshop with Monrovia High School. A Monrovia High School teacher will join Ms. Lucia Riderer, Mathematics instructor; Calculus Peer Student Mentors; and Women in Mathematics students to teach a lab on “electrical circuits.”

Dr. Malmgren reported that College Success faculty are revamping the curriculum of Basic Skills English and Reading. Following new best practices to serve under-prepared students more efficiently and looking ahead at cuts to this already full program, the new curriculum combines courses for a more streamlined path to college level courses and transfer. Dr. Malmgren added that the Writing Café has become so popular with students that they now must book times a week in advance.

Dr. Malmgren was pleased to mention that the Child Development Center’s Hop-a-Thon for Muscular Dystrophy will take place on Thursday, April 7, 2011.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that a joint task force has met to discuss registration priorities in response to high student demand and the legislative analyst’s recommendations. TeCS provided data for review and decision-making. The task force will consider whether to recommend changes to the college’s registration priority procedures.

Dr. Hamilton said the EOP&S advisory committee met last week to review changes to the services offered by the program and statistics regarding student participation.

Dr. Hamilton reported that the High School Counselors’ Breakfast was very successful. Dr. Perri provided a welcome to the counselors from many area high schools. Dr. Hamilton said this annual event has been taking place at Citrus College for more than 25 years.

Robert Sammis, J.D., Director of Human Resources, commented on the Memorandum of Understanding Regarding Discipline: Suspension, Demotion, and Dismissal for Permanent Classified Employees that was included on the agenda for approval. He thanked the CSEA negotiating team for working to develop this new

process, which he said is much improved and will benefit both the classified staff and the District.

Carol R. Horton, Vice President of Finance and Administrative Services, reported that Kroner Environmental Services, Inc. performed a Phase 1 Environmental Site Assessment on the property located at 1155 Foothill Blvd, Glendora, which the District is planning to purchase. The assessment revealed no evidence of “recognized environmental conditions,” that would prevent the property from being used for parking. In addition, Leighton Consulting, Inc. conducted a preliminary geotechnical investigation, indicating the proposed parking and parking structure are feasible.

Mrs. Horton also commented on the agenda related to the 2011-2012 Budget Development Assumptions and Budget Calendar. Given that the state budget is not settled, these assumptions reflect two possible scenarios for the impending cuts in state funding.

Roberta Eisel, Academic Senate President, commented that at their March 23, 2011, Academic Senate meeting, Dr. Sammis explained the relationships between and among the 50 percent law, the 75/25 rule and the faculty obligation number. In addition, Ms. Martha McDonald, Dean of Students, gave a report on student conduct and safety.

The Academic Senate is working on several items, including reviewing the draft resolutions and recommendations for changes to the disciplines list in preparation for the statewide Academic Senate spring plenary session. They are also preparing for the first Sabbaticals Forum on April 14, 2011. Ms. Eisel added the results of the Academic Senate election will soon be available.

Steve Siegel, CSEA President, reiterated Dr. Sammis remarks about the development of the Memorandum of Understanding Regarding Discipline and added that it was a “pain free” process resulting in a far better procedure.

Mr. Siegel said he recently attended the CSEA Unsung Hero awards banquet in Long Beach, where two Citrus College CSEA members were honored, Mr. Robert Coutts, Programmer/Analyst III, and Mr. Steve Handy, Athletic Trainer II. Mr. Coutts has completed his advanced training as a job steward, and Mr. Handy received recognition for his work on the negotiating team, including his current role as chief negotiator. Mr. Siegel remarked on Mr. Handy’s family history of service to the college, saying that his father, Ross Handy, was a vice president at Citrus College for 35 years, and the Campus Center is named in his honor.

Alejandra Delgado, Student Trustee, said in recognition of VDay 2011 on April 13, 2011, there will be a performance of *The Vagina Monologues* in the Campus Center. Proceeds will go to the Women and Girls of Haiti and Project Sister Family Services for prevention of violence against women. Also, ASCC will hold a special election for a student representation fee. This one dollar fee will be used for student advocacy

efforts. She said student representation is very important in light of the proposed budget cuts.

Joanne Montgomery, Vice President, Board of Trustees, thanked Dr. Perri for the excellent job she did at the Education Summit and for all of the time she spends in the service of the college.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, said the Education Summit was very successful, and he complimented Dr. Perri on her *Fox 11 News* interview. He said it is particularly important to get our message out during this time of budget negotiations.

Susan M. Keith, Member, Board of Trustees, reported on several college events she has recently attended. She said "Hairray for Hollywood," was creative and beautiful, and she complimented Mr. James Lancaster, Dean of Career, Technical and Continuing Education, for the good job he did as master of ceremonies. Trustee Keith also enjoyed the Battle of the Big Bands, especially the finale, which had the audience on its feet with an adaption of *Jump 'N Jive* by Mr. Alan Waddington, Instructional Lab Technician III. She also attended the Education Summit and the Finance Forum, which she said was very informative.

Trustee Keith said she has sent copies of "Citrus College Fast Facts" to approximately 60 people in Claremont and has received a great deal of positive feedback.

Patricia Rasmussen, President, Board of Trustees, commented on the memorial service for Mr. Andy Sprogis, DSP&S Instructional Lab Technician, saying it was very moving, and it demonstrated the camaraderie and sense of family that exists in the college community.

Commenting on other college activities, Board President Rasmussen complimented Mr. Mike Hillman, Fine Arts instructor, on the "Itty Bitty Ceramics" exhibit in the college library. She praised the *Clarion* on an article about one of our Japanese students who made 1,000 origami cranes to raise funds for disaster relief in Japan. She is looking forward to attending the YWCA "Women of Achievement Awards" in June, where Dr. Perri will be honored.

Board President Rasmussen thanked Mr. Bob Bradshaw, Project Manager, for providing a tour of the Student Services Building. She said it is a phenomenal facility and she believes that the voters will be pleased to see what the college has accomplished with Measure G bond funds.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of March 15, 2011.

1 Yes (Board President Rasmussen).

4 No (Trustee Keith, Trustee Montgomery, Trustee Ortell, Trustee Woods).

Item 2: Moved by Trustee Woods and seconded by Trustee Ortell to table the regular meeting minutes of March 15, 2011.

2 Yes (Trustee Ortell and Trustee Woods).

2 No (Trustee Keith and Board President Rasmussen).

1 Abstain (Trustee Montgomery).

INFORMATION AND DISCUSSION

Automotive Technology Program Presentation – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren invited Mr. Lancaster to present a recruiting video that was created and produced by the Automotive Technology Program. The video is designed for distribution to high schools and continuation schools. Mr. Lancaster gave special thanks to the Automotive Technology faculty and students and Ms. Marti DeYoung, Career Technical Education Programs Supervisor.

Program Review – Instrumental Music – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren presented highlights of the program review for Instrumental Music.

Admissions and Records Program Review – Jeanne Hamilton, Ph.D., Vice President of Student Services

Dr. Hamilton presented highlights of the program review for Admissions and Records.

Campus Safety Program Review – Jeanne Hamilton, Ph.D., Vice President of Student Services

Dr. Hamilton presented highlights of the program review for Campus Safety.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 5: Moved by Trustee Keith and seconded by Trustee Woods to approve A & B Warrants for February 2011. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 6:** Moved by Trustee Keith and seconded by Trustee Woods to authorize Tek-Up Construction, Inc. to substitute Safeway Electric Building Services of Colton, California for RB Pacific, Inc. of Reseda, California, the listed subcontractor. 5 Yes.

FIELD TRIPS

- Item 7:** Moved by Trustee Keith and seconded by Trustee Woods to approve a field trip for eight (8) students and one (1) faculty to compete/supervise at the NASA Space Center in Houston, Texas June 15-25, 2011. 5 Yes.
- Item 8:** Moved by Trustee Keith and seconded by Trustee Woods to approve a field trip/tour for thirty-nine (39) students from MUS 150 (Professional Performance Techniques) and MUS 228 (Blue Note Swing Orchestra) and six (6) staff members to perform in Hawaii from June 29 through July 24, 2011. 5 Yes.

PERSONNEL RECOMMENDATIONS

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 11:** Moved by Trustee Keith and seconded by Trustee Montgomery to approve the 2011-2012 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 2, 2011. 5 Yes.

GRANT

- Item 12:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the contract with and accept grant funds from the Board of Governors, California Community Colleges, Chancellor's Office to develop a Sustainability Plan Template in the amount of \$265,780 from December 1, 2010, through July 30, 2012. 5 Yes.

BIDS

- Item 13:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the award of RFP 2011-01, Sustainability Plan Template to Newcomb, Anderson, McCormick of San Francisco, California and authorize the Vice President of Finance and Administrative Services to execute the contract on behalf of the District. The bid amount of

\$242,610.00 is within budget and will be funded from a grant from the California Community Colleges Chancellor's Office. 5 Yes.

CONTRACTS

Item 14: Moved by Trustee Montgomery and seconded by Trustee Woods to approve a \$10,000 increase from \$60,000, totaling \$70,000 in the contract between Citrus College and Rio Hondo College for the San Gabriel Valley Career Technical Education Community Collaborative- Round Three during the remaining period of April 5, 2011, through December 31, 2011. 5 Yes.

Item 15: Moved by Trustee Keith and seconded by Trustee Montgomery to approve a \$7,000 increase from \$60,000, totaling \$67,000 in the contract between Citrus College and Mt. San Antonio College for the San Gabriel Valley Career Technical Education Community Collaborative- Round Three during the remaining period of April 5, 2011, through December 31, 2011. 5 Yes.

MEMORANDUM OF UNDERSTANDING

Item 16: Moved by Trustee Ortell and seconded by Trustee Woods to approve the Memorandum of Understanding regarding Discipline: Suspension, Demotion, and Dismissal (Permanent Classified Employees). 5 Yes.

ELECTIONS

Item 17: Moved by Trustee Keith and seconded by Trustee Montgomery to approve Resolution #2010-11-12 to order the Biennial Governing Board Election, Tuesday, November 8, 2011. 5 Yes.

BOARD OF TRUSTEES

Item 18: Moved by Trustee Keith and seconded by Trustee Montgomery to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

Item 19: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the second and final reading of Board – CEO Protocols.
3 Yes (Trustee Keith, Trustee Montgomery, Board President Rasmussen).
2 No (Trustee Ortell, Trustee Woods).

Trustee Ortell indicated he would vote no. He believes the protocols flies in the face of freedom of speech and takes away from duties and responsibilities of elected officials by limiting the number of contacts to two per year. He further commented that when the District was formed it consisted of five districts and there was a pledge to all districts to have equal dignity and equal representation. He feels adopting the protocols would shut that down and further stated that it doesn't make any sense.

Trustee Woods stated he had the same objections he talked about at the last meeting (items 10, 17, and 18). He does not see anything in the Superintendent/President's contract regarding working hours (7:30 and 5:30) that relate to item #17. He feels the established hours unfairly restrict Board members from being able to meet with the Superintendent/President. I had the same problem with #18, where meetings are limited to two per year. He believes the protocols flies in the face of the elected representatives to be able to represent their district. He also thought some of the items violated areas of the Superintendent/President's contract. Trustee Woods stated the Superintendent/President is the highest paid person in the school, receives fringe benefits, a car, and her mortgage is paid for. He reiterated that he thought the protocols fly in the front of representation.

Board President Rasmussen said that for good boards to understand their role in the shared governance process and in order to govern well, institutions have developed board protocols. Such protocols codify board behavior to help the district govern its structure to work at its optimum level of efficiency. Following protocols helps boards ensure that their daily business of the college is done by the CEO in whom they entrust the power of daily decision making. The protocols presented ensure that the business of the Board, as per the Brown Act, is done in the public arena and are a road map for good boardsmanship. Board President Rasmussen added that she and Trustee Montgomery drew from a number of resources to create the protocols including: information from the California Community College Trustee Association, the League of California Community Colleges, and documents from other institutions which function well. These protocols make clear the Board's role as a policy making body and define the most professional way to interact with the CEO. They position the District in the most professional public light as possible.

CLOSED SESSION: At 6:03 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.

Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

**Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE
DISCIPLINE/DISSMISSAL/RELEASE**

RECONVENE OPEN SESSION: At 6:24 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:25 p.m., it was moved by Trustee Woods and seconded by Trustee Keith to adjourn the meeting.

May 3, 2011
Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees