

**CITRUS COMMUNITY COLLEGE DISTRICT**

**AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES**

**MEETING:** Regular Meeting in November

**DATE:** Tuesday, November 15, 2011

**TIME:** 4:15 p.m.

**PLACE:** Community Room, CI 159  
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**  
**John Baker, Interim Vice President of Student Services**  
**Robert Sammis, Director of Human Resources**  
**Carol Horton, Vice President of Finance and Administrative Services**  
**Nickawanna Shaw, 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 October 18, 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 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE**
3. **Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

**G. HEARINGS**

1. **Public hearing inviting members of the audience to receive input and testimony regarding revisions to the District's trustee area map. (Page )**

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 7, 2011	Resolution	_____
SUBJECT:	Public Hearing – Trustee Area Boundaries	Information	_____
		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 processes are conducted with analysis of voting behavior in college trustee and other elections.

The Citrus Community College District will conduct a public hearing to receive input and testimony regarding revisions to the District’s trustee area map. The California Education Code requires each district that elects its governing board “by trustee area” to adjust the trustee area boundaries following the release of the U.S. Census.

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

RECOMMENDATION

Open a public hearing and invite members of the public to receive input and testimony regarding revisions to the District’s trustee area map.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     G.1.

# REVISED

## H. INFORMATION AND DISCUSSION

1. Introduction of the Student Ambassadors – John Baker, Ed.D., Interim Vice President of Student Services (Page 5)
2. California School Employees Association, (CSEA) Chapter 101 Summary of Initial Proposal – Robert Sammis, J.D., Director of Human Resources (Page 6)
3. Program Reviews: Accounting & Vocational Nursing – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page 8)
4. Trustee Area Boundaries – Geraldine M. Perri, Ph.D., Superintendent/President (89.1)

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 15, 2011	Resolution	_____
SUBJECT:	Introduction of the Student Ambassadors	Information	X
		Enclosure(s)	_____

BACKGROUND

The Student Ambassadors are the official student hosts of the college. They represent the college at high school outreach functions, community and Foundation events and on-campus activities. To be considered for the position of ambassador the students needed to submit an application, write an essay, and participate in a group interview and an individual interview. We look for students that are a cross section of the Citrus campus community.

Martha McDonald, Dean of Students, will introduce Student Ambassadors:

- Nohemi Camacho
- Thania Lucero
- Sarah Gleason
- Chelsea Deutschlander
- Alex Maravilla

This item was prepared by Martha McDonald, Dean of Students

RECOMMENDATION

No action necessary; information only.

John Baker, Ed. D.  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.1.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 15, 2011	Resolution	_____
SUBJECT:	California School Employees Association, (CSEA) Chapter 101	Information	X
	Summary of Initial Proposal	Enclosure(s)	X

BACKGROUND

The current agreement with CSEA expires on December 31, 2011. The District has received CSEA's initial proposal for a successor agreement. A copy of the initial proposal is attached.

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

RECOMMENDATION

Information only; no action required

Robert Sammis  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.     H.2.

CSEA Summary of Initial Proposal to District  
For Contract Commencing January 2012

Submitted: November 2011

Negotiations are including but not limited to:

Article 10 Salaries

CSEA would like to negotiate a Cost of Living Adjustment or a one-time bonus.  
CSEA would like to discuss a special pay premium for completion of additional degrees,  
and for bilingual skills.  
CSEA would like to discuss the advertising, recruitment and posting of classified jobs.

Article 12 Holidays

CSEA would like to discuss the addition of a floating holiday.

Article 8 Work Schedules

CSEA would like to discuss alternate work schedules (4/10 or 9/80).

Article 11 Fringe Benefits

CSEA would like to negotiate an increase to the retirement notification stipend.  
CSEA would like to discuss the possibility of a retirement incentive.

Article 15 Bereavement Leave

CSEA would like to modify the criteria for bereavement leaves.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	November 15, 2011	Resolution	_____
SUBJECT:	Program Reviews – Accounting & Vocational Nursing	Information	X
		Enclosure(s)	X

BACKGROUND

The Accounting and Vocational Nursing programs have undergone the prescribed program review process based on a 6-year cycle and were approved at the May 16, 2011 Educational Programs Committee meeting and June 13, 2011 Steering Committee Meeting.

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

RECOMMENDATION

Information only, no action is required.

Irene Malmgren \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ H.3. \_\_\_\_\_





# **Accounting Instructional Program Review 2010-2011**

## **Spring 2011**

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### **Prepared by**

Patrick M. Borja

Professor

Robert Smolin

Professor

### **Accounting Program Review Committee Members**

<b>Name</b>	<b>Title</b>
Patrick M. Borja	Professor
Robert Smolin	Professor
Patrick M Borja	Curriculum Representative
Timothy Durfield	Academic Senate Representative
Michelle Plug	Articulation Officer
Jim Woolum	Program Review Coordinator
Irene Malmgren	Vice President Academic Affairs
Stephen Lindsey	Dean of Business, CSIS, Distance Education, Library



## PROGRAM REVIEW – Accounting

The final summary of the program review process for Accounting is attached to this page.

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

_____ Stephen L. Lindsey, Dean of Business, CSIS, DE and Library	_____ date
_____ Michelle Plug, Articulation Officer	_____ date
_____ David Kary, Chair of Curriculum Committee	_____ date
_____ Irene Malmgren, Vice President of Academic Affairs	_____ date
_____ Roberta Eisel, Academic Senate President	_____ date
_____ Geraldine M. Perri, Superintendent/President	_____ date

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

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# **1. Executive Summary**

## **I. PROGRAM HISTORY**

The Accounting program is a business-related program which falls under the umbrella of the Business Department. It is comprised of two full-time faculty members. Due to budget constraints, there are no adjunct members at the time of this review. Since the last program review, we have offered courses in College Accounting, Financial Accounting, Managerial Accounting, Income Tax Accounting and QuickBooks.

## **II. STRENGTH/EFFECTIVE PRACTICES**

The program and faculty are flexible and adaptable to changes in the environment as well as constraints imposed on it without impairing the quality of the education. All courses are ADA compliant.

We have developed SLO's for all of the Accounting courses.

Faculty is dedicated to the ongoing success of the program and maintains currency in the field by actively participating in ongoing continuing professional education, educational seminars and focus groups.

## **III. WEAKNESSES / LESSONS LEARNED**

We discovered that our initial SLO assessment tool does not properly measure student performance and needs to be modified.

The Accounting Certificate needs to be updated to allow increased flexibility to complete the certificate in a timely manner and to add relevant courses to the course selection for the certificate.

## **IV. RECOMMENDATIONS/NEXT STEPS**

We found this to be a valuable experience in that it forced us to make an in-depth assessment of our methods, both pedagogical and procedural.

In a dynamic environment such as accounting, it is critical to regularly evaluate the sufficiency, compliance (with industry standards) and appropriateness of course content to meet the changing needs and evolving skill set required for students to successfully compete for jobs as well as for transfer purposes (IFRS, federal and state tax code, technology / software). As a result, we cannot be complacent about the adequacy of both courses offered and content within the courses. We must continually keep abreast of changes.

Evaluation/assessment of course SLO's continues to be a priority for the Accounting program. We will expand assessment to all Accounting classes over the next program review cycle as well as evaluate results of our initial assessment of Accounting 101.

## 2. Faculty

### Full-Time Faculty

Patrick M. Borja

Robert Smolin

### Adjunct Faculty

None

## 3. Program description and mission

The Accounting Program encompasses an area of study which includes basic accounting, financial and managerial accounting principles, income tax accounting and accounting general ledger software. The Accounting Program within the Citrus College Business Department conducts the program with outstanding faculty to prepare students for transferring to universities, advancing professional careers, and for personal enrichment. The program combines classroom lectures, demonstrations and a wide use of technology to ensure relevant training and practical application in the business and accounting environments.

## 4. Program Goals and Objectives

The goals and objectives of the Accounting department are congruous with those of the Business department because the Accounting department is part of the Business department and does not offer an Accounting-specific degree.

The goals and objectives of the Accounting Program are:

- a) Provide basic accounting knowledge and skills for students.
- b) Prepare students to enter the job market.
- c) Provide courses required for students to complete an Associate of Science degree.
- d) Provide transfer credit to four-year colleges and universities.
- e) Provide courses required for a certificate in accounting.
- f) Provide courses to support other curricular areas on campus such as Automotive, Cosmetology and Recording Arts Technology.
- g) Provide classes for enrichment and upgrading of skills for students currently employed.

## 5. Review of previous recommendations

PREVIOUS RECOMMENDATIONS COMPLETED - NEED

- Offer additional accounting courses in an online format.
  - Response: We have added two additional accounting courses (Accounting 100 & 102) in an online format.
- Continue to monitor accounting courses using software and technology.
  - Response: We have monitored the software and technology used in the accounting courses to ensure that applications and programs being used are current and appropriate.

- Continue to articulate with four-year colleges and universities for transfer credit for our courses and to assist us in determining need for curricula changes.
  - Response: The accounting courses continue to articulate with four-year colleges and universities for transfer credit.
  
- Add additional full-time faculty as needed:
  - to meet state requirements relative to the full-time/part-time ratio.
  - to provide specialized support for further development of the Accounting Program.
  - Response: We have monitored our need for additional full-time faculty in order to meet state requirements relative to the full-time/part-time ratio. We have not needed to hire another full time faculty member due to budgetary constraints resulting in a reduction of course sections offered.
  
- Continue to review offerings during the day, evening and through distance education as student demand increases.
  - Response: We have monitored course offerings during the day, evening and through distance education and adjusted offerings to meet demand.
  
- Increase utilization of technology in Accounting Program courses.
  - Response: We have monitored the software and technology used in the accounting courses to ensure that applications and programs being used are current and appropriate.
  
- Industry representatives should continue to be solicited for advice to keep our program aligned with the needs of the business community.
  - Response: We have met with the Business Advisory Council annually over the past six years to keep our program aligned with the needs of the business community.
  
- Create a Tax Preparers Certificate program.
  - Response: Due to budgetary constraints, this recommendation is no longer being pursued. As conditions improve, we will assess feasibility of a tax preparer's program.
  
- Create a Voluntary Income Tax Assistance (VITA) program to help the local community.
  - Response: Due to budgetary constraints, this recommendation is no longer being pursued. As conditions improve, we will assess feasibility of a VITA program.
  
- Create an accounting honors program.
  - Response: An accounting honors course has been created and approved by curriculum but is not currently offered due to budgetary constraints.
  
- Survey students and surrounding colleges to determine demand for courses currently dormant but in the course catalogue.
  - Response: Due to a lack of demand we have removed all dormant courses other than Quick Books and Income Tax.

## PREVIOUS RECOMMENDATIONS COMPLETED - QUALITY

- Meet with the Business Advisory Committee to ensure that Accounting Program courses are meeting industry needs.
  - Response: We have met annually with the Business Advisory Committee to ensure that Accounting Program courses are meeting industry needs.
  
- Develop and integrate student learning outcomes into each course outline and syllabus during the next several years.
  - Response: Student learning outcomes have been developed and integrated into each course outline.
  
- Develop and revise the program's student learning outcomes to insure they remain consistent with the College's Educational Competencies.
  - Response: Program student learning outcomes have been developed.
  
- All syllabi should include student learning outcomes, clear grading standards, attendance and test make-up policy, drop date, office hours, homework policy, and general DSPS statement.
  - Response: All syllabi include clear grading standards, attendance and test make-up policy, drop date, office hours, homework policy, and general DSPS statement.
  
- Develop and revise the course outlines and syllabi to ensure student learning outcomes are aligned with the Accounting Program Student Learning Outcomes.
  - Response: Course outlines and syllabi have been revised.
  
- Faculty should review courses for sensitivity to cultural differences and ethics in the context of business.
  - Response: Faculty has reviewed courses, including textbooks and supplemental resources, i.e. educational DVD's, for sensitivity to cultural differences and ethics in the context of business.
  
- The District should continue to support the quality of the Accounting Program by providing funds for accounting videos through the library (audio-visual).
  - Response: The Accounting faculty have decided to use publisher-provided audio-visual resources due to the high cost of commercially-produced audio-visual resources that include closed captions.
  
- The District should continue to support the quality of the faculty by hiring full-time accounting instructors when needed.
  - Response: An additional full-time accounting faculty member was not needed during this review period.
  
- Courses required for the accounting certificate should remain available to students for a reasonable period of time.



- Response: Courses required for the accounting certificate have remained available to students for a reasonable period of time to allow completion of the certificate program.

●Class descriptions should be reviewed and modified as needed.

- Response: Class descriptions have been reviewed and updated to satisfy curriculum requirements.

#### PREVIOUS RECOMMENDATIONS COMPLETED - FEASIBILITY

●Continue to integrate technology within the curriculum.

- Response: The Accounting Program has integrated technology within the curriculum.

●More promotion of the Accounting Program.

- Response: The Accounting faculty has promoted the Accounting Program through the Citrus College annual open house/parent night held on campus.

#### PREVIOUS RECOMMENDATIONS COMPLETED - COMPLIANCE

●Implement service learning work experience opportunities (such as VITA) to enrich student readiness for the work force.

- Response: The implementation of a Volunteer Income Tax Assistance (VITA) program was not actively pursued during the review period because the level of student interest in the revived income tax course was not sufficient enough to support a VITA program during this past six-year review period. Budgetary constraints during the last (two or three) academic years resulted in temporarily discontinuing offering the income tax course thereby reducing the number of potential candidates to recruit for a VITA program

●Continue to review syllabi, course outlines, and course prerequisites, and the long-range plan.

- Response: We have reviewed syllabi, course outlines, and course prerequisites, and the long-range plan to ensure that all courses continue to comply with all federal, state and district requirements.

●The Accounting Program courses should be reviewed by our faculty and the business community who evaluate the curriculum and recommend areas for change to ensure relevancy to the needs of the business world.

- Response: We have reviewed the curriculum and have received input from the Business Advisory Committee to ensure courses remain current and relevant.

#### PREVIOUS RECOMMENDATIONS COMPLETED - MISSION

●Continue to integrate technology into the current accounting curriculum.

- Response: We have updated the use of technology in all of the accounting courses offered.

- Continue to list the Accounting Certificate in the Citrus Catalog and update periodically to keep current.
  - Response: We have updated the Accounting certificate based on feedback received from the Business Advisory Committee.
  
- List appropriate cross referencing of accounting under the business category in the college catalog.
  - Response: We have cross referenced all accounting classes to the Business category in the college catalog.
  
- Utilize marketing and recruitment techniques to attract students in our district and to ensure that the District's diversity continues to be represented in the Accounting Program.
  - Response: The Accounting Program has participated in recruitment activities to attract ethnically diverse students in our District to our department.
  
- Continue to review and enhance the business major for the Associate of Science degree (AS).
  - Response: The Accounting faculty have reviewed and enhanced the Accounting Program by deleting outdated/dormant courses, adding distance education classes for existing accounting courses, developing an accounting honors course, enhancing the accounting certificate and reclassifying computer application courses, such as Microsoft Excel, from Accounting to Office Technology.
  
- Take steps deemed appropriate to strengthen interest and participation in tax classes.
  - Response: We reintroduced the income tax class but due to recent budget cuts, the class is not currently offered.
  
- Re-establish interest and participation in QuickBooks class.
  - Response: We reintroduced the QuickBooks class but due to recent budget cuts, the class is not currently offered.
  
- Initiate contact with the local business community and re-establish a Business Advisory Committee to provide input that will enhance the Accounting Program.
  - Response: We have initiated contact with the local business community and re-established a Business Advisory Committee to provide input that will enhance the Accounting Program. This committee meets annually and has provided valuable feedback and suggestions for enhancements to the Accounting Program.

## **6. List and Review of Degrees, Certificates, and Awards**

The Accounting Program offers a sufficient number of class sections to allow a full time, prepared student to efficiently complete their business degree within two years. Our program supports transfer to four-year institutions to complete a bachelor's degree in business. All accounting classes fulfill articulation requirements to the CSU and UC institutions throughout the state.

The only course with a pre-requisite is Accounting 102 which cannot be taken until Accounting 101 has been successfully completed. Other courses have recommended classes but do not have any pre-requisites. As with the other business courses offered at Citrus, this allows students to take business courses in any order that works well for the student.

The Accounting Certificate offered by Citrus College has been reviewed to ensure that it continues to meet the needs of the business community and that the justification for its existence is still appropriate. Since our last program review, there have been 88 certificates awarded to students as shown below:

2004-05: 16  
 2005-06: 20  
 2006-07: 18  
 2007-08: 12  
 2008-09: 8  
 2009-10: 14

We have observed a downward trend in the number of accounting certificates awarded. We believe this is attributed to the faculty emphasizing transfer to four-year universities. As a result, the certificate has not been heavily promoted. However, additional costs related to offering the certificate, if any, are minimal. Therefore we take the position that even though only a handful of students earn the certificate each year, it is still providing benefit to the local community. We believe that Citrus should continue to offer an Accounting certificate.

**Accounting Certificate Map**

Semester	Course	Course Title	Units
Fall	ACCT 101	Financial Accounting	4
	BUS 130	Introduction to Business	3
	OFF 101	Introduction to Microsoft Office Applications*	3
Spring	ACCT 102	Managerial Accounting	4
	BUS 132	Ethics in Business	3
	BUS 160	Business Law and the legal environment**	<u>3</u>
Total			20

\*OFF 120 Excel Spreadsheet may be taken in lieu of OFF 101.

\*\*BUS 160 is an elective course and may be substituted for any one of the following courses:

- BUS 146 Personal Finance
- BUS 150 Business English
- BUS 152 Business Communications

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
Accounting Certificate	2008	14	None	N/A	June 2010

### **Accounting Certificate**

Required Courses:

ACCT 101 Financial Accounting

ACCT 102 Managerial Accounting

BUS 130 Introduction to Business

BUS 132 Ethics in Business

OFF 101 Introduction to Microsoft Office Applications

or

OFF 120 Excel Spreadsheet

Elective Courses:

BUS 146 Personal Finance

BUS 150 Business English

BUS 152 Business Communications

BUS 160 Business Law and the Legal Environment

## **7. List of Industry-Based Standard Certificates and Licenses**

None

## **8. Advisory Committee or Council \***

\* Applies only to programs with CTE courses

We typically hold advisory committee meetings annually in May or June of each academic year. The last advisory committee meeting was held on June 5, 2010. The minutes for these meetings can be found in the office of the Administrative Assistant for the Dean of Business, CSIS, Distance Education, and Library, who is the chair of the committee. These meetings are attended by all of the business, accounting, real estate, office technology, and CSIS faculty.

The advisory committee meetings are primarily held for the benefit of the office technology and CSIS programs. There is also an accounting certificate for which the advisory committee provides input. The meetings ensure that these programs get input from the local business community members regarding what they are looking for from Citrus students who

are seeking immediate employment. Feedback during these meetings has been integrated into the Accounting certificate course requirements.

Data that is readily available for our vocational programs (student satisfaction, employer satisfaction and labor market data) is not available for the Accounting program. Although the Accounting Program has granted 88 certificates over the most recent 6 year period, our primary focus is on transfer to the four-year universities.

The names of the individuals and businesses serving on the advisory committee are listed below:

Name	Position / Company
Steve Osborn	West Coast Services
Christina Trejo	Methodist Hospital
Gloria Gehres	San Gabriel Valley Tribune
Daniel Londo	Century 21
Ilene Bezjian	Dean, School of Business & Mgmt. Azusa Pacific University
Minnie Scott	Custom Marketing Service
Matthew Souza	Downey Savings and Loan
David Hutchins	Centex Homes
Chris Kelly	Biosense Webster
Mr. Lou Sabandal	Rainbird Product Research
Linda Esquivel & Sandra Aimiento	Foothill Federal Credit Union
Mark Sokol & Jaclyn Dickens	Decore-ative Specialties
Scott Magnusson	Gladstone High School
Paul Sarmas, Ph.D.	Former Chair, Finance, Real Estate and Law Dept. College of Business Administration California State Polytechnic Univ., Pomona
Jamie Rush	Los Angeles Times

## 9. Program Student Learning Outcomes

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

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

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

**1) Communication (personal expression and information acquisition)**

Develop the ability to effectively communicate economic and financial information presented in the form of financial statements and management reports

**2) Computation**

Develop the ability to record and process business transactions, measure financial and managerial performance and calculate tax implications of business activity

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

Develop critical and analytical skills used to evaluate economic and financial performance

**4) Community/Global Consciousness and Responsibility**

Develop awareness of the importance of ethical behavior in the business environment and its impact on society

**5) Technology**

Demonstrate understanding of technology commonly used in the accounting environment such as general ledger software and spreadsheets

**6) Discipline / (Subject Area Specific Content Material)**

- a. Understand the role of accounting within the business environment
- b. Understand the tools used to commonly measure business performance
- c. Recognize and understand the importance of accounting standards and regulatory provisions

	Communication	Computation	Critical Analytical Thinking	Global Consciousness	Technology	Subject Area Content
ACCT Program-level SLOs	ACCT #1 Speaking and Writing	ACCT #2 Financial Understanding	ACCT #3 Analyzing	ACCT #4 Ethical behavior	ACCT #5 Utilization of Accounting Applications	ACCT #6 Accounting and regulatory environment
<b>ACCT 100</b>						
SLO #1A	X					
SLO #1B	X					
SLO #2A						X
SLO #2B						X
SLO #2C						X
SLO #3A			X			
SLO #3B			X			
SLO #3C			X			
SLO #3D			X			
SLO #4A					X	
<b>ACCT 101</b>						
SLO #1	X					
SLO #2		X				
SLO #3			X			
SLO #4					X	
SLO #5				X		
<b>ACCT 101H</b>						
SLO #1	X					
SLO #2		X				
SLO #3			X			
SLO #4					X	
SLO #5				X		
<b>ACCT 102</b>						
SLO #1	X					
SLO #2		X				
SLO #3			X			
SLO #4				X		
<b>ACCT 110</b>						
SLO #1A	X					
SLO #1B	X					
SLO #2A		X				
SLO #2B		X				
SLO #3A						X
SLO #3B						X
SLO #4			X			
SLO #5				X		
SLO #6					X	
<b>ACCT 115</b>						
SLO #1	X					
SLO #2					X	
SLO #3			X			

## 10. Curriculum Review and Student Learning Outcomes Assessment

The Accounting Program currently offers six courses. During the past six years, several inactive and outdated courses were removed from the program's list of course offerings. The courses that were removed include the following:

ACCT 103 Computer Accounting  
ACCT 105 Cost Accounting  
ACCT 109 Fundamentals of Tax Preparation  
ACCT 111 Advanced Income Tax Accounting  
ACCT 112 Computer Income Tax Preparation/Turbo Tax  
ACCT 117 Accounting with Microcomputers  
ACCT 118 Payroll Accounting

### Curriculum/SLO Assessment Map Accounting Program

Course Number	Course Name	Last Reviewed by Curriculum Committee	*Date for next revision (six year cycle)	Date Last Offered	**Most Recent SLO's Assessed
Acct 100	College Accounting	March '08	2014	Fall '10	Fall 2010
Acct 101	Financial Accounting	Sep. '08	2014	Fall '10	Fall 2010
Acct101H	Financial Accounting - Honors	Nov. '06	2012	N.A.	N/A
Acct 102	Managerial Accounting	Sep. '08	2014	Fall '10	Fall 2010
Acct 110	Income Tax Accounting	March '08	2014	Fall '07	Fall 2007
Acct 115	Quickbooks	October '09	2015	Spring '08	Spring 2008

## 11. Evaluation Criteria – Need

### COMMENDATIONS:

- a) The need for the Accounting Program has been established by reviewing course enrollment trends and growth, articulation requirements and agreements, and advisory committee recommendations. Data from the Employment Development Department of California indicate that job growth in this area will remain strong for the next several years.
- b) Over the past six years, the enrollment in the accounting courses decreased during the fall semesters by 16 percent and increased during the spring semesters by 12 percent. During the most recent two years, we have decreased class offerings by more than 25 percent in both fall and spring semesters, due primarily to state budgetary constraints imposed on the community college system. We have observed that class size, on



average, has increased by over 20 percent in the fall and over 56 percent in the spring as a result of the reduction in class sections.

- c) The retention rate for the accounting courses has increased over the past several years, ending with a 90.6 percent retention rate for Fall 2009 and an 92 percent retention rate for Spring 2010. (See Key Performance Indicators for those programs at line 21.)
- d) The Accounting Program has experienced continued growth in the average number of students enrolled per section. For example, courses offered from Fall 2009 through and including Spring 2010, the average number of students per section was approximately 47 as compared to class size of approximately 35 for the academic year 04/05. (See Key Performance Indicators for those programs at lines 4 and 13.)
- e) Accounting courses continue to be accepted for transfer at all of the major local four-year colleges and universities.
- f) All of the retention and enrollment growth numbers, as well as the transferability of the accounting courses to the four-year colleges and universities, support the ongoing need for this program.

## **12. Evaluation Criteria – Quality**

### COMMENDATIONS:

- a) The Accounting courses continue to be appropriate given the demands of the community and the articulation requirements to four year institutions.
- b) The course outlines of record have been reviewed and updated on a continual basis. The faculty has worked together to establish student learning outcomes for all accounting courses in the accounting program. All course outlines of record include SLO's that are in the process of being assessed or are scheduled to be assessed.
- c) Faculty in the Accounting Program satisfy district qualifications. Full time faculty participate in professional associations, conduct workshops, and have held leadership roles on campus.
- d) The Accounting Program faculty are diverse
- e) Accounting Program courses support the state and district educational competencies with emphasis on critical thinking, computation, and global consciousness.
- f) Accounting Program courses were compared to several community colleges in southern California, and our course offerings are consistent with these colleges.

### **13. Evaluation Criteria – Feasibility**

#### COMMENDATIONS:

a) The Accounting Program refers students to counseling services and other services on a continuing and regular basis. In addition, instructors occasionally invite counselors to speak to students in class. In addition, instructors occasionally meet with their own students individually to discuss career and transfer options.

b) Facilities, equipment and library resources are adequate for the Accounting Program. Besides offering access to numerous business publications, the library offers access to reserve copies of course textbooks and other supplemental learning resources. In addition, the accounting classrooms are equipped with appropriate technology and software, including overhead projectors and smart panel computer stations. The accounting faculty use e-mail, telephones, and blackboard to communicate with students on a regular basis.

c) Prepared students can complete the required transferable accounting courses in two semesters. The accounting courses required for business students are offered during both semesters. At least one accounting course is offered during the winter and summer sessions.

d) The Accounting Program offers accounting courses in a variety of times and formats including many day and evening classes as well as distance education classes. The accounting faculty is continually working to update and enhance course content and course offerings.

e) Since 2009, 100% of the accounting courses have been taught by full time faculty. During the review period prior to 2009 over 75% of accounting courses were taught by full time faculty.

f) The Accounting Program, as part of the Business Department has consistently operated within its budget. See key performance indicators at line 23-29.

## **14. Evaluation Criteria – Compliance**

### COMMENDATIONS

- a) All Accounting course outlines have been reviewed by faculty and updated to satisfy curriculum requirements. Those accounting courses within the Accounting Program that are required as part of a four year business degree continue to articulate with the California State University and University of California systems.
- b) All Accounting courses comply with Federal, State and District regulations and with district policies and its mission statement.
- c) The Accounting Program offers a certificate in Accounting and therefore participates in the annual Business Advisory Meeting with local business leaders to ensure compliance with state chancellor's office requirements.
- d) All of the facilities, equipment and classrooms that serve the Accounting Program meet the ADA, industry and/or OSHA requirements.

## **15. Evaluation Criteria – Other**

### MISSION

### COMMENDATIONS

- a) The Accounting Program conforms with the district's mission to prepare students to transfer to four year institutions and offers lower division course work leading to an associates degree.
- b) The Accounting Program's students are from culturally diverse groups. The department is sensitive to the various needs of the diverse student population, offers distance education and night classes, and develops topical courses.
- c) The Accounting Program meets the mission and the core competencies of the District.
- d) The Accounting Program meets the institutional core competencies by offering a wide variety of courses that stress problem solving, decision making, teamwork, communication skills, computation, use of technology, critical/analytical thinking and global consciousness and responsibility.

e) The Accounting Program's average success rate per semester over the past six years is 58.1 percent, which, as we understand it, is consistent with the retention rates of other departments on campus. The average retention rate over the past six years is 88 percent, which as we understand it, is consistent with the success rates of other departments on campus.

f) The current demographic profile of the Accounting Program students is 50% male and 49% female with 1% not reporting. The Accounting Program also has a student population with diverse age ranges and ethnic backgrounds. (See attached Key Performance Indicators for age and ethnic demographics.)

g) The Accounting Program offers a certificate that provides occupational education for students preparing for employment in the accounting field.

h) The Accounting Program has integrated technology into the program and monitors and updates technology as necessary to remain current with the needs of the accounting industry.

i) In the 2009-2010 academic year a decrease in success rates was observed. We believe that this can be primarily attributed to three factors;

First, due to a significant reduction in class sections offered, the average class size has increased from 35 to 47. We believe that the additional classroom crowding may have negatively affected student performance.

Second, as we have increased the number of on-line accounting classes offered as well as increased the maximum number of students allowed per class, we believe this also contributes to a decrease in our success rates

Last, both faculty members have had a tendency to keep absentee students on their rosters rather than drop them. This will contribute to a decrease in success rates. Both faculty members recognize that they need to be more diligent in dropping those students who have either stopped attending classes or have missed an unacceptable number of classes

## 16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Offer accounting courses such as Income Tax (110) and QuickBooks (115) in an on-line/hybrid format, add additional class sections of existing courses and create new accounting courses as demand dictates and budget allows.	Smolin	Spring 13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2	Enhance audio visual technology in the classroom such as 50" LCD television, clickers to increase student participation as well as measuring student performance and remote/wireless presentation slide advancers to allow greater mobility form the teacher.	Smolin	Fall 13	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Bring in professionals from the accounting industry to speak to classes on current issues as well as career opportunities wthin accounting.	Smolin	Fall 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Monitor changes and developments within the accounting environment in order to assess appropriateness of the accounting curriculum, course materials/resources used and to identify potential deficiencies in the Accounting program.	Borja	Spring 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Work with DSPTS to explore additional ways for providing effective access to our classrooms and our courses for disabled students.	Borja	Spring 12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Update Accounting Certificate as follows: --include Accounting 100 as a required course --CSIS 130 may be taken as an alternative to Office 101 as a required course --CSIS 162 may be taken as an alternative to Office 120 as a required course --add Accounting 110 as an optional course	Borja	Spring 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Revise SLO's, modify method of SLO assessment for Accounting 101 and assess SLO's for all remaining accounting courses.	Smolin	Fall 11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Update Accounting Certificate, including submission to the Curriculum Committee for	Smolin	Spring 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	review and approval						
9	Research & develop an Accounting Transfer Associates Degree that complies with the specifications of SB-1440	Smolin	Fall 2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Develop program level student learning outcomes for the Accounting Program.	Borja	Spring 2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 17. Budget Recommendations

Resources are needed in the following areas:

### Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
one full time instructor	Maintain high quality as program expands	N, Q, C	B

### Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

### Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
replace whiteboards	Improve delivery of course content	LB-208	F	B

### Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
new/current computer for LB-208	Improve delivery of course content	\$2000	F	B
operating system, general ledger and applications	Improve delivery of course content	\$1000	F	B

### Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
television	Enhance delivery of course content	\$1500	F	B
DVD/blueray	Enhance delivery of course content	\$500	F	B

### Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡

Additional information:

◇ **Impact:**

**M = Mission:** Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?

**N = Need:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

**Q = Quality:** Are lecture/lab unit values appropriate? Have the course outlines been reviewed / updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

**F = Feasibility:** Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

**C = Compliance:** Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

‡ **Priority:**

A. Is this goal mandated by law, rule, or district policy?

B. Is this goal essential to program success?

C. Is this goal necessary to maintain / improve program student learning outcomes?



## Attachment A: Key Performance Indicator data pages

	<b>Key Performance Indicators</b>	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
3	Courses Offered	5.0	3.0	3.0	5.0	3.0	3.0
4	Sections Offered	13.0	11.0	13.0	15.0	13.0	9.0
5	Morning Secions	4.0	4.0	5.0	6.0	5.0	3.0
6	Afternoon Sections	2.0	2.0	2.0	3.0	3.0	2.0
7	Evening Sections	6.0	4.0	4.0	4.0	2.0	1.0
8	Arranged Sections	1	1	2	2	3	3
9	Weekend Sections	0	0	0	0	0	0
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	1.0	1.0	2.0	2.0	3.0	3.0
12	DistanceEd Short-Term Sections	0	0	0	2	3	3
13	Enrollment	509	412	423	438	434	426
14	Weekly Student Contact hours (WSCH)	1921.2	1606.2	1656.7	1730.9	1972.6	1854.0
15	Full-Time Equivalent Students (FTES)	65.9	55.1	56.8	53.4	60.9	57.2
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	3.2	2.9	3.4	3.9	3.8	2.6
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	590.5	562.2	488.1	440.8	504.5	707.2
19	FTES/FTEF	20.3	19.3	16.9	13.6	16.1	22.3
20	Fill Rate at Census	88.4	80.0	71.7	58.2	68.6	87.9
<b>Program Success</b>							
21	Course Retention	86.2	85.4	85.8	89.5	91.9	90.6
22	Course Success	58.7	54.6	59.1	64.4	62.4	50.7

	<b>Key Performance Indicators</b>				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered				2.0	1.0	1.0
4	Sections Offered				2.0	1.0	1.0
5	Morning Secions				1.0		
6	Afternoon Sections				0	0	0
7	Evening Sections				0	0	0
8	Arranged Sections				1	1	1
9	Weekend Sections				0	0	0
10	Short Term Sections				1.0	0.0	0.0
11	DistanceEd Full-Term Sections				0	0	0
12	DistanceEd Short-Term Sections				0	0	0
13	Enrollment				47	44	55

14	Weekly Student Contact hours (WSCH)				191.5	196.1	220.0
15	Full-Time Equivalent Students (FTES)				5.9	6.1	6.8
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)				0.6	0.3	0.3
17	Credit Reimbursement Rate				<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF				348.2	726.2	815.0
19	FTES/FTEF				10.7	22.4	25.1
20	Fill Rate at Census				44.4	61.7	76.7
<b>Program Success</b>							
21	Course Retention				85.1	84.1	83.6
22	Course Success				53.2	47.7	45.5

<b>Key Performance Indicators</b>		Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
3	Courses Offered	4.0	4.0	3.0	3.0	3.0	3.0
4	Sections Offered	14.0	15.0	13.0	11.0	10.0	10.0
5	Morning Secions	5.0	5.0	5.0	5.0	4.0	4.0
6	Afternoon Sections	3.0	4.0	3.0	2.0	2.0	2.0
7	Evening Sections	5.0	4.0	3.0	3.0	2.0	2.0
8	Arranged Sections	1	2	2	1	2	2
9	Weekend Sections	0	0	0	0	0	0
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	1.0	2.0	2.0	1.0	2.0	2.0
12	DistanceEd Short-Term Sections	0	0	0	1	2	2
13	Enrollment	423	442	402	389	501	474
14	Weekly Student Contact hours (WSCH)	1648.8	1726.7	1582.9	1648.9	2204.4	2096.4
15	Full-Time Equivalent Students (FTES)	56.5	59.2	54.3	50.9	68.0	64.7
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	3.6	3.9	3.4	3.1	2.9	2.7
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	454.2	443.9	469.7	526.8	757.5	785.2
19	FTES/FTEF	15.6	15.2	16.1	16.3	23.4	24.2
20	Fill Rate at Census	66.8	64.2	68.6	73.3	96.8	92.5
<b>Program Success</b>							
21	Course Retention	82.3	84.8	83.1	93.1	91.0	92.0
22	Course Success	57.9	52.3	57.5	67.1	55.7	56.3

<b>Key Performance Indicators</b>		Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
3	Courses Offered	4.0	3.0	3.0	3.0	3.0	1.0
4	Sections Offered	4.0	3.0	3.0	3.0	3.0	1.0
5	Morning Secions	1.0	2.0	1.0			
6	Afternoon Sections	1.0					
7	Evening Sections	2.0		1.0	1.0	1.0	

8	Arranged Sections	0	1	1	2	2	1
9	Weekend Sections	0	0	0	0	0	0
10	Short Term Sections	4.0	2.0	2.0	1.0	1.0	0.0
11	DistanceEd Full-Term Sections		0	0	0	0	0
12	DistanceEd Short-Term Sections		1	1	2	2	1
13	Enrollment	110	81	81	96	107	43
14	Weekly Student Contact hours (WSCH)	363.7	315.0	315.0	384.1	432.6	172.1
15	Full-Time Equivalent Students (FTES)	12.5	10.8	10.8	13.2	13.4	5.3
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	0.9	0.8	0.8	0.8	0.8	0.3
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	399.7	403.8	403.8	486.2	534.1	637.3
19	FTES/FTEF	13.7	13.8	13.8	16.7	16.5	19.7
20	Fill Rate at Census	64.8	60.0	48.0	35.2	77.3	61.7
<b>Program Success</b>							
21	Course Retention	96.4	72.8	76.5	62.5	100.0	86.0
22	Course Success	77.3	40.7	40.7	38.5	56.1	41.9

			04-05		05-06		06-07		07-08		08-09		09-10	
<b>Annual Demographics</b>														
<b>Gender</b>														
	ACCT	Female	450	54.9%	388	52.4%	363	50.6%	383	49.2%	409	47.1%	378	45.6%
	ACCT	Male	370	45.1%	353	47.6%	354	49.3%	386	49.6%	435	50.1%	420	50.7%
	ACCT	Missing					1	0.1%	10	1.3%	25	2.9%	31	3.7%
	ACCT	Total	820	100.0%	741	100.0%	718	100.0%	779	100.0%	869	100.0%	829	100.0%
<b>Age</b>														
	ACCT	19 or younger	171	20.9%	163	22.0%	123	17.1%	141	18.1%	169	19.4%	183	22.1%
	ACCT	20-24	374	45.6%	365	49.3%	389	54.2%	396	50.8%	431	49.6%	409	49.3%
	ACCT	25-29	111	13.5%	84	11.3%	87	12.1%	115	14.8%	122	14.0%	116	14.0%
	ACCT	30-34	41	5.0%	37	5.0%	28	3.9%	37	4.7%	52	6.0%	47	5.7%
	ACCT	35-39	36	4.4%	31	4.2%	34	4.7%	36	4.6%	35	4.0%	27	3.3%
	ACCT	40-49	67	8.2%	50	6.7%	47	6.5%	31	4.0%	46	5.3%	33	4.0%
	ACCT	50 and above	20	2.4%	11	1.5%	10	1.4%	23	3.0%	14	1.6%	14	1.7%
	ACCT	Total	820	100.0%	741	100.0%	718	100.0%	779	100.0%	869	100.0%	829	100.0%
<b>Ethnicity</b>														
	ACCT	Asian	213	26.0%	167	22.5%	161	22.4%	174	22.3%	167	19.2%	68	8.2%
	ACCT	Black or African American	40	4.9%	29	3.9%	33	4.6%	31	4.0%	40	4.6%	26	3.1%
	ACCT	Hispanic/Latino	281	34.3%	280	37.8%	248	34.5%	266	34.1%	311	35.8%	260	31.4%
	ACCT	American Indian or Alaska Native	3	0.4%	4	0.5%	6	0.8%	4	0.5%	3	0.3%	8	1.0%
	ACCT	Native Hawaiian or Other Pacific Islander						7	0.9%	4	0.5%	3	0.4%	
	ACCT	White	222	27.1%	213	28.7%	219	30.5%	217	27.9%	197	22.7%	170	20.5%
	ACCT	Two or More Races											2	0.2%
	ACCT	Unknown/Non-Respondent	61	7.4%	48	6.5%	51	7.1%	80	10.3%	147	16.9%	292	35.2%
	ACCT	Total	820	100.0%	741	100.0%	718	100.0%	779	100.0%	869	100.0%	829	100.0%
<b>Educational Goal</b>														
	ACCT	Degree & Transfer	366	44.6%	346	46.7%	297	41.4%	100	12.8%	218	25.1%	316	38.1%
	ACCT	Transfer	254	31.0%	222	30.0%	244	34.0%	47	6.0%	65	7.5%	104	12.5%
	ACCT	AA/AS	38	4.6%	34	4.6%	32	4.5%	50	6.4%	127	14.6%	99	11.9%
	ACCT	License	28	3.4%	25	3.4%	18	2.5%	5	0.6%	6	0.7%	4	0.5%
	ACCT	Certificate	25	3.0%	25	3.4%	30	4.2%	7	0.9%	12	1.4%	4	0.5%
	ACCT	Job Skills	55	6.7%	38	5.1%	39	5.4%	43	5.5%	53	6.1%	38	4.6%
	ACCT	Basic Skills							15	1.9%	32	3.7%	22	2.7%
	ACCT	Personal											1	0.1%
	ACCT	Undecided							15	1.9%	60	6.9%	102	12.3%
	ACCT	Not Reported	54	6.6%	51	6.9%	58	8.1%	497	63.8%	296	34.1%	139	16.8%
	ACCT	Total	820	100.0%	741	100.0%	718	100.0%	779	100.0%	869	100.0%	829	100.0%

	<b>Key Performance Indicators</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>
		<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year5</b>	<b>Year6</b>
	<b>Program Resources</b>						
<b>23</b>	Revenue: FTES*Reimbursement Rate	\$392,692.74	\$406,355.45	\$419,941.87	\$451,308.49	\$554,884.71	\$504,078.11
<b>24</b>	Total District Adopted Program Budget	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
<b>25</b>	Support Personnel (wage without benefit, 2200 and 2400 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
<b>26</b>	Supplies (4300 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
<b>27</b>	Cost	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
<b>28</b>	Total FTES for the year	134.47	124.66	120.8	123.03	144.71	131.46
<b>29</b>	Cost per FTES	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA
	<b>Degrees and Certificates</b>						
30	Degrees Awarded						
31	Certificates: Accounting	16	20	18	12	8	14
32	Skill Awards						
33	Licenses (reported by department)						
	<b>Career Technical Education Programs</b>						
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						



## PERKINS IV Core Indicators of Performance by Vocational TOP Code

Indicators for 2009-2010 Fiscal Year Planning

Summary by College for: CITRUS  
- CITRUS

		Core 1 Skill Attainment	Core 2 Completion	Core 3 Persistence	Core 4 Employment	Core 5a NT Participation	Core 5b NT Completion
0502	ACCOUNTING	76.52	68.42	88.64	81.58	47.73	53.85
050200	ACCOUNTING	76.52	68.42	88.64	81.58	47.73	53.85



# **Vocational Nursing Instructional Program Review 2010-2011**

**Spring 2011**

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## **Prepared by**

<b>Name</b>	<b>Title</b>
Gail Tucker	Faculty

## **Vocational Nursing Program Review Committee Members**

<b>Name</b>	<b>Title</b>
Gail Tucker	VN Program Coordinator
Maureen Renaghan	Health Sciences Director
Karla Parsons	Adjunct Faculty
Connie Boquiren	Faculty
Julie Wong	Faculty
Lynda Grauso	Faculty
David Greene	Faculty/Curriculum Rep
James Wollum	Program Review Coordinator; Faculty/Social & Behavioral Science



## **PROGRAM REVIEW – Vocational Nursing**

The final summary of the program review process for Vocational Nursing is attached to this page.

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

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James McClain, Dean of Mathematics & Health Sciences

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date

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Michelle Plug, Articulation Officer

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date

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David Kary, Chair of Curriculum Committee

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date

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Irene Malmgren, Vice President of Academic Affairs

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date

---

Roberta Eisel, Academic Senate President

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date

---

Geraldine M. Perri, Superintendent/President

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date

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



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# 1. Executive Summary

## Program History/Description

The Citrus College Vocational Nursing (VN) Program, established in 1966, provides the nursing students with high-quality, college-level instruction. This educational opportunity develops the social, technical and professional skills required of a licensed vocational nurse. The program includes entry-level education that prepares the student for the National Council for Licensure Examination (NCLEX-VN) for state licensure through the Board of Vocational Nurses and Psychiatric Technicians (BVNPT). Successfully completed VN course work may be applied toward an Associate Degree as electives.

## Strengths /Effective Practices

The VN Program is integral to the Citrus College nursing career ladder, offering students an effective stepping stone toward achieving career advancement in nursing.

## Weaknesses/Lessons Learned

Currently there is a shift in the job market for VNs. While there has been a decrease in placement in acute facilities, there continues to be a market for VNs in sub-acute, home health, hospice and long-term care. To address this trend, the program has temporarily reduced the number of seats available each semester. Additionally, student clinical placements have been shifted toward long-term and sub-acute, with limited acute clinical placements being reserved for VN students in the final semester of the program.

The BVNPT provides quarterly and yearly NCLEX-VN pass-rate statistics to the program. Since the last Program Review, the VN Program has generally maintained pass rates well above the national average; there has been a fluctuation in pass rates noted over time. In order to achieve consistency in high pass rates, the program has incorporated support strategies for students, including utilizing grant funds to purchase NCLEX-VN review course.

## Recommendations/Next Steps

1. The program will maintain ongoing monitoring of job-market trends and communication with clinical partners to evaluate existing placements.
2. Utilize the human simulation lab to provide students with opportunities to learn in a controlled environment. Currently, the lab is being integrated into the clinical portion of the program in such a way that it utilizes the human simulation lab to the maximum percentage of clinical time allowed by the BVNPT.
3. Maintain existing clinical placements
4. Increase the number of faculty who are fully trained in human simulation to maximize utilization of the lab, as well as to maximize the learning opportunity for students.

## **2. Faculty**

### **Full-Time Faculty**

Salima Allahbachayo  
Connie Boquiren  
Deborah Bowman  
Wendy Deras  
Jeanette Ellis  
Julie Ettesvold-Wong  
Lydna Grauso  
David Green  
Gail Tucker

### **Adjunct Faculty**

Alvin Cao  
Angela Clark  
Dalvir Dhillon  
Karla Parsons  
Renee Payne  
Monique Williams

## **3. Program description and mission**

The Vocational Nursing (VN) Program mission is to provide qualified students with high quality, entry-level nursing education in a learning environment that promotes diversity, academic excellence, personal growth, and professional skill development.

Completion of the VN course work will empower students to contribute to economic growth in both the immediate community we serve and globally. The time frame of one calendar year provides qualified students with college-level preparation in Vocational Nursing.

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

The VN Program curriculum is offered in a variety of teaching modalities that are geared to address the diverse learning needs of the students we serve. (Citrus College Value number 4, Diversity: Fostering a learning community in which the values, goals, and learning styles of all students are recognized and supported.) Additionally, enrollment patterns in both the program entry prerequisite, Introduction to Health Occupations (NRS 100), and the VN Program have demonstrated increased representation of males in nursing, as well as a variety of other non-traditional student enrollments, such as second career entries, displaced workers, homemakers, and culturally diverse students.

The VN Program has integrated the Citrus College Core Competencies as appropriate to the program. The integration of these competencies is delineated in Section 9.

The 2009 NCLEX pass rate for Citrus College was 90%. The state average was 74%. It is noteworthy that the 2009 NCLEX pass rate for Citrus College was the highest in six years.

**CITRUS COLLEGE NCLEX PASS RATE**

Name of School	Pass Rate 2004	Pass Rate 2005	Pass Rate 2006	Pass Rate 2007	Pass Rate 2008	Pass Rate 2009
Citrus College	87%	83%	83%	86%	85%	90%
Number of Graduates	75	78	120	98	67	81

**4. Program Goals and Objectives**

The goals and objectives of the Vocational Nursing Program are:

- a) Provide students with a Certificate of Completion
- b) Prepare the student for the NCLEX-VN
- c) Prepare the student to work as a competent, entry level VN member of the healthcare team
- d) Provide support and program-specific counseling to facilitate student advancement in the profession of nursing
- e) Maintain an active Advisory Committee in order to align program development with the needs of the community/industry
- f) Establish and maintain clinical partnerships that provide learning commensurate with the program/governing body clinical criteria
- g) Maintain adequate and competent faculty [See California Code of Regulations (CCR), Section 2529(c)(3)]
- h) Annually review and revise the program's policy and procedure manuals, which includes the VN Handbook and all program accreditation documents

**5. Review of previous recommendations**

The following information is a retrospective review of recommendations made in the 2004-2005 six-year review. Additionally, information is provided that reflects adjustments made with subsequent annual reviews.

**MISSION:**

- To identify and evaluate learning needs of incoming students:
  - Review: SLO's have been addressed for each of the courses offered in the VN Program (see Section X).
- Revise preparatory course curriculum (NRS 100) based on findings of evaluations:

--Review: NRS 100 has been reviewed and evaluated by faculty and is currently under revision.

- Maintain an enrollment pattern that demonstrates participation of underrepresented demographic groups:

--Review: The BVNPT annual reports for academic years 2004-2005 through 2009-2010 indicated.

Number of Annual Enrollments 05 – 06 through 09 – 10:

Academic Year	05-06	06-07	07-08	08-09	09-10
Total # Students	(105)	(96)	(91)	(85)	(90)

- Number of Underrepresented Groups (males):

Academic Year	2004	2005	2006	2007	2008	2009	2010
Total # Students	(2)	(12)	(20)	(22)	(16)	(23)	(12)

In years past, the industry focus was on males in nursing, and that was the focus of our data gathering. Because we have recently begun to have easily accessible, campus-wide data tracking through our research department, we anticipate that we will be able to present much more comprehensive statistics on a variety of non-traditional/under-represented VN student groups

- Increase community awareness of instructional and support programs available to nursing students at Citrus College:

--Review: The Health Sciences Department regularly schedules department tours for members of the public through the External Relations Department.

--Nursing-specific counselors conduct public information meetings. A part of that meeting is to inform the public that we have in-house counseling available for all nursing students.

- Revise course descriptions for NRS 250, 260, and 263, to include changes in verbiage related to licensure requirements:

--Review: NRS 250, 260 and 263 are currently inactive due to budgetary restrictions.

#### NEED:

- Within the next 3 years, revise all NRS course objectives to be updated to as recommended by the Chancellor's Office:

--Review: All active VN courses either have SLOs in place, or pending.

- The Nursing Program should explore the viability of an RN Program with a 30 unit option:

--Review: Citrus College launched an ADN Program in Fall 2007.

- Review the numbering sequence of the vocational nurse courses to mimic what is actually offered. (e. g. Semester II: 170, 171L, 172,173,174, 183) Change 183 to 175.

--Review: The courses for VN have been designated as VNRS; however, course 183 has not yet been changed.

- Reword/retitle the NRS 260 Drugs and Solutions class for certified nurse assistants who plan to challenge the VN licensure exam to more clearly explain what the course has to offer:

--Review: Due to budget constraints, NRS 260 has not been offered in several semesters. It is currently inactive.

- Offer all courses each semester for nurses and allied health professionals:
  - Review: Due to budget constraints, Health Sciences does not currently offer any ancillary nursing courses.

#### QUALITY:

- Nursing faculty should continue to pursue advanced degrees to enhance their professional growth and to prepare to teach across nursing programs:
  - Review: Currently, 6 of 7 full-time faculty teaching in the VN Program are Masters prepared.
- Seek grants and other means to provide cutting-edge teaching/learning technologies will enhance student/faculty learning, develop new courses, reduce attrition and improve licensing pass rates:
  - Review: The Health Sciences Department continuously seeks funding specific to nursing. Currently there are grants from Perkins and WIA funds in place to facilitate success/completion for VN students.
- Continue to find outside sources such as the Workforce Investment Board, CalWORKS and contract education, which will aid students in meeting career goals:
  - Review: The Health Sciences Department continuously seeks funding specific to nursing. Currently there are grants from Perkins and WIA funds in place to facilitate success/completion for VN students.

#### FEASIBILITY:

- Expand the program and increase the number of full-time faculty to accommodate the increase of sections:
  - Review: Based on feedback from the Nursing Advisory, and current job market data, the VN program has been decreased from 45 to 30 enrollments each semester.
- The VN job market is projected to be 20.2% by 2012. The program should look to offer admission to the program every 8 weeks. OB/Pediatrics, which is currently offered only once per year during the summer session, should be offered during the regular school year as well:
  - Review: Based on feedback from the Nursing Advisory, and current job market data, the VN program has been decreased from 45 to 30 enrollments each semester. Our recent decreased enrollments were based more on a need to identify where we could make cuts due to budgetary issues and some difficulty in getting clinical rotation placements in acute facilities. The expected 20.2% increase by 2012 is related to increasing number of VN positions, including, but not limited to, long-term acute, sub-acute, and in-home care. Our recent decrease in VN enrollment was related to a need to decrease the number of students per instructor ratio requested by our clinical partners, and the need to reduce FTEs campus-wide
- RN job growth is projected to be 27% by 2012. With such a successful VN Program, the faculty should continue to pursue the development of an RN program on this campus:
  - Review: An RN Program has been in place since 2007.
- Continue to upgrade equipment and software, in order to keep the department on the cutting edge:

- Review: A remodel and upgrade in 2006-2007 met this recommendation. Currently we are seeking funding to change out all outdated nursing videos (VHS) with DVD's.
- Pursue a remodel to bring classrooms into a more student friendly atmosphere for learning:
- Review: A remodel and upgrade in 2006-2007 met this recommendation for the skills lab. The TC Building classrooms are in need of new cabinetry.

COMPLIANCE: There were no recommendations made in this area, as the program was in full compliance. The Commendations were:

- All faculty meet licensure qualifications as Registered Nurses/faculty for the BVNPT.

## **6. List and Review of Degrees, Certificates, and Awards**

We have on record, in the California Community Colleges Chancellor's Office(CCCCO) an active A.S. degree in Vocational Nursing. In order to accurately address the viability of this degree, retrospective research and data gathering is needed regarding the number of students who have earned an A.S. Degree in Vocational Nursing. Additionally, there is a need to address the current gap in available data related to the level of awareness past/current students had about the availability of the A.S. in Vocational Nursing Degree. Obtaining this data in future cohorts would provide a better framework for establishing a benchmark for evaluation of the viability of the A.S. Vocational Nursing Degree.

A course sequence map/curriculum plan (BVNPT approved) is provided in Attachment G.

Students entering in fall semester, progress through the program on the following tract:

- \* Two 8-week sessions in the first semester
- \* 16 weeks in the second semester
- \* 8 weeks in Summer Intersession

Students entering in Spring semester, progress through the program on the following tract:

- \* Two 8-week sessions in the first semester
- \* 8 weeks in Summer Intersession
- \* 16 weeks in the third semester

Lecture and laboratory/clinical courses have been offered in day, evening, weekend, and distance education scheduling. Laboratory/clinical course scheduling is driven, to a large extent, by clinical partners availability.

Currently students can complete the program in one calendar year. The VN Program schedules courses during the summer intersession to ensure and expedite completion. However, current budget constraints may impact scheduling, which could extend the time required to complete the program.



The certificate shows completion of the program and allows the student to apply and take the NCLEX-VN exam for licensure to practice as an LVN.

We have a long standing articulation agreement with Azusa Pacific University School of Nursing. Our students have been given some course credit toward earning a BSN. This is a long-standing agreement and will need to be reworked in the near future

<b>Degree or Certificate Title</b>	<b>Date last reviewed by Curriculum</b>	<b>Average number of awards each year</b>	<b>Date degree SLOs written</b>	<b>Date degree SLOs Assessed</b>	<b>Date last reviewed by Advisory Council</b>
Vocational Nursing Certificate	Pending	75 – 80	Pending	Pending	Fall 2010
A.S. Degree in Vocational Nursing	Pending	Unknown	Pending	Pending	Unknown

Vocational Nursing Certificate - Total of 386 issued since the last program review in Fall 2005.

The Program SLOs, mentioned in section 9, require that the course level assessments be linked. The SLO Assessments and Program SLOs are scheduled to be initiated in spring 2012.

## **7. List of Industry-Based Standard Certificates and Licenses**

Licensure as a Vocational Nurse through the Board of Vocational Nurse and Psychiatric Technican (BVNPT)

## **8. Advisory Committee or Council**

<b>Name</b>	<b>Position / Company</b>
Ayson, Elizabeth	VNA & Hospice
Caraway, Badrieh RN, MS, MAEd	State of California Board of Registered Nursing
Eisenberg, R.N., Jamie	Director of Nursing Arcadia Methodist Hospital
Frost, Ilene R.N.C., B.S.N.	Dept. of Education Arcadia Methodist Hospital
Gelvezon, Nanette	Education: VNA & Hospice
McElrath, Julie	Foothill Workforce Investment Board
McPhee, Catherine MSN, RN	Azusa Pacific University
Meshkin, Nahid	Clinical Educator: Citrus Valley Medical Center
Renaghan, Maureen DNP, RN	Director Health Sciences: Citrus College
Victoria, Connie	Education Department: Emeritus
Ketchum, Renee	Director of Nursing: Chaffey College
Kono, Michelle	LVN Student: Citrus College
Davis, Jennifer	ADN Student: Citrus College
DeLa Rosa, Marie	ADN Student: Citrus College
Okonkus, Ony	ADN Student: Citrus College
Shauna Bigby	Health Center: Citrus College
Franco, Millie	Health Sciences: Citrus College
Hall, Cheryl	Health Sciences: Citrus College
Mitzen, Kathy	Consultant: Citrus College
Allabachyo, Salima R.N.	Instructor: Citrus College Health Sciences

Boquiren, Conchita R.N.	Instructor: Citrus College Health Sciences
Bowman, Deborah R.N.	Instructor: Citrus College Health Sciences
Clark, Angela R.N., B.S.N.	Instructor: Citrus College Health Sciences
Deras, Wendy R.N.	Instructor: Citrus College Health Sciences
Ellis, Jeanette R.N.	Instructor: Citrus College Health Sciences
Parsons, Karla	Instructor: Citrus College Health Sciences
Greene, David MSN, R.N.,	Instructor: Citrus College Health Sciences
Ornelas, Rachel L.V.N.	Professional Expert: Citrus College Health Sciences
Santiago, Larry MSN., R.N.	Instructor: Citrus College Health Sciences
Tucker, Gail R.N. M.S.N.	Instructor: Citrus College Health Sciences
Arredondo, Dora	Dental: Citrus College Health Sciences
Pohl, Claudia	Dental: Citrus College Health Sciences
Hadsell, Cliff	Instructor: Citrus College Health Sciences
Williams, Monique	Instructor: Citrus College Health Sciences
Lopez, Sujae	Student Worker: Citrus College Health Sciences

## 9. Program Student Learning Outcomes

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

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

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

### 1) Communication (personal expression and information acquisition)

a) Use correct medical terminology and nomenclature, in the correct context, in order to effectively communicate health/medical information and concepts to others.

### 2) Computation

a) Demonstrate the ability to perform accurate calculations of intake and output, drug dosages, and IV rates.

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

a) Develop problem-solving and self-assessment skills and make appropriate decisions regarding a variety of procedural situations.

### 4) Community/Global Consciousness and Responsibility

a) Demonstrate the ability to interact with patients and work effectively as a member of the health care team.

b) Provide culturally specific healthcare to all people.

### 5) Technology

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

### 6) Discipline / (Subject Area Specific Content Material)

a) Provide patient care that falls within the scope of practice as set forth by the BVNPT.

## 10. Curriculum Review and Student Learning Outcomes Assessment

Course		SLOs	COOP	Approval	Del in proc	Last in Curriculum
NRS 100				X		
VNRS 150		X				S08
VNRS 151L		X				S08
VNRS 152		X				S11
VNRS 153		X				S07
VNRS 154		X				F06
VNRS 155		X				F09
VNRS 160		X				S08
VNRS 161L		X				S08
VNRS 162		X				S11
Course		SLOs	COOP	Approval	Del in proc	Last in Curriculum
VNRS 163		X				S07
VNRS 164		X				F06
VNRS 165		X				F06
VNRS 170		X				F09
VNRS 171L				X		
VNRS 172		X				S11
VNRS 173		X				F08
VNRS 180		X				F08
VNRS 181				X		
VNRS 182		X				S09
VNRS 183		X				S07

18                      0                      3                      0

### Key

Course: Course identifier and number

Not done: Courses without SLO's written

SLOs: Courses with SLO's written and approved

COOP: Co-operative Education (698, 699) classes

Approval: Courses with SLO's written but not approved, currently in the approval queue

Del in proc: Courses without SLO's written in the queue for deletion

Last in Curriculum: Last semester the course was approved by the curriculum committee.

Classes with no date have not been in curriculum since Fall 2000.

CO-OP ed classes need to be reviewed by the curriculum committee campuswide













	CC1	CC2	CC3	CC4 (A)	CC4 (B)	CC5	CC6	Date of Assessment= FA10, SP12 or CA=(Ongoing, Continuing Assessment)
<b>VNRS 182</b> —Obstetrical-Gynecological Nursing (4 Units), Applicability-D, Last Offered-6/10, Last Curriculum Date: F09, Curriculum Revision Date: 8/14								
SLO 1	D,M	D,M	D,M	D,M	D,M	D,M	D,M	Scheduled Summer 2012
SLO 2	D,M	D,M	D,M	D,M	D,M	D,M	D,M	
SLO 3	D,M	D,M	D,M	D,M	D,M	D,M	D,M	
<b>VNRS 183</b> —Leadership in Nursing (3 Units), Applicability-D&C/S Last Offered-8/11, Last Curriculum Date:S07, Curriculum Revision Date: 6/12								
SLO 1	D,M	D,M	D,M	D,M	D,M	D,M	D,M	Scheduled Spring 2013
SLO 2	D,M	D,M	D,M	D,M	D,M	D,M	D,M	
SLO 3	D,M	D,M	D,M	D,M	D,M	D,M	D,M	
SLO 4	D,M	D,M	D,M	D,M	D,M	D,M	D,M	
SLO 5	D,M	D,M	D,M	D,M	D,M	D,M	D,M	

## 11. Evaluation Criteria – Need

Labor market data suggests that, in California, the number of Licensed Vocational Nurses is expected to grow much faster than average growth for all occupations. Jobs are expected to increase by 21.5 percent, or 13,600 jobs, between 2008 and 2018. (See attachment California Occupational Guides.)

Minutes of the advisory committee meeting reflect the need for LVNs in extended and long term care. The focus of student preparation is currently being evaluated to incorporate a more market-based curriculum, with clinical learning experiences in extended long term facilities. (See Nursing Advisory Committee Meeting minutes of October 28, 2010.)

Over the past four to five years there have been a high number of students enrolling in the NRS 100 course, which is the pre-requisite course for the VN Program. There had been five to six sections with initial enrollment of 50-75 students per section. Currently, NRS 100 sections and enrollment maximum numbers have been reduced due to the decision to decrease VN enrollment from 45 to 30.

The number of students who can enroll in each cohort is regulated by the California Board of Vocational Nursing & Psychiatric Technician (BVNPT). There is a BVNPT student-to-teacher ratio of 15:1. Recently our clinical partners have begun allowing only a student-to-teacher ratio 10 or 12:1. The industry standard, which is based upon span-supervision and liability, drives this type of change. The governing body acquiesces to the clinical partner criteria.

There are other LVN programs offered at other local community colleges, as well as privately run technical schools. Some of the programs admit once a year, usually fall semester, and others admit fall and spring semester.

#### COMMENDATIONS:

- a) The VN Program enrolls two full-time cohorts per year.
- b) Health Sciences offers a full career nursing ladder with CNA, VN, and RN Programs.
- c) Marketing and recruitment efforts have increased the number of non-traditional, male, displaced workers, homemakers and culturally diverse students into the nursing field.
- d) Advisory Committee continues to provide positive feedback and support for the VN Program and the growing need for well-trained VN in extended and long term care.

## **12. Evaluation Criteria – Quality**

For all the VNRS courses, lecture and lab content and units are appropriate and conform to BVNPT regulations. Disciplines are appropriate.

All students must have a criminal background screening, a current CPR card for the Healthcare Provider, Health History and Physical Exam, and TB clearance once they are accepted into the program.

Course pre-requisites are validated. We are in the process of reviewing and validating the co-requisites for some of the courses. The expected date of completion is winter 2012.

Course outlines in the VN program have been reviewed and updated on a regular basis (within the last 2-3 years). SLO's are in place for all but one course, VNRS 164. The expected date of completion is fall 2011

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

The program supports state and district emphasis on critical thinking, problem-solving and written expression through the use of role-play, case scenarios, writing

assignments, and quizzes/exams. Close supervision of students while working in the clinical field is required.

All faculty are well qualified and approved to teach didactic and/or clinical by the BVNPT. Most faculty have some form of approval by the BRN in order to teach across programs, as appropriate. Faculty maintain currency in the field, providing high quality instruction, are dedicated to the students, and maintain high standards.

The Core Indicators for 2009-2010 were reviewed and discussed at the VN Faculty meeting on April 26, 2011. The consensus was that the Core Indicators demonstrated that the program is above the established goals for Core Indicators 1 (Skill Attainment), 2 (Completions), 4 (Employment) and 5 (NT Participation/Completion). For Core Indicator 3 (Persistence), the program fell below by .36. The overall interpretation of performance in the Core Indicators is that the Citrus College VN Program is viable, and meets community and industry needs. Our plan for improvement is to have the dedicated nursing counselor provide increased student support through appropriate workshops and one-on-one sessions. We believe this will improve completion, persistence and success.

#### COMMENDATIONS:

- a) Nursing faculty attend conferences to keep abreast of current technology and methodology to bring students state-of-the-art experiences and curriculum.
- b) Nursing course syllabi contain clear grading standards, attendance and make-up policies, drop date, contact numbers for faculty, homework policy, and relevant student support services information. Additionally, comprehensive information is also provided in a Student Nurse Handbook and contract.
- c) The VN Program has secured a 50% reassign time for the assistant director of vocational nursing to ensure compliance with the BVNPT requirements.
- d) All nursing faculty have continued their formal education with a minimum of a Bachelor's degree in Nursing, the majority hold a master's degree.
- e) Critical thinking skills, nursing process, and competency skills related to nursing are evaluated throughout the program by nationally standardized comprehensive nursing related psychometric testing and review products purchased from VTEA Grant funds.
- f) National licensure exam scores continue to increase with the pass rate at 90% in 2009.
- g) The VN Program received an Outstanding Achievement Award "In Recognition of Achieving Outstanding Performance of 90% - 100%, Licensed Vocational Nurse (100%) 2009/2010," from the South Bay Workforce Investment Board on October 28, 2010.

### **13. Evaluation Criteria – Feasibility**

-- The program has adequate communication with and support from the counseling department. There are dedicated nursing counselors housed within the Health Sciences Department, who provide students needed support, early detection of need for remediation, and improved completion, persistence, and success.

-- The facilities and equipment in the recently remodeled skills lab provide excellent learning opportunities for students. However, this state-of-the-art equipment requires continuous upgrading and maintenance for consistent instructional delivery. The classrooms assigned, while equipped with smart panels, are technologically limited. Ideally, the VN Program, as well as all the other Health Science Programs, would benefit greatly from the purchase and installation of Wi-Fi and a cart with laptops that would afford each of the classrooms the capability of becoming an interactive computer lab/testing center. Library resources are adequate.

#### **COMMENDATIONS:**

- a) The department has vigorously sought grant funding, to provide technical equipment and software, state-of-the-art mannequins and other supplies to keep students current with what is actually in use in health care settings.
- b) The VN Program offers courses days, evenings and weekends, 9-hour, 10-hour, and 12- hour clinical shifts.
- c) The department uses the computer lab PC 212 & 230 along with the skills lab for basic skills, competencies, orientation to local hospital facilities and licensure preparation reviews.

### **14. Evaluation Criteria – Compliance**

-- All course requisites meet federal, state, and district requirements.

All students have a criminal background screening, a current CPR card for the Healthcare Provider, Health History and Physical Exam, and TB clearance once they are accepted into the program.

-- The 2009 reaccreditation was completed successfully and is in place until May 2013. (see Attachment F)

-- All course outlines of record meet state, district, and federal regulations for content.

-- Advisory meetings are held once a year (minutes are attached). The clinical sites meet ADA, industry standards and OSHA requirements.

#### **COMMENDATIONS:**

a) The VN Program is fully accredited and has recently received reaccreditation from BVNPT until May 2013.

b) All faculty meet licensure qualifications as Registered Nurses/faculty for the BVNPT.

## 15. Evaluation Criteria – Other

## 16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Develop and implement the SLO assessment process for all VNRS courses	VN Program Coordinator and Faculty	Spring 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Review the numbering sequence of the vocational nurse classes to mimic what is actually offered(Change VNRS 183 to 175)	VN Program Coordinator	Fall 2011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Review supplies, equipment, software, and DVD's to ensure that we are providing current educational methodologies	HS Director/Skill lab Coordinator	Spring 2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Review need for a remodel/update of computer technology integration into existing classrooms to provide more flexibility in content delivery modalities.	HS Director	Spring 2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Update courses that currently do not have SLO's and submit for curriculum review. VNRS 164, the remaining course needing SLO completion, is scheduled to be completed in summer 2011 and sent for Curriculum Committee review in early fall 2011.	HS Director/VN Coordinator	Fall 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Expand the existing RN database to include VN students in order to gather and sort appropriate data. This is identified as a method for providing an accurate picture of student success/completions.	HS Director/VN Coordinator	Fall 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Take the VN Certificate and A.S. Degree through Curriculum Review process	Health Science Director/VN Coordinator	Spring 2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 17. Budget Recommendations

Resources are needed in the following areas:

### Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Instructor for across programs teaching to fill a gap left with resignation/non-renewals	To provide adequate faculty to ensure excellence/continuity in instruction delivery across programs. To ensure student success by providing adequate numbers to qualified, full-time faculty	M N C	A B C

### Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Skills Lab technical support that is adequate for the needs of students enrolled in expanding programs	Student-focused Skills Lab mentoring and remediation is a critical element in promoting student success. The grants we are currently utilizing fund accessibility.	M N F	A B C
This support is viewed by faculty as needing to be institutionalized in the future through district funding	While supplemental grant funding provides students with increased opportunity, the temporary nature of grant funding does not ensure that future students will be provided with the same opportunities.	M N F	A B C

### Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
Ongoing repairs/maintenance of high fidelity equipment	Provision of state-of-art learning experiences	Skills Lab	M N F C	A B C
Identify faculty office space that provides increased privacy for student counseling.	Ferpa issues arise when office space is not completely private. It is essential that VN faculty meet with students confidentially, in order to support positive outcomes for students.	PC or CI	M N F C	A B C
Refurbish classrooms with countertops and new cabinetry and improved/matching seating for students.	Cleanliness and safety in the classroom environment enhances learning. Cabinetry that is made to contain the equipment safely and securely will promote appropriate use and life of the items. Appropriate seating to accommodate adult learners of many sizes will help to ensure comfort in the learning environment for several hours.	TC 228, 229. 230	N F C	B C
Emergency call system	Access to immediate assistance in case of an emergency is vital to student and faculty health and safety.	PC 212, 230. TC 228, 229, 230	N F C	B C

### Computers / Software (TeCS)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Hand held computers for all clinical faculty	Providing a communication tool for off campus faculty impacts students and faculty by providing real time connection to help to serve all students. iPad. These would be used across programs in nursing.	@ \$850x12 each for F/T faculty 7000 district and 3200 grant funded	Q F	C
Electronic pointers in all classrooms	To help the student to focus on the information in greater detail	\$ 3000 district and \$2000 grant supplement	Q F	C
Electronic Student Library	Accessibility of textbooks online will help students to stay on track anywhere they have internet.	Available in the library. Will need to look at contributing to upgrades.	Q F	C

### Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Purchase of new and ongoing upgrades to existing classroom teaching tools/models/manequins	Providing high-quality, college-level instruction. Maintaining high-fidelity human simulators.	\$15,000 from district, to be matched by grant funding	M N Q F C	B C
* Training: formal mentoring program for faculty. Faculty Development.	To assist faculty to adjust to the school mission, values and program objectives.	\$2500 District funding and \$5,000 from grant funding	M N C	A B C
*Training: Technology training to faculty	To assist faculty to understand and utilize state of the art teaching concepts. This item would be shared between CNA, VN, and RN		N F	B C

### Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Medical durable goods and products	Learning to use actual medical products in the safety of the Skills Lab will ensure proper use and understanding prior to actual patient use in the clinical setting		M N Q	A B C

◇ **Impact:**

**M = Mission:** Does program meet the District's mission and established core competencies? Does program reflect the District's diversity?

**N = Need:** How is program addressing needs based on labor market data, enrollment, articulation, advisory committee, regional agreements, etc.?

**Q = Quality:** Are lecture/lab unit values appropriate? Have the course outlines been reviewed / updated regularly? Are disciplines appropriate? Is faculty development adequate? Does program support State and District emphasis on critical thinking, problem solving and written expression? Does program meet stated objectives in the form of SLOs? Are course pre-requisites and co-requisites validated?

**F = Feasibility:** Are facilities, equipment, and library resources adequate? Are evening programs and services adequate? Are course offerings frequent enough for students to make adequate progress in both day and evening programs? Does the program have adequate communication with & support from Counseling?

**C = Compliance:** Do course requisites meet Federal, State & District requirements? Do the course outlines meet state, district & federal regulations for content? Do vocational programs have regular advisory meetings?

‡ **Priority:**

A. Is this goal mandated by law, rule, or district policy?

B. Is this goal essential to program success?

C. Is this goal necessary to maintain / improve program student learning outcomes?



## Attachment A: Key Performance Indicator Data

### VNRS Program Review

	Key Performance Indicators	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	17.0	17.0	17.0	17.0	17.0	17.0
4	Sections Offered	23.0	31.0	26.0	22.0	24.0	26.0
5	Morning Secions	20.0	19.0	16.0	14.0	16.0	15.0
6	Afternoon Sections	3.0	4.0	4.0	4.0	4.0	6.0
7	Evening Sections		8.0	3.0		1.0	1.0
8	Arranged Sections			3.0	4.0		
9	Weekend Sections					1.0	2.0
10	Short Term Sections	16.0	24.0	16.0	13.0	15.0	15.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	1.0	1.0
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	1.0	1.0
13	Enrollment	823	1030	814	607	617	655
14	Weekly Student Contact hours (WSCH)	3076.8	2996.9	2879.0	2539.4	2717.0	3244.6
15	Full-Time Equivalent Students (FTES)	105.5	102.8	98.7	78.4	83.8	100.1
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	5.8	6.1	5.7	5.3	5.9	6.9
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	534.2	490.5	502.5	481.0	462.1	471.6
19	FTES/FTEF	18.3	16.8	17.2	14.8	14.3	14.6
20	Fill Rate at Census	92.1	88.5	99.2	83.4	86.1	87.8
<b>Program Success</b>							
21	Course Retention	99.0	98.5	97.5	99.8	100.0	99.5
22	Course Success	95.4	94.5	95.6	95.7	96.1	95.0

**VNRS Program Review**

	<b>Key Performance Indicators</b>				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	<b>Program Access</b>						
1	Majors (total)						
2	New Majors						
3	Courses Offered						
4	Sections Offered						
5	Morning Secions						
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections						
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment						
14	Weekly Student Contact hours (WSCH)				0.0	0.0	0.0
15	Full-Time Equivalent Students (FTES)						
	<b>Program Resources</b>						
16	Full-Time Equivalent Faculty (FTEF)						
17	Credit Reimbursement Rate				\$3,668.28	\$3,834.46	\$3,834.46
	<b>Program Operation</b>						
18	WSCH/FTEF						
19	FTES/FTEF						
20	Fill Rate at Census						
	<b>Program Success</b>						
21	Course Retention						
22	Course Success						

**VNRS Program Review**

	<b>Key Performance Indicators</b>	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	17.0	17.0	17.0	17.0	17.0	17.0
4	Sections Offered	30.0	38.0	28.0	23.0	26.0	26.0
5	Morning Secions	23.0	23.0	15.0	19.0	15.0	16.0
6	Afternoon Sections	7.0	9.0	8.0	3.0	6.0	5.0
7	Evening Sections		2.0			1.0	1.0
8	Arranged Sections		4.0	1.0			
9	Weekend Sections			3.0		2.0	2.0
10	Short Term Sections	18.0	22.0	15.0	17.0	15.0	15.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	1.0	1.0	1.0
12	DistanceEd Short-Term Sections	0.0	0.0	1.0	0.0	1.0	1.0
13	Enrollment	712	880	724	574	680	635
14	Weekly Student Contact hours (WSCH)	3347.8	4107.5	3734.5	2651.6	3303.0	2957.5
15	Full-Time Equivalent Students (FTES)	114.8	140.8	128.0	81.8	101.9	91.3
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	7.8	9.8	7.4	6.4	7.0	10.2
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	428.1	420.9	508.1	416.9	473.9	290.0
19	FTES/FTEF	14.7	14.4	17.4	12.9	14.6	8.9
20	Fill Rate at Census	57.0	60.8	90.1	75.9	91.8	82.5
<b>Program Success</b>							
21	Course Retention	99.7	98.3	96.1	99.0	99.6	99.5
22	Course Success	94.4	94.3	92.4	94.1	99.0	96.5

**VNRS Program Review**

	<b>Key Performance Indicators</b>	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	3.0	3.0	3.0	3.0	3.0	3.0
4	Sections Offered	3.0	14.0	20.0	15.0	14.0	15.0
5	Morning Secions	2.0	2.0	2.0	2.0	11.0	6.0
6	Afternoon Sections	1.0	1.0	1.0	1.0	2.0	1.0
7	Evening Sections			2.0			
8	Arranged Sections		11.0	15.0	12.0	1.0	8.0
9	Weekend Sections						
10	Short Term Sections	3.0	3.0	5.0	3.0	13.0	7.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
13	Enrollment	271	233	307	251	175	221
14	Weekly Student Contact hours (WSCH)	1631.6	2544.2	3125.8	1480.5	1287.9	1553.3
15	Full-Time Equivalent Students (FTES)	55.9	87.2	107.2	50.8	39.7	47.9
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	0.3	4.1	5.5	3.0	3.2	3.5
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	4798.8	617.5	566.3	488.6	397.5	448.9
19	FTES/FTEF	164.5	21.2	19.4	16.8	12.3	13.9
20	Fill Rate at Census	101.9	18.5	21.3	94.4	91.9	89.1
<b>Program Success</b>							
21	Course Retention	92.6	100.0	99.3	98.0	100.0	100.0
22	Course Success	88.9	96.1	99.3	98.0	99.4	99.5

	<i>Key Performance Indicators</i>	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
<b>Program Resources</b>							
23	Revenue: FTES*Reimbursement Rate	\$799,315.31	\$913,403.34	\$941,184.29	\$638,941.01	\$683,569.18	\$755,196.90
24	Total District Adopted Program Budget	NO DATA	NO DATA	NO DATA	NO DATA	1,217,491	1,107,624
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	N/A
26	Supplies (4300 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	7,809	7,418
27	Cost	NO DATA	NO DATA	NO DATA	NO DATA	1,211,438	
28	Total FTES for the year	273.71	280.21	270.74	174.18	178.27	196.95
29	Cost per FTES					\$6,795.52	
<b>Degrees and Certificates</b>							
30	Degree: Licensed Vocational Nursing				7	11	9
31	Certificates: Licensed Vocational Nursing	152	148	172	104	134	86
32	Skill Awards						
33	Licenses (reported by department)						
<b>Career Technical Education Programs</b>							
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

		04-05		05-06		06-07		07-08		08-09		09-10	
		Year1		Year2		Year3		Year4		Year5		Year6	
<b>Gender</b>													
	Female	168	79.6%	191	81.6%	162	75.3%	139	73.5%	116	73.0%	125	73.5%
	Male	43	20.4%	43	18.4%	53	24.7%	49	25.9%	41	25.8%	41	24.1%
	Missing							1	0.5%	2	1.3%	4	2.4%
	Total	211	100.0%	234	100.0%	215	100.0%	189	100.0%	159	100.0%	170	100.0%
<b>Age</b>													
	19 or younger	13	6.2%	15	6.4%	7	3.3%	4	2.1%	3	1.9%	6	3.5%
	20-24	57	27.0%	48	20.5%	49	22.8%	42	22.2%	61	38.4%	60	35.3%
	25-29	41	19.4%	53	22.6%	61	28.4%	54	28.6%	39	24.5%	42	24.7%
	30-34	26	12.3%	26	11.1%	30	14.0%	27	14.3%	25	15.7%	25	14.7%
	35-39	24	11.4%	24	10.3%	22	10.2%	20	10.6%	10	6.3%	12	7.1%
	40-49	43	20.4%	50	21.4%	34	15.8%	31	16.4%	15	9.4%	17	10.0%
	50 and above	7	3.3%	18	7.7%	12	5.6%	11	5.8%	6	3.8%	8	4.7%
	Total	211	100.0%	234	100.0%	215	100.0%	189	100.0%	159	100.0%	170	100.0%
<b>Ethnicity</b>													
	Asian	97	46.0%	106	45.3%	103	47.9%	94	49.7%	64	40.3%	42	24.7%
	Black or African American	12	5.7%	19	8.1%	11	5.1%	10	5.3%	9	5.7%	7	4.1%
	Hispanic/Latino	57	27.0%	53	22.6%	46	21.4%	45	23.8%	40	25.2%	40	23.5%
	American Indian or Alaska Native			1	0.4%	3	1.4%	3	1.6%	2	1.3%		
	Native Hawaiian or Other Pacific Islander							4	2.1%	6	3.8%	3	1.8%
	White	28	13.3%	41	17.5%	41	19.1%	28	14.8%	21	13.2%	29	17.1%
	Unknown/Non-Respondent	17	8.1%	14	6.0%	11	5.1%	5	2.6%	17	10.7%	49	28.8%
	Total	211	100.0%	234	100.0%	215	100.0%	189	100.0%	159	100.0%	170	100.0%
<b>Educational Goal</b>													
	Degree & Transfer	34	16.1%	24	10.3%	31	14.4%	2	1.1%	6	3.8%	17	10.0%
	Transfer	7	3.3%	14	6.0%	8	3.7%					3	1.8%
	AA/AS	3	1.4%	3	1.3%	2	0.9%	5	2.6%	25	15.7%	32	18.8%
	License	46	21.8%	56	23.9%	53	24.7%	4	2.1%	18	11.3%	26	15.3%
	Certificate	113	53.6%	121	51.7%	109	50.7%	7	3.7%	19	11.9%	28	16.5%
	Job Skills	4	1.9%	4	1.7%	2	0.9%	3	1.6%	9	5.7%	22	12.9%
	Undecided									2	1.3%	9	5.3%
	Not Reported	4	1.9%	12	5.1%	10	4.7%	168	88.9%	80	50.3%	33	19.4%
	Total	211	100.0%	234	100.0%	215	100.0%	189	100.0%	159	100.0%	170	100.0%

## Attachment B: Library Report

### LIBRARY ACTIVITY:

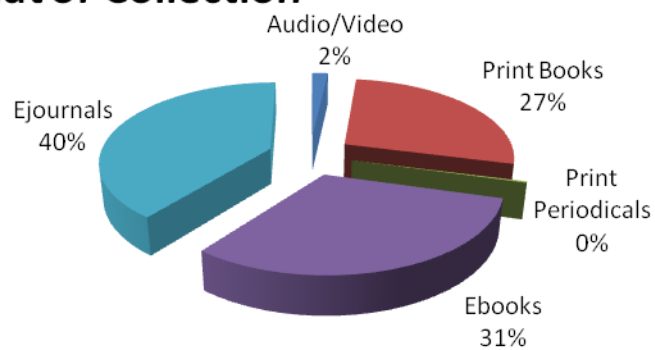
Library Research Orientations  
3 (during prior year)

Circulation of materials in subject area  
4% of total circulation

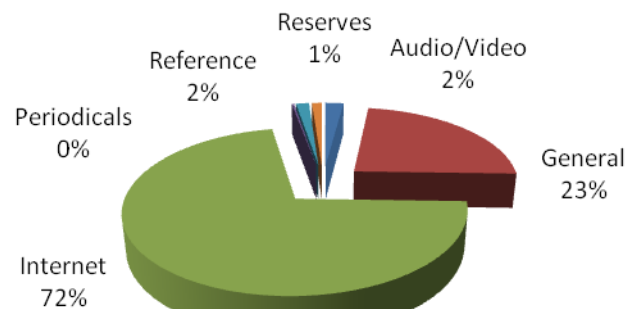
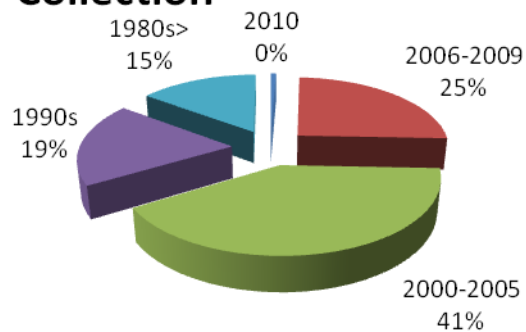
### LIBRARY RESOURCES:

Dewey 610-619.99	3,215
Ejournals	2,163

### Format of Collection



### Age of Collection



### Location of Collection

## Databases

EBSCO:	Other:
<p><b>Academic Search Premier *(1975-)</b> Multi-disciplinary database for academic publications including peer-reviewed journals, &amp; images.</p>	<p><b>Salem Health</b> <i>Magill's Medical Guide &amp; Salem: Cancer</i>. Medical encyclopedias.</p>
<p><b>Alt HealthWatch*(1990-)</b> Complementary, holistic &amp; integrated approaches to health care &amp; wellness journals.</p>	
<p><b>Health Source: Consumer ed. behavioral health, childcare, food sciences &amp; nutrition, medical sciences, sports medicine &amp; general health. Includes Merriam-Webster's Medical Desk Dictionary</b></p>	
<p><b>Health Source: Nursing/Academic ed.</b> Scholarly medical, nursing &amp; allied health journals, including <i>Lexi-PAL Drug Guide</i>, which covers generic drug patient education sheets with brand names.</p>	
<p><b>MEDLINE</b> biomedical, dentistry, health care system, medicine, nursing, pre-clinical sciences titles journals. Annual in Dec.</p>	
<p><b>Psychology &amp; Behavioral Sciences_(1965-)</b> mostly peer-reviewed journals also covering anthropology, emotional characteristics, mental processes, &amp; observational &amp; experimental methods.</p>	
<p><b>Vocational &amp; Career *(1985-)</b> Trade and industry-related journals including <i>Pediatric Nursing, Wireless Week, Restaurant Business, and Advertising Age</i>.</p>	

## Ejournal Subject Headings:

- Diet & Clinical Nutrition (68)
- Human Anatomy & Physiology
  - Anatomy (5)
  - Animal Biochemistry (32)
  - Neuroscience (47)
  - Physiology (105)
- Medicine
  - Alternative Medicine (35)
  - Cardiovascular Diseases (63)
  - Clinical Endocrinology (29)
  - Clinical Immunology (43)
  - Connective Tissue Diseases (1)
  - Dermatology (30)
  - Diseases by Body Region (3)
  - Emergency Medicine (7)
  - Gastroenterology (26)
  - Geriatrics (24)

- Gynecology & Obstetrics (44)
- Hematologic Diseases (23)
- History of Medicine (5)
- Industrial Medicine (10)
- Infectious Diseases (19)
- Internal Medicine (43)
- Medical & Biomedical Informatics (5)
- Medical Education (9)
- Medical Ethics & Philosophy (13)
- Medical Professional Practice (8)
- Medical Research (27)
- Medical Technology (7)
- Medicine - General (221)
- Metabolic & Nutritional Diseases (8)
- Military & Naval Medicine (2)
- Musculoskeletal System Diseases (9)
- Neurology (95)



- Oncology (73)
- Ophthalmology & Optometry (30)
- Otorhinolaryngology (21)
- Palliative Care (3)
- Pathology (63)
- Pediatrics (75)
- Radiology, MRI, Ultrasonography & Medical Physics (30)
- Respiratory System Diseases (14)
- Sports Medicine (8)
- Tropical & Arctic Medicine (6)
- Urology & Nephrology (35)
- Nursing (83)
- Occupational Therapy & Rehabilitation (18)
- Pharmacy, Therapeutics, & Pharmacology (126)
- Physical Therapy (21)
- Psychiatry
  - Clinical Psychology (13)
  - Psychiatric Disorders, Individual (20)
  - Psychiatry - General (27)
  - Psychoanalysis (5)
  - Psychopharmacotherapy (1)
  - Psychosomatic Medicine (3)
  - Psychotherapy (22)
  - Sexual Problems (3)
  - Substance Abuse Disorders (15)
- Public Health
  - Adolescent & Adult Public Health (2)
  - Aged Public Health (1)
  - Communicable Diseases (10)
  - Emergency Medical Services (1)
  - Environmental Health (7)
  - Epidemiology & Epidemics (9)
  - Ethnic Minorities & Public Health (3)
  - Foodborne Diseases (1)
  - Gender Specific Public Health (21)
  - Government Health Agencies, U.S. (6)
  - Hospitals & Medical Centers (40)
  - Legal & Forensic Medicine (6)
  - Long-Term Care Facilities (4)
  - Medical Care Plans (9)
  - Medical Economics (10)
  - Medical Geography (1)
  - Medical Statistics (10)
  - Mental Illness Prevention (14)
  - Public Health - General (144)
  - Regulation of Health Care (1)
  - Social Medicine (6)
  - Toxicology & Public Health (20)
  - Transmission of Disease (2)
  - World Health (5)
- Surgery & Anesthesiology
  - Anesthesiology (10)
  - Plastic Surgery (3)
  - Prosthesis & Artificial Organs (2)
  - Surgery - General and By Type (65)
  - Transplantation of Organs & Tissues (5)
  - Wounds & Injuries (3)

# Attachment C: Core Indicators VNRS 2009-2010



## PERKINS IV Core Indicators of Performance by 6-digit Vocational TOP Code Summary Detail Report for 2009-2010 Fiscal Year Planning

CITRUS COLLEGE

### 123020 Licensed Vocational Nursing

	Core 1 Skill Attainment			Core 2 Completions			Core 3 Persistence		
	Percent	Count	Total	Percent	Count	Total	Percent	Count	Total
Program Area Total	99.55	223	224	95.92	94	98	81.82	180	220
Female	99.43	173	174	96.05	73	76	81.76	139	170
Male	100.00	50	50	95.45	21	22	82.00	41	50
Non-traditional	100.00	36	36	87.50	7	8	94.44	34	36
Displaced Homemaker		0	0		0	0		0	0
Economically Disadvantaged	99.28	137	138	96.92	63	65	83.70	113	135
Limited English Proficiency	100.00	10	10	100.00	5	5	77.78	7	9
Single Parent	100.00	28	28	100.00	12	12	81.48	22	27
Students with Disabilities		0	0		0	0		0	0
Technical Preparation	100.00	3	3	100.00	2	2	66.67	2	3
District	99.55	223	224	95.92	94	98	81.82	180	220
State	91.96	14,935	16,241	91.98	7,467	8,118	84.58	13,479	15,937

	Core 4 Employment			Core 5a NT Participation			Core 5b NT Completion		
	Percent	Count	Total	Percent	Count	Total	Percent	Count	Total
Program Area Total	88.89	88	99	22.32	50	224	22.45	22	98
Female	88.31	68	77	0.00	0	174	0.00	0	76
Male	90.91	20	22	100.00	50	50	100.00	22	22
Non-traditional	87.50	7	8	22.32	50	224	22.45	22	98
Displaced Homemaker		0	0		0	0		0	0
Economically Disadvantaged	90.16	55	61	22.46	31	138	20.31	13	64
Limited English Proficiency	100.00	4	4	20.00	2	10	20.00	1	5
Single Parent	83.33	10	12	7.14	2	28	8.33	1	12
Students with Disabilities		0	0		0	0		0	0
Technical Preparation	100.00	1	1	33.33	1	3	50.00	1	2
District	88.89	88	99	22.32	50	224	22.45	22	98
State	89.05	5,612	6,302	14.51	3,012	20,758	15.63	1,607	10,282

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

Performance Rate Less Than Goal is Shaded

- Core 1 - Skill Attainment, GPA 2.0 & Above: 92.46% Performance Goal - (2006-2007)
- Core 2 - Completions, Certificates, Degrees and Transfer Ready: 66.13% Performance Goal - (2006-2007)
- Core 3 - Persistence in Higher Education: 82.18% Performance Goal - (2006-2007)
- Core 4 - Employment: 79.86% Performance Goal - (2006-2007)
- Core 5 - Training Leading to Non-traditional Employment: Greater than 12.58% Participation & 12.02% Completion - (2006-2007)

**Attachment D: Sample Certificate of Achievement**

# Citrus College

This certifies that  
**Sample A. Student**  
Has satisfactorily completed the prescribed course of study  
and is hereby awarded this  
**Certificate of Achievement**  
in  
**Vocational Nursing**  
Given at Glendora, California, this twelfth day of August, 2010.

*Signature*

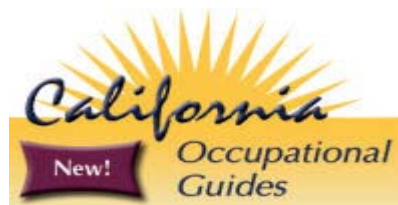
Superintendent/President



*Signature*

Vice President of Instruction

## Attachment E: Labor Market Information



### Licensed Practical and Licensed Vocational Nurses in California

<http://www.labormarketinfo.edd.ca.gov/occguides/Detail.aspx?Soccode=292061&Geography=0601000000>

**May also be called:** Licensed Practical Nurses; Licensed Attendants; Nursing Technicians; Home Health Nurses; and Home Health Care Providers

Licensed Vocational Nurses (LVNs) provide basic, bedside nursing care for sick, injured, convalescing, elderly, and physically or mentally disabled persons. They typically work in a health care team under the direction and supervision of a physician or registered nurse and develop their skills in medical-surgical, maternity, and pediatric nursing. Licensed Vocational Nurses observe patients, perform basic assessments, and report and document changes in a patient's condition. They also measure vital signs, perform medical treatments, and administer prescribed medications. Licensed Vocational Nurses may collect samples and perform routine laboratory tests, feed patients, and record food and fluid intake and output. Some help deliver, care for, and feed newborn babies. Some LVNs perform intravenous therapy or blood withdrawal. Licensed Vocational Nurses can also supervise certified nursing assistants and aides.

Additional duties can vary greatly depending on where the LVN works. Licensed Vocational Nurses who work in nursing care facilities help to evaluate residents' needs and develop care plans. In doctors' offices and clinics, they may make appointments for patients, keep records, and perform other clerical duties. Those who work in the patient's home may prepare meals, keep rooms orderly, see that patients are comfortable and in good spirits, and teach family members simple nursing tasks.

Licensed Vocational Nurses may operate medical machinery such as cardiac output and glucose monitors. They use hypodermic needles, nebulizers, or extremity restraints. They also use computer software for calendar and scheduling and to enter medical records electronically.

#### Important Tasks and Related Skills

Each task below is matched to a sample skill required to carry out the task.

Task	Skill Used in this Task
Administer prescribed medications or start intravenous fluids, and note times and amounts on patients' charts.	Medicine and Dentistry
Help patients with bathing, dressing, maintaining personal hygiene, moving in bed, or standing and walking.	Customer and Personal Service
Answer patients' calls and determine how to assist them.	Active Listening
Record food and fluid intake and output.	Writing
Provide basic patient care and treatments, such as taking temperatures or blood pressures, dressing wounds, treating bedsores, giving enemas or douches, rubbing with alcohol, massaging, or performing catheterizations.	Time Management
Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse and respiration.	Problem Sensitivity
Evaluate nursing intervention outcomes, conferring with other health care team	Oral Expression

members as necessary.

Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.

Monitoring

Source: U.S. Department of Labor [Occupational Information Network \(O\\*NET\)](#)

Skill	Definition
Medicine and Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Writing	Understanding written sentences and paragraphs in work related documents.
Time Management	Managing one's own time and the time of others.
Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Source: U.S. Department of Labor [Occupational Information Network \(O\\*NET\)](#)

### ***Working Conditions***

Licensed Vocational Nurses work in hospitals, clinics, doctors' offices, nursing and long-term care facilities, ambulatory surgical centers, emergency medical centers, private homes, and group homes. They work a variety of shifts and since most patients need round-the-clock care, some LVNs work nights; weekends; and holidays. Some hospitals have 16-hour (double) shifts, and overtime wages may be paid after the first eight hours. Licensed Vocational Nurses may deal with stressful, heavy workloads.

The job of an LVN often involves prolonged standing, a lot of walking, some lifting, bending, stooping, and reaching. They are subject to back injuries when helping patients move in bed, stand, or walk. Dangers from infectious agents are also part of the work environment. Consequently, LVNs may face hazards from caustic chemicals, radiation, and infectious diseases such as hepatitis, tuberculosis, and AIDS. In addition, the patients they care for may be confused, agitated, or uncooperative.

Licensed Vocational Nurses can join the California Licensed Vocational Nurses' Association (CLVNA) or the Licensed Vocational Nurses League of California (LVNL). They may also join the Health Care Workers division of the Service Employees International Union (SEIU).

### ***Will This Job Fit Me?***

The job of Licensed Vocational Nurse will appeal to those who enjoy activities that involve assisting others. This occupation satisfies those with social interests. Social occupations involve working with, communicating with, and teaching people as well as helping or providing service to others.

### ***What Wages and Benefits Can I Expect?***

## Wages

The median wage in 2010 for Licensed Vocational Nurses in California was \$49,818 annually, or \$23.95 hourly. The median is the point at which half of the workers earn more and half earn less.

Annual Wages for 2010	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$42,677	\$49,818	\$57,947

Source: EDD/LMID [Occupational Employment Statistics Survey, 2010](#) Wages do not reflect self-employment.

Hourly Wages for 2010	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$20.52	\$23.95	\$27.86

Source: EDD/LMID [Occupational Employment Statistics Survey, 2010](#). Wages do not reflect self-employment.

## Benefits

Benefits usually include vacation, sick leave, medical and dental insurance, and retirement plans.

**What Do Local Employers Say About Benefits?** Of the 495 employers in California, almost all provide medical insurance and dental insurance, and most provide vacation and sick leave and vision insurance benefits to Licensed Vocational Nurses who work full-time.

Percent of Employers Who Provide Specific Benefits by Time Base		
Benefit Type	Full-Time	Part-Time
Medical Insurance	92%	24%
Dental Insurance	86%	25%
Vacation	78%	26%
Sick Leave	71%	22%
Vision Insurance	70%	21%
Life Insurance	59%	18%
Retirement Plan	56%	23%
Disability Insurance	29%	11%
Paid Time Off Bank	29%	14%
No benefits	2%	37%

Source: EDD/LMID Local Occupational Information Survey, 2008

Of the 464 employers surveyed who responded in California, who provides medical benefits, most reported that they pay half or more of the cost of medical insurance for full-time, and most reported that they pay half or more of the cost of medical insurance for part-time Licensed Vocational Nurses.

Percent of Employers Who Paid Medical Insurance by Portion Paid by Time Base		
Portion Paid by Employer:	Full-Time	Part-Time
All	22%	11%

Half or more	55%	57%
Less than Half	21%	27%
None	2%	5%

Source: EDD/LMID Local Occupational Information Survey, 2008

### *What is the Job Outlook?*

Growth in the employment of LVNs is in response to the long-term care needs of a rapidly growing elderly population and the general growth of healthcare. Replacement needs will be a major source of job openings as workers leave the occupation. Nursing homes will offer the most new jobs for LVNs as the number of aged and disabled people who need long-term care rises. Hospitals are continually under pressure to lower costs and are progressively using more LVNs in place of registered nurses. Increasingly, LVNs will also find jobs outside the traditional hospital setting as healthcare delivery changes.

### **Projections of Employment**

In California, the number of Licensed Vocational Nurses is expected to grow much faster than average growth rate for all occupations. Jobs for Licensed Vocational Nurses are expected to increase by 21.5 percent, or 13,600 jobs between 2008 and 2018.

<b>Estimated Employment and Projected Growth Licensed Vocational Nurses</b>					
<b>Geographic Area (Estimated Year-Projected Year)</b>	<b>Estimated Employment</b>	<b>Projected Employment</b>	<b>Numeric Change</b>	<b>Percent Change</b>	<b>Additional Openings Due to Net Replacements</b>
California (2008-2018)	63,300	76,900	13,600	21.5	19,800

Source: EDD/LMID [Projections of Employment by Occupation](#)

### **Annual Job Openings**

In California, an average of 1,360 new job openings per year is expected for Licensed Vocational Nurses, plus an additional 1,980 job openings due to net replacement needs, resulting in a total of 3,340 job openings.

<b>Estimated Average Annual Job Openings Licensed Vocational Nurses</b>			
<b>Geographic Area (Estimated Year- Projected Year)</b>	<b>Jobs From Growth</b>	<b>Jobs Due to Net Replacements</b>	<b>Total Annual Job Openings</b>
California (2008-2018)	1,360	1,980	3,340

Source: EDD/LMID [Projections of Employment by Occupation](#)

### *How Do I Qualify?*

#### **Education, Training, and Other Requirements**

Licensed Vocational Nurses must be at least 17 years of age; possess a high school diploma, or the equivalent; and complete a vocational, or practical, nursing program approved by the Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). In addition, they must complete an application for Vocational Nurse Licensure and pay the

required fees to the BVNPT, successfully pass a fingerprint background check by the California Department of Justice and the Federal Bureau of Investigations, complete a record of conviction form, and pass the licensing examination, known as the National Council Licensing Examination for Practical (Vocational) Nurses (NCLEX-PN).

There are two other methods by which an applicant can apply for licensure as a Vocational Nurse in California. One method requires that the applicant complete at least 51 months of paid bedside nursing experience in a general acute care facility. In addition to this experience, applicants must also complete a pharmacology course with 54 hours of theory and a verification of skill proficiency. Another method permits U.S. military corpsmen to take the NCLEX-PN if they have completed 12 months of active duty rendering direct bedside patient care, have completed a basic course in nursing in a branch of the armed forces, and have received an honorable discharge from the military.

## **Experience**

Programs for LVNs are one year or longer and include classroom study (theory), supervised clinical practice (patient care), and pharmacology. Classroom study covers basic nursing concepts and patient care-related subjects including anatomy, physiology, medical-surgical nursing, pediatrics, obstetrics, the administration of drugs, and nutrition. Clinical practice usually is in a hospital, but sometimes includes other settings.

## **Early Career Planning**

High school preparation courses in English, mathematics (including algebra and geometry), science (including biology and chemistry), physics, computer science, social studies, and foreign language are recommended.

## **Work Study Programs**

California offers Regional Occupational Programs (ROP) for LVNs. One such program is titled ROP-Health Career Classes, Anatomy/Physiology. To find an ROP program near you, go to [www.carocp.org/carocps.html](http://www.carocp.org/carocps.html)

## **Continuing Education**

Licensed Vocational Nurses in the State of California are required by law to complete 30 hours of continuing education every two years, in addition to paying a renewal fee, to maintain an active license. Courses must be taken through a continuing education provider recognized by the BVNPT.

## **Licensing and Certification**

This occupation is licensed by the Department of Consumer Affairs, Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT). Contact the agency that issues the license for additional information.

- [Licensed Vocational Nurse](#)
- [Midwife](#)

Licensed Vocational Nurses must obtain certification by the Bureau of Vocational Nursing and Psychiatric Technicians (BVNPT) to perform intravenous therapy and blood withdrawal. For more information, go to the U.S. Department of Labor's site [www.acinet.org](http://www.acinet.org) and scroll down to "Career Tools." Click on "[Certification Finder](#)" and follow the instructions to locate certification programs.

## **Where Can I Find Training?**

There are two ways to search for training information:

- [Search by Field of Study](#) to find what programs are available and what schools offer those programs. You may use keywords such as: Vocational Nurse
- [Search by Training Provider](#) to find schools by name, type of school, or location.



Contact the schools you are interested in to learn about the classes available, tuition and fees, and any prerequisite course work.

**Where Would I Work?**

The largest industries employing Licensed Vocational Nurses are as follows:

Industry Title	Percent of Total Employment for Occupation in California
General Medical and Surgical Hospitals	28.5%
Nursing Care Facilities	24.6%
Employment Services	11.8%
Home Health Care Services	11.0%
Offices of Physicians	5.9%

Source: EDD/LMID Staffing Patterns

**What Employers Say...**

The Employment Development Department surveyed 495 employers in California which employ 8,449 Licensed Vocational Nurses. Here's what they had to say:

**About Full-Time/Part-Time:** Almost All of these firms employ full-time and most employ part-time Licensed Vocational Nurses.

**About Work Experience:** Of the 495 employers surveyed in California, most require new hires to have prior work experience as Licensed Vocational Nurses. In the table below, percentages may not add to 100% since employers may select more than one time period.

How Much Work Experience Do Employers Require?	
More than 5 years	3%
25 to 60 months	7%
13 to 24 months	35%
1 to 12 months	61%

Source: EDD/LMID Local Occupational Information Survey, 2008

**About Recruitment:** Of the 495 employers surveyed in California, most indicate it is moderately difficult to find applicants with experience who meet their minimum hiring requirements, while some indicate it is moderately difficult to find applicants without previous experience who meet their minimum hiring requirements to fill vacancies for Licensed Vocational Nurses.

**About Hiring:** Of the 495 employers surveyed in California, most expect the number of Licensed Vocational Nurses they employ to remain stable during the coming year.

Hiring Expectations	
Expect Employment to Increase	18%
Expect Employment to Remain Stable	78%

Expect Employment to Decline	4%
------------------------------	----

Source: EDD/LMID Local Occupational Information Survey, 2008

**About Vacancies:** Of the 495 employers surveyed in California, 72 percent hired Licensed Vocational Nurses during the past year. Of the hiring firms, 93 percent filled existing vacancies, 19 percent filled newly created positions, and 8 percent filled temporary assignments.

### *Finding a Job*

Direct application to employers remains one of the most effective job search methods. Licensed Vocational Nurses can also register with their school placement center for job leads. The California Licensed Vocational Nurses' Association advertises job opportunities as well. Newspaper classified ads and the Internet offer additional sources for job listings.

**Online job opening systems** include JobCentral at <http://www.jobcentral.com/> and CalJOBS<sup>SM</sup> at <http://www.caljobs.ca.gov/>.

To find your nearest One-Stop Career Center, go to [www.servicelocator.org](http://www.servicelocator.org). View the [helpful job search tips](#) for more resources.

### **Yellow Page Headings**

You can focus your local job search by checking employers listed online or in your local telephone directory. Below are some suggested headings where you might find employers of Licensed Vocational Nurses.

- Healthcare
- Hospitals
- Medical Clinics
- Nurse Registries
- Nursing and Convalescent Homes
- Physicians and Surgeons
- 

### **Find Possible Employers**

To locate a list of employers in your area, go to ["Find Employers"](#) on the Labor Market Information Web site:

- Select one of the top industries that employ the occupation. This will give you a list of employers in that industry in your area.
- Click on "View Filter Selections" to limit your list to specific cities or employer size.
- Click on an employer for the street address, telephone number, size of business, Web site, etc.
- Contact the employer for possible employment.

### *Where Could This Job Lead?*

Experienced LVNs may be promoted to supervisory or administrative positions. In some employment settings, such as nursing homes, they can advance to become charge nurses who oversee the work of other LVNs or nursing aides. With additional education and a passing score on the national licensure examination, LVNs can become registered nurses, nurse practitioners, or physician assistants.

### *Related Occupations*

Below is a list of occupations related to Licensed Vocational Nurses with links to more information.

Occupation	Occupational Guide	Industry Report	Occupational Profile
Dental Hygienists	<a href="#">Guide</a>		
Physical Therapist Assistants	<a href="#">Guide #451</a>	<a href="#">Health</a>	<a href="#">Profile</a>
Physician Assistants	<a href="#">Guide</a>		
Psychiatric Aides	<a href="#">Guide #567</a>	<a href="#">Health</a>	<a href="#">Profile</a>
Registered Nurses	<a href="#">Guide</a>		
Respiratory Therapists	<a href="#">Guide</a>		

*Other Sources*

- Bureau of Vocational Nursing and Psychiatric Technicians  
<http://www.bvnpt.ca.gov/>
- California Licensed Vocational Nurses Association  
<http://www.clvna.org/>
- The Licensed Vocational Nurses League of California  
<http://www.lvnlofca.com/>
- California Board of Registered Nursing  
<http://www.rn.ca.gov/>
- Service Employees International Union  
<http://www.seiu.org/>

These links are provided for your convenience and do not constitute an endorsement by EDD.

**Attachment F: Certificate of Accreditation**



STATE AND CONSUMER SERVICES AGENCY • ARNOLD SCHWARZENEGGER, GOVERNOR  
**BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS**  
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945  
Phone (916) 263-7800 Fax (916) 263-7866 | Web [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)




**CERTIFICATE OF ACCREDITATION**

for  
**Citrus College**  
***Vocational Nursing Program***

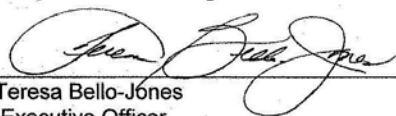
This document attests to the program's compliance with all requirements in Article 5 of the Vocational Nursing Practice Act with Rules and Regulations. A candidate's completion of an accredited vocational nursing program is partial fulfillment of requirements for the vocational nurse licensure examination.

**Effective: May 13, 2009**

  
\_\_\_\_\_  
John P. Vertido, LVN  
President



**Expires: May 12, 2013**

  
\_\_\_\_\_  
Teresa Bello-Jones  
Executive Officer

## Attachment G: Curriculum Plan

### CITRUS COLLEGE VOCATIONAL NURSING PROGRAM CURRICULUM PLAN – FULL TIME PROGRAM

PROGRAM PREREQUISITES: Intro to Health Occupations NRS 100

TOTAL PROGRAM HOURS: 1,548

COURSE TITLE	NO.	UNITS	THEORY HOURS	CLINICAL HOURS	CLASSIFICATION
<b>SEMESTER I (1<sup>st</sup> 8 WEEKS)</b>					
Fundamentals of Nursing	150	3	54	162	Nursing Fundamentals Nursing Fundamentals Pharmacology Nutrition Anatomy & Physiology Psychology
Fundamentals of Nursing Lab	151L	3			
Pharmacology I	152	1	18		
Intro Nutrition/Voc Nurse	153	1	18		
Body Structure & Function	154	1.5	27		
Social-Psychology/V.N.	155	1	18		
<b>SEMESTER I (2<sup>nd</sup> 8 WEEKS)</b>					
Medical-Surgical Nursing I *	160	3	54	162	Medical-Surgical Nursing Medical-Surgical Nursing Pharmacology Nutrition Anatomy & Physiology Growth & Development (Adult)
Medical-Surgical Nursing I Lab	161L	3			
Pharmacology II	162	1	18		
Diet Therapy For Voc. Nurse	163	1	18		
Body Structure & Function II	164	1.5	27		
Growth & Development (Young Adult-Elderly)	165	1	18		
<b>SEMESTER II</b>					
Advanced Medical-Surgical Nursing II*	170	7	126	378	Medical-Surgical Nursing Medical-Surgical Nursing Pharmacology Psychology Leadership
Medical-Surgical Nursing II Lab	171L	7			
Advanced Pharmacology	172	2	36		
Psychology for Voc. Nurse	173	2	36	54	
Leadership in Nursing	183	3	36		
<b>SEMESTER III</b>					
Pediatric Nursing	180	3.5	36	90	Pediatrics Growth & Development (Child)
Growth & Development (Birth-Adolescence)	181	1	18		
Obstetrical-Gynecological Nursing	182	4	36	108	
<b>PROGRAM TOTALS</b>		<b>50.5</b>	<b>594</b>	<b>954</b>	<b>1,548</b>

#### FORMULA FOR COMPUTING HOURS

1 unit = 18 theory hrs. per 16 weeks

1 unit = 54 clinical hrs. per 16 weeks

\*SEE SUMMARY OF CONTENT FOR HOURS

CLASSIFICATIONS	UNITS	THEORY HOURS	CLINICAL HOURS
Anatomy & Physiology	3	54	0
Nutrition/Diet Therapy	2	36	0
Social-Psychology	1	54	0
Growth & Development	2	36	0
Reproductive (OB-GYN)	4	36	108
Nursing Fundamentals	6	54	162
Medical-Surgical Nursing (and Team Leading)	25	36	54
Pharmacology	4	72	0
Pediatrics	3.5	36	90

TOTALS	50.5	594	954
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## Attachment H: Advisory Committee Minutes



### Health Sciences Nursing Advisory Committee Minutes

October 28, 2010

12:30 – 2:00pm

Library Fishbowl

(12:30 – 1:00 Lunch and Networking)

**Attendees:** Salima Allahbachayo, Dora Arredondo, Elizabeth Ayson, Shauna Bigby, Connie Boquiren, Debbie Bowman, Badrieh Caraway, Angela Clark, Jennifer Davis, Marie Dela Rosa, Wendy Deras, Jamie Eisenberg, Jeanette Ellis, Millie Franco, Ilene Frost, Nanette Gelvezon, Cliff Hadsell, Cheryl Hall, Renee Ketchom, Michelle Kono, Sujae Lopez, Julie McElrath, Catherine McPhee, Nahid Meshkin, Kathy Mitzen Ony Okonkwo, Rita Ostravich, Parsons, Karla, Claudia Pohl, Maureen Renaghan, Gail Tucker, Connie Victoria, Monique Williams.

- I. Welcome and Introductions:
  - Dr. Maureen Renaghan, Director of Health Sciences
  
- II. College News: PowerPoint presentation
  - i. Our VN and (C)NA Programs have been in existence for more than 40 years
  - ii. In response to community need and the critical nursing shortage, Citrus College launched on phase of a Generic ADN Program to complete its nursing career ladder. The full program was launched in Fall, 2009. We graduated our second cohort in Spring, 2010 with 41 students successfully completing the program.
  - iii. *GI Jobs*, a monthly magazine devoted to helping enlisted personnel transition from military service to the civilian workforce, recently named Citrus College a Military Friendly School for 2011. According to the magazine, inclusion on this list ranks Citrus College among the top 15 percent of all higher education institutions nationwide.
  - iv. Citrus College received the Green Campus Award, one of the Leadership Awards presented at the 2010 Green California Community College Summit on October 12, 2010. The college earned this honor for its forward-thinking sustainability initiatives such as the Central Plant, the college's waste reduction program, and the Silver LEED standards requirement for all of the college's new buildings.
  - v. Top 15% of Institutions who serve military students
  - vi. Green Campus Award on 10/12/10
  - b. Allied/WIA Grant funds help provide scenarios...
  - c. Ambulance donation by Shaffer Ambulance
  - d. Claudia Pohl was congratulated for ADAA and Educator of the year.
  
- III. Health Sciences Department News:
- IV. Program updates:
  - a. We are continuing to work on an across-programs human simulation scenario to promote collaborative learning between healthcare professions.

- b. We received a donation of a working ambulance to enhance the learning experience of our EMT students.
- c. Our Dental Coordinator, Claudia Pohl, is president-elect of the ADAA for the upcoming year. She was also awarded Educator of the Year by the same professional organization.

Career ladder VN to RN

- i. ADN- 94.74 % pass rate, which represents:
    - Cohort of graduates was 41
    - 1 student has outstanding degree requirements remaining
    - 38 have taken the NCLEX-RN, with 36 successful NCLEX-RN scores on the first attempt
    - Our pass rate is 94.74%
    - 2 unsuccessful first attempts
    - 2 students have not taken the exam to date
    - 1 student has not completed necessary coursework
  - ii. VN-Year to date Pass rate is 85%
    - Based on input from our Advisory and current job market trends we have decreased our number of VN student slots from 45 to 30.
    - Because the current job market indicates that VNs are finding jobs in extended and long term care, we are focusing more of the student learning experience in those types of facilities.
  - iii. CNA-Pass rate yesterday was 100%
    - Based on input from our Advisory and the current job market, we have increased (C)NA course sections, using a combination of grant and district funding.
  - iv. EMT- Most recent pass rate is 88%
    - Based on input from our community and clinical partners, we have added both more sections of existing courses and a new program, Emergency Management and Homeland Security
  - v. Dental-Most current pass rate is 93%
    - Based on input from our community and clinical partners we have increased our numbers in Dental enrollments
- d. Update on WIA/Allied Health Grant
- i. Issues related to budgetary constraints- need for extensive tracking /case management required has impacted funds available.
  - ii. Special film project update- Additional footage/closed caption is still needed. Use of funds for tracking/case management has delayed completion.

V. Round Table Discussion: Agency and Community Input

- a. Trends in hiring:
  - i. Nahid Meshkin of Queen of the Valley Hospital mentioned a MAC (?) Program that will have 16 new grads, 8 are scholars and the other 8 Preceptorship as of May 2010.

- (New) Prep Step- Volunteer Program- No hands on, only shadow. 15 total openings (5 have already been accepted) but they have had 300 applications for the 15 openings. Applications are available online.
  - ii. Methodist representatives mentioned that in February they will have a New RN Grad Program and the application will be online. They encourage students, after applying, to connect with a recruiter, ask for their name, and contact them every 4-6 weeks to follow up, and demonstrate interest. Children's Hospital of Los Angeles is hiring about 75 new grads.
    - Tips to make grads more marketable:
      - a. Training for ACLS, Cardiac Certifications
      - b. Refresher course @ Gold West College, Costa Mesa and Rep from APU mentioned they also have a refresher course.
  - iii. VNA Claremont: Not accepting new grads at the moment. When they do hire they look for 1 year acute experience or LVN Med Surge ICU.
    - Mentioned when Citrus has a job fair they would like to be invited
  - iv. Julie McElrath of EDD offered information about workshops that are available such as interviewing skills, social networking, etc
  - v. Monique Williams, faculty, wanted to know if volunteering is important and if it is considered when looking at an applicant? She wanted to know if she should recommend a student to volunteer before they are ready to apply for jobs or programs.
    - Partners would rather have work experience. Methodist says internships help.
    - RN Student asked if CNA Certificate helps?: yes
- b. Feedback on clinical placements, especially issues
  - i. Precepting:
    - Queen of the Valley encouraged preceptor students that are placed at Queens be familiar with the hospital prior to precepting.
    - BRN/Trends- Preceptorships are required.
    - Having multiple preceptors per student-
      - ADN students, Jennifer Davis and Marie De la Rosa felt it was beneficial to stay with the same nurse throughout. A lot of time is spent (when with several nurses) on explaining skills preceptee has acquired to the new nurse and less time is spent on learning new skills.
      - Salima Allabachayo explained that last year only one ADN student had 2 preceptors. Other than that, it is usually 1 student to 1 preceptor. Salima said her concern is the evaluation piece being compromised when having two preceptors.
      - Computerized medication delivery systems as a "barrier" was discussed. Students cannot access medications alone. Each student will have to wait for a preceptor or instructor to access meds. Maureen wanted to know if this one-on-one process is difficult. General answer is yes. This delays procedure of giving meds because of having to wait on instructor



availability. RN student said that at times it affects getting medication to a patient on time.

- At Queens students are not allowed to give medications in the ER or give any Narcotics.
- Badrieh Caraway was glad to get feedback from partners as well as students on this topic,
  - Badrieh suggested viewing the <http://rn.ca.gov> website to visit regarding nursing regulations. Title 16 California Code of Regulations; section 1426.1 of CCR details information regarding preceptorship; section 1427 details information about clinical facilities; section 1428 details student participation; and section 1429 has information on the 30 unit option.

ii. CTA – Utilization

- Ratios – Instructor: Student
  - a. Trend is to decrease ratio. Should not be 15 (?) Final ratio from facilities usually is 10.
  - b. Methodist says their facility will only allow 10

# ADDENDUM

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 15, 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 her team from Redistricting Partners, will present the proposed new maps, be on-hand to discuss the process, and take feedback and questions from trustees and the public.

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. H.4.

**I. ACTION ITEMS**

**1. Consent Items**

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

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

Remove from consent list: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Business Services**

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page )
- b. Authorization is requested to approve facility rentals and usage. (Page )
- c. Authorization is requested to approve A & B Warrants for October 2011. (Page )
- d. Authorization is requested to approve purchase orders for October 2011. (Page )
- e. Authorization is requested to authorize Pac West Corp. to substitute Elite Glass Enterprise of Whittier, California for U.S. Glass and Glazing of Lake Forest, California, the listed subcontractor. (Page )
- f. Authorization is requested to authorize Pac West Corp. to substitute GOP Electric of Van Nuys, California for Juno Electrical System of Alhambra, California, the listed subcontractor. (Page )
- g. Authorization is requested to authorize Pac West Corp. to substitute Avig Corp. of Encino, California for AA Fire Protection of Chatsworth, California, the listed subcontractor. (Page )

**(CONTINUED)**

- h. Authorization is requested to allow staff to prepare specifications and formally bid Project #06-1112, Lighting Upgrade, Life Science and Lecture Hall Project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. (Page )

### **Academic Affairs**

- i. Authorization is requested to approve the new courses, modified courses, inactivated courses and modified program. (Page )

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

Independent contractor/consultant agreements within budget.

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

RECOMMENDATION

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

Carol R. Horton \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_ Approved for Submittal

Item No. \_\_\_\_\_ I.1.a. \_\_\_\_\_

**INDEPENDENT CONTRACTOR AGREEMENT**  
**Board of Trustees Meeting – November 15, 2011**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Adolph Ziembra, AIA & Associates, Inc.	\$60,080.00max	Bond	3/16/10- Project Completion <i>Revision</i>	Architectural Services for East Restroom Building
Construction Testing & Engineering, Inc.	\$18,000.00max	Bond	4/6/11-1/30/12 <i>Revision</i>	Special Testing & Inspection For East Campus Restrooms
OMB Electrical Engineers	\$9,900.00max	District	11/16/11- Project Completion	Electrical Engineering for CS and IS Buildings
<u>BRIDGES TO SUCCESS GRANT</u>				
Formosa McMurray, Katherine	\$150.00max	Grant	12/9/11-12/9/11	Poetry Reading
Lee, Kevin	\$150.00max	Grant	12/9/11-12/9/11	Poetry Reading
<u>CHILD DEVELOPMENT CENTER</u>				
Butler, Sarah	\$1,810.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Castillo, Julissa	\$2,450.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Christensen, Sandra	\$3,871.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Cooper, Wanda M.	\$2,013.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Cuevas, Claudia Allison	\$483.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Dixon, Karen	\$11,800.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Garcia, Corrine	\$4,626.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Switanowski, Lori	\$5,334.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
<u>CONTRACT EDUCATION</u>				
Bartek, Steve	\$1,500.00max	District	11/18/11-11/19/11	Sound Producer Instructor for Kenshu Students
Batyong, Jason	\$500.00max	District	11/18/11-11/19/11	PA Instructor for Kenshu Students
Blades Group, Inc.	\$500.00max	District	11/18/11-11/19/11	Music Business Instructor for Kenshu Students
Coachella, LLC	\$2,000.00max	District	11/18/11-11/19/11	Concert & Event Instructor for Kenshu Students
DiStanislao, Steve	\$200.00max	District	11/18/11-11/19/11	Drum Instructor for Kenshu Students
Kile, Jacob	\$100.00max	District	11/18/11-11/19/11	Lighting Tour Guide for Kenshu Students
Lippman, Nick	\$500.00max	District	11/18/11-11/19/11	Music Business Instructor for Kenshu Students
Phillip Ealy and Associates	\$500.00max	District	11/18/11-11/19/11	Lighting Instructor for Kenshu Students
Younghans, David T.	\$600.00max	District	11/18/11-11/19/11	PA Instructor for Kenshu Students
<u>FINE AND PERFORMING ARTS</u>				
Kittrell, Christopher	\$2,500.00max	District	11/16/11-6/30/12	Sound Design
McCormick, Corey	\$4,500.00max	District	11/16/11-6/30/12	Musician Services
Vellatti, Sergio Jr.	\$4,500.00max	District	11/16/11-6/30/12	Musician Services

HEALTH SCIENCES

Beverly Hospital	no fee	no fee	9/14/11-9/14/12	Clinical Education
DeLerma, Norma	\$8,000.00max	Grant	7/1/11-12/31/11	Tracking/Case Management/ <i>Revision</i> Clerical Support
DeLerma, Norma	\$10,000.00max	Grant	1/1/12-6/30/12	Tracking/Case Management/ Clerical Support
Emeritus Senior Living	no fee	no fee	10/1/11-continuing	Clinical Education
Heneise, John	\$5,000.00max	Grant	1/1/12-6/30/12	Ugrading/Revising ADN Database

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

Aye \_\_ Nay \_\_ Abstained \_\_

\_\_\_\_\_  
Approved for Submittal

Item No.      I.1.b. \_\_\_\_\_



**Use of Facilities  
November 15, 2011**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
3D Theatricals	Recording Arts Studio	Pre-Records	9/28/11, 9/30/11 & 10/2/11	\$2,000.00
Telacu	Recording Arts Studio	Basic Tracking	10/3, 10/5, 10/7, 10/10 & 10/12/11	\$3,000.00
Broken Films LLC	Cafeteria and Exterior	Film Shoot	10/15/2011	\$1,800.00 plus additional labor if required
FLS International	Football Practice Field	Soccer Game	11/1/2011	\$50.00 plus additional labor if required
Montview League	Tennis Courts	Tennis Finals	11/2 & 11/3/11	\$300.00 plus additional labor if required
B-Reel Films	Stadium	Nike Commercial Filming	11/5 & 11/6/11	\$4,150.00 plus additional labor if required
Bishop Amat High School	Stadium Track & Field Area and Football Practice Field	Track Meet	3/3/2012	\$2,100.00 plus additional labor if required
Azusa Pacific University	Stadium	Intramural Soccer Games	Mondays & Wednesdays 3/5/12 through 4/18/12	\$10,725.00 plus additional labor if required
SMA Events	Gym	Karate Tournament	3/18/2012	\$937.50 plus additional labor if required
Edison Charger Academy	Performing Arts Center	Promotion Ceremony	6/12/2012	\$1,800.00 plus additional labor if required

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	November 15, 2011	Resolution	<u>                    </u>
SUBJECT:	A & B Warrants	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

**BACKGROUND**

A & B Warrants for October 2011. "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

**RECOMMENDATION**

Authorization is requested to approve A & B Warrants for October 2011.

Carol R. Horton \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved        Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ I.1.c. \_\_\_\_\_

<b>CITRUS COMMUNITY COLLEGE DISTRICT</b>		
<b>APPROVAL OF A &amp; B WARRANTS</b>		
<b>October, 2011</b>		
<b>B WARRANT AMOUNT PAID TO VENDORS</b>		\$2,489,425.70
<b>GRANT AMOUNT PAID TO STUDENTS</b>		\$1,014,145.96
<b>NUMBER OF A WARRANTS ISSUED TO EMPLOYEES</b>	<b>REGISTER NUMBER</b>	<b>AMOUNT</b>
182	C1C-C	\$1,588,942.67
337	C3C-C	\$470,539.32
487	C3C-N	\$297,280.11
5	280-C	\$2,805.16
17	280-N	\$1,565.45
7	292-C	\$6,322.96
8	292-N	\$1,452.21
327	C2D-N	\$1,445,327.31
1,370		\$3,814,235.19
ske		
11/7/2011		

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	_____
SUBJECT:	Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

Purchase orders October 2011.

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

RECOMMENDATION

Authorization is requested to approve purchase orders for October 2011.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
/ \_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.      I.1.d. \_\_\_\_\_

**Includes 10/01/2011 - 10/31/2011**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
12-18038	Pop/Wordfly	9030	Blanket PO	01-5830	5,000.00
12-18317	Range Repair Warehouse	9470	Blanket PO	59-4300	2,000.00
12-18966	Lester A. Dine, Inc.	3370	VTEA CTE - Dental Equipment	01-6400	3,936.75
12-18967	Troxell Communications, Inc	3370	Smart Panel System	01-6400	12,514.03
12-18974	Eider Press	0310	Reference Books for Library	01-4300	90.50
12-18984	Machine Runner	9050	Coin Sorter - Fiscal Services	01-4300	136.61
				01-6400	694.91
12-19016	CDW-G	0281	Replacement Computer Part	01-4300	394.41
12-19033	RUBBER MFG ASSOCIATION	3020	Safety Guides	01-4300	275.35
12-19066	DAIGGER	0030	Supplies	01-4300	151.16
12-19067	HARDY DIAGNOSTICS	0030	Microbiology supplies	01-4300	301.07
12-19068	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	323.95
12-19069	HARDY DIAGNOSTICS	0030	Microbiology Supplies	01-4300	59.61
12-19070	OWL BOOKSHOP	0020	Blanket PO	01-4300	300.00
12-19071	CCCSAA	9230	Conference Registration	72-5200	2,475.00
12-19072	CAPED CONVENTION	3270	Registration Fees	01-5200	160.00
12-19073	IPARQ	9070	Outstanding Invoices	01-4300	275.38
12-19074	MINITEX	9320	Supplies	01-4300	533.35
12-19075	Mercantila.com	0310	Transparent globe	01-4300	163.13
12-19076	Banksupplies.com	9050	Laminated Nylon Locking Bags	01-4300	282.73
12-19077	HERFF JONES	9010	Diploma Covers	01-4300	9,722.25
12-19078	GAYLORD BROS	9260	Supplies	01-4300	320.16
12-19079	Amazon.com Corporate Credit	9250	Clocks	01-4300	70.02
12-19080	BRODART, INC.	9260	Supplies	01-4300	129.53
12-19081	GLENDORA TROPHY	9280	Name Badge	01-4300	16.26
12-19082	GLENDORA TROPHY	9020	Appreciation Plaques	01-4300	93.85
12-19083	ComputerLand of Silicon Valley	0010	Software	01-6400	1,873.10
12-19084	SAN DIEGUITO PRINTERS	9220	Continuing Ed Schedules	01-5850	13,462.31
12-19085	BattDepot.com	3370	Supplies	01-4300	69.80
12-19086	B & B Enterprises	3370	Public Works Announcement	01-5800	460.00
12-19087	MONROVIA REPRODUCTION	9375	Tech C Remodel - Blue Prints	42-5800	500.00
12-19088	XM SATELITE	9470	XM Satellite Service	59-5800	159.83
12-19089	J & J SPORTS	0060	Women Basketball T-Shirts	01-4300	1,326.75
12-19090	SC FUELS	9190	Gasoline	01-4360	12,136.25
12-19091	BAINBRIDGE ENVIRONMENTAL	9375	Tech C Renovation - Asbestos & Lead Testing	42-5110	2,050.00
12-19092	Dell Computer Corp	9260	Barcode Scanner	01-6400	738.34
12-19093	PacWest Corporation	9375	Administration Bldg - Remodel	42-6200	4,697,000.00
12-19094	Sonnox Ltd.	0281	Audio Software	01-4300	399.99
12-19095	Signature Flooring Inc.	9040	Install Carpet - PS104	01-5800	800.00
12-19096	M J HELLMUTH PLUMBING, INC.	9040	Repairs at PC	01-5630	12,278.00
12-19097	R & D BUSINESS INT. 000446	9170	Furniture Assembly	01-5800	250.00
12-19098	HIGHER EDUCATION	9220	Subscription renewal	01-4300	215.00

**Includes 10/01/2011 - 10/31/2011**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
12-19099	MUSICIAN'S FRIEND	0280	Drum Riser	01-6410	473.81
12-19100	LEARNING RESOURCES	9330	Webinar Registration Fee	39-5220	395.00
12-19101	AKJ BOOKS	3120	Books for Giveaway	33-4300	54.92
12-19102	Fathead	0060	Men's Basketball Banner	01-4300	114.38
12-19103	CALIFORNIA DEPT. OF HEALTH	9430	Registration Renewal Fee	01-5810	790.00
12-19104	Troxell Communications, Inc	9170	LCD Projectors	01-6400	6,489.11
12-19105	DAKTRONICS	0060	Basketball Shot Clock	01-6400	1,357.19
12-19106	Vista Environmental Consulting	9370	Asbestos Report	41-5800	5,900.00
12-19107	SEHI Computer Products Inc	0030	Printer	01-6400	239.81
12-19108	CDW-G	0060	External Hard Drives	01-4300	273.12
12-19109	TC Group Americas	0281	Speaker Repair	01-5630	400.00
12-19110	MACCC	0280	Conference Registration	01-5200	100.00
12-19111	Systems Technology Associates	9100	VMware Support Renewal STA	01-5840	1,353.00
12-19112	FORMAL FASHIONS INC	0280	Choir Dresses	01-5890	1,543.14
12-19113	OWL CAFE	9430	Refreshments	01-4300	50.57
12-19114	ANAHEIM BAND	0280	Instrument Parts	01-6410	851.08
12-19115	R. R. BOWKER	9260	Online Data Subscription	01-5840	562.00
12-19116	ON TRACK	0060	Track Spikes	01-4300	83.40
12-19117	MF ATHLETIC	0060	Track Equipment	01-4300	603.20
12-19118	Wright Designs	0060	Softball Visors	01-4300	274.05
12-19119	LBI-Boyd Wallcoverings	9280	Markerboard	01-4300	130.50
12-19120	CDW-G	9100	Computer Monitors	01-6400	798.69
12-19121	ACADEMIC SENATE	9550	Registration	01-5200	710.00
12-19122	Wright Designs	0060	Softball Fitted Hats	01-4300	361.05
12-19123	DEMCO INC.	9260	Supplies	01-4300	163.51
12-19124	DEMCO INC.	9260	Supplies	01-4300	242.47
12-19125	CAL-THERM CORP.	9040	Service at PC	01-5800	1,160.00
12-19126	DAKTRONICS	0060	Basketball Shot Clock Remote	01-4300	124.19
12-19127	DEMCO INC.	9260	Supplies	01-4300	113.17
12-19128	Amazon.com Corporate Credit	9680	Learning Materials	01-4300	122.02
12-19129	LBI-Boyd Wallcoverings	9040	Acoustical Panels for SS Office	01-6100	2,949.00
12-19130	BattDepot.com	3160	AV Supply	01-4300	208.54
12-19131	TRUGREEN CHEMLAWN	9195	Blanket PO	01-6100	1,700.00
12-19132	Amazon.com Corporate Credit	9100	PC Parts	01-4300	2,738.70
				01-6400	931.07
12-19133	CDW-G	0281	Computer Part	01-4300	394.41
12-19134	SUBWAY	9570	Food for Kenshu	39-4300	800.00
12-19135	LITTLE CAESARS	9570	Food for Kenshu	39-4300	650.00
12-19136	Pivot Point International	3040	Blanket PO	01-5810	1,200.00
12-19137	EDUCATION TO GO	9330	Enrollment Fees	39-5800	660.00
12-19138	GRAINGER INC	3020	Solvent for Auto Lab	01-4300	56.28
12-19140	Bridging The Gap Communications	9160	Sexual Etiquette manuals	01-4300	244.69
12-19141	Sanofi Pastuer Inc.,	9160	Vaccine	01-4300	869.93
12-19142	LAGUNA CLAY	0010	Supplies	01-4300	873.51

**Includes 10/01/2011 - 10/31/2011**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/ Object</b>	<b>Amount</b>
12-19143	McBAIN INSTRUMENTS	0030	Microscope Replacement Parts	01-4300	123.50
12-19144	OWL CAFE	9280	Lunches	01-4300	373.94
12-19145	Banksupplies.com	9050	Nylon Locking Bags	01-4300	260.29
12-19146	BATTERY SYSTEMS OF	9070	Batteries Electric Carts	01-4300	766.51
12-19147	McBAIN INSTRUMENTS	0030	Repair Microscopes	01-5630	302.50
12-19148	OWL BOOKSHOP	3200	Supplies	01-4300	1,295.21
12-19149	VS ATHLETICS	0060	Track Uniforms	01-4300	1,671.47
12-19150	VONS GROCERY	9570	Food for Kenshu	39-4300	350.00
12-19151	COSTCO WHOLESALE	9570	Food and Supplies for Kenshu	39-4300	1,000.00
12-19152	CSS/RANCHO JANITORIAL	9270	Supplies	01-4300	4,606.92
12-19153	Newegg.com	9100	PC Parts	01-4300	786.46
				01-6400	267.38
12-19154	Solid State Logic, Inc.	0281	Audio Console Extended	01-5630	7,375.33
12-19155	GALE GROUP	9260	E-Book	01-6300	197.16
12-19156	SEHI Computer Products Inc	9182	Fax Machine - Veterans Center	01-6400	311.77
12-19157	Christian's Fitness Factory	0060	Baseball Fitness Supply	01-4300	979.80
12-19158	enefurniture	0050	Mobile Hand Therapy Table	01-4300	407.54
12-19159	SWEETWATER SOUND INC.	0072	Supplies	01-4300	31.61
12-19160	OWL CAFE	9170	Lunch	01-4300	332.67
12-19161	OWL CAFE	9170	Refreshments	01-4300	99.51
12-19162	ASSOCIATION CONTINUING ED	9100	Registration	01-5200	49.00
12-19163	Panera Bread Cafe	3200	Lunch Fees	01-4300	323.32
12-19164	RAMTEK, LLC	9100	Backup Battery - Admin	01-4300	2,937.34
12-19165	TOMARK SPORTS INC.	0060	Main Basketball Rims	01-6400	1,297.88
12-19166	MONROVIA CHAMBER OF COMM	9280	Reservation Chamber Breakfast	01-5200	25.00
12-19167	MALMARK INC	0280	Replacement Handles-Choir	01-4300	41.75
12-19168	GALE GROUP	9260	E-Books	01-6300	2,718.75
12-19169	COMMUNITY COLLEGE LEAGUE	9260	Online Database Renewals	01-5840	2,467.00
12-19170	OFFICE DEPOT BSD ED DIV	9250	Copier Paper	01-4300	24,299.10
12-19171	Amazon.com Corporate Credit	0280	External Computer	01-4300	293.59
12-19172	National League for Nursing	9260	Book	01-6300	38.01
12-19173	SOUTHWEST PLASTIC BINDING	9110	Supplies	01-4300	738.91
12-19174	DIETERICH-POST	3080	Blanket Purchase Order	01-5600	800.00
12-19175	COLLEGENET.COM	9100	R25 Service Fees	01-5840	2,969.15
12-19176	Business Radio Licensing	9190	Radio Licensing	01-5800	50.00
12-19177	CLAREMONT COURIER	9220	Subscription Renewal	01-4300	52.00
12-19178	Signature Tire	9240	Tires for Bus	01-4360	2,121.01
12-19179	WHALEN BINDERY & MAILING	9220	Mailing List and Service	01-5850	2,238.23
12-19180	ASCAP	9030	Music License	01-5880	2,655.95
12-19181	L-1 Identity Solutions Enrollment	3200	CNA Students	01-5810	864.00
12-19182	ALDRICH CHEMICAL CO.	0311	Supplies	01-4300	1,031.35
12-19183	SCHOLASTIC INC.	3120	Book Giveaway	33-4300	27.80
12-19184	FORMAL FASHIONS INC	0280	Womens Ensemble Choir	01-5890	314.06
12-19185	HOORAY PROMOS	9721	T-Shirts for Outreach	01-4300	412.38

**Includes 10/01/2011 - 10/31/2011**

PO Number	Vendor Name	Site	Description	Fund/ Object	Amount
12-19187	SPINITAR	9100	Scala Training Registration Fee	01-5200	1,200.00
12-19188	ALBERTSONS/SUPER VALUE	9347	Supplies	01-4300	21.75
12-19189	PAT'S TIRE SERVICE	9240	Tires Mounted	01-4360	140.00
12-19190	STATE WATER RESOURCES	9430	Storm Water Annual Permit	01-5800	1,359.00
12-19191	STOVER SEED COMPANY	9195	Supplies at Baseball Field	01-6100	2,691.56
12-19192	PAPERCLIP COMMUNICATIONS	9160	Mental Health Webinar	01-4300	325.00
12-19193	Toshiba Direct	9100	Toshiba Power Adapter	01-4300	73.07
<b>Total</b>				<b>134</b>	<b><u>4,898,721.28</u></b>

**Fund Summary**

Fund	Description	PO Count	Amount
01	General Fund	119	184,698.73
33	Child Development Fund	2	82.72
39	Community Education	6	3,855.00
41	Capital Outlay Projects Fun	1	5,900.00
42	Revenue Bond Construction F	3	4,699,550.00
59	Golf Driving Range	2	2,159.83
72	Student Representation Fee	1	2,475.00
<b>Total</b>		<b>134</b>	<b><u>4,898,721.28</u></b>

**PO Changes**

	New PO Amount	Fund/ Object	Description	Change Amount
12-18322	3,619.79	42-5800	Revenue Bond Construction F/Oth Contracted Services	902.24
12-18640	100.00	01-5200	General Fund/Mileage & Car Allowances	50.00
12-18815	2,569.55	42-6200	Revenue Bond Construction F/Bldg. & Improvement of Bld	1,284.77
12-18815	2,569.55	42-6400	Revenue Bond Construction F/Equipment-Capitalized	1,284.77-
<b>Total PO 12-18815</b>				<b>.00</b>
12-18857	950.00	41-4300	Capital Outlay Projects Fun/Materials and Supplies	150.00
12-18870	183.57	01-4300	General Fund/Materials and Supplies	49.30
12-18968	4,836.76	01-4300	General Fund/Materials and Supplies	743.49
12-19000	127.63	01-4300	General Fund/Materials and Supplies	57.47
12-19005	12,684.60	01-5800	General Fund/Oth Contracted Services	.00
12-19049	1,193.73	01-4300	General Fund/Materials and Supplies	.00
<b>Total PO Changes</b>				<b><u>1,952.50</u></b>



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>  X  </u>
DATE	November 15, 2011	Resolution	<u>          </u>
SUBJECT:	Substitution of a listed subcontractor for project 02-0809, Administration Building Renovation	Information	<u>          </u>
		Enclosure(s)	<u>  X  </u>

**BACKGROUND**

Pac West Corp. has been awarded a prime contract by the District for construction of project 02-0809, Administration Building Renovation. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. Pac West Corp. has requested District approval to substitute Elite Glass Enterprise of Whittier, California for U.S. Glass and Glazing of Lake Forest, California, the listed subcontractor. District staff has notified U.S. Glass and Glazing pursuant to PCC 4107.

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

**RECOMMENDATION**

Authorization is requested to authorize Pac West Corp. to substitute Elite Glass Enterprise of Whittier, California for U.S. Glass and Glazing of Lake Forest, California, the listed subcontractor.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

Item No. \_\_\_\_\_ I.1.e. \_\_\_\_\_

November 4, 2011

US Glass and Glazing  
Lic 631638  
20501 Crescent Bay Drive  
Lake Forest, CA 92630  
Phone 949 588-0048  
Fax 949 588-1848

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus College Bid #02-0809, Administration Building Renovation

US Glass and Glazing is listed as the subcontractor for glass and glazing portion of the Citrus College bid #02-0809, Administration Building Renovation. Pac West Corp., the prime contractor, has requested authorization by the District to replace your firm with another subcontractor citing your failure or refusal to execute a written contract.

Public Contract Code section 4107 requires the project owner to notify you of this request and affords you, the subcontractor, with certain rights. I understand from our phone conversation this morning that you are aware of this substitution request. Please contact me with any questions or concerns with regard to this substitution request.

Sincerely,

Robert Iverson  
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College  
Robert J. Bradshaw, Construction Program Manager, Citrus College  
George Halablian, Pac West Corp.  
Bid File #02-0809, Administration Building Renovation

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	_____
SUBJECT:	Substitution of a listed subcontractor for project 02-0809, Administration Building Renovation	Information	_____
		Enclosure(s)	X

**BACKGROUND**

Pac West Corp. has been awarded a prime contract by the District for construction of project 02-0809, Administration Building Renovation. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. Pac West Corp. has requested District approval to substitute GOP Electric of Van Nuys, California for Juno Electrical System of Alhambra, California, the listed subcontractor. District staff has notified Juno Electrical System pursuant to PCC 4107.

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

**RECOMMENDATION**

Authorization is requested to authorize Pac West Corp. to substitute GOP Electric of Van Nuys, California for Juno Electrical System of Alhambra, California, the listed subcontractor.

Carol R. Horton \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved      Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ I.1.f. \_\_\_\_\_

November 4, 2011

Juno Electrical Systems  
Lic 925889  
951 S. Meridian Ave.  
Alhambra, CA 91803  
Phone 626 282-5860  
Fax 626 282-8790

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus College Bid #02-0809, Administration Building Renovation

Juno Electrical Systems is listed as the subcontractor for the electrical portion of the Citrus College bid #02-0809, Administration Building Renovation. Pac West Corp., the prime contractor, has requested authorization by the District to replace your firm with another subcontractor citing your failure or refusal to execute a written contract.

Public Contract Code section 4107 requires the project owner to notify you of this request and affords you, the subcontractor, with certain rights. I understand from our phone conversation this morning that you are aware of this substitution request. Please contact me with any questions or concerns with regard to this substitution request.

Sincerely,

Robert Iverson  
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College  
Robert J. Bradshaw, Construction Program Manager, Citrus College  
George Halablian, Pac West Corp.  
Bid File #02-0809, Administration Building Renovation

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>  X  </u>
DATE	November 15, 2011	Resolution	<u>          </u>
SUBJECT:	Substitution of a listed subcontractor for project 02-0809, Administration Building Renovation	Information	<u>          </u>
		Enclosure(s)	<u>  X  </u>

BACKGROUND

Pac West Corp. has been awarded a prime contract by the District for construction of project 02-0809, Administration Building Renovation. The Public Contract Code, Section 4107 prohibits the prime contractor from substituting a subcontractor that has been listed in the bid documents except for specific reasons. The District must notify the listed subcontractor and give that firm an opportunity to object to the substitution. Pac West Corp. has requested District approval to substitute Avig Corp. of Encino, California for AA Fire Protection of Chatsworth, California, the listed subcontractor. District staff has notified AA Fire Protection pursuant to PCC 4107.

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

RECOMMENDATION

Authorization is requested to authorize Pac West Corp. to substitute Avig Corp. of Encino, California for AA Fire Protection of Chatsworth, California, the listed subcontractor.

Carol R. Horton  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_ Nay \_\_ Abstained \_\_

Item No. \_\_\_\_\_ I.1.g. \_\_\_\_\_

# Pac West Corp.

**State License#632089**

1303 N. San Fernando Rd. Suite 206  
Burbank, CA 91504

Tel: 818.843.3418 Fax: 818.843.3818  
Email: pacwestconst@sbcglobal.net

November 1, 2011

Via Certified Mail & Electronic Mail

Robert Bradshaw  
Construction Program Manager  
Citrus College  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899

**Subject: Substitution of Subcontractor**

**Re: Citrus College Administration Building Renovation, Bid No. 02-0809**

Mr. Bradshaw,

We hereby request to substitute the following subcontractors for the above referenced project.

1. AA Fire Protection License No. 766198, located at 20609 Lemmer St. Chatsworth, CA, 91311 will not be performing the fire sprinkler portion. We would like to substitute him with Avig Corp. License No. 893787, located at 16060 Ventura Blvd. #275 Encino, CA 91436 enclosed is its proposal.

We hereby ask for substitution according to public contract code section 4107 subsection (1) "When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract for the scope of work specified in the subcontractor's bid and at the price specified in the subcontractor's bid, when that written contract, based upon the general terms, conditions, plans, and specifications for the project involved or the terms of that subcontractor's written bid, is presented to the subcontractor by the prime contractor".

And, per public contract code section 4107 (3), "When the listed subcontractor fails or refuses to perform his or her subcontract."

Kindly let us know as soon as possible.

Sincerely,

  
George Halablian  
President

# AVIG Corp.

16060 Ventura Blvd #275  
Encino, CA 91436  
Phone: (818) 705-1342  
Fax: (818) 705-1353  
[www.avigcorp.com](http://www.avigcorp.com)  
CSL# 893787

October 28, 2011

**Project: Citrus College Administration Building Renovations  
15300 – Fire sprinklers**

**Proposal:**

AVIG Corp. is pleased to provide the following proposal to provide all labor and materials to design and install a fire sprinkler system for Citrus College Administration Building, located in Glendora, CA.

**Scope of Work:**

- Design of new fire sprinkler system in first and second floor
- Coordination of pipe layout and elevations with other trades
- All labor, materials, and equipment to install a complete above ground fire sprinklers system in first and second floor.
- Repairs to existing basement fire sprinklers system, as required.
- POC at existing riser inside building
- Design and installation per architectural plans, specifications, and addendums
- All work to conform to N.F.P.A. 13 and local codes.

**Exclusions:**

Underground work, PIV, Backflow Preventer,  
Electrical wiring of any nature  
Fire extinguishers and cabinets  
Fire pump  
Bond.

Price: 78,000.00

Bid valid for 90 days

---

Yael Sirota

November 4, 2011

AA Fire Protection  
Lic 766198  
20609 Lemmer St  
Chatsworth, CA 91311  
Phone (818) 885-6362  
Fax 818 885-6362

Re: Notification of the substitution of a listed subcontractor by the prime contractor for Citrus College Bid #02-0809, Administration Building Renovation

AA Fire Protection is listed as the subcontractor for fire sprinkler portion of the Citrus College bid #02-0809, Administration Building Renovation. Pac West Cort., the prime contractor, has requested authorization by the District to replace your firm with another subcontractor citing your failure or refusal to execute a written contract.

Public Contract Code section 4107 requires the project owner to notify you of this request and affords you, the subcontractor, with certain rights. I understand from our phone conversation this morning that you are aware of this substitution request. Please contact me with any questions or concerns with regard to this substitution request.

Sincerely,

Robert Iverson  
Director of Purchasing and Warehouse

Cc: Carol R. Horton, Vice President of Finance and Administrative Services, Citrus College  
Robert J. Bradshaw, Construction Program Manager, Citrus College  
George Halablian, Pac West Corp.  
Bid File #02-0809, Administration Building Remodel



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	_____
SUBJECT:	Authorization to Bid, Project #06-1112, Lighting Upgrade, Life Science and Lecture Hall Project	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Board of Trustees requires prior approval for projects that are formally bid under Section PCC 20651 of the Public Contract Code. District staff has identified requirements to bid lighting upgrade work for the Life Science and Lecture Hall buildings. The project will be funded from Fund 41, Capital Projects.

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

RECOMMENDATION

Authorization is requested to allow staff to prepare specifications and formally bid Project #06-1112, Lighting Upgrade, Life Science and Lecture Hall Project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action.

Carol R. Horton  
Recommended by \_\_\_\_\_

\_\_\_\_\_  
Moved / Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No. \_\_\_\_\_ I.1.h. \_\_\_\_\_



## NEW COURSES

Subj	Crs#	Course Title	Justification
NC	930	Understanding Drug/Alcohol Abuse and Treatments	This course is designed to create an understanding of drug and alcohol abuse from a sociological and physiological perspective. It is not a replacement for therapy or twelve step meetings.

## MODIFIED COURSES

Subj	Crs#	Course Title	Justification
AUTO	151	Engine Service, Diagnosis and Repair	Update SLOs and Objectives
AUTO	154	Chassis Service, Diagnosis and Repair	Update SLOs and Objectives
AUTO	168	Engine Control Systems Service, Diagnosis and Repair	Update SLOs and Objectives
AUTO	291	Engine Performance Enhancements and Tuning	Updated prerequisite.
HIST	112	History of the African-Americans since 1876	Update SLOs
MUS	131	Career Opportunities in the Music Entertainment Industry	Update SLOs

## INACTIVATED COURSES

Subj	Crs#	Course Title	Justification
COLL	033	Sentence Skills	Course no longer offered.
MUS	108	Woodwind Techniques	Course no longer offered.
MUS	109	Brass and Percussion Techniques	Course no longer offered.

## MODIFIED PROGRAM

		Program Title	Justification
		KIN Program description modified as follows: Kinesiology studies human anatomy and physiology and the mechanics of body movement both theoretically and in practice through physical activities. A diverse curriculum includes lower division theory courses designed for those who want to complete an Associate in Science in Kinesiology and meet transfer requirements. There is also a basic instructional program with a wide variety of movement experiences for the development of physical activity skills and the knowledge necessary for lifetime wellness. An intercollegiate athletic program offers performance-oriented students opportunities for competition. Kinesiology also offers adapted activities curriculum for students with disabilities.	Update program description.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	November 15, 2011	Resolution	<u>          </u>
SUBJECT:	Academic Employees	Information	<u>          </u>
		Enclosure(s)	<u>          X          </u>

**BACKGROUND**

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

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

**RECOMMENDATION**

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

Robert Sammis \_\_\_\_\_  
Recommended by

\_\_\_\_\_/\_\_\_\_\_  
Moved        Seconded

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_

\_\_\_\_\_  
Approved for Submittal

Item No.         I.1.j.

**ACADEMIC EMPLOYEES - SEPARATIONS  
NOVEMBER 15, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Colville, Linda	Instructor	Spanish	Retirement	06/17/12 - Corrected date
Soremekun, Fola	Instructor	History	Retirement	06/17/12 - Corrected date

ACADEMIC EMPLOYEES  
FALL 2011 ADJUNCT  
NOVEMBER 15, 2011

Name	Department/Discipline	Placement	LHE Rate
Azpeitia, Maria	ESL	2-1	\$1,077
Burch, Emily	Counseling	2-1	\$1,077

**ACADEMIC EMPLOYEES  
2011-2012 LAB SUPERVISORS  
NOVEMBER 15, 2011**

<b>Name</b>	<b>Adjunct or Full Time</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Placement</b>	<b>Hourly Rate</b>
Aghyarian, Meray	Adjunct	Learning Center	1/1/2012	06/30/12	2-3	\$32.69
Azpeitia, Maria	Adjunct	Learning Center	1/1/2012	06/30/12	2-1	\$29.45
Beach, Kristine	Adjunct	Learning Center	1/1/2012	06/30/12	2-3	\$32.69
Cotton, Christopher	Adjunct	Learning Center	1/1/2012	06/30/12	2-3	\$32.69
Fisher, Jamie	Adjunct	Learning Center	1/1/2012	06/30/12	1-3	\$30.90
Gordon, Laura	Adjunct	Learning Center	1/1/2012	06/30/12	1-3	\$30.90
Lam, Wood	Adjunct	Learning Center	1/1/2012	06/30/12	2-3	\$32.69
Lawrence, Hugh	Adjunct	Learning Center	1/1/2012	06/30/12	4-3	\$36.23
Long, Stacy	Adjunct	Learning Center	1/1/2012	06/30/12	1-3	\$30.90
Null, Nicholas	Adjunct	Learning Center	1/1/2012	06/30/12	1-3	\$30.90
Plummer, Brian	Adjunct	Learning Center	1/1/2012	06/30/12	4-3	\$36.23
Rashidi, Waleed	Adjunct	Learning Center	1/1/2012	06/30/12	1-3	\$30.90
Ray, Jamie	Adjunct	Learning Center	1/1/2012	06/30/12	1-3	\$30.90
Silva, Daniel	Adjunct	Music	1/1/2012	06/30/12	1-3	\$30.90
Waddington, Alan	Adjunct	Music	1/1/2012	06/30/12	1-3	\$30.90

**ACADEMIC EMPLOYEES  
SPRING 2012 ADJUNCT  
NOVEMBER 15, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Montes, Monica	Biology	1-1	\$1,025
Nichols, Sarah	Physics	4-1	\$1,183
Saad, Nancy	Biology	1-3	\$1,025



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Acuna, Ramona	Volunteer	Hourly as needed	Counseling	01/01/12	06/30/12	
Afzali, Ana	Instructor	Hourly as needed	Spanish	01/01/12	06/30/12	\$50.72 hr.
Aghyarian, Meray	Instructor	Hourly as needed	ESL/English	01/01/12	06/30/12	\$44.90 hr.
Alfaro, Gregory	Volunteer	Hourly as needed	Counseling	01/01/12	06/30/12	
Allahbachayo, Salima	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$50.72 hr.
Allahbachayo, Salima	Registered Nursing Assistant	Hourly as needed	Health Sciences	01/01/02	06/30/12	\$50.72 hr.
Allen, Ann	Director	Hourly as needed	Child Development	01/01/12	06/30/12	50.72 hr.
Allen, Ann	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	50.72 hr.
Allgaier, Jennifer	Instructor	Hourly as needed	Dance	01/01/12	06/30/12	\$44.90 hr.
Al-Sabea, Taha	Instructor	Hourly as needed	Economics	01/01/12	06/30/12	\$44.90 hr.
Alverson, David	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$44.90 hr.
Amaya, Hector	Instructor	Hourly as needed	History, Humanities, Philosophy	01/01/12	06/30/12	\$44.90 hr.
Amaya-Anderson, Beatriz	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Anderson-McGill, Taylor	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Anson, Melanie	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$50.72 hr.
Aplanalp, Jane	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Arredondo, Dora	Instructor	Hourly as needed	Dental	01/01/12	06/30/12	\$50.72 hr.
Avci, Tugrul	Instructor	Hourly as needed	Economics	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Azpeitia, Maria	Instructor	Hourly as needed	ESL/English	01/01/12	06/30/12	\$44.90 hr.
Bagg, Joseph	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Bakhit, Khetam	Instructor	Hourly as needed	Economics	01/01/12	06/30/12	\$50.72 hr.
Baldrige, Todd	Instructor	Hourly as needed	EMT	01/01/12	06/30/12	\$44.90 hr.
Bautista, Susan	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.
Baxter, Susan	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Beach, Joann	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Beach, Kristine	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Beatty, David	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Bellini, Kelly	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$44.90 hr.
Betancourt, Carmen	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Birmingham, Thomas	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Blynn-Avanosian, Sylvia	Instructor	Hourly as needed	Spanish	01/01/12	06/30/12	\$44.90 hr.
Bobo, Michael	Instructor	Hourly as needed	Humanities	01/01/12	06/30/12	\$44.90 hr.
Boquiren, Conchita	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$50.72 hr.
Botello, Rochelle	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$44.90 hr.
Botma, Scott	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.

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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Bowen, Keisha	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Bowman, Deborah	Instructor	Hourly as needed	CNA	01/01/12	06/30/12	\$50.72 hr.
Boylan, John	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Brennan, Donna	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Brown, Cherie	Instructor	Hourly as needed	Theatre	01/01/12	06/30/12	\$50.72 hr.
Brown, Ricky	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$50.72 hr.
Buckalew, James	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$44.90 hr.
Burns, Linda	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$44.90 hr.
Call, Jack	Instructor	Hourly as needed	Philosophy	01/01/12	06/30/12	\$50.72 hr.
Campbell, Faye	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Cao, Alvin	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Cardinal, Jacqueline	Volunteer	Hourly as needed	Counseling	01/01/12	06/30/12	
Carr, Darrell	Instructor	Hourly as needed	Photography	01/01/12	06/30/12	\$50.72 hr.
Carrillo, Michael	Instructor	Hourly as needed	Sociology	01/01/12	06/30/12	\$44.90 hr.
Carver, Sally	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.
Cashell, Judy	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Caudle, Michael	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$44.90 hr.

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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Chavez, Vanessa	Volunteer	Hourly as needed	Counseling	01/01/12	06/30/12	
Chavez-Appel, Mercedes	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$44.90 hr.
Christensen, Niel	Instructor	Hourly as needed	Political Science	01/01/12	06/30/12	\$44.90 hr.
Clark, Jeremy	Coordinator, Toyota Technician Education Network	Stipend	Career. Technical and Continuing Education	01/03/12	02/10/12	\$1,000.00 tl.
Clark, Steve	Instructor	Hourly as needed	Political Science	01/01/12	06/30/12	\$44.90 hr.
Cloughly, Cecilia	Instructor	Hourly as needed	German	01/01/12	06/30/12	\$44.90 hr.
Colville, Linda	Instructor	Hourly as needed	Spanish	01/01/12	06/30/12	\$50.72 hr.
Cordova-Caddes, Andrea	Instructor	Hourly as needed	Dance	01/01/12	06/30/12	\$44.90 hr.
Cotter, Steven	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Cotton, Christopher	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Cowgill, Darian	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$44.90 hr.
Cross, Cynthia	Instructor	Hourly as needed	ESL	01/01/12	06/30/12	\$50.72 hr.
Culp, Jean	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$44.90 hr.
Curran, Keith	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Cusick, Tanya	Instructor	Hourly as needed	Dental	01/01/12	06/30/12	\$44.90 hr.
Dau, Carsten	Instructor	Hourly as needed	Religion/English	01/01/12	06/30/12	\$50.72 hr.
Daves-Schneider, Lida	Instructor	Hourly as needed	German	01/01/12	06/30/12	\$44.90 hr.

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Davis, Charles	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
DeAnda, Alma	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Deatrick, Steven	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$44.90 hr.
Deets, Kristin	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$44.90 hr.
Demita, John	Instructor	Hourly as needed	Theatre	01/01/12	06/30/12	\$44.90 hr.
Dery, Kenneth	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Desmond, Yae	Instructor	Hourly as needed	Japanese	01/01/12	06/30/12	\$44.90 hr.
Dhillon, Dalvir	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Dingwall, Stephanie	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Doolittle, Jan	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Dougall, Natalie	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Douglas, Tara	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Duffy, Dyane	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$50.72 hr.
Eiland, Thomas	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$50.72 hr.
Eisel, Gunnar	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$50.72 hr.
Eisel, Roberta	Instructor	Hourly as needed	Religion/English	01/01/12	06/30/12	\$50.72 hr.
Elias, Brian	Instructor	Hourly as needed	Administration of Justice	01/01/12	06/30/12	\$44.90 hr.

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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Ellis, Jeanette	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$50.72 hr.
Evans, Sara	Instructor	Hourly as needed	Anthropology	01/01/12	06/30/12	\$44.90 hr.
Felix, Felipe	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Ferguson, Mark	Instructor	Hourly as needed	EMT	01/01/12	06/30/12	\$44.90 hr.
Fernandez, Genevieve	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Figueroa, Irma	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Fincher, John	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Fincher, John	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$50.72 hr.
Fisher, Jamie	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Fleischer, Beatriz	Instructor	Hourly as needed	Spanish	01/01/12	06/30/12	\$44.90 hr.
Galvan, Alexander	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$50.72 hr.
Garate, Elisabeth	Instructor	Hourly as needed	Spanish	01/01/12	06/30/12	\$50.72 hr.
Garcia, Victor	Instructor	Hourly as needed	Spanish	01/01/12	06/30/12	\$44.90 hr.
Garner, Jennifer	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Ghandhi, Louise	Instructor	Hourly as needed	Cultural Geography	01/01/12	06/30/12	\$44.90 hr.
Ghidella, Richard	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Glover, Patty	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.

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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Godinez, Joan	Volunteer	Hourly as needed	Counseling	01/01/12	06/30/12	
Goedhart, Christine	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Goedhart, Christine	Secrets of Science Summer Camp	Stipend	Race to STEM Grant	11/01/11	02/10/12	\$1,000.00 tl.
Gold, Peter	Instructor	Hourly as needed	Administration of Justice	01/01/12	06/30/12	\$44.90 hr.
Golden, Kristin	Instructor	Hourly as needed	ESL	01/01/12	06/30/12	\$44.90 hr.
Gonzales, Rina	Instructor	Hourly as needed	Dental	01/01/12	06/30/12	\$44.90 hr.
Goodman, Robert	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$50.72 hr.
Graciano, Albert	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.
Grannis, Gabriela	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Grauso, Lynda	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$50.72 hr.
Graves, Buchansha	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Green, Martin	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$50.72 hr.
Greene, David	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$50.72 hr.
Greenwell Cunningham, Maia	Instructor	Hourly as needed	Anthropology	01/01/12	06/30/12	\$50.72 hr.
Gregg, Judy	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$50.72 hr.
Guebert, Toby	Instructor	Hourly as needed	ESL	01/01/12	06/30/12	\$50.72 hr.
Gunderson, Mark	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$50.72 hr.

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<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Guttman, Kenneth	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$50.72 hr.
Hackworth, Catherine	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Hadsell, Clifford	Instructor	Hourly as needed	EMT	01/01/12	06/30/12	\$50.72 hr.
Hahn, Shelley	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$50.72 hr.
Hall, James	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Han, June	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$50.72 hr.
Hartman, Steven	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Harvey, Joseph	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$50.72 hr.
Havens, Craig	Instructor	Hourly as needed	Photography	01/01/12	06/30/12	\$44.90 hr.
Hawkins, Karen	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Hernandez, Ernest	Instructor	Hourly as needed	Sociology	01/01/12	06/30/12	\$44.90 hr.
Hernandez, Nellie	Counselor	Hourly as needed	CalWORKs	01/01/12	06/30/12	\$44.90 hr.
Hernandez, Salvador	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.
Hester, Dana	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$50.72 hr.
Heuring, Patrice	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Hillman, Michael	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$50.72 hr.
Hirschelman, Evan	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.



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Hodge, Daniel	Instructor	Hourly as needed	Sociology	01/01/12	06/30/12	\$44.90 hr.
Hoehne, William	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$50.72 hr.
Hogan, Ghada	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$50.72 hr.
Hollenshead, Marci	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Holm, Daniel	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Holmes, Alison	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$44.90 hr.
Hong, Andrew	Instructor	Hourly as needed	ESL	01/01/12	06/30/12	\$44.90 hr.
Hunt, Stephan	Instructor	Hourly as needed	Administration of Justice	01/01/12	06/30/12	\$44.90 hr.
Hynes, Thomas	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Jackson, Matt	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$50.72 hr.
Jaimes, Franciella	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$44.90 hr.
James, Rhoda	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Jaquette, Timothy	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$50.72 hr.
Jennings, Sanae	Instructor	Hourly as needed	Japanese	01/01/12	06/30/12	\$44.90 hr.
Johnson, Cheryl	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Johnson, Sandra	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$50.72 hr.
Jonas, Vida	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.

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Kang, Eun	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Kaplan, Richard	Instructor	Hourly as needed	Administration of Justice	01/01/12	06/30/12	\$44.90 hr.
Kapoor, Anil	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Kawai, Julie	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$44.90 hr.
Kelly, Donna	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$44.90 hr.
Kerr, William	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Killen, Monica	Instructor	Hourly as needed	Ethnic Studies	01/01/12	06/30/12	\$44.90 hr.
Kim, Andrew	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$50.72 hr.
Kinney, Michael	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Kondo, Arnold	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$50.72 hr.
Korn, Dennis	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Lam, Wood	Instructor	Hourly as needed	ESL	01/01/12	06/30/12	\$44.90 hr.
Langford, W. Bruce	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$50.72 hr.
Larson, Robin	Instructor	Hourly as needed	Theatre	01/01/12	06/30/12	\$44.90 hr.
Lau, Bernie	Instructor	Hourly as needed	Sociology	01/01/12	06/30/12	\$44.90 hr.
Lawrence, Patricia	Instructor	Hourly as needed	Reading/English	01/01/12	06/30/12	\$50.72 hr.
Lee, Bianca	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.

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Lee, Monica	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Lewis, David	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$44.90 hr.
Linville, Brian	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Liskey, Renee	Instructor	Hourly as needed	Dance	01/01/12	06/30/12	\$44.90 hr.
Logan, Stephanie	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$44.90 hr.
Long, Stacy	Instructor	Hourly as needed	Communication	01/01/12	06/30/12	\$50.72 hr.
Loya, Henry	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$44.90 hr.
Lubisich, Senya	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$50.72 hr.
Lucido, Grace	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.
Mahmood, Anwar	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Malley, Jennifer	Instructor	Hourly as needed	Philosophy	01/01/12	06/30/12	\$44.90 hr.
Marine, Constance	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Martin, Harold	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$44.90 hr.
Martinez, Suzanne	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
McCabe, Dale	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
McGarry, Anna	Instructor	Hourly as needed	Spanish	01/01/12	06/30/12	\$50.72 hr.
McWilliams, Stuart	Instructor	Hourly as needed	EMT	01/01/12	06/30/12	\$44.90 hr.

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Mead, Rachel	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.
Merandi, Michael	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Milbrandt, David	Instructor	Hourly as needed	Political Science	01/01/12	06/30/12	\$44.90 hr.
Milliken, Keely	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Mitzen, Kathleen	BRN Self Study for ADN Program - Increase original amount from \$10,000.00 to additional \$2,500.00	Daily as needed	EGR Grant	07/20/11	12/31/11	\$680.00 da.
Mixson, Vonetta	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Montes, Monica	Instructor	Hourly as needed	Biology	02/22/12	06/30/12	\$44.90 hr.
Moore, Elanie	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$44.90 hr.
Morrish, Maria	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$50.72 hr.
Munoz, Gino	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$50.72 hr.
Myers, Kimberly	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Naiyer, Zakaria	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Nelson, Stephen	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$44.90 hr.
Newell, Jerry	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$44.90 hr.
Newman, Nancy	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Nichols, Sarah	Instructor	Hourly as needed	Physics	02/22/12	06/30/12	\$44.90 hr.

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Nikodym, Holly	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Null, Nicholas	Instructor	Hourly as needed	ESL/English	01/01/12	06/30/12	\$44.90 hr.
Nuttall, Adora	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Odegaard, Eric	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
O'Hara, Stephen	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$50.72 hr.
O'Neil, Margaret	Clarion Faculty Advisor	Stipend	Language Arts	02/21/12	06/15/12	\$2,536.00 tl.
O'Neil, Margaret	Instructor	Hourly as needed	Communication	01/01/12	06/30/12	\$50.72 hr.
Overly, David	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$50.72 hr.
Ozminkowski, Mariusz	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$44.90 hr.
Parry, Erica	Instructor	Hourly as needed	Dental	01/01/12	06/30/12	\$44.90 hr.
Parsons, Karla	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Payne, Renee	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Pecoraro, Susan	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Perez, Roberto	Instructor	Hourly as needed	Sociology	01/01/12	06/30/12	\$44.90 hr.
Perry, Carolyn	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$50.72 hr.
Peters, Gerhard	Instructor	Hourly as needed	Political Science	01/01/12	06/30/12	\$50.72 hr.
Pohl, Claudia	Instructor	Hourly as needed	Dental	01/01/12	06/30/12	\$50.72 hr.
Provencher, Henry	Instructor	Hourly as needed	Administration of Justice	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Rachford, Maryann	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$50.72 hr.
Ramos Bernal, Natasha	Instructor	Hourly as needed	Political Science	01/01/12	06/30/12	\$44.90 hr.
Ramos, Christopher	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Ramos, Michael	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$44.90 hr.
Randolph, Stephanie	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Rashidi, Waleed	Instructor	Hourly as needed	Communication	01/01/12	06/30/12	\$44.90 hr.
Ray, Jamie	Instructor	Hourly as needed	ESL/English	01/01/12	06/30/12	\$44.90 hr.
Resch, Amy	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$44.90 hr.
Resto-Ometeotl, Luivette	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Retamoza, Gracie	Volunteer	Hourly as needed	Counseling	01/01/12	06/30/12	
Richard, Levi	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Rickman, Tracy	Instructor	Hourly as needed	EMT	01/01/12	06/30/12	\$44.90 hr.
Riderer, Lucia	SIGMA Peer Mentor Faculty Lead	Stipend	STEM Grant	10/01/11	12/16/11	\$1,750.00 tl.
Rizk, Sharon	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$44.90 hr.
Robles, Andrew	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Rock, Eugene	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Romero, Alicia	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Romo, Emily	Volunteer	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90 hr.
Ross, Glen	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Ross, Glen	Instructor	Hourly as needed	Political Science	01/01/12	06/30/12	\$50.72 hr.
Ross, Lisa	Instructor	Hourly as needed	Political Science	01/01/12	06/30/12	\$44.90 hr.
Rowley, Dianne	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$44.90 hr.
Rudd, Rebecca	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$50.72 hr.
Rusch, Lori	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$44.90 hr.
Saad, Nancy	Instructor	Hourly as needed	Biology	02/22/12	06/30/12	\$44.90 hr.
Saldana, Rudy	Instructor	Hourly as needed	Philosophy	01/01/12	06/30/12	\$50.72 hr.
Salvi, Lisa	Instructor	Hourly as needed	Anthropology	01/01/12	06/30/12	\$44.90 hr.
Salwak, Dale	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
San Antonio, Vivian	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Schaeffer, Catherine	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$44.90 hr.
Schraff, Theodore	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Schulte, Francis	Instructor	Hourly as needed	Humanities	01/01/12	06/30/12	\$44.90 hr.
Seccombe, June	Instructor	Hourly as needed	ESL	01/01/12	06/30/12	\$44.90 hr.
Serrao, Elizabeth	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Shannon, James	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Shannon, James	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$50.72 hr.
Shear, Michelle	Instructor	Hourly as needed	Dance	01/01/12	06/30/12	\$44.90 hr.
Shearer, Margaret	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Shima, Kevin	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$44.90 hr.
Shimano, Brooke	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Shrope, Douglas	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$50.72 hr.
Singer, Alexander	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Skalicky, James	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$50.72 hr.
Smythe, Coleville	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$44.90 hr.
Solheim, Bruce	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$50.72 hr.
Soremekun, Fola	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$50.72 hr.
Stetson, Stephanie	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Styles, Christine	Instructor	Hourly as needed	Economics	01/01/12	06/30/12	\$50.72 hr.
Sushel, Michael	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Tate, Erin	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$44.90 hr.
Taylor Bryan	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Telesca, Lisa	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$50.72 hr.
Troy, Timothy	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Tucker, Connie	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Tucker, Connie	Instructor	Hourly as needed	ESL	01/01/12	06/30/12	\$50.72 hr.
Tucker, Gail	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$50.72 hr.
Tucker, Gail	Vocational Nursing Assistant Director	Hourly as needed	Health Sciences	01/01/12	06/30/12	\$50.72 hr.
Tufano, Andrew	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$44.90 hr.
Tyck, Robert	Instructor	Hourly as needed	Recording Arts	01/01/12	06/30/12	\$44.90 hr.
Urita-Lopez, Haydee	Instructor	Hourly as needed	Ethnic Studies	01/01/12	06/30/12	\$44.90 hr.
Valdez, Antonio	Instructor	Hourly as needed	Cosmetology	01/01/12	06/30/12	\$44.90 hr.
Valverde, Yesenia	Instructor	Hourly as needed	Dance	01/01/12	06/30/12	\$44.90 hr.
Van Citters, Beverly	Instructor	Hourly as needed	Reading	01/01/12	06/30/12	\$50.72 hr.
Van Horn, Tasha	Instructor	Hourly as needed	Speech	01/01/12	06/30/12	\$50.72 hr.
Vaughan, John	Instructor	Hourly as needed	Dance	01/01/12	06/30/12	\$50.72 hr.
Vaughan, John	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Villeneuve, Anna	Instructor	Hourly as needed	English	01/01/12	06/30/12	\$50.72 hr.
Villeneuve, Louisa	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Villeneuve, Theresa	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$50.72 hr.
Villeneuve, Theresa	Instructor	Hourly as needed	Communication	01/01/12	06/30/12	\$50.72 hr.
Vilter, Daniel	Instructor	Hourly as needed	Theatre	01/01/12	06/30/12	\$50.72 hr.
Volonte, Daniel	Instructor	Hourly as needed	Theatre	01/01/12	06/30/12	\$50.72 hr.
Waddington, Alan	Instructor	Hourly as needed	Music	01/01/12	06/30/12	\$44.90 hr.
Waddington, Brian	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$50.72 hr.
Walz, Sheryl	Instructor	Hourly as needed	Sociology	01/01/12	06/30/12	\$50.72 hr.
Weaver, Pablo	Proctor	Hourly as needed	DSP&S	01/01/12	06/30/12	\$44.90 hr.
Weisman, Lisa	Instructor	Hourly as needed	Psychology	01/01/12	06/30/12	\$44.90 hr.
Weiss, Neil	Instructor	Hourly as needed	Theatre	01/01/12	06/30/12	\$44.90 hr.
Wessel, Mark	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$44.90 hr.
White, Gailynn	Instructor	Hourly as needed	Sociology	01/01/12	06/30/12	\$50.72 hr.
Wickman, Mary	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Wilhite, Brandi	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Williams, Monique	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Wong, Julie	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$50.72 hr.
Wong, Kerwin	Instructor	Hourly as needed	Administration of Justice	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Woolery, Laurie	Instructor	Hourly as needed	Theatre	01/01/12	06/30/12	\$44.90 hr.
Woolsey, Ronald	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$44.90 hr.
Woolum, James	Administrator on Duty	Hourly as needed	Social and Behavioral Sciences	01/01/12	06/30/12	\$50.72 hr.
Woolum, James	Instructor	Hourly as needed	Administration of Justice	01/01/12	06/30/12	\$50.72 hr.
Wozencroft, Paulette	Instructor	Hourly as needed	Nursing	01/01/12	06/30/12	\$44.90 hr.
Yang, Rebecca	Instructor	Hourly as needed	Chinese	01/01/12	06/30/12	\$44.90 hr.
Ysais, Melissa	Instructor	Hourly as needed	Child Development	01/01/12	06/30/12	\$44.90 hr.
Zaharek, James	Instructor	Hourly as needed	Humanities	01/01/12	06/30/12	\$44.90 hr.
Zarate, Eloy	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$44.90 hr.
Zawahreh, Luai	Instructor	Hourly as needed	Economics	01/01/12	06/30/12	\$44.90 hr.
Zeman, William	Instructor	Hourly as needed	History	01/01/12	06/30/12	\$44.90 hr.
Zweig, Malaika	Instructor	Hourly as needed	Art	01/01/12	06/30/12	\$44.90 hr.



**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPT.</b>	<b>MOS.</b>	<b>PRCT.</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Banuelos, Christina	Campus Security Officer II	Employment	Campus Safety	12	100%	11/16/11		28-1 (27-1+11)	\$2,979.51
Bradley, Jacqueline	Secretary	Employment	DSP&S	12	100%	11/21/11		28-1	\$2,979.51
Esquivel, Ida	Administrative Secretary I	Employment	EOPS/CARE & CalWORKS	12	100%	11/18/11		31-1	\$3,208.61
Felt, Lorelei	Custodial Supervisor	Temporary Upgrade	Custodial		100%	10/10/11	10/21/11	8-1 (7-1+1A)	\$4,648.00



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Aldana, Carlos	Guest Relations Assistant	Assist as needed with Rentals	Rentals	11/16/11	12/31/11	10-1	\$11.02/hr.
Arredondo, Dora	Stipend	RDA Practical Exam Kits	ASO	11/4/11	11/6/11		\$600/tl
Aron, Kimberly	Department Aide	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Aron, Kristen	Department Aide	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Ausman, Devon	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Batcheller, Sarah	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Beilstein, Amy	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	10-1	\$11.02/hr.
Benjamin, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Benjamin, Stacy	Performing Arts Cashier	Assist as needed in the box office for peak periods	Performing Arts	1/2/12	6/30/12	19-1	\$13.76/hr.
Bikales, Rachel	Performing Arts Cashier	Assist as needed in the box office for peak periods	Performing Arts	1/2/12	6/30/12	19-1	\$13.76/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Boylan, John	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$500/tl.
Braggins, Andrew	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Burge, Justin	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Bush, Erin	Student Services Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Bush, Erin	PAC Event Coordinator	Serve as event coordinator for rentals	Performing Arts	1/2/12	6/30/12	29-1	\$17.62/hr.
Bush, Teresa	Student Services Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Caballero, Consuelo	Administrative Clerk I	Assist as needed	CalWORKS	1/1/12	6/30/12	19-1	\$13.76/hr.
Camacho, Christopher	Instructional Aide II	Assist students in the Adapted PE class	Kinesiology	2/22/11	6/14/11	17-1	\$13.10/hr.
Cardenas, Hector	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Cardenas, Hector	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Cardenas, Julio	Instructional Lab Assistant I	Provide instruction support with student in a lab environment	Math	11/16/11	12/22/11	21-1	\$14.46/hr.
Casillas, Joseph	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Casillas, Joseph	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Castaneda, Michelle	Guest Relations Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	10-1	\$11.02/hr.
Chiang, Yu-Han	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Chiang, Yu-Han	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Christian, Michelle	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Clark, Desmond	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Cordova, Stacy	PAC Event Coordinator	Assist as needed	Performing Arts	1/2/12	6/30/12	29-1	\$17.62/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Cordova, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Cristin, Andrew	Department Aide	House staff for HPAC events	Performing Arts Center	1/2/12	6/30/12	3-1	\$9.27/hr.
Day, Lawrence W.A.	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Day, Lawrence W.A.	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
De Leon, Danya	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
De Leon, Danya	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Donigan, Scarlett	Instructional Aide I	Assist students in the Adapted PE class	Kinesiology	2/22/12	6/14/12	10-1	\$11.02/hr.
Ferrer, Martin	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Ficarra, Anthony	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Ficarra, Anthony	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Flores, Nathaniel	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Gagliano, Stephanie	Student Services Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Gomez, Paula	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/12	6/30/12	3-1	\$9.27/hr.
Gunter, Carey	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Gunter, Carey	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Han, Branden	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Han, Branden	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Hansen, Paula	Guest Relations Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	10-1	\$11.02/hr.
Herzfeld, Maxwell	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/12	6/30/12	3-1	\$9.27/hr.
Hill, Matthew	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Hughes, Andrew	Guest Relations Assistant	Assist as needed with Rentals	Rentals	11/16/11	12/31/11	10-1	\$11.02/hr.
Hughes, Andrew	Guest Relations Assistant	Assist as needed with Rentals	Rentals	1/1/12	6/30/12	10-1	\$11.02/hr.
Jaquette, Tim	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$600/tl.
Jamison, Johanna	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Jamison, Johanna	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Johnson, Kara	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	10-1	\$11.02/hr.
Jontz, James	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Kasnetsis, Eric	Student Services Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Kelly, Sean	Instructional Lab Assistant II	Set construction and supervision of student workers	Performing Arts	1/2/12	6/30/12	29-1	\$17.62/hr.
Kemble, Ilia	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Khalil, Karim	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
King, Richard	Department Aide	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Kofmehl, Jocelyn	Student Services Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
LeBrun, Michael	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$1000/tl.
Lefler, Abigail	Administrative Clerk I	Permanent record cards project	Admissions	1/2/12	6/30/12	19-1	\$13.76/hr.
Logue, Anita	Department Aide	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Logue, John	Department Aide	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Lopez, Erick	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Lopez, Ivan	Guest Relations Assistant	Assist as needed with Rentals	Rentals	1/1/12	6/30/12	10-1	\$11.02/hr.
Low, Christopher	Instructional Lab Assistant I	Provide instruction support with student in a lab environment	Math	11/16/11	12/22/11	21-1	\$14.46/hr.
Madaris, Mary	Admissions & Records Tech II	Permanent record cards project	Admissions	1/1/12	6/30/12	26-1	\$16.36/hr.
Maher, Diane	Administrative Clerk I	Scanning project	Admissions	1/1/12	6/30/12	19-1	\$13.76/hr.
Mallory, Roy	Stipend	Oversee skills-based assessments	Career, Technical and Continuing Education	11/16/11	2/15/12		\$50/hr (Not to exceed \$5,000)
Matzen, Cerise	Admissions & Records Tech II	Transcript Processing	Admissions	1/1/12	6/30/12	26-1	\$16.36/hr.
McConnell, Shane	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
McConnell, William	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
McCullough, Jennifer	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Mendoza, Irving	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Mendoza, Irving	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Munguia, Danny	Guest Relations Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	10-1	\$11.02/hr.
Ng, YiFai Alan	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Ng, YiFai Alan	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
O'Hara, Stephen	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$350/tl.
Olson, Margaret	Admissions & Records Tech III	Permanent record cards project	Admissions	1/1/12	6/30/12	31-1	\$18.51/hr.
Patrick, John	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$600/tl.
Radcliffe, John	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Radcliffe, John	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Ramos, Julio	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	10-1	\$11.02/hr.
Rashidi, Waleed	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$600/tl.
Riggs, Ariana	Department Aide	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Rios, Irma	Financial Aid Technician	Assisting student with Financial Aid problems and applications	Financial Aid	1/1/12	6/30/12	31-1	\$18.51/hr.
Rivera, Steffany	Instructional Aide I	Assist students in the Adapted PE class	Kinesiology	2/22/12	6/14/12	10-1	\$11.02/hr.
Rodriguez, Vanessa	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Romanello, Frances	Financial Aid Technician	Scanning project	Financial Aid	1/1/12	6/30/12	31-1	\$18.51/hr.
Ross, Vicki	Administrative Clerk I	Permanent record cards project	Admissions	11/16/11	12/31/11	19-1	\$13.76/hr.
Shen, Zhihui	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Shen, Zhihui	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Smith, Megan	Student Services Assistant	House staff for HPAC events	Performing Arts	1/2/12	6/30/12	17-1	\$13.10/hr.
Smith, Megan	Performing Arts Cashier	Assist as needed in the box office for peak periods	Performing Arts	1/2/12	6/30/12	19-1	\$13.76/hr.
Smith, Susan	Admissions & Records Tech III	Permanent record cards project	Admissions	1/1/12	6/30/12	31-1	\$18.51/hr.
Soto, Herbert	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Stoner, Robert Lee	Guest Relations Assistant	Assist as needed with Rentals	Rentals	11/16/11	12/31/11	10-1	\$11.02/hr.
Sulzen, Phoebe	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Sulzen, Phoebe	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Taylor, Austin	Department Aide	Backstage crew for HPAC events	Performing Arts Center	1/2/12	6/30/12	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
NOVEMBER 15, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>HOURLY RATE/TOTAL</b>
Torres, Vanessa	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	10-1	\$11.02/hr.
Tyck, Rob	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$500/tl.
Volonte, Dan	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$600/tl.
Waddington, Alan	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$3000/tl.
Wharton, Mary	Financial Aid Coordinator	Policy and Procedure Manual	Financial Aid	1/1/12	6/30/12	40-7	\$30.98/hr.
Wiechert, Jonathan	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	11/16/11	12/31/11	17-1	\$13.10/hr.
Wiechert, Jonathan	Student Services Assistant	Provide academic guidance and support to students in STEM courses	STEM Grant	1/1/12	6/30/12	17-1	\$13.10/hr.
Worman, James	Department Aide	Backstage crew for HPAC events	Performing Arts	1/2/12	6/30/12	3-1	\$9.27/hr.
Zermeno, Diana	Financial Aid Technician	Satisfactory Academic Progress Project	Financial Aid	1/1/12	6/30/12	31-1	\$18.51/hr.

## **VOLUNTEER**

<b>Name</b>	<b>Sport</b>
Estrada, Elizabeth	Track
Oaks, Gina	Softball

## **COACHES 2011-12 FALL**

**FALL**

Spring  
Fall/Sp

**PROFESSIONAL EXPERT****November 15, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>
Allen, Melea	Bus Driver	Purchasing	01/01/12	06/30/12	\$20.94/hr.
Ameral, Marne	Interpreter II	DSP&S	01/01/12	06/30/12	\$27.95/hr.
Beatty, David	Instrumental Services, "Christmas Is..."	Music	11/29/11	12/18/11	\$1,500.00/Ttl.
Cadena, Kimberleigh	Interpreter IV	DSP&S	01/01/12	06/30/12	\$34.16/hr.
Cervantes, Ebuit	Audio Engineer	Music	01/01/12	06/30/12	\$250.00/day
Davis, Charles L.	Contractor of Orchestra Members	Music	11/16/11	11/23/11	\$1,500.00/Ttl.
Davis, Charles L.	Instrumental Services, "Christmas Is..."	Music	11/29/11	12/18/11	\$1,500.00/Ttl.
Deatrick, Steven	Audio Engineer	Music	01/01/12	06/30/12	\$250.00/day
Deatrick, Steven	Audio Engineer	Performing Arts Center	01/02/12	06/30/12	\$250.00/day
Distelrath, Jason	Interpreter V	DSP&S	01/01/12	06/30/12	\$39.34/hr.
Escoto, Daniel	Bus Driver	Purchasing	01/01/12	06/30/12	\$20.94/hr.
Geerer, Sherri	Interpreter IV	DSP&S	01/01/12	06/30/12	\$34.16/hr.
Glenn, Anna	Interpreter II	DSP&S	01/01/12	06/30/12	\$27.95/hr.
Holm, Dorene	Interpreter I	DSP&S	01/01/12	06/30/12	\$23.81/hr.
Howell, Terri	Interpreter IV	DSP&S	01/01/12	06/30/12	\$34.16/hr.
Hurtado, Aimee	Interpreter I	DSP&S	01/01/12	06/30/12	\$23.81/hr.
Jaquette, Timothy	Instrumental Services, "Christmas Is..."	Music	11/29/11	12/18/11	\$1,125.00/Ttl.
Kerr, William	Instrumental Services, "Christmas Is..."	Music	11/29/11	12/18/11	\$1,500.00/Ttl.
Keslake, Gregory	Audio Engineer	Music	01/01/12	06/30/12	\$250.00/day
Keslake, Gregory	Audio Engineer	Performing Arts Center	01/02/12	06/30/12	\$250.00/day
Lopez, Leah	Interpreter IV	DSP&S	01/01/12	06/30/12	\$34.16/hr.
Louden, Gerrie	Interpreter IV	DSP&S	01/01/12	06/30/12	\$34.16/hr.
Marsh, Brian	Videographer, VTEA Grant/CTE Advantage	Career, Technical	01/01/12	06/30/12	\$20.00/hr.
McCarns-Yolland, Jonathan	Audio Engineer	Music	11/29/11	12/18/11	\$600.00/Ttl.
McGuigan, William	Studio Tech I	Recording Arts	01/01/12	06/30/12	\$13.46/hr.
McGuigen, William	Studio Tech I	Performing Arts Center	01/02/12	06/30/12	\$13.46/hr.
McWilliams, Stuart	Skills Lab Support	Health Sciences Programs	01/01/12	06/30/12	\$28.33/hr.
Navarro, Carol	Interpreter I	DSP&S	01/01/12	06/30/12	\$23.81/hr.
Ornelas, Rachel	Skills Lab Support	Health Sciences Programs	01/01/12	06/30/12	\$30.00/hr.

**PROFESSIONAL EXPERT****November 15, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>
Quatro, Kristina	Interpreter V	DSP&S	01/01/12	06/30/12	\$39.34/hr.
Quintana, Sergio	Interpreter I	DSP&S	01/01/12	06/30/12	\$23.81/hr.
Sanchez, Paula	Skills Lab Support	Health Sciences Programs	01/01/12	06/30/12	\$21.50/hr.
Sengupta, Regina	Interpreter IV	DSP&S	01/01/12	06/30/12	\$34.16/hr.
Shaffer, Rachel	Interpreter III	DSP&S	01/01/12	06/30/12	\$31.06/hr.
Shear, Michelle	Choreographer for "Holidance!"	Fine & Performing Arts	11/16/11	11/28/11	\$600.00/Ttl.
Sherlock, Robert M.	Audio Engineer	Music	01/01/12	06/30/12	\$250.00/day
Sherlock, Robert M.	Audio Engineer	Performing Arts Center	01/02/11	06/30/12	\$250.00/day
Slack, Robert	Instrumental Services, "Christmas Is..."	Music	11/29/11	12/18/11	\$1,125.00/Ttl.
Smythe, Sylvia	Grant Project Director, Bridges to Success and STEM Grants	STEM	01/01/12	06/30/12	\$680.00/day
Waddington, Alan	Instrumental Services, "Christmas Is..."	Music	11/29/11	12/18/11	\$1,500.00/Ttl.
Wenzel, Robert	Bus Driver	Purchasing	01/01/12	06/30/12	\$20.94/hr.
Williams, Brandi	Interpreter V	DSP&S	01/01/12	06/30/12	\$39.34/hr.
Yang, Seung Ah	Instrumental Services, "Christmas Is..."	Music	11/29/11	12/18/11	\$1,500.00/Ttl.
Younghans, David T.	Audio Engineer	Music	01/01/12	06/30/12	\$250.00/day
Zachmann, Amy	Interpreter IV	DSP&S	01/01/12	06/30/12	\$34.16/hr.

## **I. ACTION (continued)**

### **Business Services**

2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2011, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page )
3. Authorization is requested to approve the award of bid #05-1112, Campus Center Flooring Asbestos Abatement to 5M Consulting, Inc. of Tustin, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$28,800 is within budget and will be funded from Measure G Bond Funds. (Page )

### **Human Resources**

4. Authorization is requested to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2012, it is requested that the Board of Trustees authorize recruitment of one (1) full-time categorically funded, non-tenure track counseling position for the Teacher Prep Grant effective spring 2012, and up to twenty-one (21) faculty positions effective fall 2012. It is also requested that the Board of Trustees authorize the recruitment of additional full-time faculty members based on the final full-time faculty obligation calculation. Each job posting will bear the statement, "Position contingent upon funding and final Board approval." (Page )
5. Authorization is requested to approve the employment of Ms. Noemi Barajas as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 21, 2012 and ending on June 16, 2012 at a salary placement of Class 3, Step 3 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$28,267.00 annually (pro rated) plus \$7,879.14 in health and statutory benefits. (Page )
6. Authorization is requested to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation, Local 6352 of the American Federation of Teachers, effective January 1, 2011, through December 31, 2013, ratified by a majority affirmative vote of the unit membership. (Page )

**(CONTINUED)**

## General

7. Authorization is requested to approve the first read of Board policies 7501 – Recruitment and Selection, 7503 – Leaves, 7504 – Vacation, 7506 – Sabbatical Leave, and 7507 – Salary Guide. (Page )
8. Authorization is requested to approve Resolution 2011-12-09 in support of Senate Constitutional Amendment (SCA) 5. (Page )
9. Authorization is requested to grant approval for the Citrus College Foundation to apply for a one-day liquor license from the Alcoholic Beverage Control agency to serve wine at the Foundation's private reception to be held December 16, 2011, from 6 p.m. to 8 p.m. on the Citrus College campus. (Page )

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

## J. ADJOURNMENT

### Dates to remember:

November 16, 2011	Annual Thanksgiving Buffet
November 24-25, 2011	HOLIDAY – <i>Thanksgiving</i>
December 6, 2011	Board of Trustees Reorganizational Meeting ( <i>only one meeting in December</i> )
December 8, 2011	CSEA Dessert Buffet
December 14, 2011	Superintendent/President's Holiday Social
December 22, 2011 to January 2, 2012	Winter Break





CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2011-2012  
Quarter Ended: (Q1) Sep 30, 2011

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-2012
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	61,098,914	59,266,083	60,295,769	55,408,147
A.2	Other Financing Sources (Object 8900)	443,916	197,484	137,691	116,008
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	61,542,830	59,463,567	60,433,460	55,524,155
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	59,141,288	55,829,236	56,014,795	58,142,896
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,611,193	2,702,452	2,538,184	1,867,538
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	60,752,481	58,531,688	58,552,979	60,010,434
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	790,349	931,879	1,880,481	-4,486,279
D.	<b>Fund Balance, Beginning</b>	6,776,762	7,567,111	8,498,990	10,379,471
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	6,776,762	7,567,111	8,498,990	10,379,471
E.	<b>Fund Balance, Ending (C. + D.2)</b>	7,567,111	8,498,990	10,379,471	5,893,192
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.5%	14.5%	17.7%	9.8%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	12,952	11,444	11,639	11,659
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III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2008-09	2009-10	2010-11	2011-2012
H.1	Cash, excluding borrowed funds		19,369,475	9,477,382	21,336,444
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	2,918,739	19,369,475	9,477,382	21,336,444

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	55,408,147	55,408,147	13,087,225	23.6%
I.2	Other Financing Sources (Object 8900)	116,008	116,008	3,211	2.8%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	55,524,155	55,524,155	13,090,436	23.6%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	58,142,896	58,142,896	9,978,354	17.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,867,538	1,867,538	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	60,010,434	60,010,434	9,978,354	16.6%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-4,486,279	-4,486,279	3,112,082	
L	Adjusted Fund Balance, Beginning	10,379,471	10,379,471	10,379,471	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	5,893,192	5,893,192	13,491,553	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	9.8%	9.8%		

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

NO

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

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

NO

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

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

This year?  
Next year?

NO  
NO

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

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

District: (820) CITRUS

Fiscal Year: 2011-2012  
Quarter Ended: (Q1) Sep 30, 2011

Chief Business Officer		District Contact Person	
CBO Name:	Carol R. Horton	Name:	Carol Cone
CBO Phone:	626-914-8886	Title:	Budget Supervisor
CBO Signature:	_____	Telephone:	626-914-8885
Date Signed:	_____	Fax:	626-914-8604
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	E-Mail:	ccone@citruscollege.edu
CEO Signature:	_____		
Date Signed:	_____		
Electronic Cert Date:	10/27/2011		

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

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

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CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

#05-1112, Campus Center Flooring Asbestos Abatement  
Bid Opening: Tuesday, October 25, 2011, 2:00 p.m.  
Purchasing Office

Bidder	Base Bid #1	Base Bid #2
1. Cardinal Environmental, dba 5M Contracting	\$31,000.00	\$28,800.00
2. Castlerock Environmental	\$37,095.00	\$43,744.00
3. Argus Contracting	\$48,695.00	\$56,715.00
4. Allied Industries	\$72,490.00	\$53,490.00

Base Bid #1: Bead blast removal method

Base Bid #2: Chemical removal method

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	x
DATE	November 15, 2011	Resolution	
SUBJECT:	Authorization of Full-Time Faculty Positions for Academic Year 2012/2013	Information	
		Enclosure(s)	

**BACKGROUND**

The Faculty Needs Identification Committee has identified one (1) unranked and thirty-three (33) ranked full-time faculty positions for the 2012 fall semester.

The thirty-four (34) positions identified by the Faculty Needs Identification Committee (in order of ranking) are:

Rank	Position	Rank	Position
1	ADN Nursing	18	General Biology
2	General Biology	19	Mathematics
3	ADN Nursing	20	Generalist Counselor
4	Microbiology	21	Medium/Heavy Truck & Auto/Light Truck
5	Mathematics	22	Kinesiology
6	DSP&S Counselor/Learning Disabilities	23	Esthetics
7	Esthetics	24	Tenure Track PUB or WATR
8	Auto & Light Truck	25	Cosmetology
9	Kinesiology	26	Art History
10	English	27	History
11	Generalist Counselor	28	Generalist Counselor
12	Recording Arts	29	Studio Art
13	Commercial Dance	30	Acting/Directing – TV/Film
14	Mathematics	31	Kinesiology
15	Cosmetology	32	Child Development
16	History	33	CTE Career Development Coordinator
17	English	Unranked	Teacher Prep Counselor (Grant Funded)

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

Aye\_\_Nay\_\_Abstained\_\_

Item No. 1.4.







**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	November 15, 2011	Resolution	
SUBJECT:	Agreement Between the Citrus Community College District and the Citrus College Adjunct Faculty Federation, Local 6352 of the American Federation of Teachers	Information	
		Enclosure(s)	X

BACKGROUND

The Citrus Community College District (District) and the Citrus College Adjunct Faculty Federation, Local 6352 of the American Federation of Teachers reached Tentative Agreement following the mediation process.

The CCAFF bargaining unit membership, by a majority affirmative vote, ratified the Tentative Agreement, and on October 24, 2011, notified the District. The governing board is required to take official action to approve the new agreement. A summary of the Tentative Agreement will be provided separately for both the Board of Trustees and for guests at the Board meeting.

Upon official Board approval, the successor agreement will become effective retroactively to January 1, 2011. The duration of the three-year agreement is from January 1, 2011, through December 31, 2013.

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

RECOMMENDATION

Authorization is requested to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation, Local 6352 of the American Federation of Teachers, effective January 1, 2011, through December 31, 2013, ratified by a majority affirmative vote of the unit membership.

Robert Sammis  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No.     I.6.

# Summary of Tentative Agreement

Between  
Citrus Community College District  
And  
Citrus College Adjunct Faculty Federation,  
Local 6352 of the American Federation of Teachers

## Article 4 - Union Rights

The District shall, at no cost, provide the Union with an on-campus office, including basic furniture, telephone and telephone line, and internet access. The District reserves the right to change the location of the office.

In the event that negotiations are scheduled at a time that a member of the Union's bargaining team has a scheduled assignment with the District, he/she shall be released from his/her assignment at no loss in pay.

## Article 6 – Assignment and Scheduling

In the event that a Unit Member is not offered an assignment due to a reduction in the number of sections of the course taught by the Unit Member, the appropriate Dean will place the Unit Member's name on a list which shall include current contact information. If and when additional sections become available of which the Unit Member has previously taught, the Dean shall, consistent with the provisions of this Article consider the Unit Member for an assignment.

## Article 8 – Evaluations

A Unit Member may submit a self-evaluation which may include items such as a narrative, examples of work product, or a log of professional development activities, to be included as a component of the evaluation.

In the event an adjunct faculty member and management supervisor cannot jointly agree on who should serve as the evaluator, the management supervisor will provide the adjunct faculty member with a list of three names from which the adjunct faculty member must choose one to serve as the evaluator.

There may be a student component included in the evaluation (*Appendix F - Performance Evaluation - Student*). If such student component is considered, it shall, under no circumstances, be the determining factor in the Unit Member's evaluation.

A Unit Member shall have the right to submit a rebuttal to his/her re-evaluation. Such rebuttal shall be attached to the re-evaluation in the Unit Member's personnel file.

## Article 15 – Grievance

Tentative Agreement includes a mediation provision, at newly added procedure levels four and five.

## **Article 16 - Duration of Contract**

The term of this agreement shall be from January 1, 2011, through December 31, 2013. Effective October 1, 2012, the Union and/or the District may request to reopen the contract to negotiate concerning Article 10 - Salary and one (1) additional Article as selected by each party. Effective October 1, 2013, the Union and the District may agree to continue the current Agreement with limited reopeners or enter into negotiations to reach a successor Agreement upon the expiration of this current Agreement.

All other Articles within the Agreement remain unchanged.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	
SUBJECT:	Board Policies First Read: BP 7501, Recruitment and Selection; BP 7503, Leaves; BP 7504, Vacation; BP 7506, Sabbatical Leave; BP 7507, Salary Guide	Information	X
		Enclosure(s)	X

**BACKGROUND**

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

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

Board policies 7501 – Recruitment and Selection, 7503 – Leaves, 7504 – Vacation, 7506 – Sabbatical Leave, and 7507 – Salary Guide have been reviewed and approved by the constituent groups (on various dates), by the Steering Committee (on October 24, 2011), and is being submitted to the Board for a first read. Attached to the policies, for information only, are the related Administrative Procedures.

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

**RECOMMENDATION**

Authorization is requested to approve the first read of Board policies 7501 – Recruitment and Selection, 7503 – Leaves, 7504 – Vacation, 7506 – Sabbatical Leave, and 7507 – Salary Guide.

Robert Sammis  
Recommended by

\_\_\_\_\_  
Moved / Seconded

\_\_\_\_\_  
Approved for Submittal

Aye\_\_Nay\_\_Abstained\_\_

Item No. 1.7.

<b>Proposed Citrus Community College District Policy</b>	<b>Draft as of</b>
<b>Human Resources</b>	<b>10/24/11</b>

**BP 7501 Recruitment and Selection:  
Classified Administrator/Manager and  
Supervisor/Confidential**

Reference: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.1A

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of classified administrator/manager and supervisor/confidential employees, including, but not limited to, the following criteria:

The recruitment and selection process for classified administrator/manager and supervisor/confidential employees shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 – Equal Employment Opportunity.

Office of Primary Responsibility: Human Resources

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**Distributed to all constituent group leaders for review and approval on 08/16/11  
Responses due to Human Resources no later than October 31, 2011**

<b>Approved by</b>	Academic Senate .....	Approved 09/28/11
	CCFA .....	Approved
	CCAFF .....	No Response
	CSEA .....	10/10/11
	ASCC .....	9/27/11
	Management Team .....	9/7/11
	Supervisor/Confidential .....	9/6/11
	Steering.....	10/24/11
	Board of Trustees.....	

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

<b>Proposed Citrus Community College District Policy</b>	<b>Draft as of</b>
<b>Human Resources</b>	<b>10/24/11</b>

**AP 7501 Recruitment and Selection:  
Classified Administrator/Manager and  
Supervisor/Confidential**

Reference: Education Code Sections 70901.2, 70902(b)(7) & (d), 87100 et seq.; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.1A

**1. Approval to Fill an Existing or New Position**

The decision to fill an existing or new classified administrator/manager or supervisor/confidential position will be made by the Superintendent/President. Once a position has been approved, the appropriate Vice President or Manager will submit a request to fill a position utilizing the Applicant Tracking System (ATS). This step results in the creation of a job posting in the ATS.

**2. Recruitment**

Job postings will be advertised for at least six (6) weeks. With approval from the Director of Human Resources, the recruitment time period may be reduced to no less than four (4) weeks.

In consultation with the Superintendent/President and/or the appropriate Vice President, the Office of Human Resources will develop a hiring plan to include the advertisement strategy, any preferred qualifications, interview questions, writing sample topic, presentation topic, and interview schedule.

All job postings will state the closing date for the receipt of applications. Applications will not be accepted after the closing date unless otherwise authorized by the Director of Human Resources.

The Office of Human Resources will be responsible for screening all applicants and will, for all recruitments, develop a list of applicants to be interviewed.

**3. Selection**

The Office of Human Resources shall establish the Selection Committee. The Selection Committee shall be comprised of at least seven (7) individuals which shall include three (3) managers, two (2) supervisor/confidential employees, one (1) faculty member (appointed by the Academic Senate), and one (1) classified employee (appointed by the CSEA President).



The Office of Human Resources shall appoint an Equal Employment Representative to serve as a non-voting member of the Selection Committee.

The Manager of Human Resources/Staff Diversity, or designee, will meet with Selection Committee to review the interview process and principles of Equal Employment Opportunity.

The Selection Committee shall be responsible for reviewing all applicants screened as meeting the minimum qualifications for the purpose of determining which applicants will be invited for an interview.

The Selection Committee shall conduct interviews. A member of a Selection Committee must attend all pre-interview meetings and all interviews.

At the conclusion of all interviews, a brief discussion and a poll will determine which candidates will remain under consideration. The Equal Employment Representative will give each Selection Committee member a list of the candidates. Candidates receiving at least one (1) affirmative vote will remain under consideration. Candidates receiving all negative votes will no longer be considered. If the percentage of underrepresented candidates remaining in the pool has been adversely impacted, the Equal Employment Representative, in consultation with the Director of Human Resources, may request that the Selection Committee reconsider its evaluation criteria.

When all Selection Committee members have had an opportunity to express his/her thoughts regarding the strengths and weaknesses of each remaining candidate, a second poll will be taken on the remaining candidates.

The Equal Employment Representative will inform the Selection Committee members which of the candidates received four (4) or more affirmative responses. Should more than three (3) candidates receive at least four (4) affirmative votes (or a majority with a Selection Committee of fewer than five (5)), this group of candidates will continue to be considered. If less than three (3) of the candidates interviewed receive the required four (4) affirmative votes, the Selection Committee may request the Director of Human Resources, or designated representative, and the Equal Employment Representative to recommend to the Superintendent/President to accept fewer than three (3) finalists. Otherwise, the process will be abandoned and the position re-advertised.

A discussion will be held in an attempt to reach consensus in designating three (3) finalists to be sent to the Superintendent/President for a final interview. If three (3) finalists do not emerge from the discussion, the Selection Committee members will cast a Borda vote (three (3) points will be given for each Selection Committee member's first choice, two (2) points for each member's second choice, and one(1) point for each member's third choice) on all active candidates. Each Selection Committee member will vote for up to three (3) candidates. The Equal Employment Representative will tally the results of the Borda vote and inform the Selection Committee of the candidates with the highest number of votes. At no time will the Equal Employment Representative indicate to the Selection Committee a ranking of the candidates. Only the finalists' names in the alphabetical order will be revealed.

The names of the finalists will be forwarded unranked to the Superintendent/President and the final interviews will be arranged. Along with the finalists' names, each Selection Committee member shall submit to the Director of Human Resources through the Equal Employment Representative his/her evaluation of the strengths and weaknesses of each of the finalists to be forwarded to the Superintendent/President. These evaluations will be written before the Selection Committee adjourns. The Equal Employment Representative should advise Selection Committee members that the strengths and weaknesses forms should reflect only strengths and weaknesses, and be based solely on job-related criteria. The Equal Employment Representative will consult with the Manager of Human Resource/Staff Diversity to review the strengths and weaknesses to see that they comply with the Equal Opportunity Employment guidelines prior to their submission to the Superintendent/President.

#### **4. Final Selection**

The final interviews shall be conducted by the Superintendent/President in the presence of the Chairperson of the Selection Committee, the appropriate Vice President, or designee, and the Equal Employment Representative. These final interviews shall be held as soon as possible after the conclusion of the initial interviews.

The Superintendent/President may request reference/background checks on one (1) or more of the finalists before making a final selection. All reference/background checks will be conducted by the Director of Human Resources, or designee and the information shared only with the Superintendent/President. Reference/background checks should solicit only job-related information, which may include professional experience, and personal qualities relative to performance in the classified administrator/manager or supervisor/confidential position.

If none of the finalists is acceptable to the Superintendent/President for reasons that are shared with the Selection Committee, additional finalists may be requested. The Selection Committee will be reconvened to decide which, if any, additional candidates will be forwarded to the Superintendent/President. If none of the candidates is found to be acceptable by the Superintendent/President, and the Selection Committee declines to send any additional candidate(s), the process will be abandoned and the position re-advertised.

#### **5. Offer of Employment**

Upon completion of all background checks, the recommended candidate will be made a conditional offer. All offers of employment must be approved by the Board of Trustees and may be revoked at any time prior to the approval by the Board of Trustees.

#### **6. Confidentiality and Integrity of the Recruitment and Selection Procedure**

All persons involved in the recruitment and selection process, from the point of receipt of applications through Board approval of the recommended candidate will be charged with the responsibility of maintaining the highest level of professional ethics and confidentiality.

Prior to interviewing applicants, the following statement of confidentiality will be signed by those participating in the selection process:

My signature not only serves to indicate the author of the above notes, but also indicates my agreement to keep confidential all information I have read or heard regarding all of the candidates for this position, including information on the application, the candidate's answers to the interview questions, and any and all verbal information during the evaluation discussion of the candidates, including the results of the voting process. I understand that a breach of this confidentiality will result in a letter of reprimand, which will be placed in my personnel file, and I will have no future participation in the recruitment and selection process, at the discretion of the Manager of Human Resources/Staff Diversity.

Written allegations stating violations of these procedures shall be investigated by the Director of Human Resources. Allegations without proven merit shall be dismissed with written notice provided to the members of the Selection Committee. Allegations with proven merit shall be considered cause for abandonment of the process, at the determination of the Manager of Human Resources/Staff Diversity and the Director of Human Resources.

General concerns and questions from members of the Selection Committee should be discussed with the Director of Human Resources and/or the Manager of Human Resources/Staff Diversity.

## **7. Equal Employment**

This administrative procedure will be implemented in compliance with Administrative Procedure 7100 – Equal Employment Opportunity.

Office of Primary Responsibility: Human Resources

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**Distributed to all constituent group leaders for review and approval on 08/16/11  
Responses due to Human Resources no later than October 31, 2011**

<b>Approved by</b>	Academic Senate .....	Approved 09/28/11
	CCFA .....	Approved
	CCAFF .....	No Response
	CSEA .....	10/10/11
	ASCC .....	9/27/11
	Management Team .....	9/7/11
	Supervisor/Confidential .....	9/6/11
	Steering.....	10/24/11
	Board of Trustees.....	

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

<b>Proposed Citrus Community College District Policy</b>	<b>Draft as of</b>
<b>Human Resources</b>	<b>10/24/11</b>

**BP 7503 Leaves:  
Classified Administrator/Manager and  
Supervisor/Confidential**

References: Education Code Section 87763 et seq

General Provision

The District shall provide for leaves of absence for classified administrator/manager and supervisor/confidential employees as set forth in Administrative Procedure 7503.

Office of Primary Responsibility: Human Resources

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**Distributed to all constituent groups for review and approval on August 16, 2011  
Responses due to Human Resources no later than October 31, 2011**

<b>Approved by</b>	Academic Senate .....	Approved 09/28/11
	CCFA .....	Approved
	CCAFF .....	No Response
	CSEA .....	10/10/11
	ASCC .....	09/27/11
	Management Team .....	09/07/11
	Supervisor/Confidential .....	09/06/11
	Steering.....	10/24/11
	Board of Trustees.....	

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

<b>Proposed Citrus Community College District Policy</b>	<b>Draft as of</b>
<b>Human Resources</b>	<b>10/24/11</b>

**AP 7503 Leaves:  
Classified Administrator/Manager and  
Supervisor/Confidential**

References: Education Code Section 87763 et seq.

**1. Sick Leave**

a) Regular Sick Leave

Classified administrator/manager and supervisor/confidential employees shall be granted twelve (12) days of paid sick leave each fiscal year. Any classified administrator/manager and supervisor/confidential assigned to less than a twelve month assignment will receive one day of sick leave for each assigned month.

b) Accumulated Sick Leave

At the beginning of each fiscal year, a classified administrator/manager and supervisor/confidential employee's sick leave accumulation shall be increased by the number of days of paid sick leave that she/he is entitled to under paragraph (a) above. Unused regular sick leave shall accumulate year-to-year.

c) Extended Sick Leave

The purpose of this section is to implement the provisions of Education Code Section 87780, and is to be interpreted in a manner to be consistent with Education Code Section 87780. In addition to the annual sick leave earned under paragraph (a) above, each July 1 classified administrator/manager and supervisor/confidential employee will be credited with an additional five months (100 days) of extended sick leave including any days of accumulated sick leave. Once a classified administrator/manager or supervisor/confidential employee exhausts all regular sick leave and accumulated sick leave, any additional days of sick leave (not to exceed a maximum of 110 days for ten-month employees) shall be paid based on the difference between the classified administrator/manager and supervisor/confidential employee's regular pay and the amount actually paid to temporary employee or, if no temporary employee is hired, then the amount, based on the appropriate

salary schedule that would have been paid to a temporary employee (the difference between the classified administrator/manager and the supervisor/confidential employee's step placement and step 1 of the appropriate salary range). The 100 days of extended sick leave renews each July but does not accumulate. Once a classified administrator/manager and supervisor/confidential employee exhausts regular sick leave and extended sick leave, the classified administrator/manager and supervisor/confidential employee may be placed on an unpaid leave of absence or may be dismissed.

d) Utilization of Sick Leave

Sick leave may be used by a classified administrator/manager and supervisor/confidential employee when he/she is absent for illness or injury.

A classified administrator/manager and supervisor/confidential employee's sick leave balance will be charged one sick day for each full day of absence.

e) Verification of Sick Leave

Upon return from any sick leave absence, a classified administrator/manager and supervisor/confidential employee is required to report his/her absence on the appropriate absence report.

The District reserves the right to require a classified administrator/manager and supervisor/confidential employee upon return from a sick leave of any duration to provide verification from a doctor of the need to be absent due to illness or injury. In the event that the District requires such verification, the cost of any such examination by a doctor will be paid by the District.

## **2. Personal Necessity Leave**

A classified administrator/manager and supervisor/confidential employee may elect to use up to seven (7) working days of available paid sick leave, annually, in cases of personal necessity for the following purposes:

- a) Death of a member of the classified administrator/manager and supervisor/confidential employee's immediate family when additional leave is required beyond that provided under Bereavement Leave.
- b) As a result of an accident or illness involving the classified administrator/manager and supervisor/confidential employee's person or property or the person or property of his/her immediate family.
- c) Resulting from the classified administrator/manager and supervisor/confidential employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness.
- d) To care for an ill parent, spouse, domestic partner, or child.

- e) Religious observances.
- f) Such other reasons approved by the Superintendent/President or his/her designee.

A classified administrator/manager and supervisor/confidential employee shall be entitled to use, without qualification, three (3) of the seven (7) working days of the personal necessity leave as unspecified personal necessity leave with reasonable notice, when possible, by notifying his/her department. Upon return from a Personal Necessity Leave, the classified administrator/manager and supervisor/confidential employee shall complete the appropriate absence report.

### **3. Bereavement Leave (Paid Leave)**

A classified administrator/manager and supervisor/confidential employee shall be granted necessary leave of absence with full pay if such absence is due to the death of an immediate family member of the classified administrator/manager and supervisor/confidential employee.

The leave shall not exceed three (3) working days or five (5) working days if travel is in excess of 400 miles. Bereavement Leave is not charged to personal necessity leave.

The immediate family, as used in this section, shall include the spouse/domestic partner, child/step-child, parent/step-parent, sibling/half-sibling, grand/great-grandparent, grand/great-grandchild, brother/sister-in-law, daughter/son-in-law, mother-/father-in-law of the unit member or of the spouse/domestic partner of the unit member, or any other person for whom the academic administrator is legally responsible or any other member of the immediate household.

A classified administrator/manager and supervisor/confidential employee shall notify his/her department of the leave and, upon returning, shall complete the appropriate absence report.

Such leave shall be taken as soon after notification of death as possible, and no later than ten (10) working days.

Under special or unusual circumstances, and upon mutual agreement between the immediate supervisor and the classified administrator/manager and supervisor/confidential employee, leave may be taken at a later date than specified above, but in no event shall the leave be taken after one (1) year.

### **4. Industrial Accident and Illness Leave**

A classified administrator/manager and supervisor/confidential employee shall be entitled to industrial accident and illness leave under the following rules and regulations:

- a) Accident or illness must have arisen out of and in the course of employment

for the District and must be accepted as such by the District's third party Worker's Compensation administrator.

- b) Allowable leave shall be for up to sixty (60) working days in any one (1) year for the same accident, and precedes the use of any regular sick leave.
- c) Allowable leave shall not be accumulated from year-to-year.
- d) Industrial accident or illness leave of absence shall commence on the first day of approved Industrial Accident/Illness absence. Any days of absence associated with a claim for Industrial Accident/Illness that is not approved shall be charged against the unit member's sick leave.
- e) Payment for wages lost on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of the state, exceed the normal wage for the day.
- f) Industrial accident leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Workers' Compensation.
- g) When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next year, the academic administrator shall be entitled to only the amount remaining at the end of the year in which the injury or illness occurred, for the same injury or illness.
- h) During any paid leave of absence, if the classified administrator/manager and supervisor/confidential employee receives payments from disability, he/she shall endorse to the District the temporary disability indemnity checks received due to the industrial accident or illness. The District in turn shall issue the classified administrator/manager and supervisor/confidential employee appropriate salary warrants for payment of salary, and shall make retirement and other authorized deductions.

## **5. Family Medical Leave**

This provision shall be interpreted in a manner that is consistent with both state and federal statutes concerning family leave.

A classified administrator/manager and supervisor/confidential employee is eligible for leave provided he/she:

- a) Has been employed for at least twelve (12) months and;
- b) Has been employed for at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

A classified administrator/manager and supervisor/confidential employee, if eligible, shall be granted up to twelve (12) weeks of unpaid leave for any of the following purposes:



- a) The birth of a child or to care for a newborn of the unit member.
- b) The placement of a child with a unit member in connection with the adoption or foster care of a child.
- c) To care for a child, parent, or spouse who has a serious health condition.
- d) A serious health condition that makes the classified administrator/manager and supervisor/confidential employee unable to perform the functions of his/her position.

Although the District recognizes that emergencies arise which may require a classified administrator/manager and supervisor/confidential employee to request immediate leave, he/she is required to give as much notice as possible of his/her need for leave. However, if leave is foreseeable, at least thirty (30) days notice is required.

A classified administrator/manager and supervisor/confidential employee's current medical benefits, if any, shall continue uninterrupted through the duration of the Family Medical Leave and the leave shall not constitute a break in service.

## **6. Maternity Leave**

A classified administrator/manager and supervisor/confidential employee is entitled to take up to six (6) months of unpaid leave during any period of disability due to pregnancy, childbirth, or related medical conditions. During any period of the six (6) months that the classified administrator/manager and supervisor/confidential employee is physically disabled and unable to perform her regular duties due to pregnancy, miscarriage, childbirth, or recovery there from, as certified by a physician, she shall be permitted to utilize her accrued sick leave. The six (6) months of leave provided for in this section shall be inclusive of any entitlement to leave under the Family Medical Leave.

A classified administrator/manager and supervisor/confidential employee requesting maternity leave shall specify, in writing, the length of the leave including the date on which the leave shall begin and the date on which duties are to be resumed and shall be determined by the unit member and the classified administrator/manager and supervisor/confidential employee's physician and be given to her immediate supervisor and the Office of Human Resources.

There shall not be discrimination against a classified administrator/manager and supervisor/confidential employee because of pregnancy in terms of compensation or conditions of employment nor shall she be discharged from employment.

## **7. Leaves of Absence without Pay**

The Board of Trustees may grant a leave of absence for one (1) year without pay to a classified administrator/manager and supervisor/confidential employee for special reasons acceptable to the Board of Trustees.

- a) Each request for leave shall be presented, in writing, to the Superintendent/President, or his/her designee, with a copy to the classified administrator/manager and supervisor/confidential employee's immediate supervisor.
- b) Such request shall include date(s) of leave and reason(s) for leave.
- c) The classified administrator/manager and supervisor/confidential employee, while on leave of absence without pay, shall not be employed by the District in any capacity.

## **8. General Leaves**

When no other leaves are available, a leave of absence may be granted to a classified administrator/manager and supervisor/confidential employee on a paid or unpaid basis at any time upon terms acceptable to the District and the classified administrator/manager and supervisor/confidential employee.

## **9. Military Leave**

A classified administrator/manager and supervisor/confidential employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.

## **10. Judicial Leave**

Upon receipt of notification of a jury duty obligation to be served during working hours on days of assigned services, it is the obligation of a classified administrator/manager and supervisor/confidential employee to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

- a) A classified administrator/manager and supervisor/confidential employee shall reimburse the District Business Office any juror's fees received exclusive of the mileage received from the Judicial District.
- b) The District shall continue to pay a classified administrator/manager and supervisor/confidential employee his/her regular salary until the Court releases him/her.

A classified administrator/manager and supervisor/confidential employee shall be granted leave to appear as a witness in court, other than as a litigant, to serve on a jury or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the unit member.

- a) A classified administrator/manager and supervisor/confidential employee shall receive regular pay less any amount received for jury or witness fees.

Office of Primary Responsibility: Human Resources

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**Responses due to Human Resources no later than October 31, 2011**

**Approved by** Academic Senate ..... Approved 09/28/11  
CCFA ..... Approved  
CCAFF ..... No Response  
CSEA ..... 10/10/11  
ASCC ..... 09/27/11  
Management Team ..... 09/07/11  
Supervisor/Confidential ..... 09/06/11  
Steering..... 10/24/11  
Board of Trustees.....

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

<b>Proposed Citrus Community College District Policy</b>	<b>Draft as of</b>
<b>Human Resources</b>	<b>10/24/11</b>

**BP 7504      Vacation:  
Classified Administrator/Manager and  
Supervisor/Confidential**

Reference:    Education Code Section 88197

General Provision

The District shall provide for vacation time for classified administrator/manager and supervisor/ confidential employees as set forth in Administrative Procedure 7504.

Office of Primary Responsibility:    Human Resources

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<b>Human Resources</b>	<b>10/24/11</b>

**AP 7504      Vacation:  
Classified Administrator/Manager and  
Supervisor/Confidential**

Reference:    Education Code Section 88197

At the beginning of each fiscal year, classified administrator/manager and supervisor/confidential employees will be provided twenty-two (22) days of vacation based on a monthly accrual of 1.84 vacation days. Classified administrator/manager and supervisor/confidential employees must be in the employ of the District for a period of six (6) months before he/she may utilize vacation time. In the event that a classified administrator/manager and supervisor/confidential employee is hired after the beginning of the fiscal year, he/she shall receive vacation at the rate of 1.84 vacation days for each remaining months of the fiscal year. In the event that a classified administrator/manager and supervisor/confidential employee leaves the employ of the District, the classified administrator/manager and supervisor/confidential employee shall reimburse the District for any used but unearned vacation days.

Each year classified administrator/manager and supervisor/confidential employees, with approval of the Superintendent/President, the appropriate Vice President, or immediate supervisor, shall work out a vacation schedule which shall best serve the needs of the District and the employee. Deviation from the original schedule shall be approved by the Superintendent/President, the appropriate Vice President, or the immediate supervisor.

Vacation time shall normally be used within the fiscal year earned. During any fiscal year, a classified administrator/manager and supervisor/confidential employee's vacation balance, including all vacation days carried over and the current year's entitlement to vacation time shall not exceed forty-four (44) days. In the event that a classified administrator/manager and supervisor/confidential employee's vacation time in any fiscal year exceeds forty-four (44) days, he/she shall submit to the Superintendent/President, appropriate Vice President, or immediate supervisor a vacation plan to utilize, at a minimum, the vacation days in excess of forty-four (44).

Office of Primary Responsibility: Human Resources

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<b>Proposed Citrus Community College District Policy</b>	<b>Draft as of</b>
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**BP 7506      Sabbatical Leave:  
Classified Administrator/Manager**

Reference:      Education Code Section 88190

**~~CITRUS COMMUNITY COLLEGE DISTRICT~~  
~~BOARD POLICY~~  
~~SABBATICAL LEAVE – MANAGEMENT~~ **Academic Administrators****

General Provision

Sabbatical leave may be granted ~~members of the management staff~~ to classified administrator/manager employees by the Board of Trustees upon the recommendation of the Superintendent/President.

Such leave shall be granted for the purpose of self-improvement through study, research, or travel.

Adopted ..... 9/18/90  
~~Citrus College Regulation 4363 – Sabbatical Leave – Management~~

Office of Primary Responsibility: Human Resources

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**AP 7506 Sabbatical Leave:  
Classified Administrator/Manager**

Reference: Education Code Section 88190

**CITRUS COMMUNITY COLLEGE DISTRICT  
REGULATION**

~~SABBATICAL LEAVE—MANAGEMENT~~

**Purpose for Which Sabbatical Leave May Be Granted**

Classified administrator/manager employees may be granted a Sabbatical Leave for any of the following purposes:

1. A planned program of courses or activities which relate to the professional growth of ~~the applicant~~ the classified administrator/manager.
2. Independent study and research relating to the present or newly assigned service of ~~the applicant~~ the classified administrator/manager.
3. Travel of such a nature and extent that it will materially increase the proficiency of ~~the employee's~~ the classified administrator/manager employee's area of responsibility.

4.

**Length of Sabbatical Leave**

~~Sabbatical leave may be granted for six months (whether taken in one year or over a period of two fiscal years) of work experience. Combined salary by employer and District shall not exceed one-half of the management employees yearly salary. The District shall not pay more than one-half of the management employee's full year salary.~~

A Sabbatical Leave may be granted for up to twelve months.

**Number of Sabbatical Leaves Granted**

The number of Sabbatical Leaves granted each year for ~~management employees~~ classified administrator/manager employees may be up to one (1) full-time equivalent. The Board of Trustees reserves the right to decrease this number based upon the financial condition of the District.



## Eligibility

~~Any full-time management employee~~ classified administrator/manager employee who has rendered at least six (6) consecutive years of service to the Citrus Community College District since the employee's initial employment as a ~~manager~~ a classified administrator/manager employee is eligible to request a Sabbatical Leave. ~~The length of service for those applicants who previously were granted sabbaticals shall be considered as the number of years of full-time management employment by the District divided by one more than the number of previously granted sabbaticals. Leave time for previous sabbaticals is not included in the number of years of employment for the purpose of eligibility.~~ If a classified administrator/manager employee is granted a Sabbatical Leave, he/she shall not be eligible for future Sabbatical Leaves until he/she has rendered at least six (6) consecutive year of service to the District from the date of return from the Sabbatical Leave.

### ~~Application~~ Request for Sabbatical Leave

1. ~~The management employee shall present through proper channels to the Superintendent/President a written request for a sabbatical leave. Leave for a full year or six months (whether taken in one year or over a period of two fiscal years) must be presented before November 1 of the preceding school year. Requests for Sabbatical Leave shall be submitted to the Superintendent/President by no later than ten (10) months prior to the proposed start date of the Sabbatical Leave.~~
2. The written request shall include the following information:
  - a. ~~Personal information - Include your name, department, date of initial management employment at Citrus College, dates of previous sabbatical(s), if any, and other personal background information as appropriate.~~
  - a. Summary of Sabbatical Leave proposal - ~~One paragraph limit.~~
  - b. Statement of Sabbatical Leave objectives - ~~For example, to enroll in a graduate program to improve my management skills.~~
  - c. Specific Sabbatical Leave activities - ~~Include complete details of university to be attended, specific courses to be taken, travel itinerary, timelines, etc.~~
  - d. Relationship between the Sabbatical Leave activities and your present position at Citrus College - ~~Answering questions, such as the following, may assist you in completing this section., and how will it be of value to the District.~~

~~(1) How will this leave enhance the operation of your department?~~

~~(2) What specific product(s), valuable to Citrus College, will result from this leave?~~

~~(3) What is the relevance of your present assignment to the proposed leave?~~

~~(4) In what way(s) will this sabbatical leave experience contribute to your professional growth?~~

### ~~Selection Approval~~

~~Selection will be made by the Superintendent/President with the approval of the Board of Trustees of Citrus Community College District. The Superintendent/President may appoint a committee to assist him with his recommendations to the Board. The decision to grant a request for a Sabbatical Leave shall be made by the Superintendent/President subject to final approval by the Board of Trustees.~~

~~2. Whenever the full-time equivalent, length of service to the Citrus Community College District and merit of the proposal shall be the primary determining factors in the selection decision.~~

### ~~Notification~~

~~Applicants will be notified of the decision concerning the sabbatical request following the December meeting of the Board of Trustees.~~

### ~~Conditions Under Which Sabbatical Leave Is Granted~~ **Terms of Sabbatical Leave**

- ~~1. The terms of the leave must be in harmony with the provisions of the California Education Code.~~
- ~~2. The employee shall be required to return to Citrus Community College the District and give provide service for a period of time equal to twice the length of the Sabbatical Leave.~~
- ~~3. The applicant shall furnish the Citrus Community College District a suitable bond indemnifying the Board of Trustees against loss in the event that the applicant fails to return and render the necessary service to the District following the sabbatical leave. The Board of Trustees of the District may waive this section at its discretion.~~

### **Pay for Sabbatical Leave**

~~For one full year, the employee shall receive one-half pay. A classified administrator/manager employee on a twelve (12) month Sabbatical Leave will receive one half of his/her normal rate of pay. A classified administrator/manager employee on a Sabbatical Leave of six (6) months or less will receive his/her full normal rate of pay. For Sabbatical Leaves between six (6) and twelve (12) months, a classified administrator/manager employee's salary will be paid on a prorated basis.~~

~~3. Payments shall be made on a monthly basis, the same as regularly employed management employees, unless otherwise approved by the Board of Trustees and the Los Angeles County Superintendent of Schools. Interruption of Sabbatical Leave  
If the program for sabbatical leave is interrupted because of serious accident or illness, this will not be considered a failure to fulfill the conditions upon which the sabbatical leave was granted, nor shall such interruption affect the amount of compensation to be~~

~~paid the employee under the terms of the leave agreement provided; however, that the authorities shall have been promptly notified of such accident or illness.~~

### Written Report

~~Upon return from sabbatical leave and not later than the end of the second school month after the conclusion of the sabbatical leave, the employee shall submit a written report to the Superintendent/President.~~

Within two (2) months from return from a Sabbatical Leave, the classified administrator/manager employee shall submit a written report to the Superintendent/President. The report shall consist of a summary of the study, research, or travel completed while on Sabbatical Leave.

Adopted ..... 9/18/90  
Citrus College Policy 4363 - Sabbatical Leave - Management

Office of Primary Responsibility: Human Resources

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	CCAFF .....	No Response
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<b>Proposed Citrus Community College District Policy</b>	<b>Draft as of</b>
<b>Human Resources</b>	<b>10/24/11</b>

**BP 7507 Salary Guide:  
Classified Administrator/Manager and  
Supervisor/Confidential**

Reference: Education Code Section 87801

**~~CITRUS COMMUNITY COLLEGE DISTRICT  
BOARD POLICY~~**

**~~MANAGEMENT SALARY GUIDE~~**

~~The Board of Trustees recognizes the responsibility of maintaining a District management staff to administer and implement the policies and regulations of the District in an efficient and effective manner, and shall adopt, annually, a salary schedule that reflects the responsibility of each management position.~~

~~The Board of Trustees will consider the training, experience and competency required to fulfill the responsibilities and demands of the management position.~~

~~The Board of Trustees will consider management salaries in comparable community college districts.~~

General Provision

The District shall maintain salary schedules for classified administrator/manager and supervisor/confidential employee positions. The salary schedules shall reflect the responsibility of each classified administrator/manager and supervisor/confidential position.

In determining the classified administrator/manager and supervisor/confidential salary schedules, the Board of Trustees may consider the classified administrator/manager and supervisor/confidential salaries in comparable community college districts.

Office of Primary Responsibility: Human Resources

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Supervisor/Confidential ..... 9/6/11  
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<b>Human Resources</b>	<b>10/24/11</b>

**AP 7507      Salary Guide:  
Classified Administrator/Manager and  
Supervisor/Confidential**

Reference:      Education Code Section 87801

Each classified administrator/manager and supervisor/confidential position shall be assigned to a specific range either on the management salary schedule or on the supervisor/confidential salary schedule. The management salary schedule shall include at least eight (8) steps at each range. The supervisor/confidential salary schedule shall include at least seven (7) steps at each range, and shall include a longevity provision.

A newly hired classified administrator/manager and supervisor/confidential employee will normally be placed on step 1 of the appropriate salary range; however, the Superintendent/President may authorize an initial salary placement up to step 3.

Effective July 1 of each fiscal year, a classified administrator/manager employee shall move up one step on the designated range of the management salary schedule provided the classified administrator/manager employee has served in ~~their~~ his/her current position for at least six (6) months prior to July. If the classified administrator/manager has not served six (6) months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

Each January 1 or July 1, depending on the supervisor/confidential employee's date of hire, a supervisor/confidential employee shall move up one step on the designated range of the supervisor/confidential salary schedule. For step movement and longevity award purposes, a supervisor/confidential employee hired between July 1 and December 31 will have a July anniversary, and a supervisor/confidential employee hired between January 1 and June 31 will have a January anniversary.

A two and one-half percent (2.5%) increase will be provided to those classified administrator/manager employees who have verified an earned Doctorate from an accredited institution. Such salary increase will be effective on the first of the month following receipt of verification of the earned Doctorate by the Office of Human Resources.

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**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	X
SUBJECT:	Resolution in Support of Senate Constitutional Amendment (SCA) 5	Information	
		Enclosure(s)	X

**BACKGROUND**

The future of funding for California’s K-14 education system does not look promising. American Recovery and Reinvestment Act (ARRA) funds have dried up. The revenues from the one-time tax increases as part of the Budget Act of 2009 have expired. California was not picked as one of the recipients of Race to the Top funds. K-14 education funds have been reduced by billions of dollars. In light these factors, it is imperative to explore new alternatives to alleviate the financial stress that the California educational system is experiencing.

State Senator S. Joseph Simitian (11<sup>th</sup> District) has authored Senate Constitutional Amendment 5, which would allow school districts, community college districts, and county offices of education to pass a parcel tax with a 55 percent majority vote rather than the currently required two-thirds. Getting a two-thirds vote in both houses of the Legislature to put SCA 5 on the ballot is a daunting challenge.

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

**RECOMMENDATION**

Authorization is requested to approve Resolution 2011-12-09 in support of Senate Constitutional Amendment (SCA) 5.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
Moved      /      Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_ Nay \_\_ Abstained \_\_

Item No. 1.8.



**CITRUS COMMUNITY COLLEGE DISTRICT  
RESOLUTION  
2011-12-09**

**Resolution in Support of Senate Constitutional Amendment (SCA) 5**

WHEREAS, Senate Constitutional Amendment 5 (Simitian), which reduces the two-thirds vote requirement on parcel taxes, will be acted on by the California State Legislature; and

WHEREAS, reductions in the state General Fund revenue have led to reduced education funding; and

WHEREAS, state General Fund revenue is unstable and erratic, which results in unpredictable funding levels for school district and county offices of education; and

WHEREAS, parcel tax revenue can provide a stable, predictable source of education revenue; and

WHEREAS, passage of SCA 5 will empower local voters to invest in education based on the needs of their communities by requiring a tough, but fair 55 percent vote to pass local parcel taxes, while protecting tax payers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged; and

WHEREAS, revenue from parcel taxes can be spent according to local priorities and are not subject to state control; and

WHEREAS, the two-thirds vote requirements results in minority rule by requiring two "yes" votes to cancel out one no vote; and

WHEREAS, passage of SCA 5 will allow local voters to decide to make investments in their neighborhood educational institutions in addition to state funding; and

NOW, THEREFORE, BE IT RESOLVED that the governing board of the Citrus Community College District strongly urges the California State Legislature to support and adopt SCA5.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Patricia Rasmussen, President  
Board of Trustees

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 15, 2011	Resolution	_____
SUBJECT:	One-Day Liquor License	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The Citrus College Foundation hosts a private reception in conjunction with "Christmas Is ..." each year as a way of thanking board members and donors for their service and contributions. The event this year is scheduled for Friday, December 16, 2011.

The Foundation is requesting approval from the Board of Trustees to serve wine at the event. In 1998, a provision (AB 2416, Chapter 639/1998) was added to Section 256008 of the Business and Professions Code authorizing community colleges to serve alcoholic beverages under specific conditions: Section 25608 (l) "The alcoholic beverages are acquired, possessed, or used during events at a college-owned or college-operated stadium or other facility. As used in this subdivision, 'events' means fundraisers held to benefit a nonprofit corporation that has obtained a license pursuant to this division for the event."

This item was prepared by Jane Cole, Administrative Assistant, Advancement Office.

**RECOMMENDATION**

Authorization is requested to grant approval for the Citrus College Foundation to apply for a one-day liquor license from the Alcoholic Beverage Control agency to serve wine at the Foundation's private reception to be held December 16, 2011, from 6 p.m. to 8 p.m. on the Citrus College campus.

Linda Welz  
Recommended by

\_\_\_\_\_  
/\_\_\_\_\_  
Moved          Seconded

\_\_\_\_\_  
Approved for Submittal

Aye \_\_\_ Nay \_\_\_ Abstained \_\_\_\_\_

Item No. 1.9.