

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in June

DATE: Tuesday, June 21, 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
Nohemi Camacho, 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
Nohemi Camacho, Student Trustee
Members of the Board of Trustees

(CONTINUED)

E. MINUTES

1. **Approval of the Regular Meeting Minutes of May 17, 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 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**

G. INFORMATION AND DISCUSSION

1. Trustee Area Boundaries – Dr. Geraldine M. Perri, Superintendent/President (Page 4)
2. Integrated Planning Manual and Model – Dr. Geraldine M. Perri, Superintendent/President (Page 5)
3. Accreditation Follow-up Report – Dr. Jeanne Hamilton, Vice President of Student Services, and Roberta Eisel, Accreditation Co-Chair (Page 28)
4. Grant Programs Update – Dr. Irene Malmgren, Vice President of Academic Affairs (Page 118)
5. Notification of Grant Submission per Board Policy BP/AP 3280 – Dr. Irene Malmgren, Vice President of Academic Affairs (Page 119)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 21, 2011	Resolution	_____
SUBJECT:	Trustee Area Boundaries	Information	X
		Enclosure(s)	_____

BACKGROUND

The California Voting Rights Act requires all local governments, including community colleges, to evaluate their current election processes. The process of determining any issues with the State or Federal Voting Rights Acts includes an analysis of the overall district population, the makeup of current trustee areas, mapping of protected subgroups and an exercise to look at different trustee area options. These are conducted with analysis of voting behavior in college trustee and other elections.

Community College League of California Vice President, Kimi Shigetani and Regional Representative, Stacy Berger, along with their project partner Paul Mitchell from Redistricting Partners, will be on-hand to discuss the process, initial findings from census data, the analysis process for the District, and take feedback and questions from trustees.

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

RECOMMENDATION

No action required; information only.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 21, 2011	Resolution	_____
SUBJECT:	Integrated Planning Manual and Model	Information	X
		Enclosure(s)	_____

BACKGROUND

The purpose of the *Citrus Community College District Integrated Planning Manual* is to guide integrated, institutional planning by describing the ways that the constituent groups of Citrus College participate in and contribute to college planning.

For each component of the integrated planning process, this document identifies the:

- Specific purpose,
- Processes by which recommendations will be developed,
- Timeline,
- Individuals or groups responsible for initiating and completing the tasks, and
- Individuals or groups that will receive the recommendations and render final decisions.

Faculty, classified staff, students, and administrative representatives of the Citrus College Community College District have agreed on the integrated planning structure and procedures described in this manual. In addition, the manual was reviewed by the Steering Committee.

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

RECOMMENDATION

Information item only; no action required.

Geraldine M. Perri, Ph.D.
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.2.



Integrated Planning Manual

1000 West Foothill Boulevard
Glendora, California 91741-1899
www.citruscollege.edu

Mission

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

Vision Statement

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

Values

- **Student Focus**
- Meeting community and student needs by creating an educational environment and culture so students can attain a variety of goals.
- **Excellence**
- Maintain a high standard of integrity and performance leading to the achievement of academic and professional goals.
- **Collaboration**
- Seeking input from all sectors of the college and the community.
- **Diversity**
- Fostering a learning community in which the values, goals, and learning styles of all students are recognized and supported.
- **Life-Long Learning**
- Serving enthusiastic, independent thinkers and learners striving for personal growth.
- **Integrity**
- Behaving ethically in all interactions at all levels.
- **Technological Advancement**
- Keeping pace with global technology trends and enhancing traditional instruction with technology to prepare students for success in the work place.

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Introduction

The purpose of the *Citrus Community College District Integrated Planning Manual* is to guide integrated institutional planning by describing the ways that the constituent groups of Citrus College participate in and contribute to college planning.

For each component of the integrated planning process, this document identifies the:

- Specific purpose,
- Processes by which recommendations will be developed,
- Timeline,
- Individuals or groups responsible for initiating and completing the tasks, and
- Individuals or groups that will receive the recommendations and render final decisions.

The undersigned faculty, classified staff, students and administrative representatives of the Citrus College Community College District have agreed on the integrated planning structure and procedures described in this manual.

Superintendent/President

Academic Senate President

ASCC President

CSEA President

Management Team President

Supervisor/Confidential President

Integrated Planning Model

In integrated planning, all College planning is part of a functional system unified by a common set of assumptions and well-defined procedures and is dedicated to the improvement of institutional effectiveness. The driving force for all College efforts is student learning. Assessments focus on how well students are learning and, based on those assessments, changes are made to improve student learning and success.

Planning begins with a review of the College's mission, vision, and values. This sets the stage for the development of the Strategic Plan, which identifies critical focus areas. The focus areas direct the College's energies and resources. From these focus areas, institutional goals and strategic objectives are identified. Responsibility for the achievement of these goals and objectives is assigned to the appropriate College divisions that, in turn, incorporate the goals and objectives in their short-term and long-term plans. The Educational and Facilities Master Plan is the College's long-term plan for academic affairs, student services, and facilities. The Institutional support plans (Institutional Advancement Plan, Human Resources Plan, and Technology Plan) are developed to meet the other aligned goals and objectives from the Strategic Plan.

As depicted on the planning model flow chart, dialogue regarding the improvement of institutional effectiveness occurs in an ongoing and systematic cycle of evaluation. Assessment plans focus on the Strategic Plan, which provides institutional goals and strategic objectives and guides the development of unit plans to achieve institutional goals and strategic objectives. These are linked to the resource allocation process that also connects College resources to the institutional goals and strategic objectives. The Strategic Plan further guides development of implementation plans, which lead to assessment. Assessment findings then inform program improvement plans and the next cycle of planning begins.

Mission, Vision, Values

Purpose	<p>Describes the College's intended student population and the services the College promises to provide to the community</p> <p>Serves as the basis for all College planning</p>
Process	<p>Reviewed every five years as a first step in the development of a new Strategic Plan</p> <p>Includes opportunities for input from all College constituencies, including the Board of Trustees</p> <p>Approved by the Steering Committee, the Academic Senate and the Superintendent/President's Cabinet</p>
Timeline	<p>Every five years beginning with the Strategic Plan 2011- 2016</p>
Initiation/completion	<p>Initiated by the Superintendent/President and completed by an ad hoc committee of the Steering Committee</p>
Recommendations	<p>Approved by Superintendent/President Recommended to the Board of Trustees</p>

Strategic Plan

Purpose	<p>Derived from the mission, vision, and values</p> <p>Guides direction of the College's energies and resources</p> <p>Articulates Focus Areas, Institutional Goals and Strategic Objectives that are the foundation for all other College plans</p>
Process	<p>Dialogue and deliberation by all constituencies of data from internal and external environmental scans that identify sources of opportunities and challenges</p> <p>Develop focus areas, institutional goals and strategic objectives</p> <p>Assign responsibility for each strategic objective to one or more of these plans as appropriate: Educational and Facilities Master Plan, Institutional Advancement Plan, Human Resources Plan, and Technology Plan</p>
Timeline	<p>Every five years</p>
Initiation/completion	<p>Initiated by the Superintendent/President and completed by an ad hoc committee of the Steering Committee</p>
Recommendations	<p>Approved by Superintendent/President Recommended to the Board of Trustees</p>

Board Goals

Purpose	Identify Board's role in accomplishing Institutional Goals and Strategic Objectives
Process	Review Strategic Plan Focus Areas and Institutional Goals Identify sources of Board opportunities and challenges Develop Board goals in concert with the focus areas identified in the current strategic plan
Timeline	Annual
Initiation	President of the Board of Trustees
Recommendations	Board of Trustees

Educational and Facilities Master Plan

Purpose	Chart the College's long-term course Educational Master Plan is the foundation document for the Facilities Master Plan Focus on change and improvement
Process	<ul style="list-style-type: none">○ Analyze existing conditions○ Anticipate changes in the community○ Anticipate growth of the College as a whole○ Anticipate changes in programs and services○ Include the focus areas, institutional goals and strategic objectives assigned to instruction and student services○ Include opportunities for input from all College constituencies
Timeline	Every 10 years beginning 2010
Initiation/completion	Initiated by the Superintendent/President and completed by Steering Committee, or the designated ad hoc committee
Recommendations	Approved by Superintendent/President Recommended to the Board of Trustees

Institutional Support Plan: Institutional Advancement Plan

Purpose	<p>Meet strategic objectives from the Strategic Plan aligned with the Office of Advancement and External Relations</p> <p>Meet aligned objectives from the Educational and Facilities Master Plan</p>
Process	<p>Collaborate with department staff within Institutional Advancement, Superintendent/President, and Foundation Board on development and implementation of goals and objectives</p> <p>Communicate the achievement of the Institutional Goals and Strategic Objectives each spring through the Strategic Plan Progress Report and every five years through the Institutional Support Program Review</p> <p>Communicate progress on aligned strategic objectives from the Educational and Facilities Master Plan through the Institutional Support Program Review</p>
Timeline	<p>Develop every five years and review annually; revise as appropriate</p>
Initiation	<p>Executive Director of Development and External Relations</p>
Recommendation to	<p>Superintendent/President</p>

Institutional Support Plan: Human Resources Plan

Purpose	Meet strategic objectives from the Strategic Plan aligned with Human Resources Meet aligned objectives from the Educational and Facilities Master Plan
Process	Develop and implement objectives Communicate the achievement of the Institutional Goals and Strategic Objectives each spring through the Strategic Plan Progress Report and every five years through the Institutional Support Program Review Communicate progress on aligned strategic objectives from Educational and Facilities Master Plan through the Institutional Support Program Review
Timeline	Develop every five years and review annually, revise as appropriate
Initiation	Director of Human Resources
Recommendation to	Superintendent/President

Institutional Support Plan: Technology Plan

Purpose	<p>Guide the implementation of technology at the college</p> <p>Respond to Institutional Goals and Strategic Objectives from the Strategic Plan</p> <p>Incorporate technology requirements defined in the Educational and Facilities Master Plan</p> <p>Encompass the evaluation and development of the infrastructure, administrative information systems, operations support, and management of web resources</p>
Process	<p>Analyze technology needs and requirements for the college including a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis focused on technology</p> <p>Include the focus areas, institutional goals and strategic objectives assigned to technology in the Strategic Plan</p> <p>Incorporate technology requirements defined in the Educational and Facilities Master Plan</p> <p>Develop technology focus areas and planning goals for a five-year period</p> <p>Develop annual planning objectives</p> <p>Annually review and update planning objectives</p> <p>Communicate the achievement of the Institutional Goals and Strategic Objectives each spring through the Strategic Plan Progress Report and every five years through the Institutional Support Program Review</p> <p>Communicate progress on aligned strategic objectives from Educational and Facilities Master Plan through the Institutional Support Program Review</p>
Timeline	<p>Every five years beginning 2009, with annual review and update</p>

Initiation/completion	Initiated by the Chief Information Services Officer and completed by the College Information and Technology Committee
Recommendations to	Steering Committee Superintendent/President

Annual and Comprehensive Program Reviews:

Academic/Instructional Program Reviews

	Annual	Comprehensive
Purpose	<p>Analyze each of the College's academic/instructional programs to identify strengths and weakness</p> <p>Develop unit-level plans to identify:</p> <ul style="list-style-type: none"> • strategies to remedy identified weaknesses, • contributions to the achievement of Institutional Goals and Strategic Objectives identified in the Strategic Plan • equipment, staff, and facilities needs for budget requests <p>Report on the development and assessment of student learning outcomes</p>	<p>Analyze each of the College's academic/instructional programs to identify strengths and weaknesses</p> <p>Verify the content of the College's curriculum is current</p>
Process	<p>Faculty and staff in each unit collaborate to complete the program review</p> <p>Achievement of unit-level plans is documented in the next year's program review</p>	<p>Department faculty review each course outline of record and revise as needed</p> <p>Department faculty review each degree and certificate requirements and revise as needed</p>
Timeline	Annual updates of goals and assessment of outcomes	every five years
Initiation	Senior administrators for areas within his/her supervision in collaboration with the Academic Senate and the Student Learning Outcome Coordinator	Senior administrators for areas within his/her supervision in collaboration with the Academic Senate and the Student Learning Outcome Coordinator

Recommendations	Educational Programs Committee	Educational Programs Committee Steering Committee Superintendent/President
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Instructional Support Program Reviews

	Annual	Comprehensive
Purpose	<p>Analyze instructional support programs, such as the library, learning center, honors, and learning communities to identify strengths and weakness</p> <p>Develop unit-level plans to identify:</p> <ul style="list-style-type: none"> • strategies to remedy identified weaknesses, • contributions to the achievement of Institutional Goals and Strategic Objectives identified in the Strategic Plan • equipment, staff, and facilities needs for budget requests <p>Report on the development and assessment of student learning outcomes</p>	<p>Analyze instructional support programs, such as the library, learning center, honors, and learning communities to identify strengths and weaknesses</p> <p>Verify the content of the College's curriculum is current</p>
Process	<p>Faculty, staff, and managers in each unit collaborate to complete the program review</p> <p>Achievement of unit-level plans is documented in the next year's program review</p>	<p>Faculty, staff, and managers in each unit collaborate to complete the program review</p>
Timeline	Annual updates of goals and assessment of outcomes	every five years
Initiation	Vice President of Academic	Vice President of Academic

	Affairs and the Student Learning Outcome Coordinator	Affairs and the Student Learning Outcome Coordinator
Recommendations	Educational Programs Committee	Educational Programs Committee Steering Committee Superintendent/President

Student Services Program Reviews

	Annual	Comprehensive
Purpose	<p>Analyze each of the College's student services programs to identify strengths and weaknesses</p> <p>Develop unit-level plans to identify:</p> <ul style="list-style-type: none"> • strategies to remedy identified weaknesses, • contributions to the achievement of Institutional Goals and Strategic Objectives identified in the Strategic Plan • equipment, staff, and facilities needs for budget requests <p>Report on the development and assessment of student learning outcomes</p>	<p>Analyze each of the College's student services programs to identify strengths and weaknesses</p>
Process	<p>Annual review of comprehensive plans to report on progress with prior year goals and to identify new goals for coming year and assessment of student learning outcomes</p>	<p>Collaboration between managers, faculty and staff in each unit to complete the comprehensive program review according to approved campus model</p>
Timeline	<p>Annual updates of goals and assessment of outcomes</p>	<p>every five years</p>
Initiation	<p>Vice President of Student Services</p>	<p>Vice President of Student Services</p>
Recommendations	<p>Student Services Committee</p>	<p>Student Services Committee Steering Committee Superintendent/President</p>

Institutional Support Program Reviews

	Annual	Comprehensive
Purpose	<p>Analyze each of the College's institutional support programs, such as institutional advancement, human resources, technology, research, administrative services, facilities and construction, fiscal services, and purchasing, warehouse, and transportation to identify strengths and weakness</p> <p>Develop unit-level plans to identify:</p> <ul style="list-style-type: none"> • strategies to remedy identified weaknesses, • contributions to the achievement of Institutional Goals and Strategic Objectives identified in the Strategic Plan • equipment, staff, and facilities needs for budget requests <p>Report on the development and assessment of student learning outcomes</p>	<p>Analyze each of the College's institutional support programs, such as institutional advancement, human resources, technology, research, administrative services, facilities and construction, fiscal services, and purchasing, warehouse, and transportation to identify strengths and weakness</p>
Process	<p>Administrators and staff in each department collaborate to complete the program review</p> <p>Document progress on program-level plans in the next annual program review</p> <p>Prepare prioritized resource request(s) for staff, equipment, and facilities</p>	<p>Administrators and staff in each department collaborate to complete the program review</p>
Timeline	Annual updates of goals and	every 5 years

	assessment of outcomes	
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	Annual	Comprehensive
Initiation	<p>Senior administrator in each area</p> <ul style="list-style-type: none"> • Vice President of Finance and Administrative Services • Executive Director of Development and External Relations • Director of Human Resources • Chief Information Services Officer • Director of Institutional Research 	<p>Senior administrator in each area</p> <ul style="list-style-type: none"> • Vice President of Finance and Administrative Services • Executive Director of Development and External Relations • Director of Human Resources • Chief Information Services Officer • Director of Institutional Research
Recommendations	<p>Respective Standing Committees of the Steering Committee</p>	<p>Respective Standing Committees of the Steering Committee</p> <p>Steering Committee</p> <p>Superintendent/President</p>

Resource Allocation

The resource allocation processes link program reviews and strategic planning to the resources needed to accomplish the College's institutional goals. These processes apply only to the allocation of discretionary funds within the general fund, or funds beyond fixed costs, as well as reallocated funds from vacant positions or discontinued programs. This allocation system does not include funds for faculty positions, capital equipment or facilities.

The guiding principles for all resource allocation processes are as follows:

1. Resources include all assets of the College including its human resources, physical resources, technology resources, and financial resources.
2. The processes for allocating resources are transparent. All members of the college community are informed about the routines and components of planning that lead to resource allocations.
3. Priority will be given to resource requests that support
 - achievement of College institutional goals, strategic objectives and
 - program review
4. To the extent that it is fiscally possible, the College will sustain an innovations fund to support faculty/staff ideas through a competitive mini-grant process funded by the foundation.

Purposes	Allocate funds to support the College's Institutional Goals and Strategic Objectives
Process	The resource allocation processes begin in March each year with the development of budget assumptions, which forecast the available discretionary general fund resources for the coming fiscal year.
Timeline	Annually
Initiated by	Vice President of Finance and Administrative Services
Recommendation to	Superintendent/President

Plan Implementation

Plan implementation is embedded in each component of the planning processes described in this manual and an individual or group is assigned responsibility to ensure plan implementation. The tasks of these responsible parties are to:

- Manage the timelines for the plan component;
- Assess the levels of success following plan implementation; and
- Report the activities and results to the appropriate individual and/or group.

Assessment

Assessment occurs at two levels in the Citrus Community College District planning model. First, both the Strategic Plan and Program Reviews assess outcomes. At the institutional level, the Strategic Plan Progress Report is due at the end of each academic year to document achievements made for the objectives laid out in the corresponding Annual Implementation Plan. Annual program reviews document progress and outcomes assessed at the unit-level.

Second, the entire planning process is evaluated by an ad hoc committee of the Steering Committee on an annual basis. This ad hoc committee will engage in a systematic process by reviewing the steps and components involved in planning and modifying all parts of the cycle, if necessary. Factors that will be examined may include:

- Alignment of strategic plan with divisional plans;
- Completion rate of the annual program reviews in all categories; and
- Implementation of assessment and usage of assessment data in the divisional plans.

Program Improvement

The results of the program review assessments are used to improve programs by whatever means necessary, such as changes to policies, procedures, and curriculum. Changes designed to improve programs are documents in the program reviews and the Strategic Plan Progress Report.

Citrus Community College District Board of Trustees

**Dr. Patricia Rasmussen, President
Glendora/Azusa/San Dimas Representative**

**Mrs. Joanne Montgomery, Vice President
Monrovia/Bradbury/Duarte Representative**

**Dr. Edward C. Ortell, Clerk/Secretary
Duarte/Arcadia/Azusa/Monrovia**

**Mrs. Susan M. Keith, Member
Claremont/Azusa/La Verne/Pomona Representative**

**Dr. Gary L. Woods, Member
Azusa/Covina/Glendora/Irwindale Representative**

Ms. Nohemi Camacho, Student Representative

Dr. Geraldine M. Perri, Superintendent/President

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	June 21, 2011	Resolution	_____
SUBJECT:	Accreditation Follow-up Report	Information	X
		Enclosure(s)	X

BACKGROUND

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, took action to reaffirm accreditation for Citrus College at its meeting of January 6-8, 2010. The action letter also required a follow-up report to be submitted to the commission by October 15, 2011 addressing three recommendations.

Beginning with spring 2010, the college established an accreditation oversight committee made up of campus administrators and faculty members responsible for each recommendation. This committee process mirrored and honored the inclusive process used in the preparation of the self-study. The committee met each semester to monitor progress in addressing the recommendations. For preparation of the follow-up report, the co-chairs interviewed the staff responsible for each of the three recommendations and drafted the report, which was then reviewed and edited by the responsible parties. The Follow-up Report was approved by Steering on June 13, 2011

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

RECOMMENDATION

Information only; no action required.

Jeanne Hamilton
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.3.



Follow-up Report

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Citrus College
1000 West Foothill Blvd.
Glendora, CA 91741

Submission Date: October 15, 2011

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CITRUS COLLEGE

FOLLOW-UP REPORT

Statement of Report Preparation

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, took action to reaffirm accreditation for Citrus College at its meeting of January 6 – 8, 2010. The action letter also required a follow-up report to be submitted to the commission by October 15, 2011, addressing three recommendations.

Beginning with spring, 2010, the college established an accreditation oversight committee made up of college faculty, staff, students and managers responsible for each recommendation. This committee process mirrored and honored the inclusive process used in the preparation of the self-study. This committee has met each semester to monitor progress in addressing the recommendations. For preparation of the follow-up report, the co-chairs interviewed the staff responsible for each of the three recommendations and drafted the report, which was then reviewed and edited by the responsible parties. The accreditation co-chairs presented an all-campus forum on May 24, 2011 to present progress on the recommendations. The full report was approved by the college shared governance Steering Committee on June 13, 2011 and was reviewed and approved by the Board of Trustees on June 21, 2011.

Mrs. Roberta Eisel, Academic Senate President and Accreditation Co-chair

Dr. Jeanne Hamilton, Vice President of Student Services and Accreditation Co-chair

Dr. Geraldine M. Perri, Superintendent/President

Dr. Patricia Rasmussen, President, Board of Trustees

Recommendation 1:

Over the last two years, the college has collected a significant amount of data for review and planning. In order to fully meet this Standard, the team recommends that the college build upon its existing processes and better integrate the use of data in program review, planning, budgeting, and decision-making. (Standards I.B.3, I.B.5, I.B.6)

Resolution of the Recommendation:

Citrus College has developed an integrated planning process that assures better integration of data in program review, planning, budgeting and decision-making. This process brings together the most effective continuing practices of the college and establishes the connections between and among them.

Analysis of the Results:

In fall 2009 and spring 2011, the college initiated a review of its planning processes. One goal of this review was to infuse the use of data into each component of the planning processes and thereby institutionalize data-driven decision-making. The product of this review dialogue is the *Citrus College Integrated Planning Manual* which was approved by the Steering Committee on May 23, 2011 and presented to the Board of Trustees on June 21, 2011. The following is a brief summary of how data are used in each component of the college's integrated planning process:

- **Strategic Plan:** Data on the college's successes and needs are reviewed in an all-college meeting prior to the brainstorming that leads to the Institutional Goals and Objectives. This process is deeply institutionalized. The 2009 self study report highlighted the process followed since 2007. In the development of the current strategic plan, even greater emphasis was placed on the consideration and incorporation of data in the strategic planning process. Following study and review of external data from the Accountability Reporting for Community Colleges, the Community Colleges Survey of Student Engagement, and the California Community College's System-Wide Strategic Plan, as well as external data and development of a Strengths, Weaknesses, Opportunities, and Threats (S.W.O.T.) analysis, the Strategic Plan Committee identified six institutional focus areas. At convocation in 2010, nearly 1,000 comments and suggestions were generated by faculty, staff and students. These comments and suggestions were then presented in a survey to the entire college community. The results of the survey were considered and honed into the strategic goals and related objectives that are now part of the five year Strategic Plan that is referenced in the *Integrated Planning Manual*.

- *Educational Master Plan*: Comprehensive internal and external scans are the first step in developing this long-term plan in these ways:

Profile of the Community and the College. This chapter of the *Educational Master Plan* creates a context for planning by analyzing existing conditions. In the Educational Plan, this analysis begins with external scans, which describe and analyze the trends and projections in population size and demographics, employment, and enrollment followed by a summary of the characteristics of the current student population. This profile concludes with a distillation of the key facts that are relevant to educational planning and which link directly to the institutional goals. These data also inform the subsequent *Facilities Master Plan* and *Technology Master Plan*.

Analysis of Instructional Disciplines and Student Services. A model that combines efficiency and student demand measures with successful course completion was developed to analyze each instructional discipline and project whether that discipline is likely to grow faster than, the same as, or slower than the overall college growth. A similar projection was made for each student service albeit without the benefit of a uniform model for the analysis since the data elements are unique across the student services.

The two quantitative benchmarks applied in this analysis are enrollment and student success.

Enrollment is the number of students who take advantage of the programs and services offered.

Student success is measured by the rates of student successful course completion and student retention. Student success rates reflect the percentage of students who complete a course with a passing grade at the end of the semester. Student retention reflects the percentage of students who complete a course with either passing or non-passing grades at the end of the semester. The analysis of instructional disciplines and student services includes a comparison of each instructional discipline's rate of successful course completion with the state-wide average of successful course completion for that discipline.

Further, data from various processes identified in the *Citrus College Integrated Planning Manual* are used in institutional planning. The planning processes addressed in the *Integrated Planning Manual* include:

- Mission, Vision, Values
- Strategic Plan

- Board Goals
- *Educational Master Plan*
- *Institutional Advancement Plan*
- *Human Resources Plan*
- *Technology Master Plan*
- Program Review
 - Academic/Instruction
 - Instructional Support
 - Student Services
 - Institutional Support
- Resource Allocation

The manual outlines the interrelated nature of these efforts and identifies the purpose, process, timeline, initiation/completion, and recommendations for each of these planning functions. Further, the manual articulates the implementation and assessment of the planning process which lead to program improvement. Each step in this integrated process makes use of a variety of data, assuring that the college better integrates the use of data in program review, planning, budgeting, and decision-making as recommended in the visiting team report.

Evidence of the Results:

- Internal and external data are connected throughout the institutional planning processes. Data in the *Educational Master Plan* and in the Strategic Plan are cross-referenced into one plan from the other.
- The college regularly applies clearly defined metrics, including outside research data, ARCC data, performance data, and learning outcomes data in its planning and decision making.
- Data-based recommendations and requests are prioritized in program review at the program or discipline level and at the division level. These prioritized requests are presented to the Financial Resources Committee for consideration of allocation of discretionary funds (see the *Citrus College Integrated Planning Manual*). Requests may be referred to the Technology Committee or elsewhere if needs could possibly be met through avenues other than discretionary funds allocations.
- The President’s Cabinet considers a variety of data in its decision making process. Data sources include the Strategic Plan, the budget, enrollment data, human resources reports, program review prioritization reports, and ARCC data. Considerations for

positions other than faculty are reviewed by the President's Cabinet. Requests for staffing are supported by data developed in program review and learning outcomes assessment results.

- Faculty Needs Identification Committee (FNIC) requires that data from program review and learning outcomes assessment support all requests for new faculty (see FNIC process in AP 7201 Recruitment and Selection: Full-Time Faculty).
- Program Review
 - Instruction. For many years, the Office of Institutional Research has provided a six-page data report to each instructional discipline for use in both the comprehensive (six year) and annual program review process. The program review templates prompt faculty to attend to indexed sections of the data report. Recommendations and budgeting requests in program review must be based on data and reflection on learning outcome assessment results. As such, data generated for the purpose of faculty analysis of program effectiveness and needs are carried forward into the planning and decision-making processes.
 - Unit-level plans for instructional support, student services, and institutional support areas carry forward recommendations supported by program review and learning outcomes data.
- Technology plans support all aspects of institutional planning.

In each of these areas, unit-level plans lead to resource requests based on needs similar to the prioritization of needs in the instructional program review process.

The visiting team report states that “the college would do well to empower faculty to become faculty researchers in the classroom and at the program level” (page 21). Citrus College has a four-pronged approach to facilitating use of data by faculty in the classroom and at the program level.

- Program Review Coordinator
 - Student Learning Outcomes and Assessment Coordinator
- These two faculty leaders serve as coaches to colleagues on the interpretation and use of data prepared for each instructional discipline by the Office of Institutional Research.
- College Success (Basic Skills)
- The College Success Committee is chaired by a faculty member. This committee, composed primarily of faculty, generates questions for the Office of Institutional Research and then analyzes these data and other data from the broader field. Such activity has resulted in recommendations to re-vamp curriculum in the disciplines of

reading and English with the goal of accelerating student progress toward and success in college level courses. Outcome data related to these changes will be followed by these faculty researchers.

- Faculty engage in designing research questions related to existing and proposed grants.

Faculty are encouraged to conduct research through other means such as the sabbatical process and the mini-grants projects supported by the college foundation. Faculty share the results of their research. An example of such sharing is the recent Sabbaticals Forum sponsored by the Academic Senate and the Office of Academic Affairs to which the governing board, faculty, and other members of the college community were invited.

Additional Plans:

Program review processes are assessed annually. In its on-going commitment to institutional effectiveness, the college has set a schedule for regular review of existing policies and procedures and for development of additional policies and procedures as deemed needed. Additionally, the *Citrus College Integrated Planning Model* includes regular assessment of the effectiveness of the major planning processes.

As reflected in the manual, planning is grounded in careful consideration of data. This consideration results in dialogue regarding the improvement of institutional effectiveness which occurs in an ongoing and systematic cycle of evaluation which broadly includes the development of the strategic plan. The strategic plan leads to:

- institutional goals
- development of plans to achieve the institutional goals and strategic objectives, which leads to
- resource allocation that directs College resources to the institutional goals and strategic objectives, which leads to
- implementation of the plans, which leads to
- assessment that leads to program improvement and the next cycle of planning.

List of Evidence

- (1.) *Citrus College Integrated Planning Manual* (Hardcopy Attachment)
- (2.a.) Instructional Program Review Outlines and Matrices (Hardcopy Attachment)
- (2.b.) Instructional Annual Program Review Outline and Matrices (Hardcopy Attachment)

(3.) Faculty Needs Hiring Committee Process (within R4107 – Hiring Procedures for Full-Time Faculty)

<http://www.citruscollege.edu/admin/bot/policiesarchive/Documents/4100/r-4107.pdf>

(4.) Sample Data-Cube Report (Hardcopy Attachment)

Recommendation 3:

In order to meet the standards, the team recommends that the college accelerate the program review timeline for student support services that have yet to undergo review and assess the effectiveness of recent program initiatives to Student Services and ensure that effective practices are maintained in the base budget. (Standard II.B.2.c., d., II.B.3.a., II.B.4.)

Resolution of the Recommendation:

This recommendation addresses two separate concerns: first, the timing of the schedule for program review completion in instructional support and institutional support areas, and second, assessment of the effectiveness of new grant-funded programs that support students, keeping effective programs in the base budget. As stated in the visiting team report (page 26) the academic/instructional and student services program reviews have been in place for a long time. The student services programs have conducted comprehensive program reviews since 1996 and have completed their third six-year cycle. Instructional program reviews have also been in place for many years. The team report identifies two additional areas for attention – instructional support, including such areas as child development center, distance education, library services, etc., and institutional support, including such areas as human resources, fiscal services, maintenance and operations, research, and technology.

Analysis of the Results:

The instructional support program reviews were all completed between 2006/07 and 2010/11.

2006-07:	Distance Education
2007-08:	Athletics
2008-09:	Learning Center, College Success (basic skills), Continuing/Contract/Non-credit Education, Honors, Library Services, Study Abroad, Performing Arts Center
2009-10:	Child Development Center
2010-11:	Tech Prep

The institutional support areas were completed as follows.

2008-09:	Facilities and Construction
2009-10:	Fiscal Services, Purchasing/Warehouse/Transportation
2010-11:	Human Resources, Institutional Research, TeCS, Institutional Advancement

All of the completed program reviews, regardless of area, go through the college shared governance process including approval by the Steering Committee and presentation to the Board of Trustees.

The recommendation further requests that the college assess the effectiveness of recent program initiatives and maintain effective practices in the base budget. The recent initiatives include several grant funded programs, including: (1) the HSI Science, Technology, Engineering and Mathematics (STEM) grant; (2) the College Success program funded through the Basic Skills Initiative; (3) Bridges to Success, funded by HSI Title V; (4) the Center for Teacher Excellence, funded through HSI Title V; and (5) the Veterans Center, funded by a grant from Wal-Mart and a federal Centers of Excellence for Veteran Student Success grant.

- **STEM**

The STEM program includes several components, including Power Math, supplemental instruction (SI), calculus readiness workshops, Math Success Center, and STEM Center. The Power Math program showed strong initial results, but by tracking student progress over subsequent semesters indicated that the program was ineffective in making a lasting improvement in mathematics. As a result, this program component has been discontinued. The college has a great deal of data on the effectiveness of supplemental instruction, which is very positive. SI not only improves student success but also persistence. Staff presented this research at the Association for Institutional Research conference. The evaluation of the calculus workshops also shows good results. The data on the Math Success Center, which provides drop-in tutoring, shows strong usage and student satisfaction. Comparison of grades indicates that this is an effective service. The STEM Center houses supplemental instruction, study groups, computers, and science materials and serves as a hub for science students. Student reports and utilization indicate that this program is also very effective.

The college may be able to maintain the Math Success Center and the STEM Center through the reallocation of existing funds, and alternate mechanisms are being explored to maintain support of supplemental instruction. The college has submitted a proposal for another STEM grant to build on the success of the first grant.

- **College Success**

The College Success program includes the Fast Track program and learning communities. Fast Track pairs two courses, each 8 weeks, to be completed in one semester. The college has longitudinal studies since Fall 2009 comparing success rates of fast track to traditional semester length courses. The results are strong, and this program has already been institutionalized. The learning communities program has five years of data showing graduation rates, student satisfaction, persistence and success. This program also has good results, and the college has allocated basic skills initiative funding where appropriate and is seeking additional grant funding to maintain this program.

- **Bridges to Success**

The Bridges to Success Program includes English supplemental instruction and the Writing Café, a drop-in writing resource center. Early data on grades, usage and student satisfaction indicate that both of these efforts are effective. The grant includes 3 more years of funding.

- **Center for Teacher Excellence**

The Center for Teacher Excellence was a cooperative HSI grant with Citrus College and the University of La Verne whose purpose was to provide specialized counseling and advising services and transfer assistance for students who want to become K-12 teachers. The funding is completed, but many of the services of this program have been institutionalized. The college continues to provide specialized counseling for future teachers as well as workshops on teaching, a specialized curriculum for future teachers in general education disciplines, and a book loan service. The University of La Verne continues to visit the college each semester to meet with future teachers and assist them with transfer. The program currently has nearly 400 active students.

- **Veterans Center**

The Veterans Center is funded by the district, a Wal-Mart grant, and a Department of Education Centers of Excellence for Veteran Student Success grant. The program began as a series of services, but nearly two years ago a physical home was provided for the program. With the opening of the new Student Services Building, the Veteran's Center will have two staff offices, a lounge and a study room. Student surveys and focus groups cite the effectiveness of a location to gather and provide support to one another as well as tutoring support. A financial aid staff member was relocated to the center to provide support and assist student veterans with processing their applications for benefits. The college provides mental health services, math refresher workshops, and outreach to veterans in the community as well as training for faculty and staff on serving veterans. A special course, "Boots to Books" has been offered for several

years. This program has resulted in state and national recognition for the college, including being named as a “Military Friendly School” by *G.I. Jobs Magazine* and featured in the White House Summit video on community colleges. The services funded by the most recent grant are still in their first year and will be evaluated at the end of the year for effectiveness. The federal grant will continue for two more years and most of the services provided will be maintained with district funds.

Additional Plans:

Program review schedules have been established and implemented. The utilization of program review for strategic planning and for budget development are documented in the *Citrus College Integrated Planning Manual*. The college will continue to assess the effectiveness of program review processes annually and update as needed.

In light of the severe fiscal distress of the state, the college is reevaluating many of the services provided to students in an effort to maintain services that provide the most assistance in helping students reach their academic goals. However, the college has assessed the effectiveness of recent program initiatives and has institutionalized many of the most effective components of grant-funded services and plans to continue to seek additional outside funds as well as district funds to maintain these services.

List of Evidence

- (1.) *Citrus College Integrated Planning Manual* (Hardcopy Attachment)
- (5.) Program review schedules for :
 - Instruction - <http://www.citruscollege.edu/pr/academic/Pages/default.aspx>
 - Student Services - <http://www.citruscollege.edu/pr/student/Pages/default.aspx>
 - Instructional Support - <http://www.citruscollege.edu/pr/academic/Pages/instructionalsupport.aspx>
 - Institutional Support - <http://www.citruscollege.edu/pr/institutional/Pages/areasinreview.aspx>
- (6.a.) STEM: Summary Page for SI Quantitative Studies, Table 1 (Hardcopy Attachment)
- (6.b.) College Success: Tracking Students from Basic Skills to College Level Math and English (Hardcopy Attachment)
- (6.c.) Bridges to Success: Writing Café Usage Report, Fall 2010 (Hardcopy Attachment)
- (6.d.) Bridges to Success: Supplemental Instruction Report, Fall 2010 (Hardcopy Attachment)

Recommendation 5:

In order to meet standards, the team recommends that the college complete its stated goal in its comprehensive planning agenda to “demonstrate its commitment to continuous quality improvement through the updating and review of the effectiveness of the college’s five major planning documents and be deliberate in utilizing the content with them in budget development.” (Standards III.A.6, III.B.2.b, III.C.2)

Resolution of the Recommendation:

In the fall of 2010, the college initiated a review of its planning processes. The first goal of this review was to institutionalize the use of data in decision-making; the second goal was to develop a model to articulate the flow between and among the planning processes and the link between planning and resource allocations. The product of this review is the *Citrus College Integrated Planning Manual* which was approved by the Steering Committee in May, 2011 and presented to the Board of Trustees in June, 2011.

Analysis of the Results:

Through the dialogue that resulted in the development of this manual, the college reaffirmed its existing planning assumptions and clarified the links between and among the components of planning. As described in the manual, the college is committed to an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation as a means of ensuring continuous quality improvement.

The manual outlines the overall planning model as well as the following information for each component of the planning process:

- Specific purpose
- Processes by which recommendations will be developed
- Timeline
- Individuals or groups responsible for initiating and completing the tasks
- Individuals or groups that will receive the recommendations and render final decisions

The five major planning documents of the college are:

- Citrus College Mission Statement
- Program Review
- Strategic Plan
- *Educational and Facilities Master Plan*
- *Technology Master Plan*

Mission

The mission, vision and values of the college drive the remainder of college planning. The planning manual states that the mission will be reviewed every five years, to coincide with the strategic planning cycle.

Program Review

Program review in instructional programs and student services programs have been ongoing through several cycles, are systematic, and are used to assess and improve student learning. In the last two years, program reviews in both instructional support and institutional support areas have been completed. The chief instructional officer and representatives of the academic senate assess the program review process annually to increase utility and effectiveness. The college just completed the cycle of program review in the institutional support areas and can now review the model for effectiveness.

Annual program review in instruction and student services, along with the college strategic plan, drives goals and activities at the program level each year.

Strategic Plan

The strategic plan guides the direction of the college's energies and resources. It articulates the focus areas, institutional goals and strategic objectives that are the foundation for all other college plans. The strategic planning committee began with a review of internal and external data in a SWOT analysis. From this review, the committee developed six focus areas for college planning. On convocation day, all faculty and staff were asked to participate in a brainstorming session to identify possible college initiatives to accomplish these focus areas. Nearly 1,000 suggestions were refined into a survey that went out to all staff, and staff voted on the relative importance of each item. The committee then selected the highest ranked items in each focus area to become the five-year strategic plan. The product of this process is a five-year strategic plan with annual implementation plans and annual progress reports. At the end of year one, the strategic planning committee will review the effectiveness of the process.

Master Plan

The college completed the new Educational Master Plan in spring, 2011. The last master plan served the college very well from 2001 to 2010, providing support for our instructional and support programs, a successful facilities bond campaign, and college planning. The college's Steering Committee served as the advisory committee for the development of the comprehensive master plan, utilizing a consultant to assist in the process. This plan will be utilized to chart the college's long-term course. The college will continue to refine the facilities portion of the master plan in the coming year.

The Steering Committee used the following process to complete the plan:

- Analysis of existing conditions
- Anticipation of changes in the community
- Anticipation of growth in the college as a whole
- Anticipation of changes in programs and services
- Inclusion of focus areas, institutional goals and strategic objectives assigned to instruction and student services
- Inclusion of opportunities for input from all college constituencies

Technology Plan

The technology plan guides the implementation of technology at the college for a five-year period in order to:

- Respond to the institutional goals and strategic objectives from the strategic plan
- Incorporate technology requirements defined in the *Educational Master Plan*
- Encompass the evaluation and development of the infrastructure, administrative information systems, operations support and management of web resources

The college has developed annual planning objectives to implement the strategic plan, annually review and update planning objectives, and communicate the achievement of goals through annual program review process.

The *Citrus College Integrated Planning Manual* documents how resource allocation and budget development are influenced by the college's five main planning documents.

Additional Plans:

The college will utilize the *Citrus College Integrated Planning Manual* to increase clarity of the planning processes, linkages between the various plans, and how they relate to resource allocation.

Evidence:

- (1.) *Citrus College Integrated Planning Manual* (Hardcopy Attachment)
- (6.) Mission Statement <http://www.citruscollege.edu/admin/mission/Pages/default.aspx>
- (2.a.) Instructional Program Review Outlines and Matrices (Hardcopy Attachment)
- (2.b.) Instructional Annual Program Review Outline and Matrices (Hardcopy Attachment)
- (7.) Strategic Plan (Hardcopy Attachment)
- (8.) *Educational Master Plan*
<http://www.citruscollege.edu/info/reports/Documents/CitrusCollegeEducationalMasterPlan09.pdf>

(10) Technology Master Plan

<http://www.citruscollege.edu/tecs/Documents/2010CITCTechPlan.pdf>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 21, 2011	Resolution	_____
SUBJECT:	Grant Programs Update	Information	X _____
		Enclosure(s)	_____

BACKGROUND

Grants are funding several programs that promote student success, completion and transfer: the College Success Program (Basic Skill Initiative), the STEM Citrus Connect Program (CCRAA HSI) and the Bridges to Success Program (Title V HSI). As required by these funding sources, program updates are to be given to the president and board of trustees.

This presentation by Ms. Sylvia Smythe (Director), will provide a brief update to the Board on College Success, Citrus Connect and Bridges.

This item was prepared by Sylvia Smythe, Director of College Success, Project Director of STEM Citrus Connect, and Project Director of Bridges to Success.

RECOMMENDATION

Information only; no action required.

Irene Malmgren
Recommended by

Moved / Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 21, 2011	Resolution	_____
SUBJECT:	Notification of Grant Submission per Board Policy BP/AP 3280	Information	_____ X
		Enclosure(s)	_____ X

BACKGROUND

The Office of Academic Affairs is pleased to notify the Board of Trustees, per Board Policy 3280, that the following grant applications have been submitted. (abstracts attached).

<u>Title</u>	<u>Date submitted</u>
RACE to STEM	April 29, 2011
Strengthening Transfer Ed (STEM ²)	April 29, 2011
Excellence in Math/Physics (SEMP)	May 30, 2011
Video Teaching Project (Library)	May 31, 2011

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

RECOMMENDATION

No action necessary; information only.

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.5.



Grant Submission Summary

As indicated in Board Policy 3280, “The Board of Trustees will be informed about all grant applications made and grants received by the District.”

General Information

Project Title	RACE to STEM (RACE = Rise Above Challenges Exponentially)		
Funding Agency & Grant Title	U.S. Department of Education Title V HSI		
	Federal <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Private <input type="checkbox"/>
Submission Date	4/29/11	Total Request \$	4,285,000.00
Length of Project	5 years	Start Date	10/1/11 End Date 9/30/16
Partner Institution/s (if applicable)	n/a		

Need Addressed by Project (relate this to the Citrus College Mission)

<p><u>Related to Mission:</u> activities would enable students to “compete globally” in a rapidly growing and identified need in STEM fields</p> <p><u>Related to Strategic Plan:</u> Goal 1: improve and enhance student success; Goal 4: increase/improve data/information collection/distribution</p> <p><u>Related to BOT Goals:</u> assist students to meet their educational goals; development/implementation of innovative strategies to support students...in course, certificate/degree completion; pursue additional revenue sources; collaboration with local community</p>

Project Description with goals and objectives (may attach document)

<p>To increase the number of Hispanic and other low income students attaining degrees and/or transferring in the fields of science, technology, engineering, or mathematics, Citrus proposes to implement three components in the RACE to STEM: Get Ready! – Strengthening pre-collegiate preparation in STEM and data-based decision making through effective student tracking; Get Set! – Enhanced academic services to improve quality of teaching and learning through Faculty Inquiry Groups, STEM Learning Communities and Supplemental Instruction, and enhanced student services through Peer-to-Peer mentoring and STEM Counseling; and Go! – Improving articulation with four-year universities, developing a new engineering degree, and student research opportunities in STEM.</p> <p>Sample key outcomes include: a) increase the number of students declaring STEM; b) transition students from developmental to college-level math and science; c) increase students completing transfer-level math and science courses; d) increase the number of students completing associates degrees in STEM and transferring in STEM fields; and e) increase the number of articulation agreements to create a seamless transition to the four-year universities</p>



Grant Submission Summary

As indicated in Board Policy 3280, "The Board of Trustees will be informed about all grant applications made and grants received by the District."

General Information

Project Title	Strengthening Transfer Education & Matriculation in STEM (STEM ²)		
Funding Agency & Grant Title	U.S. Department of Education Title V HSI		
	Federal <input checked="" type="checkbox"/>	State <input type="checkbox"/>	Private <input type="checkbox"/>
Submission Date	4/29/11	Total Request \$to Citrus approx.	\$173,000/yr
Length of Project	5 years	Start Date	10/1/11 End Date 9/30/16
Partner Institution/s (if applicable)	California State University - Fullerton		

Need Addressed by Project (relate this to the Citrus College Mission)

Increase transfer to CSUF in STEM majors, with an emphasis on Hispanic students

Project Description with goals and objectives (may attach document)

<p>Develop systems to increase the number of STEM major students</p> <ul style="list-style-type: none"> Overarching IT system—system for students and counselors to track student educational plans as well as what is required for their transfer On-site counselor—hired by CSUF with input and supervision from Citrus dean of counseling Peer advisors Supplemental Instruction (SI) in selected science courses Mandatory transfer student orientation at CSUF STEM Day at CSUF Summer Research Experience (based on our successful model) Social activities for students Career information and exposure to STEM fields <p>Objective: increase number of students who transfer from Citrus to CSUF in STEM majors</p>
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Grant Submission Summary

As indicated in Board Policy 3280, "The Board of Trustees will be informed about all grant applications made and grants received by the District."

General Information

Project Title <u>Supporting Excellence in Math and Physics (SEMP)</u>	
Funding Agency & Grant Title <u>National Education Association Foundation (NEA); Student Achievement Grants</u>	
Federal <input type="checkbox"/>	State <input type="checkbox"/> Private <input checked="" type="checkbox"/>
Submission Date <u>5/30/11</u>	Total Request <u>\$5,000</u>
Length of Project <u>1 year</u>	Start Date <u>October 2011</u> End Date <u>September 2012</u>
Partner Institution/s (if applicable) <u>n/a</u>	

Need Addressed by Project (relate this to the Citrus College Mission)

Although Citrus grants associate of science (AS) degrees in 15 subject areas, provides all traditional coursework in science and mathematics for transfer to four-year universities, and has numerous facilities that support STEM awareness and enable student and faculty engagement, the number of unduplicated students enrolled in STEM classes leading to transfer in a STEM major or receiving AS degree in STEM in fall 2009 was 480, which represents only about 3% of the total number of full-time students. The combined success rate of students enrolled in Calculus (Math 191) and Physics (Mechanics PHYS 201) courses in fall 2009 was 67% with only 57 out of the 85 students enrolled passing these courses with A, B, or C course grades. In the 2009-10 academic year, only 171 total students (58 Hispanic and 113 non-Hispanic) completed an AS in STEM, which represents less than 20% of the total number of Associate degrees awarded.

Project Description with goals and objectives (may attach document)

- Increase the number of students succeeding in STEM courses, completing credits towards transfer to a baccalaureate degree in STEM and receiving associate degrees in STEM majors by focusing directly on the quality of student. Develop systems to increase the number of STEM major students.
- Address issues shown in research literature to be linked to student attrition in STEM fields, such as: lack of preparation or conceptual difficulties in the gateway STEM courses, and lack of peer study group support.

Outcomes:
 (1) increase the number of students who earn an AS degree in STEM at Citrus College from all demographic groups, with an emphasis on the Hispanic student population; (2) increase the success rate of students in calculus and physics courses at Citrus; and (3) strengthen the peer support system for Citrus STEM students.

Indicators:
 (1) increase in the number of students who declare a STEM major or change their major to one in STEM as a result of participating in SEMP activities; (2) increase in the retention and success rates of students enrolled in physics and calculus courses as a result of participation in the SEMP Program; and (3) increase the number of students participating in SEMP activities.



Grant Submission Summary

As indicated in Board Policy 3280, "The Board of Trustees will be informed about all grant applications made and grants received by the District."

General Information

Project Title <u>Teach Me Now! One-Minute Video Teaching Project – Library</u>	
Funding Agency & Grant Title <u>National Education Association Foundation (NEA) Learning and Leadership Grant</u>	
Federal <input type="checkbox"/> State <input type="checkbox"/> Private <input checked="" type="checkbox"/>	
Submission Date <u>6/1/11</u>	Total Request <u>\$5,000</u>
Length of Project <u>1 year</u>	Start Date <u>October 2011</u> End Date <u>September 2012</u>
Partner Institution/s (if applicable) <u>n/a</u>	

Need Addressed by Project (relate this to the Citrus College Mission)

The project provides faculty and staff development training on student engagement strategies. Strategic Planning Goal 1.4, "Continue to improve student engagement at the college." (Citrus College Strategic Plan, Annual Implementation Plan 2010-2011). Increased staff interest and professionalism is expected to contribute to positive student engagement.

Project Description with goals and objectives (may attach document)

Hayden Library will adopt more technological and social media techniques in order to increase effectiveness of instruction and improve student and staff engagement. Grant funds will purchase an online seminar for the librarian in charge of the project, iPads, video cameras for staff-generated videos, and polling software for assessment.

1. Librarian will attend "Creating a 'Social Life' for Information Literacy Instruction in Libraries: An ACRL Online Seminar." This seminar will explore new ways that libraries can retool their instructional approaches to actively engage students in the process of information retrieval and knowledge creation.
2. After librarian training, staff members will create one-minute instructional videos on topics in demand by students in the library. Staff will use Overstream.net to add Closed Captioning in compliance with AB-504. Students will access videos on iPads at four service desks located at Circulation, Reference, and Audio-Visual and from LibGuide links to a video-hosting site such as YouTube.
3. PollEverywhere.com will be used for pre- and post-assessment of student learning. Polling information will be used to evaluate student learning from orientation, videos, and other library instruction.
4. After completion of the project, purchased equipment will be available for future learning endeavors by students, staff, and faculty.

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 126)
- b. Authorization is requested to approve facility rentals and usage. (Page 130)
- c. Authorization is requested to approve A & B Warrants for May 2011. (Page 132)
- d. Authorization is requested to approve purchase orders for May 2011. (Page 134)
- e. Authorization to approve the 2011-2012 institutional membership list. (Page 144)
- f. 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 148)
- g. Authorization is requested to increase the Bookstore Fund revolving fund account from \$7,000.00 to \$10,000.00. (Page 150)

(CONTINUED)

Academic Affairs

- h. Authorization is requested to approve contracts between Citrus College and Mt. San Antonio College in the amount of \$87,645 and with Rio Hondo College in the amount of \$151,655. Contracts for the San Gabriel Valley Career Technical Education Community Collaborative - Round Four are awarded for the grant period July 1, 2011 through March 31, 2013. (Page 151)
- i. Authorization is requested to approve the deleted courses and deleted programs. (Page 158)

Personnel Recommendations

- j. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 160)
- k. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 183)
- l. Authorization is requested to approve the employment of short-term, non-academic employees and substitutes. (Page 186)

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – June 21, 2011

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Fagen, Friedman & Fulfrost LLP	\$270.00per hour	District	7/1/11	Legal Services-Rate Increase
School Services of California	\$5,000.00max	District	7/1/11-6/30/12	Community College Updates
<u>CHILD DEVELOPMENT CENTER</u>				
Alvidrez, Maria Delores	\$880.00max	Grant	7/1/11-6/30/12	Trainer for Foster Parents
Dixon, Karen	\$2,250.00max	Grant	7/1/11-12/31/11	Trainer for Foster Youth
Lee, Michael	\$1,800.00max	Grant	7/1/11-12/31/11	Trainer for Foster Youth
Lee, Michale	\$1,200.00max	Grant	7/1/11-12/31/11	WRAT Assessor
Maldonado, Omar	\$25,400.00max	Grant	7/1/11-12/31/11	Outreach Advisor for Foster Youth
Matthews, Elitia	\$1,800.00max	Grant	7/1/11-12/31/11	Trainer for Foster Youth
Mitjans, Aurelio	\$1,800.00max	Grant	7/1/11-12/31/11	Trainer for Foster Youth
Paddock, LeeAnn	\$9,000.00max	Grant	7/1/10-6/30/11 <i>Revision</i>	Facilitation for Foster Parent Training
<u>COMMUNITY EDUCATION</u>				
Manzo, Catherine Ann	40% of fees	Fees	6/29/11-8/3/11	Pre-Teen/Teen Drawing & Painting
<u>FINANCIAL AID</u>				
Arch Street Consulting	\$66,000.00max	Bond	7/1/10-6/30/11 <i>Revision</i>	Banner Implementation
<u>FINE AND PERFORMING ARTS</u>				
Alvarez, Rodolfo Nick	\$4,800.00max	District	7/13/11-6/30/12	Musician Services
Barr, Michelle	\$150.00max	District	7/1/11-6/30/12	Photography Services
Beltran, Marius	\$4,500.00max	District	7/1/11-6/30/12	Music Arranging
Booth, Michael	\$1,500.00max	District	7/1/11-6/30/12	Video Editing
Castillo, Brenda	\$1,000.00max	District	7/1/11-6/30/12	Choreography Services
Copland, Patrick	\$2,000.00max	District	7/1/11-6/30/12	Music Arranging
Corrigan, Amanda	\$500.00max	District	7/1/11-6/30/12	Guest Artist Performance
Delk, Gary	\$500.00max	District	7/1/11-6/30/12	Bell Maintenance
Ealy, Phil	\$2,000.00max	District	7/1/11-6/30/12	Lighting Services
Egan, Kelly	\$1,500.00max	District	7/1/11-6/30/12	Theatrical Services
French, Monica	\$2,400.00max	District	7/1/11-6/30/12	Costume Design
Geller, Ilona	\$4,800.00max	District	7/13/11-6/30/12	Musician Services
Jim Lindsay Productions Inc.	\$1,000.00max	District	7/1/11-6/30/12	Video Production Services
Kaniski, David	\$3,000.00max	District	7/1/11-6/30/12	Lighting Services
Kittrell, Christopher	\$1,000.00max	District	7/1/11-6/30/12	Sound Design
Krinke, Jordan	\$2,500.00max	District	7/1/11-6/30/12	Choreography Services
Krinke, Lynda	\$4,500.00max	District	7/1/11-6/30/12	Costume Designer
Kristien, Dale	\$1,000.00max	District	7/5/11-7/12/11	Musician Services
Kristien, Dale	\$4,800.00max	District	7/12/11-6/30/12	Musician Services
Lanier, Nathan	\$4,800.00max	District	7/13/11-6/30/12	Musician Services
Lanier, Victoria	\$4,800.00max	District	7/13/11-6/30/12	Musician Services
Leach, Kristina	\$1,000.00max	District	7/1/11-6/30/12	Playwright
Lewis, Jeremy	\$1,200.00max	District	7/1/11-6/30/12	Stage Manager
Limadibrata, Victoria	\$1,000.00max	District	7/1/11-6/30/12	Body Rolling Workshop
Mercks, Kenneth	\$200.00max	District	7/1/11-6/30/12	Theatrical Services
Miller, David	\$1,250.00max	District	7/1/11-6/30/12	Lighting Design
Mosaic Films	\$2,500.00max	District	7/1/11-6/30/12	Production Services
Sanders, Cameron	\$1,000.00max	District	7/1/11-6/30/12	Photography Services
Scarpino, Matt	\$1,500.00max	District	7/1/11-6/30/12	Set Design
Scarpino, Matt	\$1,500.00max	District	7/1/11-6/30/12	Set Design
Sears, Anthony	\$1,300.00max	District	7/1/11-6/30/12	Photography Services

Slack, Thomas	\$4,500.00max	District	7/1/11-6/30/12	Video Production Services
Slay, Kevin	\$1,000.00max	District	7/1/11-6/30/12	Director Services
Stevenson, Myra	\$500.00max	District	7/1/11-6/30/12	Photography Services
Tessier, Jean-Yves	\$2,000.00max	District	7/1/11-6/30/12	Lighting Design
Volonte, Vanessa	\$3,500.00max	District	7/1/11-6/30/12	Theatrical Services
Williams, Jason	\$1,000.00max	District	7/1/11-6/30/12	Stage Manager
Woodbury, Ray	\$2,000.00max	District	7/1/11-6/30/12	Production Services
<u>FISCAL SERVICES</u>				
Los Angeles County Office of Ed	\$9,506.00max	District	7/1/11-6/30/14	Network Services & Support
<u>HEALTH SCIENCES</u>				
Citrus Valley Health Partners	no fee	no fee	7/1/11-6/30/12	Clinical Education
<u>MATH</u>				
Solano, Dr. Alberto	\$30,000.00max	Grant	6/22/11-10/31/11	Grant Consultant Services
<u>STUDENT HEALTH CENTER</u>				
Curtis, Allison	\$40.00per hour	District	6/27/11-6/30/12	Medical Services
<u>VETERANS SERVICES</u>				
Christianson, Monica	\$40.00per hour	Grant	7/1/11-12/31/11	Project Director/Veterans Transitional Counselor

MUSIC DEPARTMENT – Musician services from July 1, 2011 through June 30, 2012 to be reimbursed by ASO accounts: # 26-352, 90-358, 96-358, 67-358, 87-358, 53-352, 32-358.

- | | | |
|--------------------|---------------------------|----------------------|
| Acevedo, John | Bryant, George | Elsworth, Alan |
| Acosta, John | Budman, Alex | Englander, Rachel |
| Acosta, Sai-Ly | Busteed, Alan | Erhardt, Ernie |
| Adamson, Greg | Calderon, Joe | Estaniel, Anton |
| Adkins, Richard | Campbell, John Curtis Jr. | Everett, Charles |
| Aiken, Patricia | Cani, Roberto | Fabiero, Eugene |
| Albrecht, Karl | Carbone, Joey | Faruken, Gavin |
| Arnold, Mike | Cardenas, Stephen | Feather, Phillip |
| Avila, John | Carey, Richard | Fedor, Daniel |
| Bacon, Vicky | Carl, Johnnie | Ferguson, Steven |
| Bandy, Briana | Carr, Robert | Fischer, Samuel |
| Barrett, Sean | Carrol, John | Foard, Aubrey |
| Bartek, Steve | Carter, Teryn | Fong, Weihan |
| Batten, Jennifer | Casale, Maria | Formicola, Sam |
| Beaver, Barbara | Casillas, Mark | Franz, Sean |
| Benning, Brian P. | Catalan, David | Garrett, Harold |
| Bernard, Eric | Centeno, Carlos | Geller, Valerie |
| Berry, Rachel S. | Cervantes, Emmanuel | Glansbeek, Ira |
| Beukelman, Brian | Champion, Kyle | Gonzales, Alberto |
| Biagini, Cathy | Chatman, Susan G. | Gonzales, Michael |
| Birnbryer, Michael | Christensen, Tim | Gordy, Marvin B. |
| Bishop, Keith | Cleveland, Jerry | Grant, Nick |
| Bland, Chase | Coosaia, Rachel | Grants, Lynn L. |
| Bleth, Chris | Damiani, David | Grants, Maurice A. |
| Boatman, Timm | D'Antonio, Franklyn | Green, James |
| Boito, Charles | De La Garza, James | Greene, Frederick |
| Borg, Bobby | DeSantis, Marko | Griffin-Casey, Laura |
| Bosler, Greg | Duffy, Ryan | Gyurgchyan, Sarkis |
| Bowman, Robert | Durnin, Steven | Hall, Larry |
| Braheny, John | Dutz, Brad | Hallman, Rhoni J. |
| Brigstock, Colin | Dysart, John | Hansen, Tricia Ann |
| Brinton, Randall | Easdale, John | Harrison, Michael |
| Brown, Holly | Edwards, Michael | Hart, Erik |
| Brunelle, David | Elster, Stuart | Harville, Arianah |

Hasin, Melisa
Hayrikyan, Vahe
He, Xiao
Herbig, Gary
Higgins, Scott
Hilera, Geraldo
Hill, David
Hinrichsen, Barbara
Hirsch, Cory
Hofseld, Scott
Hong, Jiyoun
Hooper, Alison
Hopkins, Michelle
Huckins, Greg
Jeremiah Productions, Inc.
Johnson, Marilyn
Johnson, Ruth B.
Jurgensen, Chris
Kaatz, Jeffry
Kahn, Zain
Kaufmann, Ronn
Kelem, Larry
Kelly, Joseph
Kennedy, Carrie
Kettner, Jaroslav
Kim, Jenny
Kimpel, Dan
Kip, John
Knox, Ardale
Kugler, Kenneth G.
Lak, Karen
Lamoureux, David
Lanier, Cameron
LaVette, Allen
Lee, Andrew
Lee, Bang Eunn
Leys, John
Liston, Bill
LoGerfo, Anthony
Lopez, Joel
Lopez, Julius
Lyman, Kevin
Maloney, Ryan
Malpede, William
Manaster, Paul
Manoukian, Marina
Maramba, John Paul
Marbach, Erich
Markese, Don
Martino, Leanora
Mason, Jay
Mason, Teri
Massey, Genea
Matsuda, Robert

Matthews, Martin
Mautner, Alan
Mazzela, Rory
McCracken, Douglas
McEvilley, Tom
McIntyre, George
McKinley, Ann
Mechtovich, Eugene
Merrick, Stephen
Mijanovich, Stephanie
Minasian, David Mark
Molchan, Dennis
Molle, Joshua
Moody, Joshua
Moreno, Michael
Mullins, David
Murphy, Mary
Newman, Nancy
Oikawa, Jennifer
O'Leary, Maxwell
Oliver, Rufus
Ongaro, Cheryl
Ono, Ayako
Osborne, LeRoy
Pagosyan, Sevan
Papikian, Anna
Pargman, Joel
Payne, Bob
Pelev, Todor
Persi, Edward
Persi, Roxie
Peterson, Robert
Plunkett, Kevin
Polimatidi, Vladimir
Prescott, Karie
Quinn, Karges
Ramage, Brian
Reddish, Kate
Reese, Scott
Reinebach, Lydia
Reynosa, Enrique
Riley, Carolyn
Robertson, Kathleen
Rowe, Amy
Russell, Caleb
Sakharov, Alice
Sanchez, Sam
Sandoval, Edgar
Savedoff, Alan
Schindler, Jeffry
Scott, Leslie
Selezinka, Roman
Selezinka, Victoria
Shackleton, Phil

Shahnazarian, Robert
Shin, James
Sindoni, Daniela
Skiles, Ryan
Snyder, Kurt
Solomon, Audrey
Squire, Barry
Stafford, Anna
Stein, Rudolph
Stenske, David
Stenske, Lynn
Stewart, Candace
Stone, Cameron
Stone, David
Suzuki, Jacqueline
Tada, Akane
Takahashi, David
Takahashi, Jennifer
Templin, Ray
Thomasson, David
Thorpe, Nick
Tischer, Ray
Vaccaro, Mike
Vallardes, Allan
Vargas, William
Velasco, Edmond
Vitucci, Simone
Volodarsky, Roman
Voloshina, Irina
Wang, Jing
Wang, John
Wang, Jonathan
Wang, Zheng
Ware, Craig
Waterman, Andy
Watts, Michael
Weber, Dynell
Weinstein, Lisa
Wentworth, Jenny
Weston, Bill
Whittenberg, John
Wilis, James
Wills, Christopher
Wilson, Elizabeth
Wirtz, Rodney
Wood, Michele
Wright, Steven
Xiong, Francis
Yamazaki, Masashi
Yu-Lou, Jong
Zaho, Yao
Zidow, Amanda
Zuckerman, Daniel
Zuniga, Jorge

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

**Use of Facilities
June 21, 2011**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
LaSalle High School	Baseball Field	Baseball Practice and Game	5/21 & 5/24/11	\$412.50 plus additional labor if required
USA Track & Field	Stadium Field Events Area	Throwing Championship	6/11/2011	\$700.00 plus additional labor if required
FLS International	Center for Innovation 159	Orientation	6/13/2011	\$100.00 plus additional labor if required
FLS International	ES616	Staff Training	6/14/2011	\$50.00 plus additional labor if required
FLS International	Campus Center East Wing	Staff Training	6/15/2011	\$375.00 plus additional labor if required
FLS International	LH103	Staff Training	6/15/2011	\$50.00 plus additional labor if required
Stacey G Athletics	Tennis Courts	Fitness Bootcamp	Mon, Wed & Fri 7/1/11 through	\$1,180.00 plus additional labor if required
FLS International	Campus Center East Wing	Orientation	7/5, 7/19 & 8/1/11	\$1,181.25 plus additional labor if required
Azusa Pacific University	Performing Arts Center	Symphony Orchestra Concert	10/1/2011	\$2,950.00 plus additional labor if required
Charter Oak Youth Football and Cheer	Stadium	Cheer Competition	12/3/2011	\$5,150.00 plus additional labor if required
Montebello Youth Football and Cheer	Stadium	Cheer Competition	12/10/2011	\$5,150.00 plus additional labor if required
Rotary Club of Glendora	Performing Arts Center	Choral Festival	3/23/2012	\$3,350.00 plus additional labor if required
DeLaSalle Institute-Kundirana	Performing Arts Center	Concert	4/21/2012	\$2,950.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
May, 2011		
B WARRANT AMOUNT PAID TO VENDORS		\$3,607,563.79
GRANT AMOUNT PAID TO STUDENTS		\$5,037,417.28
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
193	C1J-C	\$612,225.20
432	C3J-C	\$272,025.01
515	C3J-N	\$1,665,891.71
6	131-N	\$1,407.69
2	138-C	\$1,387.53
9	138-N	\$1,018.62
328	C2K-N	\$1,434,112.25
1,485		\$3,988,068.01
ske		
6/17/2011		

Includes 5/1/2011 - 5/31/2011

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-16031	STERICYCLE INC	9430	Blanket PO	01-5800 01-5890	2,000.00 5,600.00
11-17441	IXL LEARNING	9260	Web Subscription Renewal	01-5840	49.00
11-17466	McKESSON MEDICAL SURGICAL	9160	Student Services - Health Services	01-6400	21,535.37
11-17484	ALLSTEEL	9375	Student Services - Furniture	42-6400	235,124.38
11-17485	CSI FULLMER	9375	Student Services - Furniture	01-6400 42-6400	29,006.81 234,057.58
11-17489	Amazon.com Corporate Credit	9230	Equipment - Carpet Cleaner	71-4300	151.43
11-17647	Cardiac Science Corporation	0060	AED-Defibrillator	01-6400	713.38
11-17669	Dell Computer Corp	9375	Student Services - Networking Equip	42-6400	1,731.60
11-17675	Tech Depot An Office Depot Co.	0310	Webcams	01-4300	658.39
11-17688	SPORT IMPORTS INC	0060	PE Equipment	01-6400	385.94
11-17689	Amazon.com Corporate Credit	0040	Supplies	01-4300	48.47
11-17690	Amazon.com Corporate Credit	0281	Supplies	01-4300	184.64
11-17691	OWL BOOKSHOP	9360	Longevity Pins	01-4300	953.40
11-17692	JEFF'S SPORTING GOODS	0060	P.E. Equipment	01-6400	73.02
11-17693	JEFF'S SPORTING GOODS	0060	P.E. Tennis Net	01-6400	223.47
11-17694	GUNTHER'S ATHLETIC SERVICE	0060	Football Equipment	01-6400	1,712.46
11-17695	L K GOODWIN CO.	0060	Laundry Carts	01-6400	671.97
11-17697	ALBERTSONS/SUPER VALUE	9680	Supplies for Parent Night	01-4300	670.81
11-17698	ALBERTSONS/SUPER VALUE	9680	Supplies for Parent Ambassador Mtg	01-4300	87.46
11-17699	BSN SPORTS	0060	P.E. Equipment	01-6400	2,731.19
11-17700	MEDCO SPORTS MEDICINE	9400	Skeleton for P.E. Classes	01-6400	1,067.88
11-17701	INSIGHT MEDIA	0020	DVD	01-4300	413.76
11-17702	MEDCO SPORTS MEDICINE	9400	Weights for Training Room	01-4300	844.07
11-17703	BSN SPORTS	9400	P.E. Equipment	01-4300	1,420.17
11-17704	BATTERY SALES UNLIMITED	3020	Battery for Automotive Teaching Vehicle	01-4300	32.87
11-17705	DEMCO INC.	9260	Supplies	01-4300	530.86
11-17706	MCMURRY STERN	9320	Service Agreement	01-5810	882.15
11-17707	CED INDUSTRY	9250	Blanket PO	01-4300	400.00
11-17708	NEU-TEC GROUP INC.	0030	Extended Warranty	01-6400	1,400.00
11-17709	MULTICARD, INC	9012	Equipment	01-4300 01-6400	6,142.18 4,000.00
11-17710	CCDAA	3120	Workshop	33-5220	59.00
11-17711	ARBOR SCIENTIFIC	0310	Happy/Sad Balls-physics	01-4300	45.40
11-17712	CYBERGUYS ACCT # 1181908	9100	Supplies	01-4300	345.86
11-17713	Rusty's Signs	9250	Signs	01-4300	263.40
11-17714	Amazon.com Corporate Credit	9100	Supplies	01-4300	484.19
11-17715	Amazon.com Corporate Credit	9290	Books	01-4300	474.27
11-17716	B & H Photo Video	3160	Supplies	01-4300	212.42
11-17717	VERNIER SOFTWARE	0310	Software	01-4300	110.00
11-17718	SARGENT-WELCH	0030	Supplies	01-4300	19.26
11-17719	SC FUELS	9190	Gasoline	01-4360	13,232.00
11-17720	String Emposium, LLC	0280	Bass Case	01-4300	2,340.13
11-17721	Discover This	3020	Supplies	01-4300	59.62
11-17722	WESTERN AUDIO VISUAL CORP	9375	Main Gym - AV Equip for Team Rooms	42-6400	3,509.81
11-17723	MULTICARD, INC	9100	Photo ID Equipment	01-6400	10,242.18
11-17724	HYBRID CASES	0010	Utility Cases & Trunks	01-6400	1,949.16
11-17725	HYBRID CASES	0280	Utility Cases	01-4300	447.78

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-17726	Other World Computing	0281	Hard Drives	01-4300	680.41
11-17727	VOICE OF THE ARTS	0281	Mic Stands	01-4300	670.33
11-17728	Mediaworks Pro Group	3160	AV Equipment	01-4300	793.49
11-17729	B & H Photo Video	3160	AV Supply	01-4300	354.71
11-17730	BLACKBOARD LEARNING	3180	Blackboard Storage	01-5840	15,000.00
11-17731	ACRS	9370	Services at ES612	41-5800	3,500.00
11-17732	LAERDAL MEDICAL CORP	9400	Baby Anne	01-4300	371.39
11-17733	NEU-TEC GROUP INC.	0030	Microbiology Equipment	01-6400	16,512.53
11-17734	OCLC, ONLINE COMPUTER LIBRA	9260	Online Database Subscription	01-5840	575.00
11-17735	DEMCO INC.	9260	Supplies	01-6400	1,159.31
11-17736	THEATRE COMPANY	9030	Supplies	01-4300	912.02
11-17737	INSIGHT MEDIA	3160	AV Media	01-6300	310.21
11-17738	BASHFORD ENTERPRISES	9370	HVAC Service in ES612	41-6100	4,052.00
11-17739	FRASCA PLUMBING CO	9375	Restroom Building - Broken Water Line	42-5800	1,000.00
11-17740	HOMER DIETERICH	9470	Install Carpet-Golf Range	59-5800	3,000.00
11-17741	Cardiac Science Corporation	0060	AED-Defibrillator	01-6400	2,842.53
11-17742	Dell Computer Corp	9100	Supplies	01-4300	277.28
11-17743	Martin Professional, Inc.	9030	Repair	01-5630	400.00
11-17744	JOURNEY EDUCATION	0281	Software Update	01-4300	323.71
11-17745	CPP, INC.	9290	Career Library Books	01-4300	674.41
11-17746	FILMS MEDIA GROUP	0020	DVD	01-4300	329.14
11-17747	GAYLORD BROS.	9260	Supplies	01-4300	359.21
11-17748	DOCUMEDIA GROUP	9010	Secure Transcript Paper	01-4300	2,157.81
11-17749	Mailers Company	9010	Diploma Mailers	01-4300	535.18
11-17750	VANTAGE LIGHTING INC.	3160	AV Lamps	01-4300	204.45
11-17751	ANAHEIM BAND	0280	Used Clarinet	01-6410	740.81
11-17752	Eleventh Day Entertainment	3160	AV Media	01-6300	340.65
11-17753	Chipman Corporation	9250	Blanket PO	42-5800	8,000.00
11-17754	ORANGE COUNTY CONTAINER	9250	Student Services - Moving Boxes	01-4300	1,770.27
11-17755	TECHSMITH CORP	9100	Software	01-4300	216.95
11-17756	LABMART	0311	Supplies	01-6400	1,273.76
11-17757	Ricoh Business Solutions	9375	Student Service - Copier	42-6400	42,562.15
11-17758	Southeast Construction Products, In	9470	Blanket PO	59-4300	1,300.00
11-17759	McBAIN INSTRUMENTS	9170	Science Equipment	01-6400	13,541.33
11-17760	B & H Photo Video	0281	Video Capture Hardware	01-4300	589.36
11-17761	Troxell Communications, Inc	9170	AV Techology Upgrade - MA223	01-6400	9,330.74
11-17762	DIAL Communications	9030	Radio Supplies	01-4300	175.60
11-17763	Full Compass	0281	Keyboards	01-6400	3,182.75
11-17764	ComputerLand of Silicon Valley	9100	Software	01-4300	221.70
11-17765	ComputerLand of Silicon Valley	9100	Software	01-4300	150.36
11-17766	Dell Computer Corp	9320	Computers	01-6400	1,605.55
11-17767	Avangate B.V.	9100	Software	01-4300	54.90
11-17768	DEXIS, LLC	0309	Service & Support Renewal	01-5600	1,295.00
11-17769	COSTCO WHOLESALE	0020	Blanket PO	01-4300	900.00
11-17770	DISCOUNT SCHOOL SUPPLY	0020	Blanket PO	01-4300	900.00
11-17771	ACADEMIC SENATE FOR CALIF	9550	Registration	01-5200	725.00
11-17772	Cynosure New Media, Inc.	9291	Online Probation & Dismissal Program	01-5800	8,450.00
11-17773	Amazon.com Corporate Credit	9290	Book	01-4300	141.18
11-17774	RSPE AUDIO SOLUTIONS	0281	Audio Workstation Upgrade	01-4300	3,863.64
				01-6400	2,105.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-17775	ComputerLand of Silicon Valley	9190	Software	01-4300	2,475.40
11-17776	Harland Technology Services	9100	Software Maintenance	01-5840	1,890.00
11-17777	MAC MILLAN PUBLISHING CO.	9680	i-clicker Receiver	01-4300	404.13
11-17778	Quick Stage Inc.	0280	Portable stage skirting	01-4300	821.85
11-17779	Apple Inc	9110	Computer	01-6400	3,357.26
11-17780	Oracle USA Inc	9100	Software Support Renewal	01-5840	25,214.40
11-17781	Strapworks.com	3500	Straps for Plant Presses	01-4300	328.22
11-17782	MONROVIA REPRODUCTION	9370	Supplies	41-4300	135.80
11-17783	LOS ANGELES COUNTY OFFICE C	9344	Instructional Materials	01-4300	59.88
11-17784	Dell Computer Corp	9375	Computers - Student Services	42-6400	11,998.85
11-17785	Dell Computer Corp	9375	Computers - Student Services	42-6400	3,392.26
11-17786	Dell Computer Corp	9375	Computers - Student Services	42-6400	160,017.17
11-17787	Victoria Lanier	0280	Airfare	01-5800	1,950.00
11-17788	MyParkingSign.com A SmartSign St	9140	Signs	01-4300	118.20
11-17789	5 Star Elevator Service Inc.	9040	Repair FH Elevator	01-5630	3,460.00
11-17790	A-1 EVENT & PARTY RENTALS	9350	Rental for CSEA Breakfast	01-5800	550.00
11-17791	COSTCO WHOLESALE	9350	CSEA Breakfast	01-4300	500.00
11-17792	SMART & FINAL	9350	CSEA Breakfast	01-4300	500.00
11-17793	San Gabriel Valley Economics	9220	Legislative Reception	01-5200	55.00
11-17794	MARINE RESCUE PRODUCTS	9330	Swim Equipment & Suits	39-4300	995.01
11-17795	Wright Designs	9344	Supplies	01-4300	886.47
11-17796	Wright Designs	9344	Supplies	01-4300	1,356.94
11-17797	Lifetime Memory Products, Inc.	9100	Computer Memory	01-6400	19,500.44
11-17798	JUST IN TIME COMMUNICATIONS	9375	DirectTV - Student Services	42-6400	274.38
11-17799	A/V Innovations	9375	AV Equipment, Int'l Students	42-6400	3,830.00
11-17800	Troxell Communications, Inc	9375	AV Equipment - Student Services	42-6400	18,214.78
11-17801	SEQUOIA RETAIL SYSTEM	9375	POS Registers/Terminal	42-6400	11,015.79
11-17802	NEW HORIZONS COMPUTER	9344	Training	01-5220	795.00
11-17803	LIFE SKILLS EDUCATION	9344	Instructional Materials	01-4300	2,801.08
11-17804	CSI FULLMER	9375	Student Service - Furniture	42-6400	14,147.60
11-17805	Hicklin Engineering, L.C.	9170	Set-up and Training for Dyno Equipment	01-5800	4,040.00
11-17806	Dell Computer Corp	9100	Computers - TeCs	01-6400	34,786.34
11-17807	M J HELLMUTH PLUMBING, INC.	9460	Repairs at CC New Property	41-5800	733.00
11-17808	OFFICE DEPOT BSD ED DIV	9260	Furniture	01-6400	2,304.67
11-17809	Newcomb, Anderson McComick	9376	Sustainability Plan-RFP 2011-01 Board Approved 4/5/2011	41-5800	242,610.00
11-17810	ROYAL OAK MIDDLE SCHOOL	3370	Royal Oak	01-5800	651.62
11-17811	POMONA USD	3370	Reimbursement	01-5800	1,301.46
11-17812	AZUSA USD	3370	Reimbursement	01-5800	165.00
11-17813	PETERSON HYDRAULICS, INC.	3020	Repairs	01-5600	2,775.56
11-17814	Spicers Paper Inc	WA	Paper - Warehouse Stock	01-4300	2,374.55
11-17815	Vector Resources Inc Enterprise Nei	9100	Emergency Telephone	41-6400	5,769.40
11-17816	CSS/RANCHO JANITORIAL	9270	Supplies	01-4300	2,189.51
11-17817	CLEAN SOURCE	9270	Supplies	01-4300	1,789.63
11-17818	GOLFSMITH.COM	0060	Golf Bags	01-4300	720.37
11-17819	Iona Geller	280	Airfare	71-5100	650.00
11-17820	EDUCATION TO GO	9330	Enrollment Fees	39-5800	1,080.00
11-17821	GLENDORA TROPHY	0240	Medals and Neckbands for Honors	01-4300	164.63
11-17822	ARROW WIRE AND CABLE	9375	Student Services - Tech Equipment	42-6400	755.81
11-17823	CAREER TRACK	9220	Grammar & Proofreading workshop	01-5200	447.00
11-17824	CSI FULLMER	9680	Furniture	01-6400	16,079.83

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
11-17825	Armstrong Garden Center	9220	Presentation Supplies	01-4300	500.00
11-17826	LBI-Boyd Wallcoverings	9680	Markerboard	01-6400	5,442.50
11-17827	FRASCA PLUMBING CO	9040	Repairs at AC	01-5630	10,002.84
11-17828	DALIA'S PIZZA	9190	Supplies	01-4300	123.14
11-17829	STATER BROS	9190	Supplies	01-4300	30.14
11-17830	Pump Man	9040	Service	01-5800	453.00
11-17831	MARINE RESCUE PRODUCTS	9330	Swim Suits and T-Shirts	39-4300	260.72
11-17832	ASSOCIATED MARKETING	9370	Biohazard Kits	01-4300	86.06
11-17833	CHRONICLE OF HIGHER ED	0250	Subscription Renewal	01-4300	82.50
11-17834	DUARTE USD	3340	Duarte Summer School	01-5800	29,980.00
11-17835	NATIONAL TANK OUTLET	9430	Tank	01-4300	440.00
11-17836	Dell Computer Corp	3070	Computer Monitor	01-4300	1,015.25
11-17837	JEFF'S SPORTING GOODS	0060	Softball Equipment	01-4300	5,236.50
11-17838	LILIAN JIMENEZ	9347	Translation	01-5800	25.00
11-17839	Cynosure New Media, Inc.	9680	Updates to Online Orientation	01-5800	4,730.00
11-17840	MCKESSON GENERAL MEDICAL	9160	Privacy Curtains	01-6400	1,795.00
11-17841	TARGET COMMERCIAL	9375	Coffeemaker - Student Service Building	42-6400	460.88
11-17842	FRASCA PLUMBING CO	9375	Student Services - Irrigation Repairs	42-5800	13,337.68
11-17843	HILLYARD INC	9270	Supplies	01-4300	2,471.40
11-17844	LA COUNTY TREASURER TAX	9130	License Fee	01-5530	148.50
11-17845	PHONAK HEARING SYSTEMS	9250	Hearing System	01-6400	1,971.94
11-17846	COSTCO WHOLESALE	9375	Equipment - Student Service Building	42-6400	921.57
11-17847	AZUSA SALES	9375	Equipment - Student Service Building	42-6400	2,708.63
11-17848	SYSTEMS SOURCE, INC.	9250	Furniture	01-6400	616.41
11-17849	FRASCA PLUMBING CO	9370	Repairs to Hot Water Loop	41-5600	11,000.00
11-17851	TOYOTA-LIFT OF LA	9250	Forklift	41-6400	25,595.90
11-17852	FRASCA PLUMBING CO	9370	Repairs at AC, S6, Cold Water Loop	41-5600	6,100.00
11-17853	MERCURY FENCE	9375	SS - Cover over SubStation	42-6100	.00
11-17854	OWL CAFE	9230	Workshop Refreshments	01-4300	131.70
11-17855	ROTO-ROOTER SERVICE .	9375	Student Service - Main Waterline Repair	42-5800	1,500.00
11-17856	MEAR CONSTRUCTION	9460	Repairs at ES	41-5600	10,800.00
11-17857	COSTCO WHOLESALE	0020	Blanket PO	01-4300	600.00
12-18008	OWL BOOKSHOP	3120	Blanket PO	33-4300	500.00
12-18012	LAKESHORE LEARNING	3120	Blanket PO	33-4300	1,500.00
12-18013	DISCOUNT SCHOOL SUPPLY	3120	Blanket PO	33-4300	10,000.00
12-18015	OFFICE DEPOT BSD ED DIV	3120	Blanket PO	33-4300	5,000.00
12-18017	TOY R US - DEPT51ST	3120	Blanket PO	33-4300	200.00
12-18065	ICUBED	3180	Blanket PO	01-5880	800.00
12-18073	IPARIDIGMS	3180	Blanket PO	01-5810	10,066.80
12-18076	XEROX CORPORATION	9110	Blanket PO	01-5610	70,000.00
12-18078	XEROX CORPORATION	9110	Blanket PO	01-4300	25,000.00
12-18079	ARROWHEAD PURITAS	9110	Blanket PO	01-4300	1,000.00
12-18080	KELLY PAPER	9110	Blanket PO	01-4300	7,000.00
12-18081	MISTER PRINTER	9110	Blanket PO	01-5800	10,000.00
12-18082	Spicers Paper Inc	9110	Blanket PO	01-4300	10,000.00
12-18083	SWIFTY SIGN	9110	Blanket PO	01-5800	3,000.00
12-18084	Advantage Distribution	9110	Blanket PO	01-4300	6,000.00
12-18085	EDMARK	9110	Blanket PO	01-5800	3,000.00
12-18086	CLEARWATER GRAPHICS, INC.	9110	Blanket PO	01-5800	25,000.00
12-18087	LA GRINDING	9110	Blanket PO	01-4300	30.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18088	OWL BOOKSHOP	9110	Blanket PO	01-4300	6,000.00
12-18089	BRYAN PRESS	9110	Blanket PO	01-5800	30,000.00
12-18090	dk Graphics & Printer Supplies	9110	Blanket PO	01-4300	5,000.00
12-18091	JOHNSON'S NUMBERING	9110	Blanket PO	01-5800	2,000.00
12-18092	KINDRED CORP	9110	Blanket PO	01-5800	30,000.00
12-18093	XPEDX	9110	Blanket PO	01-4300	13,000.00
12-18094	XPEDEX	9110	Blanket PO	01-4300	4,000.00
12-18095	SYSTEM ONE BUSINESS	9110	Blanket PO	01-4300	1,500.00
12-18096	GBC/EDUCATION DIVISION	9110	Blanket PO	01-4300	5,000.00
12-18097	MILLIE'S DANCE	0282	Blanket PO	01-4300	1,000.00
12-18098	OFFICE DEPOT BSD ED DIV	0282	Blanket PO	01-4300	200.00
12-18099	ARROWHEAD PURITAS	0080	Blanket PO	01-5600	550.00
12-18100	DRAMATISTS PLAY SERVICE	0080	Blanket PO	01-5880	600.00
12-18101	OFFICE DEPOT BSD ED DIV	0080	Blanket PO	01-4300	200.00
12-18102	GARD'S MUSIC HOUSE	0280	Blanket PO	01-4300	700.00
12-18103	DEPENDABLE HAWAIIAN EXP	0280	Blanket PO	01-5800	9,500.00
12-18104	HOME DEPOT	0280	Blanket PO	01-4300	750.00
12-18105	GIORGIO'S TUXEDO	0280	Blanket PO	01-5890	8,500.00
12-18106	OFFICE DEPOT BSD ED DIV	0280	Blanket PO	01-4300	4,000.00
12-18107	CARL ROWE	0280	Blanket PO	01-5630	4,500.00
12-18108	SHATTINGER MUSIC	0280	Blanket PO	01-4300	1,800.00
12-18109	STAGE ACCENTS	0280	Blanket PO	01-5890	700.00
12-18110	THEATRE COMPANY	0280	Blanket PO	01-5890	8,000.00
12-18111	OWL BOOKSHOP	3260	Blanket PO	01-4300	125.00
12-18112	OFFICE DEPOT BSD ED DIV	0260	Blanket PO	01-4300	6,000.00
12-18113	Rusty's Signs	0010	Blanket PO	01-4300	200.00
12-18114	OWL BOOKSHOP	0260	Blanket PO	01-4300	300.00
12-18115	OWL BOOKSHOP	0260	Blanket PO	01-4300	1,780.00
12-18116	SAMMY CAMERA	3260	Blanket PO	01-4300	500.00
12-18117	VIRTUAL SOUNDS TECH	0280	Blanket PO	01-5630	750.00
12-18118	SAN DIMAS MUSIC, LLC	0280	Blanket PO	01-4300	3,500.00
12-18119	RHINO RECORDS	0280	Blanket PO	01-4300	1,000.00
12-18120	PEPPER OF LOS ANGELES	0280	Blanket PO	01-4300	3,000.00
12-18121	OWL BOOKSHOP	0280	Blanket PO	01-4300	100.00
12-18122	The Boneyard	0280	Blanket PO	01-5630	400.00
12-18123	ARROWHEAD PURITAS	0280	Blanket PO	01-4300	700.00
12-18124	ANAHEIM BAND	0280	Blanket PO	01-5630	500.00
12-18125	HOME DEPOT	0080	Blanket PO	01-4300	200.00
12-18126	OFFICE DEPOT BSD ED DIV	0010	Blanket PO	01-4300	500.00
12-18127	HOME DEPOT	0010	Blanket PO	01-4300	400.00
12-18128	ALBERTSONS/SUPER VALUE	3120	Blanket PO	33-4300	200.00
				33-4700	800.00
12-18129	ECOLAB	3120	Blanket PO	33-4300	4,000.00
12-18130	HOBART CORP.	3120	Blanket PO	33-5600	4,000.00
12-18131	GLENDORAN MAGAZINE	9210	Subscription	01-4210	25.00
12-18132	ALBERTSONS/SUPER VALUE	3120	Blanket PO	33-4300	500.00
12-18133	ALBERTSONS/SUPER VALUE	3120	Blanket PO	33-4700	1,000.00
12-18134	ALBERTSONS/SUPER VALUE	3120	Blanket PO	33-4300	250.00
12-18135	ALBERTSONS/SUPER VALUE	3120	Blanket PO	33-4700	800.00
12-18136	AMERICAN RED CROSS	3120	Blanket PO	33-4300	1,260.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18137	OFFICE DEPOT BSD ED DIV	3120	Blanket PO	33-4700	1,000.00
12-18138	OFFICE DEPOT BSD ED DIV	3120	Blanket PO	33-4300	500.00
12-18139	OFFICE DEPOT BSD ED DIV	3120	Blanket PO	33-4700	300.00
12-18140	OWL BOOKSHOP	3120	Blanket PO	33-4300	200.00
12-18141	OWL BOOKSHOP	3120	Blanket PO	33-4700	75.00
12-18142	OWL CAFE	3120	Blanket PO	33-4700	1,000.00
12-18143	SUBWAY	3120	Blanket PO	33-4700	780.00
12-18144	SERGIO'S RESTAURANT	3120	Blanket PO	33-4700	525.00
12-18145	OWL BOOKSHOP	3120	Blanket PO	33-4300	7,000.00
12-18146	OFFICE DEPOT BSD ED DIV	3120	Blanket PO	33-4300	10,000.00
12-18147	TESSITURA NETWORK, INC	9030	Blanket PO	01-5810	7,500.00
12-18148	AT&T	9210	Blanket PO	01-4300	300.00
12-18149	JAN'S TOWING	9240	Blanket PO	01-5630	500.00
12-18150	VIP CENTER	9240	Blanket PO	01-5630	2,000.00
12-18151	ALOSTA SMOG TEST CENTER	9240	Blanket PO	01-5630	1,500.00
12-18152	LION EXPRESS	9240	Blanket PO	01-5610	3,000.00
12-18153	GLENDORA DODGE	9240	Blanket PO	01-4300	1,000.00
12-18154	Signature Tire	9240	Blanket PO	01-5630	1,500.00
12-18155	HEALTHCARE PARTNERS	9240	Blanket PO	01-5800	400.00
12-18156	A-Z BUS SALES, INC.	9240	Blanket PO	01-5630	10,000.00
12-18157	Pitney Bowes	9250	Blanket PO	01-5850	6,000.00
12-18158	Purchase Power Pitney Bowes	9250	Blanket PO	01-4300	1,500.00
12-18159	PITNEY BOWES CREDIT CORP	9250	Blanket PO	01-5850	13,000.00
12-18160	OFFICE DEPOT BSD ED DIV	9250	Blanket PO	01-4300	2,000.00
12-18161	San Gabriel Valley Tribune	9250	Blanket PO	01-5790	1,000.00
12-18162	COSTCO WHOLESALE	9250	Blanket PO	01-4300	1,000.00
12-18163	HOME DEPOT	9250	Blanket PO	01-4300	1,000.00
12-18164	COVINA OFFICE EQUIPMENT	9250	Blanket PO	01-5630	200.00
12-18165	W W GRAINGER INC	9250	Blanket PO	01-4300	500.00
12-18166	Ricoh Business Solutions	9250	Blanket PO	01-4300	20,000.00
12-18167	Ricoh Business Solutions	9250	Blanket PO	01-5810	37,000.00
12-18168	McNEILL SOUND & SECURITY	9250	Blanket PO	01-5810	33,000.00
12-18169	THE SHREDDERS	9250	Blanket PO	01-5800	1,500.00
12-18170	BEST BUY	9250	Blanket PO	01-4300	100.00
12-18171	CHASE CARD SERVICES	9250	Blanket PO	01-4300	500.00
12-18172	MIDWEST LIBRARY SERVICE	9260	Blanket PO	01-6300	15,000.00
12-18173	OWL BOOKSHOP	9020	Blanket PO	01-4300	500.00
12-18174	OFFICE DEPOT BSD ED DIV	9020	Blanket PO	01-4300	4,000.00
12-18175	MONROVIA REPRODUCTION	9375	Blanket PO	42-5800	500.00
12-18176	MONROVIA REPRODUCTION	9375	Blanket PO	42-5800	1,000.00
12-18177	MONROVIA REPRODUCTION	9375	Blanket PO	42-5800	500.00
12-18178	MONROVIA REPRODUCTION	9375	Blanket PO	42-5800	400.00
12-18179	OFFICE DEPOT BSD ED DIV	9375	Blanket PO	42-4300	2,000.00
12-18180	SPRINT	9375	Blanket PO	42-5800	2,000.00
12-18181	MONROVIA REPRODUCTION	9375	Blanket PO	42-5800	5,000.00
12-18182	MIDWEST LIBRARY SERVICE	9260	Blanket PO	01-6300	1,100.00
12-18183	MAINTEX INC.	9270	Blanket PO	01-4370	10,000.00
12-18184	LIGHTNING OIL CO.	9430	Blanket PO	01-5890	7,000.00
12-18185	LEWIS SAW & LAWNMOWER	9140	Blanket PO	01-4300	4,000.00
12-18186	JOHNSON LIFT - HYSTER	9190	Blanket PO	01-5630	2,000.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18187	JOHN DEERE LANDSCAPES, INC.	9140	Blanket PO	01-4300	5,000.00
12-18188	INDUSTRIAL TECHNICAL	9040	Blanket PO	01-5630	1,500.00
12-18189	AA EQUIPMENT RENTALS CO.	9190	Blanket PO	01-4300	1,500.00
12-18190	ACOSTA GROWERS	9140	Blanket PO	01-4300	2,500.00
12-18191	AIRGAS WEST	9040	Blanket PO	01-4300	1,600.00
12-18192	AMERICAN SCIENTIFIC LABS	9430	Blanket PO	01-5800	200.00
12-18193	AZUSA PLUMBING & HEATING	9040	Blanket PO	01-4300	1,000.00
12-18194	BIG O TIRES	9190	Blanket PO	01-4360	1,000.00
12-18195	BURKE ENGINEERING CO.	9040	Blanket PO	01-4300	6,000.00
12-18196	CLEAN SWEEP SUPPLY CO INC	9270	Blanket PO	01-4300	10,000.00
12-18197	CLIPPINGER FORD	9190	Blanket PO	01-4300	2,000.00
12-18198	COMMERCIAL LANDSCAPE	9140	Blanket PO	01-4300	2,000.00
12-18199	COMMUNICATIONS CENTER	9190	Blanket PO	01-5800	3,000.00
12-18200	ComplianceSigns.com	9430	Blanket PO	01-4300	1,000.00
12-18201	CONSOLIDATED ELECTRICAL	9040	Blanket PO	01-4300	1,500.00
12-18202	DEPT OF INDUSTRIAL RELATION	9040	Blanket PO	01-5800	1,600.00
12-18203	DOOR TECH	9040	Blanket PO	01-4300	4,000.00
				01-5600	4,000.00
12-18204	DUNN-EDWARDS CORP	9040	Blanket PO	01-4300	8,000.00
12-18205	EMPIRE FLOOR MACHINE CO	9270	Blanket PO	01-4300	8,000.00
12-18206	EMPIRE FLOOR MACHINE CO	9270	Blanket PO	01-5630	7,000.00
12-18207	ERNIE'S AUTO PARTS	9190	Blanket PO	01-4300	4,000.00
12-18208	FRASCA PLUMBING CO	9040	Blanket PO	01-5600	10,000.00
12-18209	GLENDORA GLASS & MIRROR	9040	Blanket PO	01-4300	7,000.00
12-18210	GLENN B. DORNING INC	9190	Blanket PO	01-4360	500.00
12-18211	GOLF VENTURES WEST	9190	Blanket PO	01-4300	1,000.00
12-18212	HAWK SIGNS & ENGRAVING	9040	Blanket PO	01-4300	500.00
12-18213	HI-LINE	9040	Blanket PO	01-4300	1,500.00
12-18214	HOME DEPOT	9040	Blanket PO	01-4300	6,000.00
12-18215	HOMER DIETERICH	9040	Blanket PO	01-5800	10,000.00
12-18216	HYDRAULIC INDUSTRIAL	9040	Blanket PO	01-4300	2,000.00
12-18217	Amazon.com Corporate Credit	9260	Blanket PO	01-6300	3,000.00
12-18218	MARINE RESCUE PRODUCTS INC	9330	Blanket PO	39-4300	1,200.00
12-18219	MARX BROS FIRE EXTINGUISHER	9190	Blanket PO	01-5810	1,500.00
12-18220	MC MASTER-CARR	9040	Blanket PO	01-4360	5,000.00
12-18221	MISSION ACE HARDWARE	9040	Blanket PO	01-4300	14,000.00
12-18222	MONTGOMERY HARDWARE	9040	Blanket PO	01-4300	9,000.00
12-18223	NAPA AUTO PARTS	9190	Blanket PO	01-4360	4,000.00
12-18224	NORTH STATE ENVIRONMENTAL	9430	Blanket PO	01-5890	8,000.00
12-18225	OFFICE DEPOT	9190	Blanket PO	01-4300	3,500.00
12-18226	O'REILLY AUTO PARTS	9190	Blanket PO	01-4300	3,000.00
12-18227	ORGANIC COMPOUNDS	9270	Blanket PO	01-4370	500.00
12-18228	OWL BOOKSHOP	9190	Blanket PO	01-4300	200.00
12-18229	P & R PAPER SUPPLY COMPANY	9195	Blanket PO	01-4300	8,500.00
12-18230	PATTON SALES CORP.	9040	Blanket PO	01-4300	3,000.00
12-18231	PLUMBING WHOLESALE OUTLET	9040	Blanket PO	01-4300	1,000.00
12-18232	PlumbMaster, Inc.	9040	Blanket PO	01-4300	1,500.00
12-18233	POM ATTN: REPAIR	9040	Blanket PO	01-5630	350.00
12-18234	RAIN BIRD SERVICES CORP.	9140	Blanket PO	01-5800	2,000.00
12-18235	RED WING SHOE STORE	9190	Blanket PO	01-6400	6,300.00

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-18236	ROTO-ROOTER SERVICE	9040	Blanket PO	01-5800	5,000.00
12-18237	SAF-COM SUPPLY INC.	9040	Blanket PO	01-4300	1,000.00
12-18238	SAFLOK	9040	Blanket PO	01-5800	500.00
12-18239	SAFLOK	9040	Blanket PO	01-4380	500.00
12-18240	SCHWALM & ASSOCIATES	9190	Blanket PO	01-5600	500.00
12-18241	SIGLER	9040	Blanket Po	01-4300	1,000.00
12-18242	SPRINT	9190	Blanket PO	01-5800	6,000.00
12-18243	STATE CHEMICAL CO.	9190	Blanket PO	01-4300	2,000.00
12-18244	STERICYCLE INC	9430	Blanket PO	01-5630	1,973.68
				01-5890	5,526.32
12-18245	MALCOLITE CORP	9040	Blanket PO	01-4300	1,000.00
12-18246	R.Y. RODRIGUEZ GARAGE EQUIP	9190	Blanket PO	01-5800	1,000.00
12-18247	TARGET SPECIALTY PRODUCTS	9140	Blanket PO	01-4300	8,000.00
12-18248	THE HOSE-MAN	9190	Blanket PO	01-4300	2,000.00
12-18249	JUST DO IT FITNESS EQUIPMENT	9195	Service Agreement	01-5600	16,000.00
12-18250	W W GRAINGER INC	9040	Blanket PO	01-4300	65,000.00
12-18251	TWO2MANGO	9190	Blanket PO	01-5550	15,000.00
12-18252	VERIZON CALIFORNIA	9130	Blanket PO	01-5540	1,000.00
12-18253	VIP CENTER	9190	Blanket PO	01-4360	5,000.00
12-18254	WEST-LITE SUPPLY CO., INC.	9430	Blanket PO	01-5890	1,400.00
12-18255	JOHNSON LIFT - HYSTER	9190	Service Agreement	01-5630	2,188.00
12-18256	STATE CHEMICAL CO.	9190	Service Agreement	01-5810	2,200.00
12-18257	DIAL US TERMITE AND PEST	9040	Service Agreement	01-5810	9,840.00
12-18258	FULLER ENGINEERING INC.	9195	Blanket PO	01-4390	29,200.00
12-18259	OFFICE DEPOT BSD ED DIV	9360	Blanket PO	01-4300	500.00
12-18260	OWL BOOKSHOP	9360	Blanket PO	01-4300	1,200.00
12-18261	OFFICE DEPOT BSD ED DIV	0311	Blanket PO	01-4300	1,200.00
12-18262	OWL BOOKSHOP	0310	Blanket PO	01-4300	400.00
12-18263	OWL BOOKSHOP	0030	Blanket PO	01-4300	400.00
12-18264	OCLC WESTERN	9260	Blanket PO	01-5840	5,200.00
12-18265	OFFICE DEPOT BSD ED DIV	9160	Blanket PO	01-4300	5,487.50
12-18266	TONY'S UPHOLSTERY	9190	Blanket PO	01-5800	1,500.00
12-18267	TURF STAR	9140	Blanket PO	01-4300	4,000.00
12-18268	ZEE MEDICAL INC	9190	Blanket PO	01-4300	1,000.00
12-18269	AQUA-SERV ENGINEERS INC.	9040	Service Agreement	01-5810	6,970.00
12-18270	BAKER COMMODITIES INC.	9040	Service Agreement	01-5810	1,800.00
12-18271	CYBER PUNCH EMBROIDERY	9190	Uniform Embroidery	01-5550	1,500.00
12-18272	THREE M LIBRARY SYSTEMS	9260	Service Agreement	01-5810	1,573.00
12-18273	OFFICE DEPOT BSD ED DIV	0030	Blanket PO	01-4300	1,300.00
12-18274	OFFICE DEPOT BSD ED DIV	0310	Blanket PO	01-4300	1,500.00
12-18275	H. W. WILSON CO.	9260	Print Subscription	01-4300	284.00
12-18276	SAN GABRIEL VALLEY TRIBUNE	9260	Print Subscription	01-4300	370.00
12-18277	VERIZON CALIFORNIA	9100	Blanket PO	01-5840	900.00
12-18278	GALE GROUP	9260	Blanket PO	01-6300	10,650.00
12-18279	INTELLI-TECH	9100	Blanket PO	01-5630	2,000.00
12-18280	VERIZON CALIFORNIA	9100	Blanket PO	01-5840	1,700.00
12-18281	OWL BOOKSHOP	3070	Blanket PO	01-4300	675.00
12-18282	HPC COMPUTERS, INC	9100	Blanket PO	01-4300	5,000.00
12-18283	EARTH LINK	9100	Blanket PO	01-5840	600.00
			Total	391	2,511,736.86

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
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Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	323	1,361,393.68
33	Child Development Fund	24	51,449.00
39	Community Education	4	3,535.73
41	Capital Outlay Projects Fund	10	310,296.10
42	Revenue Bond Construction Fund	29	779,960.92
59	Golf Driving Range	2	4,300.00
71	Associated Student Trust Fund	2	801.43

PO Changes	Original PO Amount	Fund/ Object	Description	Change Amount
11-15710	7,000.00	01-4300	General Fund/Materials and Supplies	2,000.00
11-15715	1,500.00	01-4300	General Fund/Materials and Supplies	500.00
11-15717	4,500.00	01-5630	General Fund/Repairs	1,500.00
11-15727	5,000.00	01-4300	General Fund/Materials and Supplies	1,500.00
11-16336	3,000.00	01-5840	General Fund/Computer/Technlgy	1,000.00
11-16973	735.00	33-4700	Child Development Fund/Food	135.00
11-17288	21,513.57	01-6410	General Fund/Equipment-Capitalized	431.76
11-17443	914.44	01-6300	General Fund/Books & Media	26.04
11-17509	3,475.19	41-6400	Capital Outlay Projects Fun/Equipment	274.38
11-17638	226.74	01-4300	General Fund/Materials and Supplies	30.18
11-17645	6,035.33	01-6400	General Fund/Equipment-Capitalized	277.15
Total PO Changes				7,674.51

2011-2012 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Academic Senate for California Community Colleges	2,423.50
Accrediting Commission for Community and Junior Colleges	17,453.00
American Association of Community Colleges	13,760.00
American Choral Directors Association	110.00
American College Health Association	915.00
American Council on International Intercultural Education	595.00
Associated Collegiate Press	129.00
Association for Institutional Research	125.00
Association for Student Advancement Programs	115.00
Association of Chief Human Resources Officers/Equal Employment Officers	150.00
Association of Community and Continuing Education (ACCE)	120.00
Association of Community College Trustees	5,432.00
Association of Fundraising Professionals	350.00
Association of Performing Arts Presenters	986.50
Automatic Transmission Rebuilders Association	300.00
Automotive Engine Rebuilders Association	200.00
Automotive Service Councils, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	255.00
California Association of College Stores	528.00
California Association of Community Colleges Registrars & Admissions Officers	200.00
California Association of Postsecondary Educators of the Disabled	240.00
California Association of School Business Officials (CASBO)	572.00
California Chamber of Commerce	3,700.00
California Child Development Administrators Association	600.00
California Colleges for International Education	450.00
California Community College Chief Instructional Officers	300.00
California Community College Council for Staff & Organizational Development	125.00
California Community College Cross Country & Track Coaches Association	100.00
California Community College Ladies Golf Association	150.00
California Community College Women's Basketball Coaches Association	200.00
California Community Colleges Chief Student Services Administrators Association	300.00
California Community Colleges Men's Basketball Coaches Association	350.00
California Community College Soccer Coaches Association	75.00
California Organization of Associate Degree Nursing Program Directors	100.00
California Placement Association	100.00
California Presenters	150.00
Child Care Food Program Roundtable	35.00
Claremont Chamber of Commerce	151.98
College Band Directors National Association	75.00
Commission on Athletics (California Community College Athletic Association)	6,902.50
Community College Facility Coalition	825.00
Community College Leadership Development Initiatives Foundation	1,000.00
Community College League of California	19,132.00
Community College Public Relations Organization	175.00
Community College Survey of Student Engagement (CCSSE)	9,050.00
Connect ₂ One	1,400.00
Consortium of Southern California Colleges and Universities (CSCCU)	250.00
Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	1,750.00
Council for Advancement and Support of Education (CASE)	2,120.00
Council for Higher Education Accreditation	501.00
Council of Chief Librarians, California Community Colleges	150.00
Covina Chamber of Commerce	110.00

2011-2012 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Duarte Chamber of Commerce	219.00
Education Mandated Cost Network	2,000.00
Educause	1,830.00
Equal Employment Diversity and Equity Consortium	250.00
Foundation for California Community Colleges	450.00
Glendora Chamber of Commerce	1,250.00
Glendora Community Coordinating Council	40.00
Health Services Association -California Community Colleges	150.00
Hispanic Association of Colleges and Universities	7,650.00
Honors Transfer Council of California (HTCC)	90.00
Independent College Bookstore Association	2,000.00
Innovative Users Group	100.00
International Consortium for Education and Economic Development	800.00
International Ticketing Association, Inc.	195.00
Irwindale Chamber of Commerce	210.00
ISSA/Interclean	275.00
Journalism Association of Community Colleges	700.00
League for Innovation in the Community College - Alliance Membership	1,350.00
Learning Resources Association of the California Community Colleges	200.00
Learning Resources Network (LERN)	595.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District	50.00
Monrovia Chamber of Commerce	418.00
NAFSA Association of International Educators	360.00
National Association for Community College Entrepreneurship	500.00
National Association of College Stores, Inc.	975.00
National Association of Colleges and Employers	400.00
National Association of EMS Educators	105.00
National Association of Student Financial Aid Administrators	1,409.00
National Association of Veterans' Program Administrators	150.00
National Athletic Trainers Association (NATA)	200.00
National Business Incubation Association	425.00
National Collegiate Honors Council	500.00
National Council for Marketing and Public Relations	325.00
National Council for Workforce Education (NCWE)	295.00
National League for Nursing	200.00
National Network 2	200.00
National Student Clearinghouse	644.75
Network of California Community College Foundations	350.00
Public Education Providers of Traffic Violators Schools	150.00
Recording for the Blind & Dyslexic Learning Through Listening	350.00
San Gabriel Valley Economic Partnership	2,500.00
San Gabriel Valley/Foothill Association of Community Colleges	500.00
School Services of California, Inc.	3,420.00
Society for News Design	105.00
Society of Professional Audio Recording Services	350.00
South Coast Higher Education Council	50.00
Southern 30 Information Exchange Consortium	200.00
Southern California Broadcasters Association	35.00
Southern California Football Association (SCFA)	1,800.00
Southern California Golf Association	1,105.00
Southern California Intersegmental Articulation Council	75.00

2011-2012 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Southern California Library Cooperative	200.00
Specialty Equipment Market Association	150.00
State Community College Organization of Physical Educators	400.00
The Research & Planning Group for California Community Colleges	350.00
Transfer Center Directors Association	50.00
Travel Adventure Cinema Society (TRACS)	100.00
Used Textbook Association	300.00
Western Arts Alliance (WAA)	350.00
Western Association of Veteran Educational Specialists	75.00
Western Region Honors Council	75.00
Western States Conference (WSC)	5,200.00
	138,738.73

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 21, 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.f. _____

Surplus Inventory List
June 21, 2011 Board Agenda

1. One Lennox furnace
2. One Universal abrasive blast machine
3. One Kelco blast cabinet
4. One card storage box
5. Two pallets of HVAC duct
6. One flammable storage cabinet
7. One turf aerator
8. Ten steel ticket boxes
9. One Kubota L2350 tractor, vehicle #70
10. One Toro Reelmaster 2300D, vehicle #76
11. Six Carrier A/C units
12. One Arkla A/C unit
13. One Magicaire A/C unit
14. One Reznor A/C unit
15. One A/C service station
16. One Robinair A/C service station
17. One Miller gasoline powered welder on cart
18. Forty-five office chairs
19. Nineteen vertical file cabinets
20. One couch
21. Five bookcases
22. Two fiberglass benches
23. One fiberglass table

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 21, 2011	Resolution	_____
SUBJECT:	Contract with Mt. San Antonio and Rio Hondo Colleges for San Gabriel Valley Career Technical Education Community Collaborative Grant – Round Four	Information	_____
		Enclosure(s)	X

BACKGROUND

The San Gabriel Valley Career Technical Education Community Collaborative (SGV CTECC) grant is a partnership between Citrus College, Mt. San Antonio College, and Rio Hondo College. The Chancellor’s Office designated Citrus College as the fiscal agent for the four overlapping rounds of the grant. Round three will terminate March 31, 2012 and round four will terminate March 31, 2013. The round four initiative focus is on Energy and Utilities (Mt. SAC) and Clean Diesel Technologies (off road RHC and on road Citrus College).

The enclosed contracts for the performance of a portion of the grant work by Mt. San Antonio College in the amount of \$87,645 and Rio Hondo College in the amount of \$151,655 are consistent with the grant award.

This item was prepared by Marti DeYoung, CTE Supervisor.

RECOMMENDATION

Authorization is requested to approve contracts between Citrus College and Mt. San Antonio College in the amount of \$87,645 and with Rio Hondo College in the amount of \$151,655. Contracts for the San Gabriel Valley Career Technical Education Community Collaborative - Round Four are awarded for the grant period July 1, 2011 through March 31, 2013.

Irene Malmgren
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ H.1.h. _____

Citrus Community College District
Agreement #12-13404-01

This Agreement is entered into by and between Citrus Community College District (District) and **Mt. San Antonio College**. This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) Round Four by the California Community Colleges Chancellor's Office.

1. **STATEMENT OF WORK:** Mt. San Antonio College shall exercise its best efforts to carry out the program in compliance with the Request for Application (RFA 2008) and congruence with outcomes proposed within the Round Four application as outlined in Exhibit A, which is incorporated herein and made a part of this Agreement.
2. **PERIOD OF PERFORMANCE:** The period of performance shall be from July 1, 2011 to March 31, 2013. These dates are subject to the Chancellor's Office continued support of this funding.
3. **PAYMENTS:** District will reimburse Mt. San Antonio College actual costs for the performance of work under this Agreement in the amount not to exceed \$87,645 over a 21-month period, based on the budget incorporated into this Agreement in Exhibit A.
4. **INVOICES:** District will reimburse Mt. San Antonio College upon receipt of monthly invoices provided by Mt. San Antonio College. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Mt. San Antonio College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with the RFA, this Agreement and within the parameters of allowable expenses for this grant. Mt. San Antonio College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

The final invoice shall be clearly marked "FINAL" and will be submitted to District by the final date of this Agreement; an estimated final invoice is due March 1, 2013 to properly anticipate fiscal close out requirements. If applicable, the final invoice shall show Mt. San Antonio College's cost share amounts. Final invoices received after the termination or end date of this Agreement shall be honored at the discretion of District unless another date for submission is agreed upon in advance by District and Mt. San Antonio College. Time and activity reports that support in-kind contributions are required with each invoice.

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement #12-13404-01 and Purchase Order # (to be provided) and mailed to:

Accounts Payable
Bertha Bobadilla
Citrus Community College
1000 West Foothill Boulevard
Glendora, CA 91741-1899.

District reserves the right to withhold payment of Mt. San Antonio College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement.

- 5. PROJECT MANAGEMENT:** District's Project Director is responsible for the overall conduct of the project. The Project Director is responsible for program technical monitoring and guidance. Mt. San Antonio College's Project Director is responsible for Mt. San Antonio College's portion of the project. No substitution may be made of the Mt. San Antonio College Project Director without prior written approval from District.

For programmatic or technical matters:

Citrus College
Marti DeYoung
CTE Supervisor
1000 West Foothill
Glendora, CA 91741-1899

Mt. San Antonio College
Darrow Soares
Director, CTE Initiatives
1100 N. Grand Avenue
Walnut, CA 91789

For business matters:

Citrus Community College District
Rosalinda Buchwald, Director of Fiscal Services

Mt. San Antonio College
Adrienne Price, Director of Grants

- 6. KEY PERSONNEL:** Project activities at Mt. San Antonio College shall be under the direction of Sarah Daum, Dean. Mt. San Antonio College shall notify District in writing of any proposed changes. Project activities at Citrus College shall be under the direction of Jim Lancaster, Dean.
- 7. EQUIPMENT ACCOUNTABILITY AND DISPOSITION:** For the purposes of this Agreement, equipment is defined as non-expendable, tangible personnel property having a useful life of more than one year and an acquisition cost of \$1,000 or more. Title to equipment purchased under this Agreement vests with Mt. San Antonio College, subject to the provisions of the Award. If greater than 25% of the contract allocation will be spent on equipment, then advanced permission of the project director is required (RFA requirement).

8. ACCOUNTING RECORDS AND PROGRAM:

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principals and Office of Management and Budget circulars, as applicable to Mt. San Antonio College. Mt. San Antonio College shall maintain records to support identifiable charges to the project. Obligations, commitments, encumbrances, or expenditures must be made within the period of the performance (#2 of this Agreement).

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

9. **ASSIGNMENT:** Mt. San Antonio College shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.
10. **AMENDMENT:** This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.
11. **RECORD RETENTION:** Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by Mt. San Antonio College for a period of three years from the termination date of this Agreement.
12. **PUBLICATIONS:** Mt. San Antonio College agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the California Community Colleges Chancellor's Office.
13. **CHANGES:** This Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this Agreement shall be made in writing and must be signed by the authorized representatives of both parties.

FOR Mt. San Antonio College

By _____
Virginia Burley, Ph.D
Vice President, Instruction

Date:

FOR Citrus Community College District

By _____
Mrs. Carol R. Horton
Vice President, Finance and Administrative Services

Date:

Citrus Community College District
Agreement #12-13404-02

This Agreement is entered into by and between Citrus Community College District (District) and **Rio Hondo College**. This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) Round Four by the California Community Colleges Chancellor's Office.

- 14. STATEMENT OF WORK:** Rio Hondo College shall exercise its best efforts to carry out the program in compliance with the Request for Application (RFA 2008) and congruence with outcomes proposed within the Round Four application as outlined in Exhibit A, which is incorporated herein and made a part of this Agreement.
- 15. PERIOD OF PERFORMANCE:** The period of performance shall be from July 1, 2011, to March 31, 2013. These dates are subject to the Chancellor's Office continued support of this funding.
- 16. PAYMENTS:** District will reimburse Rio Hondo College actual costs for the performance of work under this Agreement in the amount not to exceed \$151,655 over a 21-month period, based on the budget incorporated into this Agreement in Exhibit A.
- 17. INVOICES:** District will reimburse Rio Hondo College upon receipt of monthly invoices provided by Rio Hondo College. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Rio Hondo College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with the RFA, this Agreement and within the parameters of allowable expenses for this grant. Rio Hondo College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

The final invoice shall be clearly marked "FINAL" and will be submitted to District by the final date of this Agreement; an estimated final invoice is due March 1, 2013 to properly anticipate fiscal close out requirements. If applicable, the final invoice shall show Rio Hondo College's cost share amounts. Final invoices received after the termination or end date of this Agreement shall be honored at the discretion of District unless another date for submission is agreed upon in advance by District and Rio Hondo College. Time and activity reports that support in-kind contributions are required with each invoice.

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement #12-13404-02 and Purchase Order # (to be provided) and mailed to:

Accounts Payable
Bertha Bobadilla
Citrus Community College
1000 West Foothill Boulevard
Glendora, CA 91741-1899.

District reserves the right to withhold payment of Rio Hondo College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement.

18. PROJECT MANAGEMENT: District's Project Director is responsible for the overall conduct of the project. The Project Director is responsible for program technical monitoring and guidance. Rio Hondo College's Project Director is responsible for Rio Hondo College's portion of the project. No substitution may be made of the Rio Hondo College Project Director without prior written approval from District.

For programmatic or technical matters:

Citrus College
Marti DeYoung
CTE Supervisor
1000 West Foothill
Glendora, CA 91741-1899

Rio Hondo College
Mike Slavich
Dean Career & Technical Education
3600 Workman Mill Road
Whittier, CA 90601

For business matters:

Citrus Community College District
Rosalinda Buchwald, Director of Fiscal Services

Rio Hondo Community College District
Timothy Connell, Director Contract Management and Vendor Services

19. KEY PERSONNEL: Project activities at Rio Hondo College shall be under the direction of Mike Slavich, Dean. Rio Hondo College shall notify District in writing of any proposed changes. Project activities at Citrus College shall be under the direction of Jim Lancaster, Dean.

20. EQUIPMENT ACCOUNTABILITY AND DISPOSITION: For the purposes of this Agreement, equipment is defined as non-expendable, tangible personnel property having a useful life of more than one year and an acquisition cost of \$1,000 or more. Title to equipment purchased under this Agreement vests with Rio Hondo College, subject to the provisions of the Award. If greater than 25% of the contract allocation will be spent on equipment, then advanced permission of the project director is required (RFA requirement).

21. ACCOUNTING RECORDS AND PROGRAM:

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principals and Office of Management and Budget circulars, as applicable to Rio Hondo College. Rio Hondo College shall maintain records to support identifiable charges to the project. Obligations, commitments, encumbrances, or expenditures must be made within the period of the performance (#2 of this Agreement).

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

22. ASSIGNMENT: Rio Hondo College shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.

23. AMENDMENT: This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.

24. RECORD RETENTION: Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by Rio Hondo College for a period of three years from the termination date of this Agreement.

25. PUBLICATIONS: Rio Hondo College agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the California Community Colleges Chancellor's Office.

26. CHANGES: This Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this Agreement shall be made in writing and must be signed by the authorized representatives of both parties.

FOR Rio Hondo Community College District – Rio Hondo College

By _____
Teresa Dreyfuss
Vice President, Finance and Business

Date:

FOR Citrus Community College District

By _____
Mrs. Carol R. Horton
Vice President, Finance and Administrative Services

Date:

NEW COURSES

None

NEW PROGRAMS

None

DELETED COURSES

Subject	Course No.	Course Title	Justification
MOTO	100	Motorcycle Repair I	Course not included in redesigned certificate.

DELETED PROGRAMS

Title	Justification
ADVANCED DRAFTING TECHNOLOGY – CAD Certificate of Achievement	Replaced by the new, expanded Computer Aided Design Architecture and Drafting Certificate of Achievement

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Allahbachayo, Salima	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.
Alverson, David	Instructor		Hourly as needed	Recording Arts	07/01/11	12/31/11	\$44.90 hr.
Anderson, Brian	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Arredondo, Dora	Instructor	During unassigned time	Hourly as needed	Dental	07/01/11	12/31/11	\$50.72 hr.
Arroyo, Yolanda	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Aurelio, Joanne	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Avila, Naomi	Counselor		Hourly as needed	Counseling	07/01/11	12/31/11	\$44.90 hr.
Avila, Naomi	Counselor		Hourly as needed	VTEA	07/01/11	12/31/11	\$44.90 hr.
Bagg, Joseph	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Bagg, Joseph	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Baldrige, Todd	Instructor		Hourly as needed	EMT	07/01/11	12/31/11	\$44.90 hr.
Battle, Anne	Instructor		Hourly as needed	Photography	07/01/11	12/31/11	\$44.90 hr.
Beach, Joann	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Beatty, David	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Beatty, David	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Boquiren, Conchita	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.
Botello, Rochelle	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Bowman, Deborah	Instructor	During unassigned time	Hourly as needed	CNA	07/01/11	12/31/11	\$50.72 hr.
Boylan, John	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Brenes, Laura	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Brennan, Donna	Instructor	ADN Content Expert	Hourly as needed	Health Sciences	07/01/11	12/31/11	\$44.90 hr.
Brennan, Donna	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Briones, Arthur	Counselor		Hourly as needed	Counseling	07/01/11	12/31/11	\$44.90 hr.
Brown, Cherie	Instructor	During unassigned time	Hourly as needed	Theatre Arts	07/01/11	12/31/11	\$50.72 hr.
Brown, Diane	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Burch, Emily	Counselor		Hourly as needed	Counseling	07/01/11	12/31/11	\$44.90 hr.
Cao, Alvin	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Carr, Darrell	Instructor	During unassigned time	Hourly as needed	Photography	07/01/11	12/31/11	\$50.72 hr.
Casey, David	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Castillo, Claudia	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/11	12/31/11	\$50.72 hr.
Castillo, Claudia	Counselor	During unassigned time	Hourly as needed	VTEA	07/01/11	12/31/11	\$50.72 hr.
Caudle, Michael	Instructor	During unassigned time	Hourly as needed	Recording Arts	07/01/11	12/31/11	\$44.90 hr.
Cendejas, Diane	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Chen, Daniel	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Chun, Mina	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Clark, Angela	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Cotter, Steve	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Cotter, Steve	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Cowgill, Darian	Instructor		Hourly as needed	Recording Arts	07/01/11	12/31/11	\$44.90 hr.
Cross, Cynthia	Instructor	Non Credit ESL Coordinator	Hourly as needed	Career, Technical and Continuing Education	07/01/11	12/31/11	\$50.72 hr.
Cusick, Tanya	Instructor		Hourly as needed	Dental	07/01/11	12/31/11	\$44.90 hr.
Dau, Carsten	Instructor	Learning Community Coordinator	Stipend	Bridges to Success Grant	08/26/11	12/17/11	\$4,400.00 tl.
Dau, Carsten	Instructor	Learning Community Coordinator	Stipend	Bridges to Success Grant	02/21/12	06/16/12	\$4,400.00 tl.
Dau, Carsten	Instructor	College Success Faculty Lead	Stipend	HSI Bridges To Success	08/26/11	06/16/12	\$2,550.00 tl.
Davis, Charles	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Davis, Charles	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Davis, Michael	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Deatrick, Stephen	Instructor		Hourly as needed	Recording Arts	07/01/11	12/31/11	\$44.90 hr.
Demita, John	Instructor		Hourly as needed	Theatre Arts	07/01/11	12/31/11	\$44.90 hr.
Deras, Wendy	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Desimone, Natalie	Counselor		Hourly as needed	HSI Bridges To Success	07/01/11	12/31/11	\$44.90 hr.
Dhillon, Dalvir	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Dingwall, Stephanie	Instructor	Summer Research Project	Stipend	STEM ULV Grant	05/06/11	08/31/11	\$2,500.00 tl.
Duffy, Dyane	Instructor	During unassigned time	Hourly as needed	Art	07/01/11	12/31/11	\$50.72 hr.
Eisel, Gunnar	Applied Music Tutor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Eisel, Gunnar	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Ellis, Jeanette	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.
Enos, David	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Everest, Robert	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Fasulyan, Aygush	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Ferguson, Mark	Instructor		Hourly as needed	EMT	07/01/11	12/31/11	\$44.90 hr.
Fernandez, Genevieve	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Figueroa, Mabel	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Fuller, Elizabeth	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Galvan, Alexander	Applied Music Tutor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Galvan, Alexander	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Gamboa, Robert	Counselor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.

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JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Glenn, Yasuko	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Gong, Catherine	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Gonzales, Rina	Instructor		Hourly as needed	Dental	07/01/11	12/31/11	\$44.90 hr.
Gonzalez, Rudy	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Goya, Sara	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Grauso, Lynda	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.
Graves, Buchansha	Instructor		Hourly as needed	Cosmetology	08/01/11	12/31/11	\$44.90 hr.
Green, Martin	Applied Music Tutor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Green, Martin	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Greene, David	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.
Gropp, Barry	Counselor		Hourly as needed	Basic Skills Grant	07/01/11	12/31/11	\$44.90 hr.
Gropp, Barry	Counselor		Hourly as needed	Counseling	07/01/11	12/31/11	\$44.90 hr.
Gunn, Evangeline	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Gutierrez, Jesus	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Hackworth, Catherine	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Hackworth, Catherine	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Hadsell, Cliff	Instructor	During unassigned time	Hourly as needed	EMT	07/01/11	12/31/11	\$50.72 hr.

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JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Hasegawa, Richard	Instructor		Hourly as needed	Photography	07/01/11	12/31/11	\$44.90 hr.
Havens, Craig	Instructor		Hourly as needed	Photography	07/01/11	12/31/11	\$44.90 hr.
Hawkins, Karen	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Hester, Dana	Instructor	Biology Lab Coordinator	Hourly as needed	Biology	07/01/11	12/31/11	\$50.72 hr.
Hillman, Michael	Instructor	During unassigned time	Hourly as needed	Art	07/01/11	12/31/11	\$50.72 hr.
Hirschelman, Evan	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Hirschelman, Evan	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Hoehne, William	Applied Music Tutor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Hoehne, William	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Holmes, Alison	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.
Hynes, Thomas	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Iott, Becky	Counselor		Hourly as needed	STEM Grant	07/01/11	12/31/11	\$44.90 hr.
Iott, Becky	Counselor		Hourly as needed	Counseling	07/01/11	12/31/11	\$44.90 hr.
Jackson, Joseph	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Jackson, Matt	Instructor	During unassigned time	Hourly as needed	Art	07/01/11	12/31/11	\$50.72 hr.
Jaquette, Timothy	Instructor	During unassigned time	Hourly as needed	Recording Arts	07/01/11	12/31/11	\$50.72 hr.
Johnson, Sandra	Instructor	During unassigned time	Hourly as needed	Art	07/01/11	12/31/11	\$50.72 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Jones, Vanessa	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Kassab, Mohamad	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Kennedy, Susan	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Kerr, William	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Kerr, William	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Kim, Edward	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Kramer, Henry	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Langford, W. Bruce	Applied Music Tutor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Langford, W. Bruce	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Larson, Robin	Instructor		Hourly as needed	Theatre Arts	07/01/11	12/31/11	\$44.90 hr.
Le, Tieng	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Leach, Kim	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Lei, Li	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Lenh, Aiken	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Leung, Sing	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Liskey, Renee	Instructor		Hourly as needed	Dance	07/01/11	12/31/11	\$44.90 hr.
Longyear, Alicia	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/11	12/31/11	\$50.72 hr.

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EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Low, Joyce	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Luu, Kinh	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
MacFarland, Matthew	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.
Mahmood, Anwar	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Maldonado, Maura	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
McBurney, Robin	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/11	12/31/11	\$50.72 hr.
McWilliams, Stuart	Instructor		Hourly as needed	EMT	07/01/11	12/31/11	\$44.90 hr.
Medrano, Esmeralda	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Medrano, Esmeralda	Instructor	Faculty Lead, STEM Math	Stipend	ULV STEM Grant	06/27/11	08/19/11	\$3,500.00 tl.
Milliken, Keely	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Milliken, Keely	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Mixson, Vonetta	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Mixson, Vonetta	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Moore, Elanie	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.
Morrison, Joanne	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Munoz, Gino	Applied Music Tutor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Munoz, Gino	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Nalbandyan, Zorayr	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Navarro, Alicia	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Nelson, Mark	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.
Newman, Nancy	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Newman, Nancy	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Ng, Sun	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Nguyen, Cynthia	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Nguyen, The	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.
Nguyen, Tracy	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Nguyenhuu, Rick	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Nikodym, Holly	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Odrich, Steve	Instructor	College Success Faculty Lead	Stipend	BSI Grant	08/26/11	06/16/12	\$1,525.00 tl.
Odrich, Steve	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Ogimachi, Tom	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
O'Hara, Stephen	Instructor	During unassigned time	Hourly as needed	Recording Arts	07/01/11	12/31/11	\$50.72 hr.
Olson, Jennifer	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Opulencia, Cherlou	Counselor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Paek, Hyeyi	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Parry, Erica	Instructor		Hourly as needed	Dental	07/01/11	12/31/11	\$44.90 hr.
Parsons, Karla	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Payne, Renee	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Perry, Virginia	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Phan-Yamada, Tuyetdon	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Pohl, Claudia	Instructor	During unassigned time	Hourly as needed	Dental	07/01/11	12/31/11	\$50.72 hr.
Polk, Randall	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Praniuk, Ingrid	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Rachford, Maryann	Instructor	During unassigned time	Hourly as needed	Art	07/01/11	12/31/11	\$50.72 hr.
Randolph, Stephanie	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Reagan, Di	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Reeder, Bonnie	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Rickman, Tracy	Instructor		Hourly as needed	EMT	07/01/11	12/31/11	\$44.90 hr.
Riderer, Lucia	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Rios, Amelia	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Rivadeneyra, Justina	Counselor	During unassigned time	Hourly as needed	STEM Grant	07/01/11	12/31/11	\$50.72 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Robinson, Janet	Counselor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Rudd, Rebecca	Instructor	College Success Faculty Lead	Stipend	BSI Grant	08/26/11	06/16/12	\$3,050.00 tl.
Rusch, Lori	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.
San Antonio, Vivian	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Sanchez, Raul	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/11	12/31/11	\$50.72 hr.
Schumacher, Barbara	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Scott, Chris	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Selezinka, Roman	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Shear, Michelle	Instructor		Hourly as needed	Dance	07/01/11	12/31/11	\$44.90 hr.
Sherman, Paul	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Shima, Kevin	Instructor		Hourly as needed	Recording Arts	07/01/11	12/31/11	\$44.90 hr.
Shimokawa, Kristie	Counselor	During unassigned time	Hourly as needed	Basic Skills Grant	07/01/11	12/31/11	\$50.72 hr.
Shimokawa, Kristie	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/11	12/31/11	\$50.72 hr.
Shrope, Douglas	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$50.72 hr.
Shrope, Douglas	Instructor	Co-Principal, Co- Producer, "Les Miserables"	Stipend	Music	06/22/11	07/23/11	\$2,100.00 tl.
Silva, Daniel	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.

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NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Stetson, Stephanie	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Stetson, Stephanie	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Strickland, Ebony	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Stoltz, Greg	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Sun, Sam	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Sushel, Michael	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Sushel, Michael	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Swan Alfie	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Swatzel, James	Instructor	Power Math Workshop	Stipend	Student Affairs	07/01/11	08/18/11	\$5,000.00 tl.
Swatzel, James	Instructor	College Success Faculty Lead	Stipend	BSI Grant	08/26/11	06/16/12	\$1,525.00 tl.
Swatzel, James	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Sweeney, Kathryn	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Tanshee, Cheng	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Taylor, Bryan	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Taylor, Bryan	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Tippins, Ralph	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Trad, Mohamad	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Trad, Mohammad	Instructor	College Success Faculty Lead	Stipend	HSI Bridges To Success	08/26/11	06/16/12	\$2,550.00 tl.
Tran, Hong	Permit Teacher	During unassigned time	Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Troy, Timothy	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Troy, Timothy	Instructor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Tseng, Kelly	Instructor		Hourly as needed	Mathematics	07/01/11	12/31/11	\$44.90 hr.
Tucker, Gail	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.
Tussy, Alan	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Tyck, Robert	Instructor		Hourly as needed	Recording Arts	07/01/11	12/31/11	\$44.90 hr.
Valverde, Frank	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Valverde, Yesenia	Instructor		Hourly as needed	Dance	07/01/11	12/31/11	\$44.90 hr.
Varela, Claudia	Permit Teacher		Hourly as needed	Orfalea Family Children's Center	07/01/11	12/31/11	\$18.48 hr.
Vaughan, John	Instructor	During unassigned time	Hourly as needed	Dance	07/01/11	12/31/11	\$50.72 hr.
Vaughan, John	Instructor	Co-Principal, Co- Producer, "Les Miserables"	Stipend	Music	06/22/11	07/23/11	\$2,100.00 tl.
Villa, Elizabeth	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/11	12/31/11	\$50.72 hr.
Villegas, Laura	Counselor	During unassigned time	Hourly as needed	Basic Skills Grant	07/01/11	12/31/11	\$50.72 hr.
Villegas, Laura	Counselor	During unassigned time	Hourly as needed	Counseling	07/01/11	12/31/11	\$50.72 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Villeneuve, Theresa	Instructor	During unassigned time	Hourly as needed	Art	07/01/11	12/31/11	\$50.72 hr.
Vilter, Daniel	Instructor	During unassigned time	Hourly as needed	Theatre Arts	07/01/11	12/31/11	\$50.72 hr.
Volonte, Daniel	Instructor	During unassigned time	Hourly as needed	Theatre Arts	07/01/11	12/31/11	\$50.72 hr.
Waddington, Alan	Instructor	During unassigned time	Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Webb, Christin	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Weiss, Neil	Instructor		Hourly as needed	Theatre Arts	07/01/11	12/31/11	\$44.90 hr.
Wessel, Mark	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.
White, Sheila	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Wickes, Lara	Applied Music Tutor		Hourly as needed	Music	07/01/11	12/31/11	\$44.90 hr.
Wickman, Mary	Instructor	ADN Content Expert	Hourly as needed	Health Sciences	07/01/11	12/31/11	\$44.90 hr.
Wickman, Mary	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Williams, Monique	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Wong, Julie	Instructor	During unassigned time	Hourly as needed	Nursing	07/01/11	12/31/11	\$50.72 hr.
Woolery, Laurie	Instructor		Hourly as needed	Theatre Arts	07/01/11	12/31/11	\$44.90 hr.
Wozencroft, Paulette	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.
Yee, Stephanie	Counselor	During unassigned time	Hourly as needed	STEM Grant	07/01/11	12/31/11	\$50.72 hr.
Young, Kee	Instructor		Hourly as needed	Nursing	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JUNE 21, 2011**

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Zhuang, Ying	Instructor	During unassigned time	Hourly as needed	Mathematics	07/01/11	12/31/11	\$50.72 hr.
Zweig, Malaika	Instructor		Hourly as needed	Art	07/01/11	12/31/11	\$44.90 hr.

**ACADEMIC EMPLOYEES
2010-2011 LAB SUPERVISORS
JUNE 21, 2011**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Lam, Yin	A	STEM	06/27/11	06/30/11	1-3	\$30.90
Ogimachi, Tom	A	STEM	06/27/11	06/30/11	1-1	\$27.68
Waldron, Bryan	A	STEM	06/27/11	06/30/11	4-3	\$36.23

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS
JUNE 21, 2011**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Abbassi, Ali	A	STEM	07/01/11	12/31/11	3-3	\$34.45
Alvarado, Noel	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Anderson, Brian	F	Math	07/01/11	12/31/11	4-13	\$36.67
Anderson, Brian	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Anderson-McGill, Taylor	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Casey, David	F	Math	07/01/11	12/31/11	4-13	\$36.67
Casey, David	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Chan, Linda	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Chen, Daniel	A	Math	7/1/2011	12/31/11	4-3	\$36.23
Cheng, Tanshee	A	STEM	07/01/11	12/31/11	1-2	\$29.29
Cheng, Tanshee	A	Math	07/01/11	12/31/11	1-2	\$29.29
Chun, Mina	A	Math	07/01/11	12/31/11	2-3	\$32.69
Chun, Mina	F	STEM	07/01/11	12/31/11	2-3	\$32.69
Davis, Michael	A	Math	07/01/11	12/31/11	2-3	\$32.69
Davis, Michael	A	STEM	07/01/11	12/31/11	2-3	\$32.69
DeAnda, Alma	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Dery, Kenneth	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Dingwall, Stephanie	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Entus, Robert	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Everest, Robert	F	Math	07/01/11	12/31/11	4-13	\$36.67
Everest, Robert	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Farahani, Badieh	F	STEM	07/01/11	12/31/11	2-13	\$33.10
Farnum, Martin	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Goedhart, Christine	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Gong, Catherine	F	Math	07/01/11	12/31/11	4-13	\$36.67
Gong, Catherine	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Gonzalez, Rudy	F	Math	07/01/11	12/31/11	2-13	\$33.10
Gonzalez, Rudy	F	STEM	07/01/11	12/31/11	2-13	\$33.10
Gutierrez, Jesus	F	Math	07/01/11	12/31/11	2-13	\$33.10
Gutierrez, Jesus	F	STEM	07/01/11	12/31/11	2-13	\$33.10
Hathaway, George	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Hester, Dana	F	STEM	07/01/11	12/31/11	3-13	\$34.87
Hollenshead, Marcia	A	STEM	07/01/11	12/31/11	4-3	\$36.23

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS**

JUNE 21, 2011

Johnson, Steven	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Kaisler, Denise	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Kapoor, Anil	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Kassab, Mohamad	A	Math	07/01/11	12/31/11	1-2	\$29.29
Kassab, Mohamad	A	STEM	07/01/11	12/31/11	1-2	\$29.29
Kim Edward	A	Math	07/01/11	12/31/11	2-3	\$32.69
Kim, Brian	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Kim, Edward	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Kinney, Michael	A	STEM	07/01/11	12/31/11	3-3	\$34.45
Ko, Hyunjin	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Kondo, Arnold	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Kramer, Henry	A	Math	07/01/11	12/31/11	4-3	\$32.69
Kramer, Henry	A	STEM	07/01/11	12/31/11	4-3	\$32.69
Lam, Yin	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Le, Tieng	A	Math	07/01/11	12/31/11	4-3	\$32.69
Le, Tieng	A	STEM	07/01/11	12/31/11	4-3	\$32.69
Lee, Monica	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Lei, Li	A	Math	07/01/11	12/31/11	4-3	\$36.23
Lei, Li	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Lenh, Aiken	A	Math	07/01/11	12/31/11	3-3	\$34.45
Lenh, Aiken	A	STEM	07/01/11	12/31/11	3-3	\$34.45
Leung, Sing	A	Math	07/01/11	12/31/11	4-3	\$36.23
Leung, Sing	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Lewis, Suzanne	A	STEM	07/01/11	12/31/11	2-2	\$31.08
Li, Xiaoyan	A	STEM	07/01/11	12/31/11	3-3	\$34.45
Lopez, Emma	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Low, Joyce	F	Math	07/01/11	12/31/11	3-13	\$34.87
Low, Joyce	F	STEM	07/01/11	12/31/11	3-13	\$34.87
Luu, Kinh	A	Math	07/01/11	12/31/11	1-3	\$30.90
McCabe, Dale	A	STEM	07/01/11	12/31/11	3-3	\$34.45
Medrano, Esmeralda	F	Math	07/01/11	12/31/11	2-13	\$33.10
Medrano, Esmeralda	F	STEM	07/01/11	12/31/11	2-13	\$33.10
Miles, Terrence	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Montgomery, Robert	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Morrison, Joanne	A	Math	07/01/11	12/31/11	4-3	\$36.23
Morrison, Joanne	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Nalbandyan, Zorayr	A	Math	07/01/11	12/31/11	1-3	\$30.90

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS**

JUNE 21, 2011

Nalbandyan, Zorayr	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Ng, Sun	A	Math	07/01/11	12/31/11	2-3	\$32.69
Ng, Sun	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Nguyen, Cynthia	A	Math	07/01/11	12/31/11	2-3	\$32.69
Nguyen, Cynthia	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Nguyen, Tracy	A	Math	07/01/11	12/31/11	2-3	\$32.69
Nguyen, Tracy	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Nguyenhuu, Rick	F	Math	07/01/11	12/31/11	4-13	\$36.67
Nguyenhuu, Rick	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Odrich, Steve	F	Math	07/01/11	12/31/11	4-13	\$36.67
Odrich, Steve	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Ogimachi, Tom	A	Math	07/01/11	12/31/11	1-1	\$27.68
Ogimachi, Tom	A	STEM	07/01/11	12/31/11	1-1	\$27.68
Paek, Hyeyi	F	Math	07/01/11	12/31/11	4-13	\$36.67
Paek, Hyeyi	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Phan-Yamada, Tuyetdon	A	Math	07/01/11	12/31/11	3-3	\$34.45
Ramirez, Natalie	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Ramos, Gloria	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Reagan, Di	A	Math	07/01/11	12/31/11	1-3	\$30.90
Reagan, Di	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Riderer, Lucia	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Riderer, Lucia	F	Math	07/01/11	12/31/11	4-13	\$36.67
Ryba, David	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Schwitkis, Kent	A	STEM	07/01/11	12/31/11	4-1	\$33.00
Scott, Chris	F	Math	07/01/11	12/31/11	3-13	\$34.87
Scott, Chris	F	STEM	07/01/11	12/31/11	3-13	\$34.87
Selezinka, Roman	A	Math	07/01/11	12/31/11	2-3	\$32.69
Selezinka, Roman	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Shimano, Brooke	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Smyth, Nathaniel	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Swan, Alfie	F	Math	07/01/11	12/31/11	4-13	\$36.67
Swan, Alfie	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Swatzel, James	F	Math	07/01/11	12/31/11	2-13	\$33.10
Swatzel, James	F	STEM	07/01/11	12/31/11	2-13	\$33.10
Tippins, Ralph	F	Math	07/01/11	12/31/11	4-13	\$36.67
Tippins, Ralph	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Trad, Mohamad	F	Math	07/01/11	12/31/11	4-13	\$36.67

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS**

JUNE 21, 2011

Trad, Mohamad	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Tseng, Kelly	A	Math	07/01/11	12/31/11	2-3	\$32.69
Tseng, Kelly	A	STEM	07/01/11	12/31/11	2-3	\$32.69
Tussy, Alan	F	Math	07/01/11	12/31/11	4-13	\$36.67
Tussy, Alan	F	STEM	07/01/11	12/31/11	4-13	\$36.67
Villeneuve, Louisa	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Wagner, Alexander	A	STEM	07/01/11	12/31/11	1-3	\$30.90
Waldron, Bryan	A	STEM	07/01/11	12/31/11	4-3	\$36.23
Weaver, Pablo	A	STEM	07/01/11	12/31/11	2-3	\$32.69
White, Sheila	F	Math	07/01/11	12/31/11	3-13	\$34.87
White, Sheila	F	STEM	07/01/11	12/31/11	3-13	\$34.87
Zhuang, Ying	F	Math	07/01/11	12/31/11	4-13	\$36.67
Zhuang, Ying	F	STEM	07/01/11	12/31/11	4-13	\$36.67

**ACADEMIC EMPLOYEES
SUMMER 2011 NON CREDIT
JUNE 21, 2011**

Name	Department/Discipline	Placement	Hourly Rate
Ahrens, Janice	Non Credit	1-3	\$42.24
Araiza, Norma	Non Credit/Duarte High School	1-1	\$38.43
Burns, Linda	Non Credit/Lab Supervisor	4-3	\$36.23
Clark, Diana	Non Credit	1-3	\$42.24
Cronin, Mary	Non Credit	1-3	\$42.24
Evans, Kara	Non Credit/Claremont High School	1-3	\$42.24
Foster, Debra	Non Credit	1-3	\$42.24
Gulli, Lisa	Non Credit	1-3	\$42.24
Gulli, Pam	Non Credit	1-3	\$42.24
Hardesty, Patricia	Non Credit	1-3	\$42.24
Hibbs, Linda	Non Credit/Lab Supervisor	1-3	\$30.90
Johnson, Clayton	Non Credit	1-1	\$38.43
Lee, Bianca	Non Credit/Lab Supervisor	1-3	\$30.90
Mercado, Andrew	Non Credit	1-3	\$42.24
Perret, Debbie	Non Credit	1-3	\$42.24
Resto-Ometeotl, Luivette	Non Credit/Lab Supervisor	3-3	\$34.45
Sailors, Bernetta	Non Credit	1-3	\$42.24
Serrao, Elizabeth	Non Credit	1-3	\$42.24
Serrao, Elizabeth	Non Credit/Lab Supervisor	3-3	\$34.45
Shearer, Margaret	Non Credit/Lab Supervisor	2-3	\$32.69
Thomas, Gina	Non Credit	1-3	\$42.24
Tucciarone, Dan	Non Credit/Lab Supervisor	1-3	\$30.90
Webner, Anthony	Non Credit/Claremont High School	1-3	\$42.24

ACADEMIC EMPLOYEES - SEPARATIONS

JUNE 21, 2011

Name	Classification	Department	Reason	Date(s) of Separation
Abas, Audrey	Counselor	DSP&S	Retirement	07/01/12
Mead, Rachel	Instructor	Cosmetology	Retirement	07/03/12
Wood, Jack	Instructor	English	Retirement	07/01/11
Zaharek, James	Instructor	Administration of Justice	Retirement	06/19/11

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Baker, Greer	Financial Aid Technician	Employment	Financial Aid	12	100%	7/18/2011 5-18-2011 (correct hire date)		31-1	\$3,208.61
Burrue, James	Custodial Supervisor	Temporary Upgrade	Custodial		100%	7/6/11	7/21/11	7-1	\$4,430.00
Lopez, Fe	Payroll Coordinator	Extend Temporary Upgrade	Fiscal Services		100%	7/1/11	6/30/12	45-7 (40- 7+2I+3A)	\$6,075.58
Lopez, Leodomiro	Financial Aid Technician	Employment	Financial Aid	12	49%	6/22/11		31-1	\$1,572.22
Ross-Franco, Millicent	Administrative Secretary II	Resassignment	TeCS	12	100%	7/1/11		34-5	\$4,409.97
Villegas, Cindy	Financial Aid Technician	Employment	Financial Aid	12	49%	6/22/11		31-1	\$1,572.22

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JUNE 21, 2011**

Name	Classification	Department	Reason	Date(s) of Separation
Brooks, Evalyn	Director of Cosmetology	Cosmetology	Retirement	7/1/12
Miranda, Julianne	Admissions & Records Tech III	Admissions	Intermittent FMLA Family Leave	5/9/11 thru 5/8/12
Thompson, April	Library Media Technician II	Library	FMLA Family Leave	6/13/11 thru 6/17/11
Wharton, Mary	Financial Aid Coordinator	Financial Aid	Retirement	12/30/11

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Abernathy, Nolan	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Akajanian, Eric	Stipend	Baseball Camp Co-Director	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Alberto, Ricky	Bookstore Shipping/Receiving Clerk	Assist as needed	Bookstore	7/1/11	12/31/11	20-1	\$14.11/hr.
Aleman, Daniel	Department Aide	Assist as needed	Veterans Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Aldrete, Marcos	Stipend	Baseball Camp Co-Director	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Alvarado, Nilda	Food Services Assistant I	During Unassigned time	Cafeteria	7/1/11	6/30/12	10-7	\$14.77/hr.
Alvarez, Carmelita	Account Clerk/Cashier	Assisting as needed	Bookstore	7/1/11	12/31/11	29-1	\$17.62/hr.
Alvarez, Elyse		Volunteer Student Trainer	Kinesiology & Athletics	7/1/11	6/30/12		

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Amaya, Chris	Stipend	Baseball Camp Co-Director	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Archie, Donte	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Armenta, Francisco	Custodian	Performing a variety of custodial duties	CDC	7/1/11	12/31/11	22-1	\$14.82/hr.
Arriaga, Karla	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.
Arriaga, Karla	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	7/1/11	8/18/11	10-1	\$11.02/hr.
Aurelio, Joanne	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Bennett, Aaron	Administrative Clerk III	Provide program support to Inter-Club Council and Leadership Academy	ASO	7/1/11	12/31/11	26-1	\$16.36/hr.
Benton, Carlin		Volleyball Camp Volunteer	Kinesiology & Athletics	8/1/11	8/8/11		
Berroteran, Jose	Student Services Assistant	Performs clerical support	ULV STEM Grant	7/1/11	9/30/11	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Blagg, Ronnie	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Boston, Sean	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Braley, Melissa		Volleyball Camp Volunteer	Kinesiology & Athletics	8/1/11	8/8/11		
Brock, Cathleen	Administrative Clerk I	Assist as needed	VTEA	7/1/11	12/31/11	19-1	\$13.76/hr.
Bryson, Natalie	Instructional Aide I	SI leader for BIO 105	STEM Grant	7/1/11	8/19/11	10-1	\$11.02/hr.
Burge, Justin	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Burks, Veronica		Volunteer Athletic Trainer	Kinesiology & Athletics	7/1/11	6/30/12		
Canales, Wendy	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Cardenas, Julio Cesar	Administrative Clerk II	Assist Math Center Lead with the Math Success Center	ULV STEM Grant	7/1/11	12/31/11	22-1	\$14.82/hr.
Cardinal, Jacqueline	Secretary	Assist as needed	DSP&S	7/1/11	12/31/11	28-1	\$17.19/hr.
Carrasco, Mario	Instructional Aide I	Lead SI review sessions for students	STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Carrasco, Mario	Instructional Aide I	Lead SI review sessions for students	STEM Grant	7/1/11	12/31/11	10-1	\$11.02/hr.
Carrillo, Carmen	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Chatham, Kelvin	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Chavez, Nilda	Recruiter	Outreach activities	STEM Grant	7/1/11	12/31/11	33-1	\$19.45/hr.
Chico, Andrew	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Christian, Carol	Administrative Clerk II	During Unassigned time	Noncredit	8/1/11	8/31/11	23-7	\$20.36/hr.
Clark, Desmond	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Cobb, Jacob	Instructional Aide I	Lead SI review for students enrolled in CHEM 103	STEM Grant	7/1/11	12/31/11	10-1	\$11.02/hr.
Colindres, David	Department Aide	Assist as needed	Purchasing	7/1/11	12/31/11	3-1	\$9.27/hr.
Colindres, David	Warehouse Coordinator	Assist as needed	Warehouse	7/1/11	12/31/11	29-1	\$17.62/hr.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Collins, Kim		Volleyball Camp Volunteer	Kinesiology & Athletics	8/1/11	8/8/11		
Conwell, Antoinette	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Cordova, Marcelo	Administrative Clerk II	Assist as needed	Noncredit	7/1/11	12/31/11	22-1	\$14.82/hr.
Cox, Jasmine	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Crowe, Brian	Department Aide	Assist as needed	Veterans Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Dauden, Cecilia	Secretary	Dispatch and administrative support	Campus Safety	7/1/11	12/31/11	28-1	\$17.19/hr.
Deeb, Jacqueline C.	Student Service Assistant	Mentor students enrolled in Math 150 and above and Physics 110	STEM Grant	7/1/11	12/31/11	17-1	\$13.10/hr.
Diaz, Annette	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Donaldson, Stacey	Publication Specialist	Design and layout a wide variety of marketing material	External Relations	7/1/11	12/31/11	33-1	\$19.45/hr.
Dooley, Scott	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Drouillard, Caitlin	Department Aide	Assist as needed	ASO	7/1/11	12/31/11	3-1	\$9.27/hr.
Duran, Jessica	Stipend	Football/Youth Fitness Camp Co-Director	Kinesiology & Athletics	6/20/11	8/4/11		Not to exceed \$15,000/tl. Salary dependent of the number of campers
DuVall, Julie	Library Media Technician I	Assist as needed	Library	7/1/11	12/31/11	26-1	\$16.36/hr.
Dycus, James	Cosmetology Receptionist	Reception/Cashier	Cosmetology	7/1/11	12/31/11	20-1	\$14.11/hr.
Esquivel, Allende	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Faanunu, David	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Fasuly, Aygush	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Fink, Kelly	Stipend	Volleyball Camp Director	Kinesiology & Athletics	8/1/11	8/8/11		Not to exceed \$500/tl. Salary dependent of the number of campers

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Fish, Lainie	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Flynn, Aleili		Volleyball Camp Volunteer	Kinesiology & Athletics	8/1/11	8/8/11		
Fraijo, Shane	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Freeman, Jaime		Volleyball Camp Volunteer	Kinesiology & Athletics	8/1/11	8/8/11		
Garret, Jefferson	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Ghanimi, Hessam	Instructional Aide I	Lead SI	STEM Grant	6/22/11	6/30/11	10-1	\$11.02hr.
Ghanimi, Hessam	Instructional Aide I	Lead SI	STEM Grant	7/1/11	12/31/11	10-1	\$11.02hr.
Gibbs, Roland	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Glenn, Yasuko	Department Aide	Assist as needed	CDC	7/1/11	12/31/11	3-1	\$9.27/hr.
Gomez, Steve	Stipend	Baseball Camp Co-Director	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers

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Gomez, Oscar	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Greenberg, Kassidy		Volleyball Camp Volunteer	Kinesiology & Athletics	8/1/11	8/8/11		
Guerrero, Laura	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Gunter, Carey	Student Service Assistant	Mentor students enrolled in Math 150 and above and Physics 110	STEM Grant	7/1/11	12/31/11	17-1	\$13.10/hr.
Gunter, Wesley	Instructional Aide I	Lead SI	STEM	6/22/11	6/30/11	10-1	\$11.02hr.
Gunter, Wesley	Instructional Aide I	Lead SI	STEM	7/1/11	12/31/11	10-1	\$11.02hr.
Hammock, Erwin	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Han, Branden A.	Student Service Assistant	Mentor students enrolled in Math 150 and above and Phvsics 110	STEM Grant	7/1/11	12/31/11	17-1	\$13.10/hr.
Harrison, Tyree	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Hermosillo, Brenda	Account Clerk/Cashier	Assist as needed	Bookstore	7/1/11	12/31/11	29-1	\$17.62/hr.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Hernandez, John	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Hernandez, Michael L.	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Herrera, Darlene	Department Aide	Assist as needed	Learning Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Hill, Matthew	Department Aide	Assist as needed	Theatre	7/1/11	12/31/11	3-1	\$9.27/hr.
Hill, Matthew	Stipend	Lighting Technician "Night Shift Performances"	Music	6/22/11	6/28/11		\$400/tl.
Holt, Jack	Bookstore Shipping/Receiving Clerk	Assist with shipping, receiving, buyback and data entry	Bookstore	7/1/11	12/31/11	22-7	\$19.86hr.
Holts, Dioncee	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Hou, Yu	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.
Hou, Yu	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	7/1/11	8/18/11	10-1	\$11.02/hr.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Hou, Yu	Student Service Assistant	Mentor students enrolled in Math 150 and above and Physics 110	STEM Grant	7/1/11	12/31/11	17-1	\$13.10/hr.
Hoyos, Steven	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Huynh, Thao	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.
Huynh, Thao	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	7/1/11	8/18/11	10-1	\$11.02/hr.
Johnson, Patrick	Stipend	Men's Basketball Camp Director	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$4,000/tl. Salary dependent of the number of campers
Johnson, Ricky	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Jones, Kassandra		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Jones, Karina		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Jung, Shin	Stipend	Volleyball Camp Director	Kinesiology & Athletics	8/1/11	8/8/11		Not to exceed \$500/tl. Salary dependent of the number of campers

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Kemble, Ilia	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Keys, David	Department Aide	Assist as needed	Veterans Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Kohler, Allison		Volunteer Athletic Trainer	Kinesiology & Athletics	7/1/11	6/30/12		
Kwan, Kevin	Instructional Aide I	Lead SI review sessions for students	STEM Grant	7/1/11	12/31/11	10-1	\$11.02/hr.
Lawrence, Brian M.	Administrative Clerk III	Provide program support to Inter-Club Council and Leadership Academy	ASO	7/1/11	12/31/11	26-1	\$16.36/hr.
Laza, Franchesca	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Li, Yan	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.
Li, Yan	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	7/1/11	8/18/11	10-1	\$11.02/hr.
Liskey, Renee Lynne	Program Coordinator	Rehearse/prepare music and staging for the performing ensembles	Music or applicable ASO	7/1/11	12/31/11	51-1	\$30.33/hr.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Lofthouse, Peter	Stipend	Football/Youth Fitness Camp Co-Director	Kinesiology & Athletics	6/20/11	8/4/11		Not to exceed \$15,000/tl. Salary dependent of the number of campers
Lonning, Ashleigh	Secretary	Assist as needed for coverage	DSP&S	7/1/11	12/31/11	28-1	\$17.19/hr.
Lopez, Erick	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.
Lopez, Kim	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Lucero, Thania		Volunteer	Outreach	7/1/11	6/30/12		
Lunney, Alexis		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Mancillas, Alex	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Mathews, Royal	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
McConnell, Shane	Department Aide	Backstage crew for HPAC events	Performing Arts	7/1/11	12/31/11	3-1	\$9.27/hr.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
McCraven, Andrew	Student Services Assistant	Producing/assembling Bookstore procedure & policy manual	Bookstore	7/1/11	12/31/11	17-1	\$13.10/hr.
Mcevoy, Caitlin		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
McFarland, Alexis		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
McGafney, Lindsey		Volunteer Athletic Trainer	Kinesiology & Athletics	7/1/11	6/30/12		
McMullan, Lateef	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Mejia, Rebecca	Recruiter	Assist as needed	BSI	7/1/11	12/31/11	33-1	\$19.45/hr.
Mercado, Monique	Administrative Clerk III	Assist as needed	Noncredit	7/1/11	12/31/11	26-1	\$16.36/hr.
Mercano, Kyle	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.
Mercano, Kyle	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	7/1/11	8/18/11	10-1	\$11.02/hr.
Metcalf, David	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.

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NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Migdat, Michael	Instructional Aide I	Lead SI review for students enrolled in English courses	STEM Grant	7/1/11	12/31/11	10-1	\$11.02/hr.
Miller, Rita	Food Services Assistant I	During Unassigned time	Cafeteria	7/1/11	6/30/12	14-7	\$16.30/hr.
Mitchell, Sidney		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Mojica, Jaime		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Montgomery, Jocelyn	Account Clerk/Cashier	Assisting as needed	Bookstore	7/1/11	12/31/11	29-1	\$17.62/hr.
Montgomery, Jocelyn	Administrative Clerk II	Registration and general office work	Noncredit	7/1/11	12/31/11	22-1	\$14.82/hr.
Moore, Rocky	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Mora, Jennifer	Administrative Clerk I	Enrollment and front desk operations	CDC	7/1/11	12/31/11	19-1	\$13.76/hr.
Moreno, Brittni	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Moscoso, Brenda		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		

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Mourad, Chris	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Munoz, Gino	Stipend	Music Arranging "Hawaii Combos"	Music	6/22/11	6/25/11		\$1000/tl.
Nackos, Jerrie	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Navarro, Alicia	Department Aide	Assist as needed	CDC	7/1/11	12/31/11	3-1	\$9.27/hr.
Neto, Marika	Stipend	Mentor new SI leaders	STEM Grant	7/1/11	12/31/11		\$15.00/hr Based on hours worked
Nguyen, Anh	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Nielsen, Troy	Stipend	Men's Basketball Camp Director	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$4,000/tl. Salary dependent of the number of campers
Nunez, Jesus	Security Officer I	Patrol and secure campus. Duties as assigned	Security	7/1/11	12/31/11	22-1	\$14.82hr.
Oddo, Nick	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.

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Orozco, Nichole	Security Officer I	Patrol and secure campus. Duties as assigned	Security	7/1/11	12/31/11	22-1	\$14.82hr.
Oyesfeo, BJ	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Palma, Alma	Food Services Assistant II	During Unassigned time	Cafeteria	7/1/11	6/30/12	15-7	\$16.71/hr.
Pardo, Maria Isabel		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Pacheco, Edward	Stipend	Football/Youth Fitness Camp Co-Director	Kinesiology & Athletics	6/20/11	8/4/11		Not to exceed \$15,000/tl. Salary dependent of the number of campers
Parga, Brandon	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Perry, Andrew	Stipend	Baseball Camp Co-Director	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Perry, Richard	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.

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Quinn, Destinee	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Ramirez, Jackie	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Ramirez, Jerrika		Volunteer Athletic Trainer	Kinesiology & Athletics	7/1/11	6/30/12		
Ramirez, Mary		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Ramirez, Mike	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Ramirez, Shyann	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Randall, Aysia	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Randolph, Jasmyne	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Rebibo, Sarah	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Reeder, Bonnie	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Resendez, Paul	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.

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Retamoza, Gracie	Educational Advisor	Assist as needed	Career/Transfer Center	7/1/11	12/31/11	39-1	\$22.55/hr.
Reyes, Kristine	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Reynoso, Aaron	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Riderer, Lucia	Stipend	STEM Focus	STEM Grant	6/27/11	8/19/11		\$3500/tl.
Rios, Vanessa	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Robles, Tamara	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Rodarte-Saldana, Elizabeth	Administrative Clerk III	Assist as needed	VTEA Grant Fund	7/1/11	12/31/11	26-1	\$16.36/hr.
Rodgers, Gabby	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Rodriguez, Danielle	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Rudd, Rebecca	Stipend	Writing Across the Curriculum/Writing Café Lead	HSI Bridges to Success Grant	6/27/11	8/19/11		\$2000/tl.

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SUBSTITUTES
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Sabatino, Karen	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Salinas, Jordan		Volunteer Athletic Trainer	Kinesiology & Athletics	7/1/11	6/30/12		
Sanchez, Yvonne	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Savage, Paige	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Schumacher, Barbara	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Serna, Matt		Volunteer Athletic Trainer	Kinesiology & Athletics	7/1/11	6/30/12		
Serrano, Isabel	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.
Serrano, Isabel	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	7/1/11	8/18/11	10-1	\$11.02/hr.
Simmons, Kelvin	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Smiley, Lauren		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Smith, Wendy	Department Aide	Assist as needed	HSI Bridges to Success	7/1/11	12/31/11	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Spinella, Fabio	Program Coordinator	Rehearse/prepare music for the instrumental music department	Music	7/1/11	12/31/11	51-1	\$30.33/hr.
Stansell, Brandon	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Stebe, Celeste		Volunteer Athletic Trainer	Kinesiology & Athletics	7/1/11	6/30/12		
Stoltz, Gregg	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Sulzen, Phoebe	Student Service Assistant	Mentor students enrolled in Math 150 and above and Physics 110	STEM Grant	6/22/11	6/30/11	17-1	\$13.10/hr.
Sulzen, Phoebe	Student Service Assistant	Mentor students enrolled in Math 150 and above and Physics 110	STEM Grant	7/1/11	12/31/11	17-1	\$13.10/hr.
Sweeney, Kathryn	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Tani, Julia	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Thomas, Kenya	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Thompson, Annmarie	Instructional Aide I	Lead SI review for students enrolled in English courses	STEM Grant	7/1/11	12/31/11	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Tomlinson, Chalmer	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	6/22/11	6/30/11	10-1	\$11.02/hr.
Tomlinson, Chalmer	Instructional Aide I	Conduct research at ULV and assist as needed	ULV STEM Grant	7/1/11	8/18/11	10-1	\$11.02/hr.
Torres, Albert		Volunteer Athletic Trainer	Kinesiology & Athletics	8/1/11	12/31/11		
Torres, Albert	Department Aide	Assist as needed	Veterans Center	7/1/11	12/31/11	3-1	\$9.27/hr.
Tran, Hong	CDC Aide	During Unassigned time	CDC	7/1/11	6/30/12	17-1	\$13.10/hr.
Urbick, Kristy	Stipend	Football/Youth Fitness Camp Co-Director	Kinesiology & Athletics	6/20/11	8/4/11		Not to exceed \$15,000/tl. Salary dependent of the number of campers
Varela, Claudia	Department Aide	Assist as needed	CDC	7/1/11	12/31/11	3-1	\$9.27/hr.
Vasquez, Brittany	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.
Vasquez, Lauren	Stipend	Football/Youth Fitness Camp staff	Kinesiology & Athletics	6/27/11	8/4/11		Not to exceed \$1500/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Vasquez, Vanessa		Volunteer Athletic Trainer	Kinesiology & Athletics	8/1/11	12/31/11		
Vaughn, Autry	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Vaughan, John	Stipend	Script Revision	Music	6/22/11	6/28/11		\$1000/tl.
Vela, Mary Louise	Administrative Clerk II	Clerical work and customer service	TeCS	7/1/11	12/31/11	22-1	\$14.82/hr.
Victor, Christopher	Stipend	Men's Basketball Camp Director	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$8,000/tl. Salary dependent of the number of campers
Vig, Irena		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Viverto, William	Stipend	Baseball Camp Co-Director	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Volonte, Dan	Stipend	Light Design "Night Shift" band lighting rig	Music	6/22/11	6/28/11		\$800/tl.
Volonte, Dan	Stipend	Moving Light Design "CSC Les Miserables"	Music	6/22/11	7/20/11		\$1000/tl.

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
JUNE 21, 2011**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Volonte, Dan	Stipend	Lighting Design "Plaza Suite"	Theatre	7/15/11	7/22/11		\$1000/tl.
Ward, Jared	Security Officer I	Patrol and secure campus. Duties as assigned	Security	7/1/11	12/31/11	22-1	\$14.82/hr.
Washington, Hakeem	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Waugh, Christine	Administrative Clerk II	Assist as needed	Career/Transfer Center	7/1/11	12/31/11	26-1	\$16.36/hr.
Wiley, Robert	Stipend	Men's Baseball Camp Staff	Kinesiology & Athletics	7/11/11	7/28/11		Not to exceed \$750/tl.
Wold, Katie		Volleyball Camp Volunteer	P.E	8/1/11	8/8/11		
Woods, Brandon	Stipend	Men's Basketball Camp Staff	Kinesiology & Athletics	6/27/11	8/1/11		Not to exceed \$1200/tl.
Yarbrough, Dana	Administrative Clerk III	Provide program support to Inter-Club Council and Leadership Academy	ASO	7/1/11	12/31/11	26-1	\$16.36/hr.
Yarbrough, Dana	Department Aide	Assist as needed	ASO	7/1/11	12/31/11	3-1	\$9.27/hr.
Zara, Dereck	Administrative Clerk II	Assist the needed	STEM Grant	7/1/11	12/31/11	22-1	\$14.82/hr.

**SUMMER 2011
COMMUNITY EDUCATION
CLASSIFIED EMPLOYEES
JUNE 21, 2011**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Duran, Jessica	Community Education/Fitness Cntr.	n/a	\$24.00
Fink, Kelly	Community Education/Fitness Cntr.	n/a	\$24.00
Wheeler, Andrew	Community Education/Fitness Cntr.	n/a	\$24.00

PROFESSIONAL EXPERT**June 21, 2011**

Name	Classification	Department	Begin	End	Rate
Allen, Melea	Bus Driver	Transportation	07/01/11	12/31/11	\$20.94/hour
Alvarado, James	Lifeguard	Community Education	06/22/11	08/18/11	\$11.00/hour
Alvarado, James	Swim Instructor	Community Education	06/22/11	08/18/11	\$16.00/hour
Broussard, Christine	ULV Summer Research Program Lab Supervision	STEM Grant	06/22/11	06/30/11	\$1,250.00/total
Broussard, Christine	ULV Summer Research Program Lab Supervision	STEM Grant	07/01/11	08/18/11	\$1,250.00/total
Castellano, Amanda	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Castellano, Amanda	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Cavalin, Michael	Lead Lifeguard	Community Education	06/02/11	08/20/11	\$14,00/hour
Cavalin, Michael	Swim Instructor	Community Education	06/17/11	08/20/11	\$16.00/hour
Cavalin, Michael	Lifeguard	Kinesiology/Health/Athletics	06/27/11	12/16/11	\$11.00/hour
Chappell, David	ULV Summer Research Program Lab Supervision	STEM Grant	06/22/11	06/30/11	\$1,250.00/total
Chappell, David	ULV Summer Research Program Lab Supervision	STEM Grant	07/01/11	08/18/11	\$1,250.00/total
Daneshbod, Yvsef	ULV Summer Research Program Lab Supervision	STEM Grant	06/22/11	06/30/11	\$1,250.00/total
Daneshbod, Yvsef	ULV Summer Research Program Lab Supervision	STEM Grant	07/01/11	08/18/11	\$1,250.00/total
Diaz, Jennifer	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Diaz, Jennifer	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Escoto, Daniel	Bus Driver	Transportation	07/01/11	12/31/11	\$20.94/hour
Fernandez, Nathan	Lifeguard	Community Education	06/02/11	08/20/11	\$11.00/hour
Gaunt, Jennifer	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Gaunt, Jennifer	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Geiger, Victoria	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Geiger, Victoria	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Goetz, Jozef	ULV Summer Research Program Lab Supervision	STEM Grant	06/22/11	06/30/11	\$1,250.00/total
Goetz, Jozef	ULV Summer Research Program Lab Supervision	STEM Grant	07/01/11	08/18/11	\$1,250.00/total

PROFESSIONAL EXPERT

June 21, 2011

Name	Classification	Department	Begin	End	Rate
Jeckell, Zachary	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Jeckell, Zachary	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Jones, Jay	ULV Summer Research Program Lab Supervision	STEM Grant	06/22/11	06/30/11	\$1,250.00/total
Jones, Jay	ULV Summer Research Program Lab Supervision	STEM Grant	07/01/11	08/18/11	\$1,250.00/total
LaBomme, Roy	Photographer	External Relations	07/01/11	12/31/11	\$2,696.00/month
Mah, Patricia	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Mah, Patricia	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Marsh, Brian	Videographer	Career Technical Education	07/01/11	12/31/11	\$20.00/hour
Martinez, Suzanne	Grant Project Coordinator	BSI and HSI Grants	07/01/11	12/31/11	\$6,097.25/month
McDonald, Tamara	Head Women's Basketball Coach	Kinesiology/Health/Athletics	07/01/11	06/30/13	\$3,392.00/month
McWilliams, Stuart	Skills Lab Support	Nursing	07/01/11	12/31/11	\$28.33/hour
Meurer, Catherine	YESS/LA Foster Youth Program	Chld Development Center	07/01/11	12/31/11	\$20.00/hour
Navarro, Patricia	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Navarro, Patricia	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Novak, Stacey	ULV Summer Research Program Lab Supervision	STEM Grant	06/22/11	06/30/11	\$1,250.00/total
Novak, Stacey	ULV Summer Research Program Lab Supervision	STEM Grant	07/01/11	08/18/11	\$1,250.00/total
Ornelas, Rachel	Skills Lab Support	Nursing	07/01/11	12/31/11	\$30.00/hour
Sanchez, Paula	Skills Lab Support	Nursing	07/01/11	12/31/11	\$21.50/hour
Schroeder, Carl	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Smith, Katlin	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Smith, Katlin	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Smythe, Sylvia	Project Director for Bridges to Success and STEM grants	Grants	08/01/11	12/31/11	\$546.18/day, not to exceed 50% of work days within hire period
Tamashiro, Dustin	Research Analyst	Bridges to Success Grant	07/01/11	12/31/11	\$22.00/hour
Torres, Blanca	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Torres, Blanca	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Tracey, Timothy	Head Women's Soccer Coach/Game Management Assistant	Kinesiology/Health/Athletics	08/18/11	08/17/13	\$3,083.00/month

PROFESSIONAL EXPERT

June 21, 2011

Name	Classification	Department	Begin	End	Rate
Tsark, Eleanor	STEM Science Project Coordinator	STEM Grant	07/01/11	09/30/11	\$2,972.54/month
Victor, Christopher	Head Men's Basketball Coach	Kinesiology/Health/Athletics	07/01/11	06/30/13	\$5,416.67/month
Walsh, Meghan	Lifeguard	Community Education	06/02/11	08/20/11	\$11,00/hour
Walsh, Meghan	Swim Instructor	Community Education	06/02/11	08/20/11	\$16.00/hour
Weaver, Kat	ULV Summer Research Program Lab Supervision	STEM Grant	06/22/11	06/30/11	\$1,250.00/total
Weaver, Kat	ULV Summer Research Program Lab Supervision	STEM Grant	07/01/11	08/18/11	\$1,250.00/total
Wenzel, Robert	Bus Driver	Transportation	07/01/11	12/31/11	\$20.94/hour
White, Rachel	Copy Writer/Editor	External Relations	07/01/11	12/31/11	\$30.00/hour

H. ACTION (continued)

2. Authorization is requested to approve the 2011-2012 tentative budget. (Page 215)
3. Authorization is requested to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2010-2011 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. (Page 256)
4. Authorization is requested to approve Resolution 2010-11-14 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2011-2012 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. (Page 257)
5. Authorization is requested to approve Resolution 2010-11-15 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2011-2012 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$50,116,660. (Page 259)
6. Authorization is requested to approve the attached budget revisions for fund 01.3 for the fiscal year 2010-2011. (Page 261)
7. Authorization is requested to approve the following first read: BP 3510 - Workplace Violence Prevention; BP 7109 - Health Examinations; and BP 7203 - Evaluation: Full-Time Faculty. (Page 264)
8. Authorization is requested to approve the corrected version of BP 4250 – Probation, Dismissal, and Reinstatement. (Page 305)

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

I. ADJOURNMENT

Dates to remember:

July 5, 2011	HOLIDAY – <i>Independence Day</i>
July 19, 2011	Board of Trustees Meeting & Board Work Session
August 16, 2011	Board of Trustees Meeting
August 26, 2011	Convocation
September 13, 2011	Student Services Building Dedication Board of Trustees Meeting

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 21, 2011	Resolution	X
SUBJECT:	Temporary Cash Loans Between District Funds	Information	
		Enclosure(s)	X

BACKGROUND

Temporary cash loans are transfers of cash from the General Fund to other funds within the District for cash flow purposes only during the fiscal year. It is a requirement of Los Angeles County that sufficient cash is available for transactions occurring within each fund. There is no fiscal impact to the District.

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

RECOMMENDATION

Authorization is requested to approve Resolution 2010-11-14 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2011-2012 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000.

Carol Horton
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

**RESOLUTION
2010-11-14**

TEMPORARY INTERFUND CASH BORROWING

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42063, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$5,000,000.
2. For fiscal year 2011-2012.
3. Amount shall not exceed 75 percent of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

BE IT THEREFORE RESOLVED, The Governing Board hereby authorizes the borrowing of cash between all of the district funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 21st day of June 2011, by the following vote:

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

Date: June 21, 2011

Patricia Rasmussen
President
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

**RESOLUTION
2010-11-15**

CASH BORROWING

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year.

WHEREAS, Article XVI, Section 6, of the California Constitution allows for borrowing from the Los Angeles County Treasurer.

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$51,923,951
2. For fiscal year 2011-2012
3. Shall not exceed 85 percent of the anticipated revenues accruing to the District
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the District before any other obligation of the District is met from such revenue.

BE IT THEREFORE RESOLVED, that the Governing Board of the Citrus Community College District hereby requests the Treasurer to make temporary transfers of funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 21st day of June 2011, by the following vote:

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

Date: June 21, 2011

Patricia Rasmussen
President
Board of Trustees

Submit to Business Advisory Services - EC Annex

Budget Adjustment Summary
K-12/ROPs/JPAs

District (Unit) Number 64386	GL Journal ID Number OB 01.3	Fund Number 01.3
Fund Name Fund 01.3	Unrestricted / Restricted (Circle One)	

Date of Summary 6/21/11	Name of School District CITRUS COMMUNITY COLLEGE DISTRICT
----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8011-8099			\$
2. Federal	8100-8299			
3. State	8600-8699			
4. Local	8800-8899	8881, 8882, 8890		37,091
5. Interfund Transfers In	8910-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 37,091

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 7,653
2. Classified Personnel Salaries	2000-2999		28,386
3. Employee Benefits	3000-3999		17,033
4. Books and Supplies	4000-4999		7,516
5. Services and Other Operating Expenditures	5000-5999		-13,415
6. Capital Outlay	6000-6999		12,943
7. Other Outgo	7100-7299		
8. Direct Support/Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7300-7399	7311, 7312	1,700
11. Other Financing Uses	7500-7999	7500, 7600, 7900	-24,725
12. Total Expenditures, Transfers and Other Financing Uses			\$ 37,091

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.

DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Budget Adjustments Increase/(Decrease)
1. Reserved Amounts			
a. Revolving Cash Fund	9711		\$
b. Stores	9712		
c. Prepaid Expenses	9713		
d. General Reserve	9730		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
Total Reserved Amounts			\$

2. Designated Amounts	Object Code	Resource Code	Budget Adjustments Increase/(Decrease)
a. For Economic Uncertainties	9770		\$
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
b. For Other:	9780		
b. For Other:	9780		
Total Designated Amounts			\$

3. Unappropriated/Undesignated Amount NOTE: The sum of Lines D1, 2, and 3 must equal C on Page 1.	Account Code		
	9790		\$

E. Narrative Explanation for this Revision - Must be Completed.

Changes to reflect new revenue and expenditure estimates.

F. School District Certification - Must be Completed

Name of School District's Contact Person	Rosalinda Buchwald	Telephone Number of Contact Person	(626) 914-8897
Date of Board Approval	6/21/11	Signature of the Secretary of the Board	Dr. Edward C. Ortell
		Date Signed (Month/Day/Year)	

Submit one (1) certified original and two (2) copies of this summary to:

Division of Business Advisory Services, EC Annex
 Los Angeles County Office of Education
 9300 Imperial Highway
 Downey, CA 90242-2890

Approved:

Dr. Darline Robles
 Los Angeles County
 Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY
 BY:

Date Signed (Month/Day/Year)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 21, 2011	Resolution	
SUBJECT:	First Read: BP 3510 - Workplace Violence Prevention; BP 7109 - Health Examinations; and BP 7203 - Evaluation: Full-Time Faculty	Information	
		Enclosure(s)	X

BACKGROUND

The Citrus Community College District is in the process of updating and aligning the District’s Board policies with the recommended policies developed through the Community College League of California (CCLC).

Board Policy (BP) 3510 – Workplace Violence Prevention has been approved by the Academic Senate (March 23, 2011), by CSEA (October 8, 2010), by the Management Team (April 6, 2011), and was provided to all other constituent groups (October 7, 2010) with no feedback received. BP 3510 was approved by the Steering Committee on April 25, 2011. Attached to the policy, for information only, is the related administrative procedure.

Board Policy (BP) 7109 – Health Examinations has been reviewed and approved by the constituent groups on various dates, and was approved by the Steering Committee on May 10, 2010. There is no administrative procedure associated with this Board Policy.

Board Policy (BP) 7203 – Evaluation: Full-Time Faculty, was negotiated with the Citrus College Faculty Association with the final tentative agreement reached on April 27, 2011. BP 7203 was approved by the Faculty Association Representative Council on April 6, 2011, by the Academic Senate on April 27, 2011, and by the Steering Committee on May 23, 2011. BP 7203 is being submitted to the Board for a first read. Attached to the policy, for information only, is the related administrative procedure.

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

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

BP 3510 WORKPLACE VIOLENCE PREVENTION

References: Cal/OSHA: Labor Code Sections 6300 et seq.;
California Code Regulations Section 3203;
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8);
Penal Code Sections 273.6 and 12021

General Provision

The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

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	**
	CAFF	**
	CSEA	10-08-10
	ASCC	**
	Management Team	04-06-11
	Supervisor/Confidential	**
	Steering.....	04/25/11
	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 3510 WORKPLACE VIOLENCE PREVENTION

References: Penal Code Sections 273.6, 626.9, 626.10, and 12021
Cal/OSHA; Labor Code Sections 6300 et seq.
Title 8, Section 3203
Code of Civil Procedure Section 527.8

General Provision

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- ~~Engaging in dangerous, threatening, or unwanted horseplay.~~
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his/her duties.

Any employee who is the victim of any violent, threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

In addition to the employee's supervisor, any victim of any violent, threatening or harassing conduct or any witness to such conduct should immediately call any or all of the following:

Emergency	911
Campus Security Safety Supervisor	(626) 914-8611
Dean of Students	(626) 914-8602
Glendora Police Department	(626) 914-8250

No one acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, the appropriate law enforcement agency will be called.

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	**
CAFF	**
CSEA	10-08-10
ASCC	**
Management Team	04-06-11
Supervisor/Confidential	**
Steering.....	04/25/11
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

Proposed Citrus Community College District Policy

Human Resources
DRAFT as of 04/26/10

BP 7109 Health Examinations

References: 42 U.S. Code Section 12112; 29 Code of Federal Regulations Part 1630;
Government Code Section 12940

~~HEALTH EXAMINATIONS (P-4113)~~

~~No person shall be initially employed by the District unless the person has submitted to an examination within 30 days of the date of employment to determine that the person is free of active tuberculosis. Thereafter, all employees shall be required to undergo an examination at least once every four (4) years.~~

~~The District Board of Trustees may call for a health examination from any of its employees where doubt exists as to the ability of the employee to continue to meet reasonable physical and mental health standards. The District will pay for the necessary examination or provide the employee reasonable reimbursement.~~

~~The District may require a physical examination for certain positions prior to employment.~~

~~The examination will be at District expense and by a physician with whom the District has made arrangements.~~

~~Adopted 6/20/64~~

~~Revised..... 7/16/75~~

~~12/14/76~~

~~8/18/81~~

~~7/30/96~~

~~References~~

~~Education Code 87408, 87408.6~~

~~Citrus College Regulation 4113 - Health Examinations~~

~~HEALTH EXAMINATIONS (P-4213)~~

~~No person shall be initially employed by the Citrus Community College District unless the person has submitted to an examination within 30 days of the date of employment to determine that the person is free of active tuberculosis. Thereafter, all employees shall be required to undergo an examination at least once every four years.~~

~~The Citrus Community College District Board of Trustees may call for a health examination from any of its employees where doubt exists as to the ability of the employee to continue to meet reasonable physical and mental health standards. The District will pay for the necessary examination or provide the employee reasonable reimbursement.~~

~~The District may require a physical examination for certain positions prior to employment.~~

~~The examination will be at District expense and by a physician with whom the District has made arrangements.~~

Adopted 6/20/64
Revised 7/16/75
12/14/76
8/18/84
Citrus College Regulation 4213 – Health Examinations

General Provision

In compliance with all applicable state and federal laws and the provisions of any collective bargaining agreement, the District may request a health or physical examination of District personnel:

1. after an offer of permanent employment has been presented to an applicant;
2. when an employee returns to work following a medical leave of absence; or
3. to determine the employee will not pose a “direct threat” to the health and safety of self or others.

Any such medical examinations shall be at the District’s expense and shall be conducted by a physician chosen by the District.

Office of Primary Responsibility: Human Resources

Date Adopted:.....
(Replaces current Citrus College policies P-4113 last revised July 30, 1996, and P-4213 last revised August 18, 1981)

Approved by	HR Advisory/Staff Diversity Committee	October 21, 2009
	Academic Senate	March 10, 2010
	ASCC	November 24, 2009
	CSEA	December 3, 2009
	Management Team	December 2, 2009
	Supervisor/Confidential	November 18, 2009
	Steering.....	May 10, 2010

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

AP 7109 submitted to Steering Committee March 22, 2010.
Academic Senate/CCFA raised objection. Item tabled until April 26, 2010.
Item negotiated with and approved by CCFA on 4/23/10.

Proposed Citrus Community College District Policy

**Human Resources
TENTATIVE AGREEMENT
As of 04/27/11**

Approved by the Association Representative Council 04/06/11

BP 7203 Evaluation: Full-Time Faculty

References: Education Code Sections 87610.1, 87663, and 87664

The evaluation process is designed to promote professionalism, enhance performance and be closely linked with staff development efforts. The evaluation process should be effective in yielding a genuinely useful and substantive assessment of performance. Among other things, this requires an articulation of clear, relevant criteria on which evaluations will be based.

The principal purposes of the evaluation process are to recognize and acknowledge good performance, to enhance satisfactory performance, to help employees who are performing satisfactorily further their own growth, to identify weak performance, to assist employees in achieving needed improvement and to document unsatisfactory performance.

Participants in the evaluation process must be sensitive to the diversity of California and the community served by the District.

A faculty member's students, administrators, and peers should all contribute to his or her evaluation, but the faculty should play a central role in the evaluation process and, together with appropriate administrators, assume principal responsibility for the effectiveness of the process.

Office of Primary Responsibility: Human Resources

Date Adopted:

Approved by	Academic Senate.....	05/25/11
	Citrus College Faculty Association	04/06/11; 04/27/11
	Steering	06/13/11
	Board (First Read)	
	Board (Second Read)	

Policy Negotiated with Faculty and, as such, provided to ASCC, CSEA, the Management Team, and the Supervisor/Confidential Team for information.

Proposed Citrus Community College District Policy

**Human Resources
TENTATIVE AGREEMENT
As of 04/27/11**

Approved by the Association Representative Council 04/06/11

AP 7203 Evaluation: Full-Time Faculty¹

References: Education Code Sections 87610.1, 87663, and 87664

I. INTRODUCTION

The evaluation process is designed to promote professionalism, enhance performance and be closely linked with staff development efforts. The evaluation process should be effective in yielding a genuinely useful and substantive assessment of performance. Among other things, this requires an articulation of clear, relevant criteria on which evaluations will be based.

The principal purposes of the evaluation process are to recognize and acknowledge good performance, to enhance satisfactory performance, to help employees who are performing satisfactorily further their own growth, to identify weak performance, to assist employees in achieving needed improvement and to document unsatisfactory performance.

Participants in the evaluation process must be sensitive to the diversity of California and the community served by the District.

A faculty member's students, administrators, and peers should all contribute to his or her evaluation, but the faculty should play a central role in the evaluation process and, together with appropriate administrators, assume principal responsibility for the effectiveness of the process.

This Administrative Procedure supersedes any previous policies, procedures, and/or other documents related to faculty evaluation.

II. DEFINITIONS

Regular Faculty: A tenured faculty member.

¹ In the event that the discussions of the current committee exploring the development of a department chair model leads to the establishment of department chairs with responsibility concerning the evaluation of full-time faculty, this Board Policy and Administrative Procedure will be modified to reflect the established role for department chairs.

Contract Faculty: A probationary (non-tenured) faculty member who will serve a four year probationary period, commencing with the fall term of the first academic year in which the Contract Faculty Member serves at least seventy-five (75%) percent of the days considered a full-time assignment. A first year contract faculty member serves under a one-year contract; a second year contract faculty member serves under a second one-year contract and; a third year contract faculty member serves under a two-year contract completing the third and fourth years of the probationary period.

Preparation: A preparation is defined as a course with a distinct name, course number, and delivery method (e.g.: distance education, learning communities).

III. EVALUATION CRITERIA: REGULAR AND CONTRACT FACULTY

The following eleven criteria are intended to delineate common areas of performance to be evaluated during both regular and contract faculty member evaluations. The criteria are not all inclusive, and are not intended to eliminate from consideration alternate standards of performance common to the profession.

These criteria will be most helpful if they are used as a basis for diagnosis and dialogue rather than as a basis for a judgment. The behavioral descriptions under each criterion are only examples. Evaluation teams that believe other behaviors are necessary for a particular area are encouraged to establish these with the evaluatee at the beginning of the process.

Faculty whose primary assignment is not in the classroom, should work with their evaluation teams in adapting these criteria to their professional responsibilities.

1. Skill in Establishing Rapport/Trust

Effective faculty members create an environment of tolerance and trust in which students can gain the most information for their academic, career or life decisions.

- Responds appropriately to student requests/concerns.
- Demonstrates respect for students (active listening, respecting confidentiality).
- Is consistently available to meet with students during office hours or alternate times.
- Is aware of need to make referrals when advising is beyond scope of instructor.

2. Classroom Management Skills

Effective faculty members are able to guide class exercises and discussions using a combination of techniques while maintaining control of the class.

- Maintains control of the class.
- Maintains the lesson plan and instructional objectives while in class (controls distractions).
- Is available and willing to assist students when they work independently.
- Stimulates discussion through questions and/or small group activities.

3. Application of Learning Theory

Effective faculty members are aware of, and apply, learning theory in the design and delivery of course content. They may use a variety of teaching methods and classroom aids to maximize student learning.

- Creates a coherent framework that effectively guides the student through the content of the course.
- Illustrates key learning points.
- Employs teaching methods appropriate to individual differences.

4. Evaluation Skills

Effective faculty members provide students with opportunities both in and out of class to measure their progress.

- Provides a variety of opportunities to measure student progress.
- Is sensitive to students' self-esteem when evaluating their progress.
- Clarifies learning goals and establishes specific criteria for final grades, which are distributed to students at the beginning of the course as part of the Faculty Member's course syllabus.
- Clarifies the students' responsibilities for learning.

5. Skill in Managing Time

Effective faculty members use time efficiently. This may mean adjusting the lesson quickly, promptly resolving student disruptions or distractions, or using an involving technique when student interest wanes. Effective faculty organize activities and time prior to arrival.

- Uses the full time allowed for class.
- Manages activities to make the best use of time for student learning.
- Paces content and maintains student interest.

6. Skill in Creating the Learning Environment

Effective faculty members establish and maintain the correct psychological and physical learning environment from the outset of the course.

- Specifies course expectations during first class session as identified in the course syllabus and reinforces expectations throughout the semester.
- Sets and maintains high standards.
- Provides sufficient and appropriate learning resources.
- Is aware of need for appropriate physical environment

7. Adaptability and Flexibility

Effective faculty members are sensitive to the importance of the learning environment. They adapt to changes with a minimum of impact on their effectiveness. They are flexible enough to incorporate alternative teaching methods as needed.

- Can teach effectively in various settings.
- Uses current developments and student situations as learning opportunities.
- Maintains composure when confronted with unexpected circumstances.
- Clarifies concepts to facilitate student understanding.

8. Subject Area Knowledge and Continued Professional Growth

Effective faculty members stay current in their discipline through reading, continuing formal education, seminars, professional organizations, etc. They realize the need to update their knowledge base.

- Answers students' questions related to planned content.
- Is willing to bring additional information to next class.
- Is aware of current developments in subject area.
- Reads pertinent professional publications.

9. Course Conceptualization and Integration

Effective faculty members have a conceptual understanding of the positioning of their class inside the general curriculum and are able to integrate their course content to maximize student learning.

- Displays understanding of how course content fits into overall curriculum.
- Maintains awareness of courses preceding and following current course.
- Initiates curriculum changes to integrate course more effectively.
- Maintains standards consistent with equivalent courses.

10. Presentation Skills

Effective faculty members are competent presenters. They have acquired the basics of public speaking, which allow them to maximize the delivery of content. They present material in an interesting, informative manner.

- Avoids jargon or technical terms that students do not understand.
- Uses appropriate delivery skills (eye contact, gesture, body motion).
- Uses appropriate verbal skills (volume, tone, inflection).

11. Respect for Colleagues and the Teaching Profession

Effective faculty members are involved in department affairs. This involvement gives faculty a broader perspective on curriculum design and allows them to develop collegial relationships.

- Attends staff development activities and department meetings as appropriate.
- Assists in curriculum/program development, program review, and evaluation.
- Uses department resources wisely.
- Responds on time to administrative requirements (attendance, grades, ordering supplies).
- Serves on department and college-wide committees.
- Takes a role in long-range planning.
- Acts in accordance with ethics of the profession.

IV. EVALUATION PROCESS: CONTRACT FACULTY (YEARS 1, 2, AND 3/4)

Contract faculty shall be evaluated at least once during each year of probationary status. In the case of a contract faculty member hired initially in a spring semester, the annual evaluation process will commence in the succeeding fall semester.

Contract faculty evaluation is an extension of the hiring process during which contract faculty are integrated into the life of the college prior to becoming permanent faculty members of the college community. The decision to grant tenure is as important as the initial employment decision.

a) Contract Faculty Evaluation Committee

The evaluation committee for a contract faculty member shall consist of two (2) tenured faculty members and the Faculty Member's Dean, or the Dean's designee. The two (2) faculty members shall preferably be selected from the Contract Faculty Member's subject area, or if that is not possible, from a closely related discipline. The Contract Faculty Member shall select one member of his/her evaluation committee, and the Dean, or the Dean's designee, shall

select the second member of the Evaluation Committee. The evaluation committee selected during the Contract Faculty Member's first contract shall, to the extent it is possible, serve as the Evaluation Committee for each evaluation during the Contract Faculty Member's probationary status. The Dean, or the Dean's designee, shall serve as chair of the Evaluation Committee. The committee chair shall be responsible for maintaining the evaluation file. At the conclusion of the evaluation process, the file shall be returned to Office of Human Resources.

b) Components of the Evaluation

The evaluation of contract faculty shall include: 1) professional growth/self-evaluation report; 2) student evaluation; 3) classroom or other appropriate observation; 4) committee member review; 5) an instructor portfolio consisting of course syllabi, examples of tests and class handouts for each preparation; and, 6) any other components mutually agreed to by the Faculty Member and his/her evaluation committee.

c) Evaluation Timelines

The following timelines are directive in nature and not mandatory, except to the extent that a contract faculty member's evaluation must be completed by no later than the end of the fall semester of each contract year.

1. Mid-September: Evaluation Committee Formation

The Dean of each department or area, in consultation with the Office of Human Resources shall ensure that an evaluation committee is formed for each first contract faculty member and still in place for second and third contract faculty members.

2. October 1: Initial Evaluation Conference

The Evaluation Committee shall meet with the Contract Faculty Member to review the timelines and procedure for the evaluation. The evaluation criteria and the forms used will be reviewed. The Contract Faculty Member shall provide the Evaluation Committee with his/her instructor portfolio. By the conclusion of this meeting a schedule for classroom observations, the date for student evaluations, and the due date for the Contract Faculty Member to submit his/her Professional Growth/Self-Evaluation Report shall be agreed upon and set.

3. November: Classroom Observations

The evaluation committee shall conduct at least three (3) classroom observations. The classroom observations should be of distinct preparations unless the Contract Faculty Member has an assignment

consisting of fewer than three (3) preparations. In such case, observations of at least three (3) different classes should be conducted. If a contract faculty member is assigned a lab or clinical time, at least one (1) observation will include lab or clinical time. For non-classroom faculty, the observations may include counseling appointments or other visitation of the Contract Faculty Member during assigned time. The classroom observations shall be conducted during the time-period established during the initial evaluation conference. Observations will be for a minimum of forty (40) minutes each. At the conclusion of an observation, the Evaluation Committee member is to complete the Faculty Observation Report Form.

4. Mid-November: Student Evaluations

By the end of the first week in November, the Office of Human Resources will provide each dean with student evaluation packets for each contract faculty member to be evaluated. By mid-November, the Dean will distribute the student evaluations consistent with departmental practice. The Contract Faculty Member being evaluated may not be present in the classroom while students are completing their evaluation. The student evaluations will be provided to the Contract Faculty Member at the end of the semester.

5. Early December: Evaluation Committee Meeting

The evaluation committee shall meet to review that all required forms have been completed, and that the Contract Faculty Member has provided the Evaluation Committee with his/her Professional Growth/Self-Evaluation Report. The evaluation committee, upon review of the entire evaluation file, shall prepare a final evaluation report utilizing the Contract Faculty Evaluation Summary Form.

In the event that the Evaluation Committee cannot reach a consensus as to the overall rating of the Contract Faculty Member, at least two (2) members of the Evaluation Committee must agree on the rating. Any member of the Evaluation Committee may submit a written report dissenting from the Contract Faculty Evaluation Summary prepared by the majority of the Evaluation Committee.

As part of the Contract Faculty Evaluation Summary, the Evaluation Committee shall:

- For a contract faculty member working under his/her first one-year contract or second one-year contract recommend to either: 1) not enter into a contract for the following academic year; 2) enter into a contract (one/two year) for the following academic year; or, 3) employ the Contract Faculty Member as a permanent employee for all subsequent academic years.

- For a contract faculty member completing the second year of his/her third contract (final year of probationary status) recommend either: 1) not employ the Contract Faculty Member as a permanent faculty member; or, 2) employ the Contract Faculty Member as a permanent (tenured) faculty member for all subsequent academic years.

6. Mid-December: Final Evaluation Conference

At the final evaluation conference, the Evaluation Committee shall review its evaluation and recommendations with the Contract Faculty Member. A copy of all evaluation reports will be provided to the Contract Faculty Member.

In the event that the Evaluation Committee recommends that the Contract Faculty Member's contract not be renewed or that the Contract Faculty Member not be employed as a permanent faculty member, the recommendation will be forwarded to the Superintendent/President who shall determine whether to forward the recommendation to the Board of Trustees for final action

In the event that the Evaluation Committee's recommendation is not unanimous, the Superintendent/President shall, along with his/her recommendation, forward to the Board of Trustees any dissenting report prepared by an evaluation committee member and a copy of the contract faculty's evaluation packet. The Board of Trustees shall make the final decision with respect to the forwarded recommendation(s).

A recommendation from the Evaluation Committee to enter into a new contract for the ensuing year or in the case of the final year of contract faculty member's third contract that the contract employee be employed as a permanent faculty member for all subsequent academic years, shall be forwarded to the Superintendent/President. The Superintendent/President shall forward the Evaluation Committee's recommendation and his/her recommendation to the Board of Trustees. The Board of Trustees shall make the final decision with respect to the forwarded recommendation.

In the event of a recommendation not to enter into a contract for the following year or not to employ the Contract Faculty Member as a permanent member of the faculty, the effected contract faculty member may file a grievance in accordance with Education Code Section 87610.1

If a contract faculty member is evaluated as "Needs Improvement" with a recommendation to employ the Contract Faculty Member for the following academic year, the Evaluation Committee and the Contract Faculty Member shall develop a written improvement plan. The plan must have identifiable objectives and include the timelines within which each objective is to be achieved. At the conclusion of the timelines included in the plan for

improvement, the Contract Faculty Member shall submit to the Evaluation Committee a written report outlining the steps taken by the Contract Faculty Member in compliance with the plan for improvement. The improvement plan, will be included as part of the Contract Faculty Evaluation Summary Form and will be part of the evaluation components for the Contract Faculty Member's next evaluation.

The chair will ensure that the evaluation file is sent to the Office of Human Resources.

V. EVALUATION PROCESS: REGULAR FACULTY

Regular faculty members shall be evaluated every third year unless there is a recommendation for further evaluation based on an "Unsatisfactory" evaluation.

a) Evaluation Committee

The composition of a regular faculty member's evaluation committee will be determined by the Regular Faculty Member, but should meet the following criteria:

1. There should be a maximum of two (2) faculty members and at least one academic administrator on a team. The faculty may include an additional academic administrator, faculty from another college, or faculty from another discipline.
2. All faculty members of a team shall be tenured.
3. If the Dean of the division in which the Faculty Member provides academic services is not selected to be a member of the Evaluation Committee, then:
 - a. The Dean will complete the Dean's Evaluation Form and submit it to the Evaluation Committee for their consideration and inclusion as an evaluation document.
 - b. The Faculty Member may submit a written response to the Dean's Evaluation Form to the Evaluation Committee for their consideration and inclusion as an evaluation document.
4. If the Faculty Member is not able to secure an academic administrator (other than his/her dean) to serve on his/her evaluation committee, the Faculty Member shall submit to the appropriate vice president a list of three academic administrators to serve on the Evaluation Committee. The Vice President shall select, from the list submitted, one academic administrator to serve on the Faculty Member's evaluation committee.

b) Components of the Evaluation

The evaluation of regular faculty shall include: 1) professional growth/self-evaluation form; 2) student evaluation; 3) classroom or other appropriate observation; 4) committee member review; 5) an instructor portfolio consisting of course syllabi, examples of tests, and class handouts for each preparation; and, 6) any other components mutually agreed to by the Faculty Member and his/her evaluation committee.

c) Evaluation Timelines

1. End of September

The Office of Human Resources will provide each dean with a list of regular faculty members to be evaluated in the spring semester.

2. End of Fall Semester

All regular faculty members to be evaluated in the spring will complete the formation of his/her evaluation committee.

3. March 1: Initial Evaluation Conference

The evaluation committee shall meet with the regular faculty member to review the timelines and procedure for the evaluation. The Evaluation Criteria and the forms used will be reviewed. The regular faculty member shall provide the Evaluation Committee with his/her instructor portfolio. By the conclusion of this meeting a schedule for classroom observations, the date for student evaluations, and the due date for the regular faculty member to submit his/her Professional Growth/Self-Evaluation Report shall be agreed upon and set.

4. April: Classroom Observations

The evaluation committee shall conduct at least three (3) classroom observations. The classroom observations should be of distinct preparations unless the regular faculty member has an assignment consisting of fewer than three (3) preparations. In such case, at least three (3) observations of different classes should be conducted. If a regular faculty member is assigned a lab or clinical time, at least one (1) observation will include lab or clinical time. For non-classroom faculty, the observations may include counseling appointments or other visitation of the regular faculty member during assigned time. The classroom observations shall be conducted during the time period established during the evaluation conference. Observations will be for a minimum of forty (40) minutes each.

At the conclusion of an observation, the Evaluation Committee member is to complete the Faculty Observation Report Form.

5. Early April: Student Evaluations

By the end of the first week in April, the Office of Human Resources will provide each dean with student evaluation packets for each regular faculty member to be evaluated. By mid-April, the Dean will distribute the student evaluations consistent with departmental practice. The regular faculty member being evaluated may not be present in the classroom while students are completing their evaluation. The student evaluations will be provided to the regular faculty member at the end of the semester.

6. May 1: Evaluation Committee Meeting

The evaluation committee shall meet to review that all required forms have been completed and that the regular faculty member has provided the Evaluation Committee with his/her Professional Growth/Self-Evaluation Report. The evaluation committee, in review of the entire evaluation file shall prepare a final evaluation report utilizing the Regular Faculty Evaluation Summary Form.

In the event that the Evaluation Committee cannot reach a consensus as to the overall rating of the regular faculty member, at least two (2) members of the Evaluation Committee must agree on the rating. Any member of the Evaluation Committee may submit a written report dissenting from the Regular Faculty Evaluation Summary prepared by the majority of the Evaluation Committee.

7. Mid-May: Final Evaluation Conference

At the final evaluation conference, the Evaluation Committee shall review its evaluation and recommendations with the regular faculty member. A copy of all evaluation reports will be provided to the regular faculty member.

If a regular faculty member is evaluated as "Needs Improvement" the Faculty Member shall prepare a plan for improvement and submit it to the Evaluation Committee. The evaluation committee shall review the plan and either approve the plan as submitted or request the regular faculty member to modify the plan consistent with its direction. The plan must have identifiable objectives and include the timelines within which each objective is to be achieved. At the conclusion of the timelines included in the plan for improvement, the Faculty Member shall submit to the Evaluation Committee a written report outlining the steps taken by the Faculty Member in compliance with the plan for improvement. The plan for improvement will be attached to the evaluation summary and will be used as part of the next regular evaluation of the Faculty Member.

If a regular faculty member is evaluated as “Unsatisfactory”, the Faculty Member shall prepare a plan for improvement and submit it to the Evaluation Committee. The evaluation committee shall review the plan and either approve the plan as submitted or request the Faculty Member to modify the plan consistent with its direction. The plan must have identifiable objectives and include the timelines within which each objective is to be achieved. At the conclusion of the timelines included in the plan for improvement, the regular faculty member shall submit to the Evaluation Committee a written report outlining the steps taken by the Faculty Member in compliance with the plan for improvement. The plan for improvement shall be attached to the evaluation summary. The regular faculty member shall be evaluated the following spring semester consistent with the guidelines for the evaluation of a faculty member and shall also include under “Components of Evaluation” the plan for improvement.

At the conclusion of this meeting, the chair will ensure that the evaluation file is sent to the Office of Human Resources.

In the event there is a disagreement between a regular employee and the District concerning the evaluation process, the disagreement(s) may be addressed as a grievance under the contractual grievance procedure set forth in the current bargaining agreement between the District and the Association.

VI. SPECIAL PROVISIONS FOR FACULTY TEACHING DISTANCE EDUCATION

In addition to the evaluation process set forth above, in the event that a contract or regular faculty member teaches distance education courses, the following provisions will apply:

- a) At least one (1) on-line class will be observed. The observation team will consist of one (1) evaluation committee member and the distance education faculty coordinator. The distance education faculty coordinator, unless a member of the Evaluation Committee, will have only an advisory role. The observation will include review of the online content, the navigability of the course site and student evaluation for the particular class.
- b) Student evaluations will be completed on a form specifically designed for distance education courses.
- c) The online class may be used as one of the preparations for the required observations.

VII. EVALUATION FORMS

The following forms are included as part of this Administrative Procedure:

- Contract Faculty Evaluation Forms
- Regular Faculty Evaluation Forms

These evaluation forms are the only versions approved for use, and shall not be altered or modified without authorization.

- Form 1 – Faculty Observation – Instruction 03-09-11
- Form 2 – Faculty Observation – Counselors 03-21-11
- Form 3 – Faculty Observation – Librarian 03-09-11
- Form 4 – Faculty Observation – College Nurse 03-09-11
- Form 5 – Regular Faculty (Tenured) Evaluation Summary 03-09-11
- Form 6 – Contract Faculty (Non-Tenured) Evaluation Summary 03-09-11
- Form 7 – Professional Growth and Self-Evaluation Report 03-09-11
- Form 8 – Classroom Instruction Evaluation 03-29-11
- Form 9 – Student Evaluation of Counselor 03-29-11
- Form 10 – Student Evaluation of College Nurse 03-31-11
- Form 11 – Student Evaluation of Librarian _____
- Form 12 – Deans Evaluation Form 03-09-11

Office of Primary Responsibility: Human Resources

Date Adopted:.....

Approved by Academic Senate 04/27/11
Citrus College Faculty Association..... 04/06/11; 04/27/11
Steering..... 06/13/11
Board (First Read).....
Board (Second Read)

Policy negotiated with the Faculty and, as such, provided to ASCC, CSEA, the Management Team, and the Supervisor/Confidential Team for information.



FACULTY OBSERVATION REPORT – INSTRUCTION

FACULTY MEMBER _____ DEPARTMENT _____

TERM _____ YEAR _____ COURSE _____

DAY/TIME _____ NUMBER OF STUDENTS PRESENT _____

TEAM MEMBER _____ DEPARTMENT _____

Did you have a preliminary conference with faculty member before visitation? Yes () No ()

Did the faculty member provide his/her portfolio for your review? Yes () No ()

Do you believe that your visit was at a time when you were able to fairly judge the nature of the teaching/learning process? Yes () No ()

In addition to completing this Observation Report, please be prepared to comment on your observations in the Final Evaluation Conference with the faculty member and other members of the team.

1. What are the strengths of this person's role as a teacher and faculty member?
2. What are the ways this instructor could improve his/her role as a teacher and faculty member?
3. Provide an overall assessment of the student evaluations.
4. Provide an overall assessment of the professional growth activities.

Team Member's Signature

Date

Comments of Faculty Member, if any:

Faculty Member's Signature

Date

This is a confidential document. Please take extra precautions to assure its confidentiality.

Please comment fully and specifically on any criterion marked Generally Disagree or Strongly Disagree.
 Mark N /A if not applicable or not observed.

This Faculty Member:	Strongly Agree	Generally Agree	Generally Disagree	Strongly Disagree	N/A
1. responds appropriately to questions and comments					
2. listens and communicates effectively					
3. maintains control of the class					
4. stimulates discussion through questions and small group activities; encourages questions and discussion					
5. illustrates key learning points & explains the material clearly					
6. uses a variety of teaching methods and classroom aids					
7. provides a variety of opportunities to measure student progress					
8. clarifies learning goals and criteria for final grades in course syllabus					
9. paces content and maintains student interest					
10. manages activities to make the best use of time for student learning					
11. provides sufficient and appropriate learning resources					
12. specifies course expectations in course syllabus					
13. maintains composure when confronted with unexpected circumstances					
14. checks to see if students understand material; stresses understanding as well as facts					
15. is current in the discipline and has kept the course content updated					
16. is willing to bring additional information to the next class					
17. initiates curriculum changes to keep the course effective					
18. maintains standards consistent with equivalent courses					
19. uses appropriate eye contact, gestures, and body language					
20. uses appropriate volume, tone, and inflection					
21. participates in department activities as appropriate; serves on department and college-wide committees					
22. responds on time to attendance, grades & ordering schedule					

Final Draft



FACULTY OBSERVATION REPORT – LIBRARIAN

FACULTY MEMBER _____ DEPARTMENT _____

TERM _____ YEAR _____ COURSE _____

DAY/TIME _____ NUMBER OF STUDENTS PRESENT _____

TEAM MEMBER _____ DEPARTMENT _____

Did you have a preliminary conference with faculty member before visitation? Yes () No ()

Did the faculty member provide his/her portfolio for your review? Yes () No ()

Do you believe that your visit was at a time when you were able to fairly judge the nature of the teaching/learning process? Yes () No ()

In addition to completing this Observation Report, please be prepared to comment on your observations in the Final Evaluation Conference with the librarian/faculty member and other members of the team.

1. What are the strengths of this person's role as a librarian and faculty member?
2. What are the weaknesses of this person's role as a librarian and faculty member?
3. Provide an overall assessment of the student evaluations.
4. Provide an overall assessment of recent profession growth activities.

Team Member's Signature

Date

Comments of Faculty Member:

Faculty Member's Signature

Date

This is a confidential document. Please take extra precautions to assure its confidentiality.

Please comment fully and specifically on any criterion marked Generally Disagree or Strongly Disagree.
 Mark N /A if not applicable or not observed.

This Faculty Member:	Strongly Agree	Generally Agree	Generally Disagree	Strongly Disagree	N/A
1. responds appropriately to questions and comments					
2. listens and communicates effectively					
3. maintains control of the library/class					
4. stimulates discussion through questions and small group activities; encourages questions and discussion					
5. illustrates key learning points & explains the material clearly					
6. uses a variety of teaching methods and classroom aids					
7. provides a variety of opportunities to measure student progress					
8. is available to students and others in academic community					
9. paces content and maintains student interest					
10. manages activities to make the best use of time for student learning					
11. provides sufficient and appropriate learning resources					
12. is aware of need for appropriate physical environment					
13. maintains composure when confronted with unexpected circumstances					
14. checks to see if students understand material; stresses understanding as well as facts					
15. is current in the discipline/field					
16. is willing to research a question and provide additional information at a later time					
17. contributes to building, organizing and maintaining library holdings					
18. maintains library standards and policies					
19. uses appropriate eye contact, gestures, and body language					
20. uses appropriate volume, tone, and inflection					
21. participates in department activities as appropriate; serves on department and college-wide committees					
22. responds on time to attendance, grades & ordering schedule					



FACULTY OBSERVATION REPORT - COUNSELORS

FACULTY MEMBER _____ DEPARTMENT _____

TERM _____ YEAR _____ COURSE _____

DAY/TIME _____ NUMBER OF STUDENTS PRESENT _____

TEAM MEMBER _____ DEPARTMENT _____

Did you have a preliminary conference with faculty member before visitation? Yes () No ()

Did the faculty member provide his/her portfolio for your review? Yes () No ()

Do you believe that your visit was at a time when you were able to fairly judge the nature of the teaching/learning process? Yes () No ()

In addition to completing this Observation Report, please be prepared to comment on your observations in the Final Evaluation Conference with the faculty member and other members of the team.

1. What are the strengths of this person's role as a counselor and faculty member?
2. What are the weaknesses of this person's role as a counselor and faculty member?
3. Provide an overall assessment of the student evaluations.
4. Provide an overall assessment of the professional growth activities.

Team Member's Signature

Date

Comments of Faculty Member, if any:

Faculty Member's Signature

Date

This is a confidential document. Please take extra precautions to assure its confidentiality.

Please comment fully and specifically on any criterion marked Generally Disagree or Strongly Disagree. Mark N/A if not applicable or not observed.

This Faculty Member:	Strongly Agree	Generally Agree	Generally Disagree	Strongly Disagree	N / A
1. responds appropriately to questions and comments					
2. listens and communicates effectively					
3. maintains control of the environment					
4. is genuinely committed to resolving student's concerns					
5. employs methods appropriate to individual differences					
6. encourages independent and critical thinking					
7. provides a variety of opportunities to measure student progress					
8. clarifies goals with student					
9. is willing to bring additional information to the next meeting					
10. manages time well					
11. provides sufficient and appropriate learning resources					
12. has knowledge of assessment instruments and techniques					
13. maintains composure when confronted with unexpected circumstances					
14. can teach effectively in various settings					
15. has the necessary breadth of counseling knowledge					
16. acts in accordance with the ethics of the profession					
17. has knowledge of career resources					
18. fits the course into the overall curriculum					
19. presents advisement information clearly and accurately					
20. demonstrates appropriate teaching skills					
21. participates in department activities as appropriate; serves on department and college-wide committees					
22. attends to professional responsibilities in a timely manner					



FACULTY OBSERVATION REPORT – COLLEGE NURSE

FACULTY MEMBER _____ DEPARTMENT _____

TERM _____ YEAR _____ COURSE _____

DAY/TIME _____ NUMBER OF STUDENTS PRESENT _____

TEAM MEMBER _____ DEPARTMENT _____

Did you have a preliminary conference with faculty member before visitation? Yes () No ()

Did the faculty member provide his/her portfolio for your review? Yes () No ()

Do you believe that your visit was at a time when you were able to fairly judge the nature of the teaching/learning process? Yes () No ()

In addition to completing this Observation Report, please be prepared to comment on your observations in the Final Evaluation Conference with the college nurse/faculty member and other members of the team.

1. What are the strengths of this person's role as a college nurse and faculty member?

2. What are the weaknesses of this person's role as a college nurse and faculty member?

3. Provide an overall assessment of the student evaluations.

4. Provide an overall assessment of recent profession growth activities.

Team Member's Signature

Date

Comments of Faculty Member:

Faculty Member's Signature

Date

This is a confidential document. Please take extra precautions to assure its confidentiality.

Please comment fully and specifically on any criterion marked Generally Disagree or Strongly Disagree.
 Mark N/A if not applicable or not observed.

This Faculty Member:	Strongly Agree	Generally Agree	Generally Disagree	Strongly Disagree	N/A
1. demonstrates currency and depth in the field of Health Services.					
2. demonstrates adequate knowledge of Student Health Center, state and local regulations, policies and procedures.					
3. demonstrates adequate knowledge of state or federal laws that affect Student Health Centers and student programs.					
4. demonstrates adequate knowledge of District policies & procedures.					
5. demonstrates proficient use of written and oral language.					
6. protects privacy of information and confidentiality of student health medical records per regulatory guidelines.					
7. provides appropriate assessment, treatment, counseling, information or referrals for student health needs.					
8. responds in an appropriate and timely manner to the questions and health needs of students.					
9. demonstrates professionalism and treats students respectfully.					
10. relates appropriately to students with a variety of health concerns.					
11. respects the diverse cultural backgrounds of students.					
12. coordinates staffing to maintain coverage for hours of operation for the Student Health Center.					
13. assists students appropriately in reaching their health goals, encouraging proactive and preventative health measures.					
14. uses informational handouts and aftercare instructions in an effective way.					
15. demonstrates patience & promptness in assessing student needs.					
16. participates in professional development activities related to the Student Health Center.					
17. communicates and works collegially with other faculty and staff.					
18. meets obligations on time (e.g., flex reports, schedules . . .).					
19. meets required regulatory agency reports in a timely manner (e.g., OSHA and Communicable Disease).					
20. demonstrates safe use and proper handling of materials, equipment, tools and college facilities.					
21. participates in dept & college-wide committees as appropriate.					
22. maintains educational and professional contacts with the community appropriate to her/his relevant professional commitments.					



REGULAR FACULTY (TENURED) EVALUATION SUMMARY

Faculty Name: _____

Department: _____ Academic Year: _____

The Evaluation Committee met with the faculty member on this date: _____

- Reviewed timelines, procedures, standards of evaluation, forms
- Faculty member provided the Evaluation Committee w/ Portfolio
(to include syllabus, examples of tests, and class handouts for each preparation)
- Schedule for Classroom Observations:

- Date for Student Evaluations:

- Date for faculty member to submit Self-Evaluation and Professional Growth:

PREVIOUS EVALUATION:

- Satisfactory
- Needs Improvement+
- No previous evaluation

+ The written Improvement Plan from the previous evaluation will be included as part of the evaluation components for the faculty member's current evaluation.

The Evaluation Committee met on this date: _____

- All Observations/Evaluation Forms are completed
- Self-Evaluation and Professional Growth submitted to Evaluation Committee
- Reviewed file and prepared Evaluation Summary
 - ◆ Two members must agree on rating
 - ◆ Any member may submit written report dissenting with majority

The Evaluation Committee met with the faculty member on this date: _____

- Reviewed all forms, overall assessment, commendations and recommendations with faculty member
- Attached faculty member's Professional Growth Report and Self-Evaluation
- Provided a copy of all evaluation reports to faculty member

Team Chair shall be responsible for distributing the evaluation packet to the faculty member at the end of the semester, including the student evaluation summary and surveys. Only approved forms are to be used in this evaluation process.

CURRENT EVALUATION:

Satisfactory

Needs Improvement *

Unsatisfactory

* A written Improvement Plan must be developed by the Faculty member and submitted to the Evaluation Committee. The Plan is reviewed and approved as submitted OR the faculty member is requested to modify the plan consistent with its direction. The Improvement Plan is attached to this Evaluation Summary.

- ◆ Plan contains identifiable objectives with timelines for each.
- ◆ Faculty member to submit to the Evaluation Committee a written report outlining the steps taken in compliance with the Plan.
- ◆ Improvement Plan will be included as part of the evaluation components for the next evaluation

Provide an overall assessment of the student evaluations:

Provide an overall assessment of the professional growth activities:

Recommendation / Suggestion:

Commendation:

Recommended date for next Evaluation (or meeting for an Improvement Plan): _____

SIGNATURES:

Signed: _____	I agree/dissent w/ team summary	_____
Team Member	circle one	Date

Signed: _____	I agree/dissent w/ team summary	_____
Team Member	circle one	Date

Signed: _____	I agree/dissent w/ team summary	_____
Team Chair	circle one	Date

Signed: _____	I agree/dissent w/ team summary	_____
Faculty Member	circle one	Date

The faculty member signature indicates that he/she has read the Evaluation Summary, but it does not necessarily imply agreement.

For purposes of compliance with Education Code, this summary shall be considered part of the personnel file and, thus, the faculty member has the right to respond to any comment in this summary.

Signed: _____	_____
Appropriate Vice President	Date

Date received in Human Resources: _____



CONTRACT FACULTY (NON-TENURED) EVALUATION SUMMARY

Faculty Name: _____

Contract year # 1 2 3 4
circle year being completed

Department: _____ Academic Year: _____

The Evaluation Committee met with the faculty member on this date: _____

- Reviewed timelines, procedures, standards of evaluation, forms
- Faculty member provided the Evaluation Committee w/ Portfolio
(to include syllabus, examples of tests, and class handouts for each preparation)
- Schedule for Classroom Observations:

- Date for Student Evaluations:

- Date for faculty member to submit Self-Evaluation and Professional Growth:

PREVIOUS EVALUATION:

- Satisfactory
- Needs Improvement+
- No previous evaluation

+ The written Improvement Plan from the previous evaluation will be included as part of the evaluation components for the faculty member's current evaluation.

The Evaluation Committee met on this date: _____

- All Observations/Evaluation Forms are completed
- Self-Evaluation and Professional Growth submitted to Evaluation Committee
- Reviewed file and prepared Evaluation Summary
 - ◆ Two members must agree on rating
 - ◆ Any member may submit written report dissenting with majority

The Evaluation Committee met with the faculty member on this date: _____

- Reviewed all forms, overall assessment, commendations and recommendations with faculty member
- Attached faculty member's Professional Growth Report and Self-Evaluation
- Provided a copy of all evaluation reports to faculty member

Team Chair shall be responsible for distributing the evaluation packet to the faculty member at the end of the semester, including the student evaluation summary and surveys.
Only approved forms are to be used in this evaluation process.

CURRENT EVALUATION:

- Satisfactory
- Needs Improvement *
- Unsatisfactory

* A written Improvement Plan must be developed by Evaluation Committee and Faculty member and attached.

- ◆ Plan contains identifiable objectives with timelines for each.
- ◆ Faculty member to submit to the Evaluation Committee a written report outlining the steps taken in compliance with the Improvement Plan.
- ◆ Improvement Plan will be included as part of the evaluation components for the next evaluation

Provide an overall assessment of the student evaluations:

Provide an overall assessment of the professional growth activities:

Recommendation / Suggestion:

Commendation:

Recommended date for next Evaluation (or meeting for an Improvement Plan): _____

CONTRACT RECOMMENDATION:

- Do not renew contract for the following academic year
This recommendation will be forwarded to the Superintendent/President who shall determine whether to forward the recommendation to the BOT for final action.
- Renew contract (one/two year) for the following academic year
- Employ contract faculty member as a permanent (tenured) faculty member for all subsequent academic years

SIGNATURES:

Signed: _____ Team Member	I agree/dissent w/ Team Summary <small>circle one</small>	_____ Date
Signed: _____ Team Member	I agree/dissent w/ Team Summary <small>circle one</small>	_____ Date
Signed: _____ Team Chair	I agree/dissent w/ Team Summary <small>circle one</small>	_____ Date
Signed: _____ Faculty Member	I agree/dissent w/ Team Summary <small>circle one</small>	_____ Date

The faculty member signature indicates that he/she has read the Evaluation Summary, but it does not necessarily imply agreement.

For purposes of compliance with Education Code, this summary shall be considered part of the personnel file and, thus, the faculty member has the right to respond to any comment in this summary.

Signed: _____ Appropriate Vice President	_____ Date
--	---------------

Date received in Human Resources: _____



PROFESSIONAL GROWTH AND SELF-EVALUATION REPORT

NAME _____ DEPARTMENT _____

SEMESTER/ACADEMIC YEAR _____ DIVISION _____

Any content contained herein will be inclusive of activities since the last professional growth report. Include dates.

I. PROFESSIONAL RESPONSIBILITIES

Complete the following information about your load this semester:

Class Title	Lecture	Lab	Online	Overload	# of students
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. SERVICE TO COLLEGE

List and/or describe other college assignments, college/departmental committees in which you have been involved. This may include, but not be limited to, reassigned time or other similar assignment not reflected in load above.

III. EDUCATIONAL AND PROFESSIONAL DEVELOPMENT

Describe your educational development activities. This may include seminars, conferences, or courses, which you have attended or presented.

Describe your professional development activities. This may include community service, publications, research, the arts, or employment in the field.

IV. SELF-EVALUATION

Describe any new teaching techniques or approaches implemented, new courses taught, or other curricular development.

Identify areas that you want to improve or develop professionally.

Identify areas of strength as a faculty member.

Describe how you have used assessment of learning outcomes in your classroom/teaching.

Faculty Signature _____ Date _____

Classroom Instruction Evaluation

1. This course was well organized, understandable, and effective.
2. The instructor explained course material and concepts clearly.
3. The instructor checked to see if students understood the material.
4. The instructor seemed well informed in his/her subject area.
5. The instructor was enthusiastic in his/her classroom presentation.
6. The instructor stimulated interest in the subject.
7. The instructor encouraged questions and discussion.
8. The instructor was open to viewpoints other than his/her own.
9. The instructor set and maintained high standards of achievement.
10. The instructor began class on time.
11. The instructor promoted appropriate student conduct in the classroom.
12. The instructor's syllabus was clear and accurately represented the course.
13. The instructor's assignments were clear.
14. The instructor provided reasonable time to complete assignments.
15. The exams were fair and understandable.
16. The instructor returned assignments and exams in a timely manner.
17. The instructor's system of grading was fair.
18. The instructor provided constructive feedback.
19. The required text was important to success in the class.
20. The instructor was available for personal consultation either through office hours on campus, virtual office hours or by appointment.
21. The instructor responded to emails or communication in a timely manner.
22. The site was well organized and easy to navigate. (Distance Ed)

23. *My reading ability was adequate for this course.*
24. *My writing ability was adequate for this course.*
25. *I was rarely absent.*
26. *The instructor used Blackboard for disseminating information.*
27. *The instructor made use of Blackboard for posting grades.*



STUDENT SURVEY

Counselor Appointment Student Survey

FOR EVALUATION OF THE COUNSELOR

This survey is given to learn how you view your counselor. Survey forms are confidential and anonymous. When completed, please turn in this survey form to the Counseling Office secretary. Thank you for your time.

Counselor Name: _____ Semester: _____ Year: 20_____

This Counselor:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree	N/A
1. Made me feel comfortable and at ease						
2. Was attentive and courteous						
3. Assisted me in a professional and confidential manner.						
4. Was knowledgeable about the topics discussed						
5. Checked to see if I understood the information given to me						
6. Communicated effectively						
7. Was on time for my appointment						
8. Answered my questions to my satisfaction						
9. Gave me his/her undivided attention						
10. Made me feel that my concerns were important						
11. Encouraged questions and discussions						
12. Treated my personal issues with respect and understanding						
13. Made suggestions on available options/referrals						
14. Provided appropriate assessment, counseling, information or referral						
15. I would return to this counselor to be assisted with future counseling needs.						

Please write additional comments here or on the back of the form:



STUDENT SURVEY

FOR EVALUATION OF THE LIBRARIAN

This survey is given to learn how you view your librarian. Survey forms are confidential and anonymous. When completed, please turn in this survey form to the Reference Desk. Thank you for your time.

Librarian Name: _____ Semester: _____ Year: 20_____

This Librarian:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree	N/A
1. Made me feel comfortable and at ease						
2. Was attentive and courteous						
3. Assisted me in a professional and confidential manner.						
4. Was knowledgeable about the topics discussed						
5. Checked to see if I understood the information given to me						
6. Communicated effectively						
7. Showed personal interest in assisting me with my needs.						
8. Answered my questions to my satisfaction						
9. Gave me his/her undivided attention						
10. Made me feel that my concerns were important						
11. Encouraged questions and discussions						
12. Treated me with respect and understanding						
13. Made suggestions on available options/referrals						
14. Provided appropriate information or referral						
15. I would return to this librarian in the future.						

Please write additional comments here or on the back of the form:



STUDENT SURVEY

FOR EVALUATION OF THE COLLEGE NURSE

This survey is given to learn how you view your college nurse. Survey forms are confidential and anonymous. When completed, please turn in this survey form to the Health Center secretary. Thank you for your time.

Nurse Name: _____ Semester: _____ Year: 20_____

This Nurse:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree	N/A
1. Made me feel comfortable and at ease						
2. Was attentive and courteous						
3. Assisted me in a professional and confidential manner.						
4. Was knowledgeable about the topics discussed						
5. Checked to see if I understood the information given to me						
6. Communicated effectively						
7. Showed personal interest in assisting me with my health need and encouraged me to assume responsibility for my health and wellness.						
8. Answered my questions to my satisfaction						
9. Gave me his/her undivided attention						
10. Made me feel that my concerns were important						
11. Encouraged questions and discussions						
12. Treated my personal issues with respect and understanding						
13. Made suggestions on available options/referrals						
14. Provided appropriate assessment, treatment, counseling, information or referral for my health care needs.						
15. I would return to this nurse to be assisted with future health care needs.						

Please write additional comments here or on the back of the form:



DEAN'S EVALUATION FORM

Faculty Member _____ Date _____

Dean _____ Department _____

Evaluation Team Chair _____

This form to be used when the Dean is not a member of the faculty member's evaluation team.

This Faculty Member:	Strongly Agree	Generally Agree	Generally Disagree	Strongly Disagree	N/A
Meets assigned classes as scheduled.					
Holds office hours as required by contract.					
Submits grades and other administrative forms in a timely manner.					
Maintains current membership in campus and/or statewide committees.					
Participates in departmental meetings and activities.					
Responds appropriately to student requests/concerns.					
Initiates curriculum updates and changes to appropriately maintain course and program currency.					
Acts in accordance with the ethics of the profession as stated in the 1987 AAUP Statement on Professional Ethics.					

Faculty Member Signature _____ Date _____

Dean Signature _____ Date _____

Evaluation Team Chair Signature _____ Date _____

This form and all attachments, including faculty response, will be placed with Evaluation packet prior to the final evaluation meeting with the faculty. Comments may be attached for responses of "Generally Agree", but documentation and/or explanation must be attached for all responses of "Generally Disagree" or "Strongly Disagree."

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 21, 2011	Resolution	
SUBJECT:	Corrected Version: BP 4250 – Probation, Dismissal, and Reinstatement Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

This second reading is to correct an error contained in the attachment approved at the May 17, 2011 Board of Trustees meeting.

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

RECOMMENDATION

Authorization is requested to approve the corrected version of BP 4250 – Probation, Dismissal, and Reinstatement.

Irene Malmgren
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.8.

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

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 "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 "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 2.0 in all units attempted in each of 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 "W," "I", "NC" and "NP" are recorded in at least 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 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:

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

May 17, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, May 17, 2011, in the Administration Building Board Room.

Board President Rasmussen called the meeting to order at 4:24 p.m. Student Trustee Camacho led the Pledge of Allegiance to the Flag.

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

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Jeanne Hamilton, Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources; 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: Sara Gonzales–Tapia, Paula Green, Lan Hao, Martha McDonald, Lucinda Over, and Sylvia Smythe

Faculty: Roberta Eisel

Supervisors/Confidential: Carol Cone, Marilyn Grinsdale, Coe Lamoureux, and Eric Magallon

Classified Employees: None

Adjunct Faculty: Cecil Brower

Students: Nohemi Camacho, Alejandra Delgado, Donald Linneman, Michelle Mockler, Bre Payton, and Erick Sanzon

VISITORS: None

RECOGNITION OF TENURED FACULTY

Prior to the Board meeting being called to order, Dr. Perri congratulated the following faculty members for earning tenure:

Dr. June Han – Biology
 Rafael Herrera – Counseling
 Gino Munoz – Music
 Gerhard Peters – Political Science

PRESENTATION OF PROCLAMATIONS TO RETIREES

Proclamations were prepared for all staff retiring during the 2010-11 academic year. After the tenuree's were honored, Board President Rasmussen presented retirement proclamations for retirees in attendance (identified by italics):

Shuling Cummins – Faculty
Marilyn Eng – Faculty
 Nancy Estrada – Classified
 Mary Garcia – Classified
Maury Greer – Faculty
Dr. Jeanne Hamilton – Management Team
 Mike Harrington – Management Team
Judith Heinrichs – Supervisors/Confidential
 Sheryl Hill – Classified
Kim Holland – Management Team
 Jack Holt – Classified
Alfonso Jabalera – Classified
 Susan Manning – Classified
Linda Miller – Classified
 Carol Olson – Classified
Sylvia Smythe – Management Team

Geraldine M. Perri, Ph.D., Superintendent/President, introduced the new Student Trustee, Ms. Nohemi Camacho. Student Trustee Camacho is a graduate of West Covina High School. She is a theatre arts major at Citrus College and plans to transfer to the University of Southern California to complete her studies.

Dr. Perri reported on the May Revise, saying that the news is positive relative to the Governor's January budget proposal. The State Department of Finance has identified an increase in revenues of \$6.6 billion for budget years 2010-2011 and 2011-2012. The Governor is proposing to use this new revenue to increase funding for Proposition 98 and to modify his tax proposals. The May Revise also retains most of the budget solutions proposed earlier, including a \$400 million reduction in base funding and a fee increase of \$10 per unit. Dr. Perri said that Chancellor Scott, in a phone call with CEO's, has advised them to move forward with changes to noncredit adult education and noncredit physical education.

Dr. Perri said at the June 21, 2011, Regular Board meeting, the Board will have an opportunity to provide input on the redistricting of trustee area boundaries, as a result of the 2010 census. Community members will be provided an opportunity for input at a community redistricting forum at 6:00 p.m. in CI 159 on the same day.

Dr. Perri was pleased to note that this is the week that the college honors its classified staff. The annual Pancake Breakfast will take place on Friday, and Dr. Perri thanked Ms. Rosalinda Buchwald, Director of Fiscal Services, and Dr. Michael Hurtado, Dean of Social and Behavioral Sciences, for chairing this event.

Dr. Perri said she is pleased to have been invited to be the keynote speaker at the Duarte and Monrovia Mayors' Youth Council Leadership Summit on May 21, 2011. The event celebrates "The Year of the Youth and Year of the Family."

Board President Rasmussen said she is looking forward to honoring Dr. Perri on Thursday at the San Gabriel Valley YWCA's "Honoring Vision and Voice" Conference and Women of Achievement Awards. The event honors women who have achieved extraordinary success in their field of work, study or volunteer service.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the deans are currently busy with the important task of developing next year's schedule in support of the college's budget preparation.

Dr. Malmgren was pleased to report that the Citrus College Owls softball and baseball teams both finished second in conference and made it to the playoffs. Both teams were defeated in game three of the playoffs by number one seeded teams.

Dr. Malmgren said that Mr. Jesus Gutierrez, Mathematics instructor, has been working with the California Mathematics and Science Partnership grant with Duarte and Glendora Unified School Districts. As the "math content coach," Mr. Gutierrez is helping increase the content knowledge and confidence of teachers in grade 3 through algebra 1. In addition to classroom observations, Mr. Gutierrez holds after school and Saturday content coaching sessions.

The Child Development Center (CDC) is once again hosting a Scholastic Book Fair. Dr. Malmgren said the event takes place May 9-20, 2011, and the proceeds will be used to purchase books for the CDC.

Jeanne Hamilton, Ph.D., Vice President of Student Services, reported that Citrus College has a new articulation agreement with California Baptist University, Riverside. Ms. Michelle Plug, faculty Articulation Officer, and Ms. Justina Rivadeneyra, Career/Transfer Center Coordinator, worked to develop the articulation in general education and all of their majors.

The college's annual Parent Night took place on May 11, 2011. Over 240 students and parents attended, and Dr. Hamilton said feedback was very positive. She thanked Ms. Ivon McCraven, Coordinator of School Relations, for her efforts in organizing this event.

Dr. Hamilton said there are 29 veterans graduating and/or transferring in June. She said this is an excellent outcome for our student veterans and their support systems.

While the college has numerous support programs in place, a lot of the support comes from other student veterans in the form of mentoring, tutoring, and motivation. Dr. Hamilton congratulated them on their success.

This year, the University of California at Berkeley hosted a “fly to Berkeley for admitted transfers” program. They selected 34 students from across the state for a two-day trip with all expenses paid, to encourage them to choose Berkeley. Of the 34 students invited, three were from Citrus College. Dr. Hamilton thanked the Career/Transfer Center for helping make this opportunity possible for Citrus College students.

Robert Sammis, J.D., Director of Human Resources, commented on the Tenuree/Retiree Reception that took place prior to the Board meeting. He said it is good to see the enthusiasm and excitement of the tenurees and the sense of accomplishment exhibited by the retirees. He thanked Ms. Rhonda Norris, Administrative Clerk III, for her investment of time and effort in coordinating this event.

Carol R. Horton, Vice President of Finance and Administrative Services, provided additional details on the state budget and May Revise. She said one of the Governor’s themes throughout his proposal was to reduce the “wall of debt” that has accumulated in recent years. The budget is still premised on tax extensions over the next five years, which may be more difficult to pass due to the increase in state revenues. Mrs. Horton said the Governor’s proposal depends on tax extensions; the reliability of projections regarding additional revenues; the extent to which redevelopment agencies are reduced or eliminated; and whether the Legislature’s priorities are similar to the Governor’s. Mrs. Horton was not optimistic that the budget will be passed on time. She added that Citrus College will continue to work off the same budget scenario that has been adopted by the Board of Trustees.

Roberta Eisel, Academic Senate President, said the recent meeting of the Academic Senate was busy and productive. Dr. Malmgren and Dr. Sam Lee, Dean of Language Arts and Enrollment Management, provided an outline of the guidelines for the instructional schedule for the next academic year.

Ms. Eisel reported that Mr. John Vaughan, Fine and Performing Arts instructor, held a syllabus workshop that generated many comments and questions. She said that faculty are encouraged to provide sample syllabi, so that best practices can be widely shared.

Mr. Jim Mustain, CSIS instructor; Ms. Patty Glover, Cosmetology instructor; and Mr. Jim Woolum, Administration of Justice instructor, also shared the work of the registration waiting list work group. Ms. Lois Papner, Dean of Admissions and Records, provided additional late-breaking news on possibilities to accommodate both students and faculty, as the college moves toward automated waiting lists that can backfill enrollment slots when they become available.

At the suggestion of the ASCC student representative to the Academic Senate, they are taking a close look at AB 515 (Brownley): Community College Extension Program. Ms.

Eisel said they are reviewing the amended bill, as well as information from student leadership groups and the Academic Senate for California Community Colleges.

Steve Siegel, CSEA President, reported that our local CSEA Chapter 101 has awarded scholarships to the following CSEA members or family members: Mr. Sean Adamiak, son of Ms. Felicia Adamiak; Ms. Zvart Keyan, daughter of Ms. Aygush Fasulyan; Mr. George Zamaro, son of Ms. Bernice Rose; Ms. Christy Allen, daughter of Ms. Gayle Allen; and unit members Ms. Autumn Leal, Ms. Barbara Munoz, and Ms. Bernice Rose.

Nohemi Camacho, Student Trustee, reported on ASCC activities. The recent SpringFest featured food trucks, club booths on campus and a performance by the Citrus College Salsa Band. Student Trustee Camacho also reported that the Rotaract Club is holding a drawing with 100% of the proceeds going to Japan Relief.

Joanne Montgomery, Vice President, Board of Trustees, said the City of Monrovia recently observed its 125th anniversary. The celebration included a parade, festivities in the park, and the Annual Don Montgomery Golf Tournament. Trustee Montgomery thanked Dr. Perri, Dr. Hamilton, Mrs. Horton, and Ms. June Stephens, Executive Director of Development and External Relations, for attending the tournament, which raised money for Monrovia High School and YMCA camp activities. Trustee Montgomery congratulated Dr. Hamilton for the “longest drive” and Mr. Julian “Trip” Horton, Physical Education Athletics Facilities Supervisor, whose students won the top prizes.

Trustee Montgomery applauded the *Clarion* on the wonderful retiree biographies. She congratulated those retiring and said the college is losing an outstanding group of faculty and staff.

Edward C. Ortell, Clerk/Secretary, Board of Trustees, congratulated the Owl softball team, baseball team and track and field team for having great seasons.

Trustee Ortell commented on an NBC News interview of California Community Colleges Chancellor Jack Scott and California State University Chancellor Charles Reed. He said the two chancellors received equal billing and profile, indicating how much the status of California’s community colleges has grown.

Susan M. Keith, Member, Board of Trustees, commented on a recent *Los Angeles Times* news article regarding a proposal from the state's Legislative Analyst's Office (LAO) to place a tax on the extraction of oil in California with the revenues going to fund education. She said it was interesting to note that, according to the *Times*, the LAO office recommended that community colleges receive the largest share of the revenues.

Patricia Rasmussen, President, Board of Trustees, commented on a *Clarion* article regarding priority registration. She applauded their work on this issue, which is so important to students.

Board President Rasmussen said that as Board President, she has the opportunity to work with the auditors. She said she appreciated learning more about the college's We Tip program, where college employees can anonymously report fraud or wrongdoing.

Board President Rasmussen has read through the college's new Educational Master Plan. She said the plan contains great data and will serve the college well. She thanked all those who participated in the development of the new Educational Master Plan.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the regular meeting minutes of March 15, 2011, as submitted. 5 Yes.

Item 2: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the regular meeting minutes of May 3, 2011, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

ARCC 2011 Presentation – Dr. Lan Hao, Director of Institutional Research

Dr. Lan Hao, director of institutional research, presented the Accountability Reporting for the Community Colleges (ARCC) report. She said the performance indicators were very positive for Citrus College, showing improvement in six out of seven.

Educational Programs Committee Administrative Procedure AP4100 Graduation Requirements – Dr. Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren provided highlights of the Educational Programs Committee Administrative Procedure AP4100 Graduation Requirements.

2010-11 International Student Center Program Review – Dr. Jeanne Hamilton, Vice President of Student Services

Dr. Hamilton provided highlights of the 2010-2011 International Student Center Program Review.

INDEPENDENT CONTRACTORS

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

FACILITY USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

- Item 5:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve A & B Warrants for April 2011. 5 Yes.
- Item 6:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve purchase orders for April 2011. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 7:** Moved by Trustee Woods and seconded by Trustee Montgomery to authorize Tek-Up Construction, Inc. to substitute Byford Masonry of Apple Valley, California for Nuway Inc. of Riverside, California, the listed subcontractor. 5 Yes.

CHILD DEVELOPMENT CENTER

- Item 8:** Moved by Trustee Woods and seconded by Trustee Montgomery for approval, signature, and submission of the Annual Report for each attached CSPP and CCTR contracts for the Child Development Center. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 9:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 10:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 11:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

STUDENT SERVICES

- Item 12:** Moved by Trustee Montgomery and seconded by Trustee Ortell to accept the Career/Transfer Center Five-Year Transfer Plan as written. 5 Yes.

BOARD POLICIES

- Item 13:** Moved by Trustee Ortell and seconded by Trustee Woods to approve the second and final reading of the following Board Policies: BP 3310, Records Retention and Destruction; BP 3505, Emergency Response Plan; BP 3570, Smoking on Campus; and BP 4250, Probation, Dismissal, and Reinstatement. 5 Yes.

PROCLAMATIONS

- Item 14:** Moved by Trustee Ortell and seconded by Trustee Keith to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 15-21, 2011, as Classified School Employees Week. 5 Yes.

ELECTION – BOARD OF TRUSTEES

- Item 15:** Moved by Trustee Keith and seconded by Trustee Montgomery to retain 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. 5 Yes.

BOARD OF TRUSTEES

- Item 16:** Moved by Trustee Ortell and seconded by Trustee Woods to table selection of members of the Board for the Board of Trustees ad-hoc committee to determine and establish the Board's Goals for 2011-2012.
2 Yes (Trustee Ortell, Trustee Woods).
1 No (Board President Rasmussen).
2 Abstain (Trustee Keith, Trustee Montgomery).

- Item 17:** Moved by Trustee Keith and seconded by Trustee Montgomery have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to determine and establish the Board's Goals for 2011-2012. 5 Yes.

- Item 18:** Moved by Trustee Ortell and seconded by Trustee Woods to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to determine and establish the Board's Goals for 2011-2012, develop survey instruments for the Board's 2011-2012 Self-Evaluation, and update, review, and develop Board Policies related to the trustees.

Vote not conducted – Board President Rasmussen did not restate the above when she called for the vote. She restated the following:

- Item 19:** Moved by Trustee Ortell and seconded by Trustee Woods to develop survey instruments for the Board's 2011-2012 Self-Evaluation and update, review, and develop Board Policies related to the trustees at a later date, as a committee of the whole.
3 No (Trustee Keith, Trustee Ortell, Trustee Woods).

Voting did not finish – Trustee Montgomery and Board President Rasmussen did not vote on above.

- Item 20:** Moved by Trustee Ortell and seconded by Trustee Woods to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, determine and establish the Board's Goals for 2011-2012, develop survey instruments for the Board's 2011-2012 Self-Evaluation, and update, review, and develop Board Policies related to the trustees.

Trustee Ortell amended his motion as follows:

- Item 21:** Moved by Trustee Ortell and seconded by Trustee Woods to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to develop survey instruments for the Board's 2011-2012 Self-Evaluation, and update, review, and develop Board Policies related to the trustees.

2 Yes (Trustee Ortell, Trustee Woods).

3 No (Trustee Keith, Trustee Montgomery, Board President Rasmussen).

- Item 22:** Moved by Trustee Ortell and seconded by Trustee Montgomery to have the Board President and the Superintendent/President prepare an agenda for the July 21, 2011, Board Work Session for the Board, as a whole, to determine and establish the Board's Goals for 2011-2012 and develop survey instruments for the Board's 2011-2012 Self-Evaluation.

4 Yes (Trustee Montgomery, Trustee Ortell, Trustee Woods, Board President Rasmussen).

1 No (Trustee Keith).

- Item 23:** Moved by Trustee Keith and seconded by Trustee Montgomery to select an ad-hoc committee to update, review, and develop Board Policies related to the trustees.

3 Yes (Trustee Keith, Trustee Montgomery, Board President Rasmussen).

2 No (Trustee Ortell, Trustee Woods).

- Item 24:** Moved by Trustee Keith and seconded by Trustee Woods to approve the volunteers of Trustee Keith and Trustee Montgomery to update, review, and develop Board Policies related to the trustees.

5 Yes.

CLOSED SESSION: At 5:44 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/DISMISSAL/ RELEASE

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

Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

- Chief Information Services Officer**
- Dean of Admissions and Records**
- Dean of Business, CSIS, Distance Education, and Library**
- Dean of Career, Technical and Continuing Education**
- Dean of Counseling**
- Dean of Fine and Performing Arts**
- Dean of Language Arts and Enrollment Management**
- Dean of Mathematics and Health Sciences**
- Dean of Physical and Natural Sciences**
- Dean of Physical Education and Athletics**
- Dean of Social and Behavioral Sciences**
- Dean of Students**
- Director of Child Development Center**
- Director of College Success**
- Director of Communications**
- Director of Cosmetology**
- Director of EOP&S, CARE, and CalWORKs**
- Director of Financial Aid**
- Director of Fiscal Services**
- Director of Health Sciences**
- Director of Human Resources and District Chief Negotiator**
- Director of Institutional Research**
- Director of Performing Arts Center**
- Director of Purchasing and Warehouse**
- Director of Workforce Development**
- Executive Director of Development and External Relations**
- Manager of Human Resources/Staff Diversity**
- Vice President of Academic Affairs**
- Vice President of Finance and Administrative Services**
- Vice President of Student Services**

RECONVENE OPEN SESSION: At 6:26 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:27 p.m., it was moved by Trustee Keith and seconded by Trustee Woods to adjourn the meeting.

Date

Edward C. Ortell
Clerk/Secretary
Board of Trustees

<p>For the supplemental documents as presented in this meeting, go to: http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas</p>
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