

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Organizational Meeting in December

**DATE:** Tuesday, December 6, 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. OATH OF OFFICE**

**D. 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.

**E. HEARINGS**

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

**(CONTINUED)**

**F. 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**

**G. MINUTES**

1. **Approval of the Regular Meeting Minutes of November 15, 2011**

**H. CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODES:**

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	December 6, 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.     E.1.



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.

## **I. INFORMATION AND DISCUSSION**

1. Audit Report Presentations – Carol R. Horton, Vice President of Finance and Administrative Services (Page )
2. Campus Safety Report – John Baker, Ed.D., Interim Vice President of Student Services (Page )
3. Program Review – Library Technology – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page )
4. Program Reviews – Chemistry & Physics – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page )

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	December 6, 2011	Resolution	_____
SUBJECT:	Audit Report Presentations	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The District's auditors, Vicenti, Lloyd and Stutzman, Certified Public Accountants, will present the 2010-2011 audit reports.

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

RECOMMENDATION

No action required; information only.

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

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

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

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

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	December 6, 2011	Resolution	_____
SUBJECT:	Campus Safety Report	Information	X
		Enclosure(s)	X

**BACKGROUND**

The Department of Campus Safety is responsible for providing safety and security to students, college staff and visitors as well as protecting District property and facilities.

Per Board Policy and Administrative Procedure BP and AP 3500 Campus Safety, a written report will be submitted to the Board of Trustees by the Department of Campus Safety which provides an annual update of all occurrences reported to campus safety personnel. The report includes arrests for crimes that are committed on campus that involve violence, and occurrences of noncriminal acts of hate violence reported to campus authorities. The Annual Security Report contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report includes policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, and campus resources. A copy of the Annual Security Report can be obtained at [www.citruscollege.edu](http://www.citruscollege.edu).

This item was prepared by Martha McDonald, Dean of Students.

**RECOMMENDATION**

Information only, no action required.

John Baker  
Recommended by

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

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

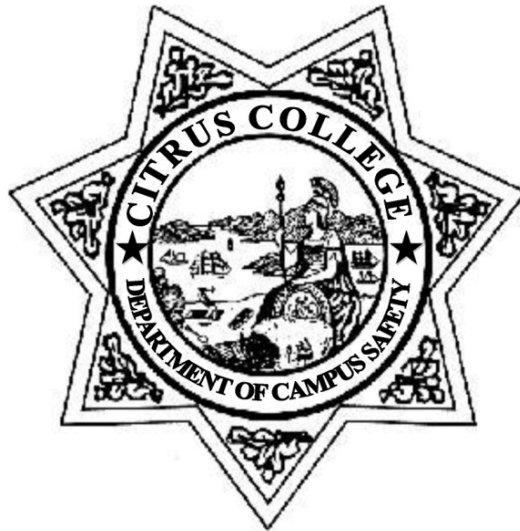
Aye\_\_Nay\_\_Abstained\_\_

Item No. 1.2.





## **DEPARTMENT OF CAMPUS SAFETY**



# **ANNUAL SECURITY REPORT 2011**

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**Our Commitment to Your Safety**

The following information is provided as part of Citrus College’s commitment to the safety and security of our campus. Citrus College serves approximately 14,000 students each semester in college credit, continuing education, non-credit and community services divisions. This Document is published in accordance with 20 USC (1092)f and 34CFR668.46, “*The Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*”

## Legislative History of the Clery Act

The *Student Right to Know and Campus Security Act* (Public Law 101-542) was signed into law by President Bush in 1990 and went into effect on Sept. 1, 1991. Title II of this act is known as the *Crime Awareness and Campus Security Act of 1990*. This act amends the *Higher Education Act of 1965* (HEA) by adding campus crime statistics and reporting provisions for postsecondary institutions. It requires the disclosure of crime statistics for the most recent three years, as well as disclosure of the institution's current security policies. Institutions are also required to issue timely warnings when necessary. All public and private Title IV eligible institutions must comply with the requirements of this act which is enforced by the U. S. Department of Education (ED).

This law was amended when Congress enacted the Campus Sexual Assault Victim's Bill of Rights as part of the *Higher Education Amendments of 1992* {Public Law 102-325, Section 486(C)}, giving victims of sexual assault on campus certain basic rights. In addition, institutions are required to develop and distribute a policy statement concerning their campus sexual assault programs targeting the prevention of sex offenses. This statement must also address the procedures to be followed if a sex offense occurs.

The most recent version of this law was passed as part of the *Higher Education Amendments Act of 1998* {Section 486(e) of Public Law 105-244}. The official title under this act is the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* {20 U.S.C. 1092(f)}. On November 1, 1999, ED issued the final regulations which went into effect on July 1, 2000. The amendments require ED to collect, analyze, and report to Congress on the incidences of crime on college campuses. The amendments also expand the requirement of the *Student Right to Know and Campus Security Act of 1990* that all institutions of higher education participating in the federal student aid programs must disclose to students, faculty, staff, and, upon request, prospective students; information regarding the incidence of crimes on campus as part of their campus security report.

The 1998 amendments made several changes to the disclosure requirements. Among these changes were the addition of two crimes (arson and negligent manslaughter) and three locations (residence halls, non-campus buildings or property not geographically contiguous to the campus, and public property immediately adjacent to a facility that is owned or operated by the institution for education purposes) that schools must include in the reported statistics. Institutions that have a campus police or security department are required to maintain a daily crime log that is available to the public. The *Clery Act* was further amended in October 2000 by the *Campus Sex Crimes Prevention Act* (Section 1601 of Public Law 106-386). The changes went into effect on October 28, 2002. Beginning in 2003, institutions are required to notify the campus community where information concerning registered sex offenders who are on campus may be obtained.

## **Annual Security Report**

Citrus Community College District's *Annual Security Report* includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus facilities, such as annex parking lots; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as sexual assault and other matters. A copy of this report may be obtained by contacting the Department of Campus Safety (626) 914-8611 or at [www.citruscollege.edu](http://www.citruscollege.edu).

### **Policy for Reporting the Annual Disclosure of Crime Statistics**

The Department of Campus Safety prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available at [www.citruscollege.edu](http://www.citruscollege.edu) under campus safety. This report is prepared in cooperation with the local law enforcement agencies surrounding Citrus College and annex parking facility. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, advisors to students, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

Copies of the *Annual Security Report* may be obtained at Campus Safety, located in the Campus Safety building (CS) at 1000 W. Foothill Boulevard, Glendora, California, 91741. All prospective employees may obtain a copy from the Citrus College website.

### **Reporting Emergencies and Criminal Activities on Campus**

#### Life Threatening Situations

Always dial 911 and immediately notify Campus Safety at (626) 914-8611, or by dialing ext. 8611 from an on-campus phone (not from a cell phone). When calling 911, you must remember to dial a 9 (9-911) first if using a campus department phone. Provide official address, building name and room number. Emergency personnel may not be familiar with the campus or accustomed to Citrus College terminology.

#### Crimes in Progress

If possible, get to a safe and secure location. Always dial 911 and then immediately notify Campus Safety at (626) 914-8611, or ext. 8611 from any department phone on campus. Try to remember as much suspect information as possible (number of suspects, male/female, height, weight, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information). DO NOT confront or try to apprehend the suspect(s).

### Quick Tips

- Always dial 911 for all life threatening emergencies
- Notify Campus Safety immediately after calling 911
- For all non-life threatening incidents, notify Campus Safety first
- Stay on the phone with the dispatcher until they no longer need you
- If you have helpful information and it is safe to do so, make yourself available by staying in the area but do not interfere
- Program the numbers of local law enforcement agencies into your cell phone:
  - Campus Safety (626) 914-8611
  - Glendora Police Department (626) 914-8250
  - Azusa Police Department (626) 812-3200

### **Access Policy**

During business hours, the college is open to students, parents, employees, contractors, guests, and invitees. During non business hours, access to all facilities is by key/card, if issued, or by admittance via Campus Safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities without employee supervision. Employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open during the closing of campus.

All buildings will be secured by Campus Safety by 10:30 p.m. and will re-open at 6:00 a.m., Monday through Friday. At closing, building intruder alarms will be activated. While we recognize the need for after-hour and weekend access to buildings, monitored admittance is needed. After-hours, a faculty or staff I.D. is required. Anyone working late or on the weekends, faculty or staff, should notify Campus Safety prior to entering a building. Holiday access is treated as weekend access.

### **Facility Security Issues**

Alarm systems and outdoor lighting are integral parts of campus security. This equipment is maintained by the Facilities Department (626) 914-8690 (internal ext. 8690) and patrolled by campus safety officers. Facility security problems are reported to the Facilities Department. Campus safety officers regularly test the emergency phones in elevators; as all emergency phones are routed directly to Campus Safety. In addition, Campus Safety submits work orders for repair regarding security concerns, and conduct periodic lighting surveys. Officers report physical security concerns as needed. Lighting improvements are routinely evaluated. Physical security improvements include installation of high intensity lights in buildings, parking lots, areas with heavy landscaping and trees, and along pathways frequently traveled by students and staff.

## **Campus Security Authorities**

Recent amendments to the Campus Security Act require that campus security authorities report crime statistics for inclusion in the college's *Annual Security Report*. Personnel listed in the distribution list are considered a "campus security authority" as that term has been defined by the United States Department of Education. Campus security authorities include members of Campus Safety, the Vice President of Student Services, the Dean of Students, and the coordinators of intercollegiate athletics.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the opinion of the Supervisor of Campus Safety, Dean of Students and Vice President of Student Services, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through announcements, posted notices, and emails. Registered students, faculty and staff will receive notifications via email. In addition, the warning will be posted throughout campus, as well as in the college's student newspaper, *The Clarion*. Anyone with information warranting a timely warning should report the circumstances to Campus Safety (626) 914-8611, or in person at the Campus Safety Building (CS), 1000 W. Foothill Boulevard, Glendora, California 91741.

## **The Daily Crime Log**

A copy of the daily crime log is available upon request from the campus safety office. A media log that includes all crimes reported is also provided upon request to the school newspaper, *The Clarion*.

## **Statistics from Local Police**

Requests for crime statistics are sent annually to local law enforcement agencies including Glendora Police Department, Azusa Police Department and Azusa Pacific University Department of Campus Safety. These statistics are included in the *Annual Security Report*.

## **Report to ED via the Web-based Data Collection**

As mandated by the Clery Act, Campus Safety reports all necessary crime statistics to the Department of Education. These statistics can be viewed on the campus safety web site ([www.citruscollege.edu](http://www.citruscollege.edu)) or by logging onto the Department of Education's security data web site: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

## **Crime Statistics and Incident Reports**

Campus Safety provides information on crime statistics to all students, faculty, and staff members, and upon request to applicants for employment, applicants for enrollment or parents, and the Secretary of the U.S. Department of Education.

The following definitions may be helpful in understanding the categories below:

Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Public Property – The off campus area surrounding and contiguous to the campus including streets and the public sidewalk on the opposite side of such streets from Citrus College property.

Definitions of terminology for the criminal offense categories are those required by the Clery Act/Rules and are taken from the Federal Bureau of Investigation’s (FBI) Universal Crime Reporting (UCR) system.

### **Enforcement Authority**

Per Citrus Community College District Board Policy BP-3500 and Administrative Procedure AP-3500, Campus Safety is a non-sworn department that provides a safe and secure learning and working environment for the Citrus College community. The department currently employs one Campus Safety Supervisor, one lead officer, 12 campus safety officers (CSO’s), approximately 20 student safety assistants (Owl Patrol), one full time secretary, and one clerical support staff. Campus safety officers receive their authority, limited to district property, from the Board of Trustees of Citrus College and the California Penal, Education, and Vehicle Code, respectively. Officers are non-sworn and do not possess peace officer status or police authority. CSO’s may make, or may assist others in making, private citizen’s arrest pursuant to section 837 of the penal code. Campus Safety officers may detain offenders for local law enforcement. Additionally, CSO’s are authorized to enforce traffic and parking regulations on district property, under the auspices of CVC 21113.

Furthermore, Campus Safety has the authority to enforce Citrus College board policies and administrative procedures including the Standards of Conduct (BP 5500) and Parking Regulations (AP 6750). In addition, per the education code, Campus Safety is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the penal code of the state of California must also be reported to local police. All employees and students should make a prompt and accurate report to Campus Safety in the event of an emergency. It is the responsibility of Campus Safety to make contact with the appropriate law enforcement and emergency response agencies.

### **Relationships with Local Law Enforcement Agencies**

Citrus College Campus Safety maintains an excellent relationship with local law enforcement agencies. These agencies help provide proactive safety patrols of Citrus Community College District and surrounding area.

Per a Memorandum of Understanding (MOU) with the Glendora Police Department, campus safety officers write incident reports for crimes that occur on property owned and operated by Citrus College. Incident reports are also generated for violations of the Standards of Conduct (BP-5500).

As part of our efforts to facilitate safety on campus, it occasionally becomes necessary for campus safety officers to approach members of the community and ask for information. If an officer contacts someone, it does not necessarily indicate that the person is a suspect. Cooperation in these interviews, usually by simply providing name and proof of Citrus College affiliation, assists Campus Safety in promoting a safe and secure environment. Officers make every effort to be as sensitive and courteous as possible while maintaining professionalism at all times.

## **Security Awareness and Crime Prevention Programs and Methods**

Campus Safety promotes security awareness throughout the campus community. The effectiveness of the department's crime prevention program is contingent upon the cooperation of all students, faculty, and staff. The Department of Campus Safety seeks to minimize criminal activity and increase security awareness and crime prevention through the following measures:

- *Safety Guidelines and Emergency Procedures* publication distributed on campus.
- Assisting the environmental health and safety supervisor distribute *Emergency Response Procedures* and information throughout campus.
- Notices in the *Weekly Bulletin*, which is distributed weekly to all faculty and staff members.
- Safety / security related articles in the student newspaper, *The Clarion*.
- Escort Services - CSO's and student safety assistants (Owl Patrol) are available to escort persons on campus to their destination; particularly during hours of darkness.
- In addition to constant vehicular security patrols of the campus, uniformed safety officers patrol the interior of campus on foot. Campus Safety staff are supplemented by student safety assistants (Owl Patrol), who are assigned to patrol assigned areas, typically parking lots. Officers are on duty 24 hours a day, seven days a week, year round.
- When a specific threat to safety exists, or a serious crime has occurred on or around campus, information is provided through announcements, posted notices, and emails to the campus community.
- Crime prevention bulletins are periodically issued by the department to offer suggestions on improving individual security.

Campus Safety supports programs that inform students and employees about being responsible for their own security and the security of others. These include:

- Programs presented by the Associated Students of Citrus College.
- Staff development programs.
- Student/faculty/staff orientation



## Registered Sex Offenders

Per AP 3516, the District shall include in its *Annual Security Report* a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Per Penal Code Section 290, 290.01, and 290.95; sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

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

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

**Campus Safety at Citrus College is not a police department but a non-sworn security department in accordance with Education Code Section 72330.5.** Sex offenders who may be required to register should do so with the Glendora Police Department, 150 S. Glendora Avenue, Glendora, California. Information concerning registered sex offenders can be obtained from [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

## Drug and Alcohol Policy

In accordance with Public Law 101-226, Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Citrus College prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. Therefore, Board Policy 5500 BP-5500, the Standards of Conduct, Board Policy and Administrative Procedure 7103 BP/AP-7103, Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program and the California penal code prohibit the possession, use, and sale of alcoholic beverages and illegal drugs on campus, except as specified in the education code.

Violators of this policy may be subject to disciplinary action, which may include suspension, demotion, expulsion, or dismissal; and may also be subject to criminal sanctions including fines, jail, or prison sentences. The Dean of Students administers student disciplinary action, the director of human resources is responsible for employee disciplinary action, and the Campus Safety Supervisor collaborates with local law enforcement agencies for criminal prosecution.

For complete policies regarding alcohol or narcotics, please visit the campus safety website at the following web address:

<http://www.citruscollege.edu/stdntsrv/security/Pages/CollegeBoardPolicies.aspx>

## **Sexual Assault Policy**

Citrus College recognizes that sexual assault is a serious issue and does not tolerate actions of sexual assault on campus. Glendora Police Department will investigate all allegations of sexual assault and take the appropriate disciplinary, criminal, or legal action.

To that end, Citrus College adheres to the requirements of education code section 67385, which implements procedures to ensure prompt response to victims of sexual violence that occur on campus, as well as providing them with information regarding treatment options and services. No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can help to create an atmosphere that is as safe and crime-free as possible by reporting criminal behavior to campus safety at (626) 914-8611, or by dialing extension 8611 when calling from a college phone.

Per Board Policy 3540 and Administrative Procedure 3540, any sexual violence or physical abuse, including but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of board policies and administrative procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

Sexual assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Disciplinary action may be imposed on recognized individual students, student organizations, and/or any Citrus College faculty or staff responsible for a sexual assault. Sanctions implied following campus disciplinary procedures depend on the outcome and may range from suspension to expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults.

As soon as possible, the victim of a sexual assault should report the incident to Campus Safety, the local police or any faculty or staff member. The victim should make every effort to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing or other items present after or during the assault. Victims are encouraged to call any law enforcement agency by dialing 911 after a sexual assault for a crime investigation. Some agencies will also offer referral and/or transport for medical treatment, and/or referral to crisis counseling and legal advocacy.

Any person who has been the victim of sexual violence is strongly urged to report the incident to at least one of the following: Campus Safety, Student Health Center, Counseling, Vice President of Student Services, or Dean of Students, as well as the Glendora Police Department. Any person

with information regarding sexual violence on campus should contact campus safety, the Vice President of Student Services, student health center or the Dean of Students as soon as possible.

Per AP 3540, all students, faculty, or staff members who allege they are victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Vice President of Student Services, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless, and until, the Vice President of Student Services is authorized by the alleged victim to release such information.

The Vice President of Student Services shall provide all alleged victims of sexual assault with the following, upon request:

1. A copy of the District's board policy and administrative procedures regarding sexual assault (BP/AP 3540);
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
  - a. Vice President of Student Services
  - b. Campus Safety (notifies Glendora Police Department)
  - c. Student Health Center for counseling resources
3. A description of available services, and the campus personnel available to provide these services if requested. Services shall include:
  - a. Notification of Glendora Police Department or local law enforcement. Anonymous reporting is available.
  - b. Assistance in securing emergency transportation, if needed.
  - c. Immediate referral to the student health center for advocacy and counseling resources or referral to the counseling center.
  - d. A list of other available campus and off campus resources.
4. A description of each of the following procedures:
  - a. Criminal prosecution
  - b. Civil prosecution (i.e., lawsuit)
  - c. District disciplinary procedures for both student and employee
  - d. Modification of class schedules and
  - e. Tutoring, if necessary

Rape, like other serious felony assaults, requires immediate notification of the Glendora Police Department. All sex crimes, including indecent exposure cases reported to Campus Safety will be documented on a report and forwarded to the investigations division of the Glendora Police Department in a timely manner. In those cases in which the alleged victims choose not to have their personal information reported, Campus Safety will provide a "Jane Doe" report to the Glendora Police Department in a timely manner in keeping with the Family Education Rights and Privacy Act.

Additionally, the following community resource information is made available to victims of sexual assault:

**Project SISTER Sexual Assault Crisis & Prevention Services**

(909) 626-HELP (4357)  
(626) 966-4155

**National Sexual Assault Hotline-Rape, Abuse & Incest National Network (RAINN)**

(800) 656-HOPE (4673)  
[www.rainn.org](http://www.rainn.org)

**National Domestic Violence Hotline**

(800) 799-7233  
(800) 787-3224 (TTY)  
[www.ndvh.org](http://www.ndvh.org)

**Suicide and Rape 24-Hour Emergency Services National Hotline**

(800) 333-4444

On campus contact phones numbers:

<b>Campus Safety</b>	(626) 914-8611
<b>Student Health Center</b>	(626) 914-8671
<b>Counseling</b>	(626) 914-8530
<b>Student Services</b>	(626) 914-8532
<b>Student Affairs</b>	(626) 914-8601
<b>Glendora Police Department</b>	911 or (626) 914-8250

For further review of the College's Sexual Assault Policy, please log onto the following web address:

<http://www.citruscollege.edu/stdntsrv/studentdean/ab1088/Pages/default.aspx> or click on **Sexual Violence Prevention Statement**.

## **Sexual Assault Prevention Programs**

Campus Safety has plans to partner with various surrounding local law enforcement agencies to provide crime prevention, alcohol awareness, and rape aggression defense (RAD) courses. RAD courses will cover many sexual assault issues including; post incident care, notification to students of on-and-off campus sex offender victim services, and how to obtain registered sex offender information.

## **Campus Safety Forums**

Campus Safety and the Dean of Students in collaboration with the Glendora Police Department presented Campus Safety Forums. Items discussed included personal safety tips, classroom safety, relationship with local law enforcement, police protocols for campus emergencies, what to do in the event of a campus/classroom emergency, what to do in the event of an active shooter on campus, expectations of campus instructors and employees, timely warnings, and results of the lockdown drill.

## **Emergency Response Procedures**

### Emergency Operation Plan

Citrus College has in place an *Emergency Operation Plan* that is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency. It is activated whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies outlined by this plan are biological and environmental emergencies, bombs and explosives, disturbances and demonstrations, earthquake, fire, flooding, shootings, terrorism, and governmental response to pandemic flu. The college's partial or total response to natural disasters or campus-wide emergencies will be based on the magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

The *Emergency Operation Plan* applies the principles of SEMS (Standardized Emergency Management System), the concept of ICS (Incident Command System), and NIMS (National Incident Management System) into a customized plan for Citrus College. SEMS is the set of principles developed for coordinating state and local emergency response in California. SEMS provides a multiple level emergency response organization. SEMS is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels such as the field response, local government, operational areas and regions.

Emergency responses to any major emergency are to be conducted within the framework of the *Emergency Operations Plan*.

### Concept of Operations

For planning purposes, Citrus College has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources.

**Level One:**

A minor to moderate incident where campus resources are adequate and available.

**Level Two:**

A moderate to severe emergency where campus resources may not be adequate and mutual aid may be required on a larger basis. A PROCLAMATION OF EMERGENCY is determined by the Superintendent/President or his/her designee.

**Level Three:**

A major disaster where resources in or near the impacted areas are overwhelmed and extensive city, county, state and/or federal resources are required. The college Superintendent/President or designee will declare a PROCLAMATION OF EMERGENCY.

The *Emergency Operation Plan* provides for a full emergency response by the college for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a level one disaster occurring on campus would require minimal activation of the plan, where a more serious situation would require increased activation.

Management and Control

The Superintendent/President or designee establishes the basic policies, which govern the emergency management organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The *Emergency Operation Plan* is under the executive management of the incident commander and under the operational direction of the Superintendent/President.

Plan Goals and Objectives

The major goals of the *Emergency Operation Plan* are:

- The preservation of life
- The protection of property
- The continuity of campus operation

The overall objective is to ensure the effective management of emergency forces involved in preparing for and responding to situations associated with emergencies. Specifically, this will include:

- Overall managing and coordinating of emergency operations to include, as required, on scene incident management
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations
- Requesting and allocating resources and other related support
- Establishing priorities and adjudicating conflicting demands for support
- Coordinating inter-jurisdictional mutual aid
- Activating and using communication systems
- Preparing and disseminating emergency public information

- Disseminating community warnings and alerts
- Managing the movements and reception of persons in the event an evacuation is ordered
- Collecting, evaluating and disseminating damage information and other essential data
- Responding to requests for resources and other support
- Restoring essential services

### Plan Activation

When an emergency situation arises, the incident commander will activate the *Emergency Operation Plan*. Assigned Citrus College personnel and equipment will be utilized to provide priority protection for the following:

1. Life/safety
2. Preservation of property
3. Restoration of academic programs

The manner in which Citrus College personnel and equipment will be used will be determined by the operational plan, under the direction of the incident commander. When the plan is activated, the Emergency Operations Center (EOC) will also be activated. The EOC is the area where all district emergency response team personnel are to meet in the event of an emergency. Currently, it is located in the Handy Campus Center.

The Superintendent/President or designee is responsible for notifying the incident commander to deactivate the emergency plan and the EOC when he/she deems it appropriate.

### **Emergency Notification**

Procedures are in place to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees on campus. Citrus College contracts with Blackboard Connect, which provides the ability to send voice, email, and SMS / text messages to all students, faculty and staff. In the event of a significant emergency, Citrus College's emergency notification system, called *Citrus Alert*, will be activated. *Citrus Alert* enables the college to communicate with students and employees quickly in the event of an emergency.

A *Citrus Alert* will be sent only to inform students, faculty and staff of an imminent emergency, such as a natural disaster (e.g. fire, earthquake, flooding), threat of violence, chemical hazard, or other significant events such as a school closing or power outage. The *Citrus Alert* system will send messages to student-provided e-mail addresses and employees' Citrus e-mail addresses, as well as up to six phone numbers. The *Citrus Alert* system can also send a text message to a user's cell phone. Test messages are sent approximately once a semester.

Students, faculty and staff can submit and update their emergency contact information at: <https://wingspan.citruscollege.edu>, under the personal tab. **Students must have a WingSpan ID number and PIN to register.** Staff without WingSpan access may obtain their ID and PIN from the Human Resources Department.

The steps to entering email and emergency contact information are as follows:

1. Go to [www.citruscollege.edu](http://www.citruscollege.edu)
2. Click **Update Your Citrus Alert Information**
3. Click <https://wingspan.citruscollege.edu> located under "How do I submit my contact information?"
4. Click **Enter Secure Area** to register.
5. Follow the login instructions.
6. Click on **Personal Information**.
7. Click on **Update E-mail Addresses**.
8. From the drop down menu choose **Personal Email** and click **Submit**.
9. Type in your complete email address.
10. Click **Submit**.
11. Click **Return to Menu** at the top of the page.
12. Click **Citrus Alert Contact Information**.
13. Enter or edit your contact information
14. Click **Submit**. This completes the process.
15. Exit WingSpan

**NOTE: It may take from six to 24 hours to update your email address in the system.**

Further information regarding *Citrus Alert* can be found at the Campus Safety web-page at [www.citruscollege.edu](http://www.citruscollege.edu), or by clicking on the following: <http://www.citruscollege.edu/citrus-alert/Pages/default.aspx>.

#### Crisis Action Team

Per the *Emergency Response Plan*, the crisis action team (management section of the EOC), will confirm there is a significant emergency, determine whom to notify and how, and initiate, if necessary, *Citrus Alert*. The crisis action team consists of:

- Superintendent/President – Dr. Geraldine Perri
- Vice President of Administrative and Fiscal Services – Carol Horton
- Vice President of Student Services – Dr. John Baker (interim)
- Vice President of Instruction – Dr. Irene Malmgren
- Director of Human Resources - Dr. Robert Sammis
- Director of Facilities – Fred Diamond

The crisis action team will assess and confirm an emergency's significance and will notify accordingly.

### **Emergency Notification to the Larger Community**

As indicated in the *Emergency Operations Plan*, the public information officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency.



The PIO provides information to employees, students, and the general campus community. Additionally, the PIO is the point of contact for the public and the news media, coordinating press releases, communicating with other agencies and holding news conferences as necessary.

The PIO is also responsible for establishing a rumor control center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means.

The PIO is Paula Green, Director of Communication.

## **Evacuation Plan**

Emergency evacuation of a building or buildings, or the entire campus may be required due to emergency situations, including but not limited to fire, explosion, earthquake, power outage, or other major crisis. All fire alarms are to be treated as authentic warnings whether they prove to be false alarms or not. Evacuation plans are building specific and are designed to move everyone out of the threatened buildings or areas and towards an evacuation area as safely and quickly as possible.

### Emergency Evacuation Assistance Areas (EEAA)

In compliance with the Federal Americans Disabilities Assistance Act, Citrus College has established designated emergency evacuation assistance areas in multistory buildings to help students and employees with disabilities. Campus buildings affected by this requirement include: AD, VT, LB, ED, PS, PC, TC, LI, and MA.

Each floor of multistory buildings has two emergency evacuation assistance areas with direct access to a nearby stairwell exit. These areas are clearly placarded with a blue and white universal handicap symbol. If a student or employee is unable to safely reach the ground floor unassisted, they will be provided assistance.

During a major emergency or power outage, elevators may not be in operation. In any emergency evacuation, campus safety and/or college designated emergency responders will assist any person with a disability to safely evacuate a campus building.

### Fire Alarm Signal

A fire alarm is located in every building on campus. If an alarm sounds, strobe lights are also activated. When a fire alarm is activated, campus safety personnel will direct all occupants to evacuate the building. Students, faculty and staff are to completely clear the building.

### Evacuation Assembly Areas

Upon evacuating the building, students and employees are to stay in an area directed by campus safety staff or emergency response personnel. All evacuees are to keep a minimum of 150 feet away from buildings. Additionally, evacuation assembly areas are to be a safe distance away from imminent danger, such as falling debris from trees, power lines, antennas, and/or buildings.

Evacuees are to remain clear of service roads, stairways, fire hydrants and red zones, as emergency personnel and their vehicles will be utilizing the aforementioned areas.

### Returning to Buildings

Upon the evacuation of a building, students and employees are not allowed to re-enter the building until campus safety and/or emergency responders have inspected the building and have deemed it all clear for resumption of normal activities. The all clear is only given after the emergency has been completely resolved and the strobes have been turned off, not when the alarm has been silenced.

### **Testing**

To maintain campus preparedness, different methods for testing the emergency notification system, Citrus Alert, are explored and executed. Test messages are sent once per semester. Annual tests/reviews and procedures are conducted for emergency radio testing, review of the college's *Emergency Operations Plan*, and table top exercise for emergency operations center (EOC) staff. Fire alarm drills and building evacuations are held approximately four times a year in various buildings throughout campus. Fire drills are unannounced to the general student body and staff. In addition, Campus Safety along with GPD, Azusa Pacific University Campus Safety and Azusa Police Department have conducted campus lockdown drills simulating an active shooter scenario. These drills are held approximately once per semester.

### **Emergency Response Publications**

Emergency preparedness plans have been established at Citrus College. Evacuation maps and emergency response procedures flip charts are posted in almost every classroom and office, by the Environmental Health & Safety Department. Additionally, all staff members are given a brochure titled *Safety Guidelines and Emergency Procedures*. Both are available at [www.citruscollege.edu](http://www.citruscollege.edu), under Campus Safety or by clicking on the following web links: <http://www.citruscollege.edu/finance/safety/Documents/EmergencyResponseProceduresFlipchart.pdf> and <http://www.citruscollege.edu/emergency/Documents/SafetyGuidelines.pdf>

Faculty and staff may also obtain copies of evacuation routes, safety guidelines and procedures, and emergency response flipcharts by contacting the Environmental Health & Safety office at (626) 914-8704 or by emailing the Environmental Health Supervisor, Jeff Eichler at [jeichler@citruscollege.edu](mailto:jeichler@citruscollege.edu).

Citrus College's written plans and guidelines pertaining to appropriate responses for emergencies on campus are available in a 220 page manual called the *Emergency Operations Plan*.

Citrus College reserves the right to update or revise the contents of this report at any time.



**CITRUS COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF CAMPUS SAFETY  
Campus Crime Statistics  
2008**

Listed below are the crime statistics for 2008 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2008 through December 31, 2008, the following are the criminal offenses which occurred on campus and were reported to Campus Safety and public agencies:

	<b>2008</b>
<b>Murder</b>	0
<b>Manslaughter</b>	0
<b>Sex Offense Force</b>	0
<b>Sex Offense (Non Force)</b>	0
<b>Robbery</b>	1
<b>Aggravated Assault</b>	12
<b>Burglary</b>	5
<b>Vehicle Theft</b>	3
<b>Arson</b>	0

<b>Drug Law Violation</b>	0
<b>Liquor Law Violation</b>	4
<b>Illegal Weapon Possession</b>	1

<b>Hate Crimes</b>	0
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**CITRUS COMMUNITY COLLEGE DISTRICT**  
**DEPARTMENT OF CAMPUS SAFETY**  
**Campus Crime Statistics**  
**2009**

Listed below are the crime statistics for 2009 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2009 through December 31, 2009, the following are the criminal offenses which occurred on campus and were reported to Campus Safety and public agencies:

	<b>2009</b>
<b>Murder</b>	0
<b>Manslaughter</b>	0
<b>Sex Offense Force</b>	0
<b>Sex Offense (Non Force)</b>	0
<b>Robbery</b>	0
<b>Aggravated Assault</b>	4
<b>Burglary</b>	1
<b>Vehicle Theft</b>	7
<b>Arson</b>	0

<b>Drug Law Violation</b>	1
<b>Liquor Law Violation</b>	8
<b>Illegal Weapon Possession</b>	0

<b>Hate Crimes</b>	0
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**CITRUS COMMUNITY COLLEGE DISTRICT**  
**DEPARTMENT OF CAMPUS SAFETY**  
**Campus Crime Statistics**  
**2010**

Listed below are the crime statistics for 2010 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2010 through December 31, 2010, the following are the criminal offenses which occurred on campus and were reported to Campus Safety and public agencies:

	<b>2010</b>
<b>Murder</b>	0
<b>Manslaughter</b>	0
<b>Sex Offense Force</b>	0
<b>Sex Offense (Non Force)</b>	0
<b>Robbery</b>	1
<b>Aggravated Assault</b>	2
<b>Burglary</b>	5
<b>Vehicle Theft</b>	3
<b>Arson</b>	0

<b>Drug Law Violation</b>	5
<b>Liquor Law Violation</b>	3
<b>Illegal Weapon Possession</b>	0

<b>Hate Crimes</b>	0
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**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	December 6, 2011	Resolution	_____
SUBJECT:	Program Review – Library Technology	Information	X
		Enclosure(s)	X

BACKGROUND

The Library Technology instructional program has undergone a review process and is recommending deactivation. The Educational Programs Committee accepted this report at its meeting on October 31, 2011, and voted to deactivate the program, certificate, and AS degree. The Steering Committee received this report at their November 7, 2011 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. 1.3.



# **Library Technology**

## Program Review

2011-2012

Fall 2011

Prepared by: Sarah Bosler, librarian  
Lanette Granger, librarian  
Stephen Lindsey, dean

## Introduction

The six-year program review for Library Technology, originally due during the 2010-2011 academic year, was postponed to 2011-2012. No Library Technology courses have been scheduled during the past three years, and there is no plan to offer them in the near future. For reasons set forth more fully below, we are submitting this review in an abbreviated fashion.

## Courses, Certificate and Degree

Library Technology courses have been offered and taught at Citrus College for many years. In recent years two courses were offered in each of the fall and spring terms. They were normally taught by adjunct faculty, though in some instances they were also taught by our librarians as overload. In the fall of 2009, budget cuts statewide led to a reduction in offerings at Citrus College, and the Library Technology courses were eliminated as part of that reduction. They have not been offered since then. The chart below shows the curriculum status of all Library Technology courses, the certificate, and the degree. It also shows the term when each of the courses was last offered. Library Tech courses were not offered in 2009-10, 2010-11, and they will not be offered this 2011-12 year. There is no plan to offer any of these classes in the near future. This is why the courses, certificate and degree have been deactivated through the college's curriculum process.

Library Technology Courses, Certificate, and Degree				
LIBT	Course name	Units	Curriculum status	Last offered
100	Information Literacy	1	Deactivated Win '12	Sp '08
101	Intro to Library Public Services	2	Deactivated Win '12	Sp '08
102	Information Sources and Research Methods	3	Deactivated Win '12	Fall '08
103	Library Support Services	2	Deactivated Fall '07	Pre '07
201	Intro to Cataloging	3	Deactivated Win '12	Sp '09
203	Intro to Acquisitions	2	Deactivated Win '12	Fall '08
290	Children's Library Services	2	Deactivated Win '12	Sp '09
295	Audiovisual Services	3	Deactivated Win '12	Sp '08
	<b>Library Technology Degree</b>		Deactivated Sum. '12	
	<b>Library Technology Certificate</b>		Deactivated Sum. '12	



### **Alternatives for Students**

The Library Tech courses are not needed by students in order to complete any other certificates or degrees at Citrus College. There is currently no strong student demand on campus for these courses, certificate or degree. Students seeking these courses have the option of taking Library Tech courses at Pasadena City College, which continues to offer its Library Technology courses and certificate.

### **No Adverse Faculty Impact**

Inasmuch as these courses have not been offered in the past three years, and prior to that were taught by adjunct faculty (or in some instances by former full-time faculty members as overload assignments), no full-time faculty members have been or will be adversely affected by the deactivation of the college's Library Tech courses.

### **No Adverse Budgetary Impact**

Eliminating Library Tech class offerings during the past three years has helped the college deal with state budget reductions. The college has not allocated funds to the Library Tech budget for supplies and adjunct instructor wages for the past several years. There will be no adverse budgetary impact on the college resulting from this action.

### **Plan for Reactivation**

When the state's economy improves, and Citrus College is able to increase its course offerings, it is anticipated that the Library Technology courses will once again be offered. At that time it will be necessary to do the following:

- Complete a new comprehensive Library Technology program review, demonstrating the need and advisability of resumption of the offering of these courses, certificate and degree.
- Identify the resources needed and costs that will be incurred to resume the program.
- Update all Library Tech courses, certificate and degree through the college's curriculum process.

### **Deactivation, not Discontinuance**

The present status of the Library Technology courses, certificate and degree is one of deactivation, not discontinuance.

### **Additional Data**

The following data sheets show that no Library Technology courses have been offered since Fall 2008. The Annual Budget sheet shows that no resources have been included in the Library Technology budget for several years.



## PROGRAM REVIEW – Library Technology

The final summary of the program review process for **Library Technology** is attached to this page.

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

\_\_\_\_\_  
Dr. Steve Lindsey, Dean of Business, CSIS, Distance Education, and Library

\_\_\_\_\_  
date

\_\_\_\_\_  
Michelle Plug, Articulation Officer

\_\_\_\_\_  
date

\_\_\_\_\_  
Carolyn Perry, Chair of Curriculum Committee

\_\_\_\_\_  
date

\_\_\_\_\_  
Irene Malmgren, Vice President of Academic Affairs

\_\_\_\_\_  
date

\_\_\_\_\_  
Nicki Shaw, 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.

		LIBT Program Review Fall course offerings					
Key Performance Indicators		Fall06	Fall07	Fall08	Fall09	Fall 10	Fall 11
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)	0	0	0	0	0	0
2	New Majors	0	0	0	0	0	0
3	Courses Offered	2	2	2	0	0	0
4	Sections Offered	2	2	2	0	0	0
7	Evening Sections	2	1	2	0	0	0
9	Weekend Sections	0	1	0	0	0	0
13	Enrollment	43	51	41	0	0	0
14	Weekly Student Contact hours (WSCH)	142.0	92.7	133.5	0	0	0
15	Full-Time Equivalent Students (FTES)	4.9	2.9	4.1	0	0	0
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	0.4	0.2	0.3	0	0	0
17	Credit Reimbursement Rate	\$3,476.34	\$3,668.28	\$3,834.46	0	0	0
<b>Program Operation</b>							
18	WSCH/FTEF	373.8	463.4	417.2	0	0	0
19	FTES/FTEF	12.8	14.3	12.9	0	0	0
20	Fill Rate at Census	73.3	75.0	52.9	0	0	0
<b>Program Success</b>							
21	Course Retention	90.7	88.2	90.2	NA	NA	NA
22	Course Success	83.7	76.5	85.4	NA	NA	NA

		LIBT Program Review Winter term offerings						Planned
Key Performance Indicators			Win08	Win09	Win10	Win11	Win12	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
<b>Program Access</b>								
1	Majors (total)	0		0	0	0	0	
2	New Majors	0		0	0	0	0	
3	Courses Offered	0	1	0	0	0	0	
4	Sections Offered	0	1	0	0	0	0	
5	Morning Secions	0		0	0	0	0	
6	Afternoon Sections	0	1	0	0	0	0	
10	Short Term Sections	0	1	0	0	0	0	
13	Enrollment	0	11	0	0	0	0	
14	Weekly Student Contact hours (WSCH)	0	12.3	0	0	0	0	
15	Full-Time Equivalent Students (FTES)	0	0.4	0	0	0	0	
<b>Program Resources</b>								
16	Full-Time Equivalent Faculty (FTEF)	0	0.1	0	0	0	0	
17	Credit Reimbursement Rate	NA	\$3,668.28	NA	NA	NA	NA	
<b>Program Operation</b>								
18	WSCH/FTEF	0	205.2	0	0	0	0	
19	FTES/FTEF	0	6.3	0	0	0	0	
20	Fill Rate at Census	0	36.7	0	0	0	0	
<b>Program Success</b>								
21	Course Retention	NA	100	NA	NA	NA	NA	
22	Course Success	NA	90.9	NA	NA	NA	NA	

		LIBT Program Review Spring term offerings					Planned	
							Spring12	Spring11
Key Performance Indicators		Spring07	Spring08	Spring09	Spring10	Spring11	Spring12	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
<b>Program Access</b>								
1	Majors (total)	0	0	0	0	0	0	
2	New Majors	0	0	0	0	0	0	
3	Courses Offered	2	2	0	0	0	0	
4	Sections Offered	2	2	0	0	0	0	
5	Morning Secions	0	0	0	0	0	0	
6	Afternoon Sections	0	0	0	0	0	0	
7	Evening Sections	2	2	0	0	0	0	
13	Enrollment	45	54	0	0	0	0	
14	Weekly Student Contact hours (WSCH)	110.0	122.8	0	0	0	0	
15	Full-Time Equivalent Students (FTES)	3.8	3.8	0	0	0	0	
<b>Program Resources</b>								
16	Full-Time Equivalent Faculty (FTEF)	0.3	0.3	0	0	0	0	
17	Credit Reimbursement Rate	\$3,476.34	\$3,668.28	0	0	0	0	
<b>Program Operation</b>								
18	WSCH/FTEF	407.3	491.3	0	0	0	0	
19	FTES/FTEF	14.0	15.2	0	0	0	0	
20	Fill Rate at Census	76.7	72.5	0	0	0	0	
<b>Program Success</b>								
21	Course Retention	82.2	94.4	0	0	0	0	
22	Course Success	77.8	87.0	0	0	0	0	

		LIBT Program Review Summer course offerings						
							Sum11	Sum10
Key Performance Indicators		Sum06	Sum07	Sum08	Sum09	Sum10	Sum11	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
<b>Program Access</b>								
1	Majors (total)	0	0	0	0	0	0	
2	New Majors	0	0	0	0	0	0	
3	Courses Offered	0	0	0	0	0	0	
4	Sections Offered	0	0	0	0	0	0	
13	Enrollment	0	0	0	0	0	0	
14	Weekly Student Contact hours (WSCH)	0	0	0	0	0	0	
15	Full-Time Equivalent Students (FTES)	0	0	0	0	0	0	
<b>Program Resources</b>								
16	Full-Time Equivalent Faculty (FTEF)	NA	NA	NA	NA	NA	NA	
17	Credit Reimbursement Rate	NA	NA	NA	NA	NA	NA	
<b>Program Operation</b>								
18	WSCH/FTEF	0	0	0	0	0	0	
19	FTES/FTEF	0	0	0	0	0	0	
20	Fill Rate at Census	0	0	0	0	0	0	
<b>Program Success</b>								
21	Course Retention	NA	NA	NA	NA	NA	NA	
22	Course Success	NA	NA	NA	NA	NA	NA	

	<b>Annual Budget</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
		<b>Year1</b>	<b>Year2</b>	<b>Year3</b>	<b>Year4</b>	<b>Year5</b>	<b>Year6</b>
	<b>Program Resources</b>						
23	Revenue: FTES*Reimbursement Rate	\$30,035.58	\$25,788.01	\$14,034.12	NA	NA	NA
24	Total District Adopted Program Budget	18,136	25,658	23,745	6,350	0	0
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	None	None	None	None	None	None
26	Supplies (4300 in budget)	2,533	965	2,594	67	0	0
27	Cost	15,543	17,492	6,409	0	0	0
28	Total FTES for the year	8.64	7.03	3.66	0	0	0
29	Cost per FTES	1,798.96	2,488.19	1,751.09	0	0	0
	<b>Degrees and Certificates</b>						
30	Degree: Library Science, General		4	3	1	0	0
31	Certificates: Library Science, General	12	8	18	6	0	0
32	Skill Awards	0	0	0	0	0	0
33	Licenses (reported by department)	NA	NA	NA	NA	NA	NA
	<b>Career Technical Education Programs</b>						
34	VTEA Grant	0	0	0	0	0	0
35	Industry Contributions to Program Resources	0	0	0	0	0	0
36	Available Jobs	No data					

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	December 6, 2011	Resolution	_____
SUBJECT:	Program Reviews – Chemistry & Physics	Information	X
		Enclosure(s)	X

BACKGROUND

The Chemistry and Physics programs have undergone the prescribed program review process based on a 6-year cycle and were approved at the October 31, 2011 Educational Programs Committee meeting and November 7, 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. 1.4.



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

**Spring 2011**

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### **Prepared by**

<b>Name</b>	<b>Title</b>
Badieh Farahani	Professor
Terry Miles	Professor
Dave Ryba	Professor

### **Chemistry Program Review Committee Members**

<b>Name</b>	<b>Title</b>
Badieh Farahani	Faculty
Terry Miles	Faculty
Dave Ryba	Faculty
Eric Rabito	Dean, Natural & Physical Sciences
Michelle Plug	Articulation Officer
Irene Malmgren	Vice President, Academic Affairs
John Vaughan	Academic Senate
Gloria Ramos	Curriculum Representative
Lan Hao	Institutional Researcher



## PROGRAM REVIEW – Chemistry

The final summary of the program review process for Chemistry 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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Eric Rabitoy, Dean of Natural and Physical Sciences

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date

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Michelle Plug, Articulation Officer

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date

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Carolyn Perry, 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

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Nicki Shaw, Academic Senate President

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date

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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 two-year program in chemistry provides the student with a broad background in inorganic and organic chemistry and quantitative analysis. The program addresses both general education, as well as the needs of science and engineering majors, as well as those of students in the allied health areas.

The courses in this program serve three distinct populations, each with a different set of overall objectives and outcomes expectations. The courses in each of the three separate areas address the core institutional competencies: oral and written communication, computation, creative and analytical thought, global and community consciousness, and technology. The degree to which each of these competencies is emphasized varies according to the needs of the respective student population.

### Strengths/Effective Practices

- The department has reviewed and updated all credit course outlines to reflect the SLO requirements as per current accreditation standards.
- The department has participated extensively in local outreach with K-12 districts.
- Courses are offered throughout the morning, evening, and afternoon and in such a manner to allow students to finish the program in two years.
- The department has increased course offerings in recent years to accommodate student need in pre-allied health and transfer coursework.
- Courses articulate with those at UC and CSU campuses.
- Labs have state-of-the-art computer and safety equipment for student use.
- Both student retention and success have increased over the last few years.
- The program conforms to the District's mission statement to provide transfer and degree courses.
- Student population in chemistry reflects District's diversity.

### Weaknesses/Lessons Learned

- The department does not have the facilities to offer additional laboratory sections and is, therefore, unable to expand course offerings.
- The air handlers in the Physical Science building do not efficiently remove fumes exhausted from the fume hoods. This causes a safety concern for both students and employees.

### Recommendations/Next Steps

- Provide funding opportunities to hire a Chemistry Faculty Coordinator for Chem 103 and Chem 110

- Continue discussion with Facilities regarding the safety concerns associated with the existing fume hoods.
- Devise a long-range plan to provide additional lab space for chemistry courses.
- Pursue discussion of the SB 1440 transfer degree in Chemistry.

## 2. Faculty

### Full-Time Faculty

Badieh Farahani  
Terry Miles  
Dave Ryba

### Adjunct Faculty

Donna Andrauskas  
Stephanie Dingwall  
Allan Efron  
Robert Entus  
Martin Farnham  
Steven Han  
Kevin Johnson  
Joshua Junker  
Taiho Kim  
Hyun-Jin Ko  
Kurt Kupecz  
Cindy Li  
Robert Montgomery  
Gloria Ramos  
Prasanta Sharma  
Nathan Smyth  
Michael Torrez

## 3. Program description and mission

The two-year program in chemistry provides the student with a broad background in inorganic and organic chemistry and quantitative analysis. The program addresses both general education, as well as the needs of science and engineering majors, as well as those of students in the allied health areas.

The courses in this program serve three distinct populations, each with a different set of overall objectives and outcomes expectations. The courses in each of the three separate areas address the core institutional competencies: oral and written communication, computation, creative and analytical thought, global and community consciousness, and technology. The degree to which each of these competencies is emphasized varies according to the needs of the respective student population.

It is appropriate to say that all students in the program must develop and employ the ability to read and analyze information, synthesize information and reach logical conclusions, effectively communicate their results, and utilize the necessary computational skills to effectively conduct a scientific exercise or experiment and reach a

desired end. The students in the Chemistry Program will utilize a number of scientific instruments to acquire and analyze data and render the data in the form of a word-processed report or final written report.

#### **4. Program Goals and Objectives**

The goals and objectives of the Chemistry Program are:

- a) Provide science and engineering transfer credit to four-year colleges and universities.
- b) Meet the student learning outcomes and core competencies institutionalized by Citrus College.
- c) Using experimental models, courses in the program will provide students with a basic understanding of general scientific concepts and specific chemical principles.
- d) Prepare students to receive specific training in allied health programs such as nursing and physician's assistance.
- e) Provide general education courses for students with either Associate Degree and/or transfer goals.
- f) Provide classes that serve as prerequisites for other program areas on campus, especially those with a heavy emphasis on science and mathematics, i.e. engineering and pre-med.

#### **5. Review of previous recommendations**

The review of the recommendations presented in the 2004-2005 Chemistry Program Review are presented below:

\*Previous Recommendation: Course outlines of record for all Chemistry courses should be revised and targeted to have all courses updated to include student learning outcomes language by the end of the Fall Semester 2006.

--Previous Recommendation Completed: All course SLOs are complete as of spring, 2009.

\*Previous Recommendation: Organic Chemistry should be revised to a 5 unit course with 3 hours lecture, 1 hour of discussion, and 3 hours of laboratory.

--Previous Recommendation Pending: Currently under discussion within the department.

\*Previous Recommendation: Revise the description of Chemistry 103 & 104; "College Chemistry" to "Allied Health" or "Life Science Chemistry".

--Previous Recommendation Completed: Faculty in the department are comfortable with current listing after having done research of course titles of similar courses used in surrounding institutions.

\*Previous Recommendation: Evaluate nursing or allied-health chemistry for appropriate pre-requisites and the impact of changing to a 5-unit combined Chemistry 103/104 course.

--Previous Recommendation Completed: Evaluation for pre-requisites has been completed. The department would like to keep Chemistry 103 and Chemistry 104 as separate courses.

\*Previous Recommendation: Web pages for the discipline should be upgraded and “hit counters” should be employed to determine the degree to which they are accessed.

--Previous Recommendation Pending: Web pages have been upgraded, but hit counters have not been added. Further, some instructors have made extensive use of the campus Blackboard platform as a means of communications, data storage, and communication of assessment to the students. Blackboard does offer a hit counter that may be used to track student use.

\*Previous Recommendation: Chemistry faculty should determine if there is a way to restrict access to the Success in Science course so that it serves its intended purpose as a safety net for students struggling in introductory science courses.

--Previous Recommendation Complete: The Success in Science course has been removed from the catalog.

\*Previous Recommendation: Evaluate the impact of the Chemistry/Physics 106 offerings on enrollments in Chemistry 110.

--Previous Recommendation Complete: Chemistry 106 has not had an impact on Chemistry 110 enrollment as evidenced by the increased enrollment pattern in Chemistry 110 since 2005.

\*Previous Recommendation: Continue to develop web pages for classes and specific instructors. It would be helpful to have more district support for web page design and maintenance. There is a large need to have “hit counters”, something that MIS has said would be difficult to provide under our current structure.

--Previous Recommendation Pending: Need to continue dialogue with TeCS about the use of hit counters on web pages; however, hit counters exist on the Blackboard platform and may be used to track student activity if desired.

\*Previous Recommendation: Need tracking information on Citrus graduates in order to follow their progress.

--Previous Recommendation Complete: The department has contacted the Office of Institutional Research to inquire as to whether or not this recommendation can be achieved. Long-term tracking of transfer student success is moderately successful using CPEC and CalPASS, but tracking to private schools is difficult to achieve.

\*Previous Recommendation: Need to develop a security system for record keeping insuring integrity of student work.

--Previous Recommendation Pending: The department has made some use of Turnitin via Blackboard and directly from the company (Turnitin.com) to check for plagiarism, but this is not employed by all instructors, nor is it employed across the curriculum. In some cases, it would not be useful as the writing components do not involve use of word processing (non-electronic). The verification routine employed in house allows for some tracking, but is tedious. Need still exists to limit copying and other malfeasance.

\*Previous Recommendation: Should evaluate the possibility of offering a summer GATE program for area elementary districts.

--Previous Recommendation Completed: This has been completed and the Chemistry Department has offered several workshops for GATE students from Glendora and Azusa Unified School Districts in the past several years. Existing demand continues, yet the department is in need of additional personnel to facilitate.

\*Previous Recommendation: Should Citrus consider hosting a science fair for area high schools similar to successful programs like that at Fullerton College?

--Previous Recommendation Pending: The Department has hosted a local science fair for Sellers Elementary school, but has not yet expanded to the high school.

\*Previous Recommendation: Work with the counseling staff to develop academic “roadmaps” for students who will major in some aspect of science. Attend counseling department meetings in order to ensure that the counseling staff fully understands the appropriateness of specific chemistry courses for selected students.

--Previous Recommendation Pending: Chemistry faculty will continue to have discussions with Counseling faculty regarding this issue. With the development of articulated transfer degrees added to the program, this issue will be taken care of in part. However, dialogue still needs to continue with Counseling to provide guidance for students pursuing the paths of certificate and degree completion.

\*Previous Recommendation: Consider using Chemistry 100 as a vehicle to focus a discussion among science faculty about the need for some minimal math competency for any general education science course.

--Previous Recommendation No Longer Applicable: Chemistry 100 is no longer offered and has been removed from catalogue.

\*Previous Recommendation: Evaluate grant opportunities that might provide opportunities for program enhancement or that can serve as a means to provide outreach to our educational partners.

--Previous Recommendation Completed: The CCCRA STEM grant provided the opportunity to complete this recommendation. The department continues to examine other avenues for meeting this need.

\*Previous Recommendation: Consider restricting software access to campus-only computer labs in order to improve the effectiveness of arranged hours for chemistry courses.

Previous Recommendation No Longer Applicable: Hours arranged have now been incorporated into assigned laboratory classroom time. Recommendation no longer applicable.

\*Previous Recommendation: Increase the awareness of other Community Colleges and their programs. Plans are underway to have a fall 2005 meeting for area community college chemistry faculty.

Previous Recommendation Completed: Initial dialogue has been established. Not much dialogue with the full-time faculty at those institutions has been continued; however, several of our adjunct faculty members teach at neighboring schools and dialogue has been continuous with these individuals. As a result, Citrus Chemistry has a sense of how neighboring departments conduct business.

\*Previous Recommendation: Make the ACS exam a more significant part of the final exam in Chemistry 110, 111, and 112.

--Previous Recommendation Completed: The ACS Exam is used in both Chemistry 111 and Chemistry 112 at the beginning and end of the semester as an assessment tool.

\*Previous Recommendation: Reevaluate the ACS general chemistry format and possibly incorporate it into our program.

--Previous Recommendation Pending: Department faculty are currently evaluating the need to utilize the Chemistry Diagnostic Exam for Chemistry 110.

\*Previous Recommendation: Evaluate the need for mathematics prerequisites for Chemistry 103 and 104 (Nursing Chemistry) and whether a combined 103/104 class would serve student needs or limit their options.

--Previous Recommendation Completed: Prerequisites have been deemed adequate. Courses articulate well with local and state transfer institutions and the need to implement a combined Chemistry 103/104 course is not useful to the majority of student on the pre-Nursing track.

\*Previous Recommendation: Increase collaboration with the chemistry faculty from area CSU campuses.

--Previous Recommendation Completed: The STEM Program has opened up opportunities with the University of La Verne, Azusa Pacific University, and California State University, Fullerton in regard to this recommendation.

\*Previous Recommendation: Develop a plan to test the effectiveness of student interactive devices (“clickers”) in chemistry lecture courses.

--Previous Recommendation Pending: Clickers have not yet been implemented in classroom. Dialogue between publishers and department will continue to address feasibility.

\*Previous Recommendation: Be proactive in obtaining student internships from JPL.



--Previous Recommendation Incomplete: We currently have no lead in the department to serve as liaison to JPL. Need to reestablish contact.

\*Previous Recommendation: Devise a plan for updating Course Outlines of Record in a timely fashion to keep the information on textbooks and the student learning outcomes expectations current.

--Previous Recommendation Pending: Discussions ongoing.

\*Previous Recommendation: Reevaluate safety features for labs and stockroom (i.e. showers, doors) and air turnover rates and develop consistent guidelines for safety procedures in the laboratory.

--Previous Recommendation Pending: We have purchased first aid kits for all labs for minor injuries and the showers and eye washes are checked regularly for proper function. However, the fume hoods continue to be an issue and dialogue must continue with Facilities to help address the current air flow problem.

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

The Chemistry department does not provide a degree in Chemistry. However, the curriculum in the discipline is a part of the Biological and Physical Sciences (and Mathematics) Associates Degree. Courses in the Biological and Physical Sciences (and Mathematics) major examine the physical universe, its life forms, and its natural phenomena. They assist in developing an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category includes introductory or integrative courses in astronomy, biology, chemistry, geology, physics, physical geography, and other scientific disciplines.

This degree requires meeting the Citrus College General Education and proficiency requirements combined with successful completion (grades of "C" and above) of the following major requirements:

18 Units from the courses listed below:

Course	Title	Units
<b>ASTRONOMY</b>		
ASTR 115	Planetary Astronomy	3
ASTR 115H	Planetary Astronomy - Honors	3
ASTR 116	Stellar Astronomy	4
ASTR 117	Life In The Universe	3
<b>BIOLOGY</b>		
BIOL 100	Introductory Biology	3
BIOL 102	Human Genetics	3
BIOL 104	Biology: Contemporary Topics	3
BIOL 105	General Biology	4
BIOL 109	Biology for Educators	4
BIOL 116	HIV and AIDS: Insights and Implications	3
BIOL 124	Principles of Biology I	5

<b>Course</b>	<b>Title</b>	<b>Units</b>
BIOL 125	Principles of Biology II	5
BIOL 145	Environmental Science	3
BIOL 200	Human Anatomy	4
BIOL 201	Human Physiology	4
BIOL 220	Microbiology	5
<b>CHEMISTRY</b>		
CHEM 103	College Chemistry	5
CHEM 104	College Chemistry	5
CHEM 106	Physical Science for Educators	4
CHEM 110	Beginning General Chemistry	5
CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5
CHEM 210	Organic Chemistry	3
CHEM 211L	Organic Chemistry Laboratory	1
CHEM 220	Organic Chemistry	3
CHEM 221L	Organic Chemistry Laboratory	1
<b>COMPUTER SCIENCE &amp; INFORMATION SYSTEMS</b>		
CSIS 105	Introduction to Windows and Personal Computers	2
CSIS 107	Fundamentals of Information Technology	4
CSIS 111	Introduction to Programming Concepts and Design	4
CSIS 119	Introduction to Web Programming	3
CSIS 130	Microcomputer Applications I	4
CSIS 141	Java Script	4
CSIS 150	Web Development with Dreamweaver	3
CSIS 154	Web Development with Fireworks	2
CSIS 156	Web Development with Flash	2
CSIS 162	Electronic Spreadsheets Using Microsoft Excel	3
CSIS 166	Introduction of PowerPoint	2
CSIS 167	Introduction to MS Publisher	2
CSIS 168	Designing Web Sites	3
CSIS 175	Introduction to Access	2
CSIS 181	Introduction to Microsoft Project Management	2
CSIS 190	Introduction to Flash Game Programming	4
CSIS 225	Object Oriented Programming with C++	4
CSIS 230	Microcomputer Applications II	4
<b>EARTH SCIENCE</b>		
ESCI 106	Earth and Space Science for Educators	4
ESCI 118	Physical Geography	3
ESCI 120	Physical Geology	4
ESCI 121	Historical Geology	4
ESCI 122	Geology: Earth History	3
ESCI 124	Environmental Geology	3
ESCI 125	California Geology	4
ESCI 140	The Geology of Death Valley National Park	2
ESCI 141	The Geology of Yosemite National Park	2
ESCI 142	The Geology of Channel Islands National Park	2
ESCI 143	The Geology of Joshua Tree National Park	2
ESCI 145	The Geology of Sequoia National Park	2
ESCI 146	The Geology of Kings Canyon National Park	2

Course	Title	Units
<b>ENGINEERING</b>		
TECH 100	Principles of Technology	3
IT 104	PC Hardware and Maintenance	4
IT 107	Network Technology	4
IT 108	Networking Operating Systems	4
IT 109	Network and Computer Security	4
<b>FORESTRY</b>		
FOR 101	Introduction to Forestry	3
FOR 102	Introduction to Forest Ecology	3
FOR 103	Plant Identification	3
FOR 104	Introduction to Outdoor Recreation	3
FOR 105	Wildland Fire Management	3
FOR 106	Principles of Wildlife Management and Ecology	3
<b>MATHEMATICS</b>		
MATH 148	Intermediate Algebra I	2.5
MATH 149	Intermediate Algebra II	2.5
MATH 150	Intermediate Algebra	5
MATH 151	Plane Trigonometry	4
MATH 160	Survey of Mathematics	4
MATH 162	Introductory Mathematical Analysis	4
MATH 165	Introductory Statistics	4
MATH 165H	Introductory Statistics - Honors	4
MATH 168	Mathematics for Elementary Teachers I	4
MATH 169	Mathematics for Elementary Teachers II	4
MATH 170	College Algebra	3
MATH 175	Pre-Calculus	4
MATH 190	Calculus with Analytic Geometry I	4
MATH 191	Calculus with Analytic Geometry II	4
MATH 210	Calculus with Analytic Geometry III	4
MATH 211	Differential Equations	4
MATH 212	Introduction to Linear Algebra	4
<b>NATURAL HISTORY</b>		
NAT 180A	Natural History Series - Deserts A	2
NAT 180B	Natural History Series - Deserts B	3
NAT 181A	Natural History Series - Coastal Mountains, Coastlines, Tropical Regions and Islands A	2
NAT 181B	Natural History Series - Coastal Mountains, Coastlines, Tropical Regions and Islands B	3
NAT 182A	Natural History Series - Inland Mountains, Valleys and Alaska A	2
NAT 182B	Natural History Series - Inland Mountains, Valleys and Alaska B	3
<b>OCEANOGRAPHY</b>		
ESCI 130	Physical Oceanography	3

Course	Title	Units
<b>PHYSICS</b>		
PHYS 105	Physical Science	3
PHYS 106	Physical Science for Educators	4
PHYS 110	Introduction to College Physics	4
PHYS 111	Physics for Life Sciences I	4
PHYS 112	Physics for Life Sciences II	4
PHYS 201	Physics: Mechanics	5
PHYS 202	Physics: Electromagnetism	5
PHYS 203	Physics: Optics and Thermodynamics	5
<b>Additional acceptable course under A.S. Natural Sciences:</b>		
<b>PHILOSOPHY</b>		
PHIL 110	Philosophy/Logic	3

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
Biological and Physical Sciences (and Mathematics)	SP 2009	130	SLO's not written	SLO's not assessed	N/A

Certificates and/or awards awarded by the program:

none

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

None

## 8. Advisory Committee or Council

Not applicable

## 9. Program Student Learning Outcomes

The Chemistry 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 Chemistry Program will have acquired the following competencies:

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

Formulate knowledge of chemical processes for use in professional fields related to the discipline.

**2) Computation**

Classes offer basic knowledge of elements and the synthetic process of compounds as used in the chemistry discipline.

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

Analyzing and understanding of relevant chemical processes as well as related sciences (biology and physics) and logically apply them to the professional disciplines.

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

**5) Technology**

Utilizing the most current technological tools (computers, IR Spectroscopy) to assist in the study and development of processes related to the chemistry discipline.

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

## 10. Curriculum Review and Student Learning Outcomes Assessment

### Curriculum/ SLO Assessment Map: CHEM

CC 1: Formulating knowledge in professional fields CC 2: Basic Knowledge of Elements and Compounds				CC 3: Analyzing and Understanding Chemical Processes CC 4: Utilizing current technological tools			
Course Applicability Key: T=Transfer, D=Degree, C=Certificate, S=Skill Award SLO Key: I=Introduced, D=Developed, M=Mastered							
	CC 1	CC 2	CC 3	CC 4			Date of Assessment= FA10, SP12 or CA=(Ongoing, Continuing Assessment)
<b>CHEM 103</b> –College Chemistry (5 Units), Applicability- T&D, Last Offered- Spring - 2011, Last Curriculum Date: 07/08							
SLO 1	I, D	I, D	I, D	I, D			Spring '10
SLO 2	I, D	I, D	I, D	I, D			Spring '10
SLO 3	I, D	I, D	I, D	I, D			Spring '10
SLO 4	I, D	I, D	I, D	I, D			Spring '10
<b>CHEM 104</b> –College Chemistry (5 Units), Applicability- T&D, Last Offered- Spring 2011, Last Curriculum Date: 07/08							
SLO 1	I, D	I, D	I, D	I, D			Fall '09
SLO 2	I, D	I, D	I, D	I, D			Fall '09
SLO 3	I, D	I, D	I, D	I, D			Fall '09
SLO 4	I, D	I, D	I, D	I, D			Fall '09
<b>CHEM 106</b> –Physical Science for Educators (4 Units), Applicability- T&D Last Offered Spring - 2011, Last Curriculum Date: 09/10							
SLO 1	I, D	I, D	I, D	I, D			Spring '11
SLO 2	I, D	I, D	I, D	I, D			Spring '11
SLO 3	I, D	I, D	I, D	I, D			Spring '11
SLO 4	I, D	I, D	I, D	I, D			Spring '11
SLO 5	I, D	I, D	I, D	I, D			Spring '11
SLO 6	I, D	I, D	I, D	I, D			Spring '11

<b>CHEM 110</b> –Beginning General Chemistry (5 Units), Applicability- T&D Last Offered- Spring 2011, Last Curriculum Date: 07/08							
SLO 1	I, D	I, D	I, D	I, D			CA
SLO 2	I, D	I, D	I, D	I, D			CA
SLO 3	I, D	I, D	I, D	I, D			CA
SLO 4	I, D	I, D	I, D	I, D			CA
SLO 5	I, D	I, D	I, D	I, D			CA
SLO 6	I, D	I, D	I, D	I, D			CA
<b>CHEM 111</b> –General Chemistry (5 Units), Applicability- T&D Last Offered- Spring 2011, Last Curriculum Date: 08/09							
SLO 1	D	D	D	D			CA
SLO 2	D	D	D	D			CA
SLO 3	D	D	D	D			CA
SLO 4	D	D	D	D			CA
SLO 5	D	D	D	D			CA
SLO 6	D	D	D	D			CA
<b>CHEM 112</b> –General Chemistry (5 Units), Applicability- T&D Last Offered- Spring 2011, Last Curriculum Date: 08/09							
SLO 1	I	I	I	I			Spring '09
SLO 2	I	I	I	I			Spring '09
SLO 3	I	I	I	I			Spring '09
SLO 4	I	I	I	I			Spring '09
<b>CHEM 210</b> –Organic Chemistry (3 Units), Applicability- T&D Last Offered- Fall 2010, Last Curriculum Date: 07/08							
SLO 1	M	M	M	M			Fall '10
SLO 2	M	M	M	M			Fall '10
SLO 3	M	M	M	M			Fall '10
<b>CHEM 211</b> –Organic Chemistry Laboratory (1 Units), Applicability- T&D Last Offered- Fall 2010, Last Curriculum Date: 09/10							
SLO 1	M	M	M	M			Fall '10
SLO 2	M	M	M	M			Fall '10
SLO 3	M	M	M	M			Fall '10
SLO 4	M	M	M	M			Fall '10

<b>CHEM 220</b> –Organic Chemistry (3 Units), Applicability- T&D Last Offered- Spring 2011, Last Curriculum Date: 07/08							
SLO 1	M	M	M	M			CA
SLO 2	M	M	M	M			CA
SLO 3	M	M	M	M			CA
<b>CHEM 221</b> –Organic Chemistry Laboratory (3 Units), Applicability- T&D Last Offered- Spring 2011, Last Curriculum Date: 07/08							
SLO 1	M	M	M	M			CA
SLO 2	M	M	M	M			CA
SLO 3	M	M	M	M			CA

## Curriculum/SLO Assessment Map

### Chemistry 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
CHEM 103	College Chemistry	June, 2008	Spring '14	Spring '11	See Matrix
CHEM 104	College Chemistry	Nov, 2007	Fall '13	Spring '11	"
CHEM 106	Physical Science for Educators	Apr, 2011	Spring '17	Spring '11	"
CHEM 110	Beginning General Chemistry	Apr, 2008	Spring '14	Spring '11	"
CHEM 111	General Chemistry	Dec, 2008	Fall '14	Spring '11	"
CHEM 112	General Chemistry	May, 2009	Spring '15	Spring '11	"
CHEM 210	Organic Chemistry	Dec, 2007	Fall '13	Fall '10	"
CHEM211L	Organic Chemistry Laboratory	Dec, 2009	Fall '15	Fall '10	"
CHEM 220	Organic Chemistry	March, 2008	Spring '14	Spring '11	"
CHEM221L	Organic Chemistry Laboratory	Dec, 2009	Fall '15	Spring '11	"

## 11. Evaluation Criteria – Need

Commendations:

- Courses are offered in a manner that allows students to finish the program in two years.
- The program has significantly increased its offerings of Chemistry 103 and 104 to meet the needs of rising demand in health science occupations. As an example, we currently offer 3 sections of Chemistry 103 each semester of the academic year as opposed to the 1 or 2 sections we used to offer in the last six-year cycle.



- The program has expanded its offerings of Chemistry 111 to include summer intersession. We believe this action has helped remedy low enrollment problems previously observed in Chemistry 112 and assisted in increasing transfer rate.
- We have successfully brought our Chemistry 112 offering back to 2 lab sections per semester. This course is usually still full by census.

Recommendations:

- Need tracking information on Citrus graduates in order to follow their progress. This may involve inquiries to our primary transfer institutions.
- We have been successful implementing workshops for elementary and middle school age GATE students attending schools within the District; however, the staffing required to offer these workshops on a regular basis has been limited if the program is run by full-time faculty. We have a need to seek either adjunct faculty or outside staff to run this program if we expect future success.
- Work with the counseling staff to develop academic “roadmaps” for students who will major in some aspect of science. Attend Counseling department meetings in order to ensure that the counseling staff fully understands the appropriateness of specific chemistry courses for selected students.

## 12. Evaluation Criteria – Quality

Commendations:

- Courses articulate with those at UC and CSU campuses.
- The faculty have developed grading standards, critical thinking methodologies, problem solving and written assignments consistent with college-level work.
- Labs have state-of-the-art computer and safety equipment for student use.
- The department has reviewed all credit course outlines and updated to reflect the SLO requirements as per current accreditation standards.
- Both student retention and success have increased marginally over the last three years of the six-year cycle for the contract year, however, both of these metrics have either stabilized or declined in the Winter and Summer intersession over the same time period. It is not clear why the intersessions have followed a different trend at this point.

Recommendations:

- Examine the introduction of ACS standardized examination to Chemistry 110.
- Be proactive in obtaining student internships from JPL. We currently have no lead in the department to serve as liaison to JPL, and we need to reestablish contact.
- Devise a plan for updating Course Outlines of Record in a timely fashion to keep the information on textbooks and the student learning outcomes expectations current.

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

Commendations:

- The Chemistry faculty members are among campus leaders in incorporating technology into their instructional program.
- The department uses computer applications in traditional chemistry labs.
- More sections offered in Chemistry 103, 104, 110, and 111; however, limitations due to space place restrictions on further growth.
- \*Chemistry courses are offered throughout the morning, afternoon, and evening, which provides an opportunity for students with diverse schedules to enroll in courses.

Recommendations:

- Dialogue with Facilities regarding fume hood exhaust need to continue until the problem is solved.
- The department is at capacity in terms of laboratory FTES. To continue to grow, we need additional lab space so that more sections of lab may be run.
- Need to have a permanent coordinator position for courses with multiple sections and instructors. Chemistry 110 and Chemistry 103 currently have a faculty member doing this on a voluntary basis. As this work is an additional burden on the faculty, we are requesting a stipend for the individual(s) doing this valuable work.

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

Compliance:

- \*Facilities meet ADA and OSHA requirements
- \*Specific instructional efforts have been completed to serve students with disabilities in the chemistry laboratory rooms.

## 15. Evaluation Criteria – Other

Mission

Commendations:

- The program conforms to the District’s mission statement to provide transfer and degree courses.
- Course numbering follows a logical pattern.
- Prerequisites are consistent with our transfer institutions.
- Student population in chemistry reflects District’s diversity.
- The FTES/FTEF ratio has increased over the last 3 years of the current six-year cycle. One cannot compare this with campus data yet as the last two years are missing from the latest campus-wide report.

Recommendations:

•The department would like to investigate costs of contracting out a computer programmer to customize and update our outdated “verification” computation routine. Since this routine is used across the curriculum, it would be appropriate to invest resources to updating the hardware supporting the routine as well.

•Implement the transfer degree in Chemistry as per the agreement with the CSU system. Be mindful of UC and other transfer institution requirements in so doing.

## 16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Chemistry Faculty Coordinator	Faculty/Dean	Fa '11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Fume Hood Analysis	Dean	Fa '11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Additional Lab Space	Faculty/Dean	Fa '11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	SB 1440 Degree	Faculty	Fa '12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Computer Programmer	Faculty/Dean	Sp '12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Curriculum Development Plan	Faculty	Fall '13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Student Tracking Information	Dean	Sp '13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	JPL Internships	Faculty/Dean	Fall '13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	ACS Exam in Chem110	Faculty	Sp '12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Academic Roadmap	Faculty/Dean	Fall '14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	GATE Workshop	Faculty/Dean	Sp '12	<input 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 ‡
Chemistry Faculty Coordinator	Enhancement of student learning.	Q	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 ‡
Fume Hood Evaluation	Maintenance of safety in the building for students and employees	PS	C	A
Additional lab space	Enhancement of our ability to serve students intending on pursuing a career in the allied health field and/or transferring to a 4-year institution	PS	N, F	B

### Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Computer Programming	Customization of existing verification system will facilitate student success and faculty members ability to assess student work.	\$20,000	Q	B
Student Tracking	Enhancement of faculty members ability to assess student learning and evaluate course and program SLO's.	\$20,000	Q	B

### Equipment

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

### 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: (Note: When discussing priority, consider the following and address in Column 2)**

**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>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	6.0	7.0	8.0	9.0	8.0	8.0
4	Sections Offered	16.0	17.0	19.0	21.0	20.0	20.0
5	Morning Sections	7.0	7.0	7.0	14.0	12.0	12.0
6	Afternoon Sections	8.0	9.0	10.0	3.0	4.0	4.0
7	Evening Sections	1.0	1.0	2.0	4.0	4.0	4.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	264	270	318	346	340	378
14	Weekly Student Contact hours (WSCH)	3864.6	4001.7	4192.1	2551.1	3315.6	3625.1
15	Full-Time Equivalent Students (FTES)	132.5	137.2	143.7	78.7	102.3	111.9
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	7.7	8.0	8.9	6.0	7.2	7.2
17	Credit Reimbursement Rate	\$2,922.3 0	\$3,259.7 1	\$3,476.3 4	\$3,668.2 8	\$3,834.4 6	\$3,834.4 6
<b>Program Operation</b>							
18	WSCH/FTEF	503.9	500.8	473.2	422.4	458.6	504.2
19	FTES/FTEF	17.3	17.2	16.2	13.0	14.2	15.6
20	Fill Rate at Census	56.0	51.6	57.1	71.3	87.7	97.0
<b>Program Success</b>							
21	Course Retention	86.7	89.3	87.7	87.9	96.8	95.0
22	Course Success	66.7	71.9	71.4	69.1	77.6	82.5

	<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				1.0	1.0	1.0
4	Sections Offered				1.0	2.0	2.0
5	Morning Secions				1.0	1.0	1.0
6	Afternoon Sections					1.0	1.0
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections				1.0	2.0	2.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections				0.0	0.0	0.0
13	Enrollment				26	53	55
14	Weekly Student Contact hours (WSCH)				203.5	444.6	527.6
15	Full-Time Equivalent Students (FTES)				6.3	13.7	16.3
	<b>Program Resources</b>						
16	Full-Time Equivalent Faculty (FTEF)				0.3	0.6	1.0
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				726.9	794.0	532.9
19	FTES/FTEF				22.4	24.5	16.4
20	Fill Rate at Census				108.3	110.4	110.4
	<b>Program Success</b>						
21	Course Retention				100.0	96.2	94.5
22	Course Success				92.3	84.9	89.1

<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	8.0	8.0	8.0	9.0	8.0	7.0
4	Sections Offered	17.0	17.0	22.0	21.0	20.0	20.0
5	Morning Secions	8.0	8.0	8.0	13.0	12.0	12.0
6	Afternoon Sections	7.0	8.0	13.0	4.0	4.0	4.0
7	Evening Sections	1.0	1.0	1.0	4.0	4.0	4.0
8	Arranged Sections	1.0					
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	257	276	323	351	371	378
14	Weekly Student Contact hours (WSCH)	3797.5	4033.8	4517.9	2834.0	3609.5	3744.4
15	Full-Time Equivalent Students (FTES)	130.2	138.3	154.9	87.5	111.4	115.5
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	7.7	8.0	10.1	6.5	7.2	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	495.1	504.8	449.5	436.0	502.7	541.9
19	FTES/FTEF	17.0	17.3	15.4	13.5	15.5	16.7
20	Fill Rate at Census	49.1	48.1	45.4	77.9	94.1	92.5
<b>Program Success</b>							
21	Course Retention	89.5	90.6	93.2	91.5	93.0	89.7
22	Course Success	70.0	77.2	71.2	74.1	73.6	74.6



	<b>Key Performance Indicators</b>	Summer0 4	Summer0 5	Summer0 6	Summer0 7	Summer0 8	Summer0 9
		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		1.0	2.0	2.0	3.0	3.0
4	Sections Offered		1.0	2.0	2.0	7.0	7.0
5	Morning Secions		1.0	2.0	2.0	5.0	5.0
6	Afternoon Sections					2.0	2.0
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections		1.0	2.0	2.0	7.0	7.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections		0.0	0.0	0.0	0.0	0.0
13	Enrollment		23	50	48	100	101
14	Weekly Student Contact hours (WSCH)	0.0	176.5	338.9	366.3	870.5	1048.4
15	Full-Time Equivalent Students (FTES)		6.1	11.6	12.6	26.9	32.4
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)		0.3	0.6	0.6	1.7	2.0
17	Credit Reimbursement Rate	\$2,922.3 0	\$3,259.7 1	\$3,476.3 4	\$3,668.2 8	\$3,834.4 6	\$3,834.4 6
<b>Program Operation</b>							
18	WSCH/FTEF		630.2	605.2	654.2	515.1	524.2
19	FTES/FTEF		21.6	20.8	22.4	15.9	16.2
20	Fill Rate at Census		103.3	130.8	84.6	104.2	98.8
<b>Program Success</b>							
21	Course Retention		91.3	90.0	93.8	100.0	89.1
22	Course Success		69.6	84.0	91.7	92.0	72.3

			04-05		05-06		06-07		07-08		08-09		09-10	
			Year1		Year2		Year3		Year4		Year5		Year6	
<b>Gender</b>														
	CHEM	Female	236	59.0%	257	57.2%	318	58.1%	389	58.9%	426	57.6%	409	54.1%
	CHEM	Male	164	41.0%	192	42.8%	229	41.9%	269	40.7%	295	39.9%	328	43.4%
	CHEM	Missing							3	0.5%	19	2.6%	19	2.5%
	CHEM	Total	400	100.0%	449	100.0%	547	100.0%	661	100.0%	740	100.0%	756	100.0%
<b>Age</b>														
	CHEM	19 or younger	118	29.5%	121	26.9%	150	27.4%	171	25.9%	224	30.3%	189	25.0%
	CHEM	20-24	190	47.5%	242	53.9%	286	52.3%	343	51.9%	334	45.1%	391	51.7%
	CHEM	25-29	54	13.5%	50	11.1%	63	11.5%	75	11.3%	99	13.4%	105	13.9%
	CHEM	30-34	16	4.0%	21	4.7%	20	3.7%	36	5.4%	39	5.3%	31	4.1%
	CHEM	35-39	9	2.3%	9	2.0%	11	2.0%	12	1.8%	15	2.0%	18	2.4%
	CHEM	40-49	13	3.3%	6	1.3%	12	2.2%	20	3.0%	26	3.5%	18	2.4%
	CHEM	50 and above					4	0.7%	3	0.5%	3	0.4%	4	0.5%
	CHEM	Missing					1	0.2%	1	0.2%				
	CHEM	Total	400	100.0%	449	100.0%	547	100.0%	661	100.0%	740	100.0%	756	100.0%
<b>Ethnicity</b>														
	CHEM	Asian Black or African American	98	24.5%	111	24.7%	140	25.6%	120	18.2%	129	17.4%	88	11.6%
	CHEM	Hispanic/Latino	15	3.8%	21	4.7%	14	2.6%	19	2.9%	19	2.6%	15	2.0%
	CHEM	American Indian or Alaska Native	138	34.5%	157	35.0%	197	36.0%	261	39.5%	255	34.5%	221	29.2%
	CHEM	Native Hawaiian or Other Pacific Islander			3	0.7%	3	0.5%	6	0.9%	4	0.5%	1	0.1%
	CHEM	White							5	0.8%	4	0.5%	11	1.5%
	CHEM	Two or More Races	123	30.8%	128	28.5%	161	29.4%	180	27.2%	197	26.6%	162	21.4%
	CHEM	Unknown/Non- Respondent											2	0.3%
	CHEM	Total	26	6.5%	29	6.5%	32	5.9%	70	10.6%	132	17.8%	256	33.9%
	CHEM	Total	400	100.0%	449	100.0%	547	100.0%	661	100.0%	740	100.0%	756	100.0%
<b>Educational Goal</b>														
	CHEM	Degree & Transfer	185	46.3%	203	45.2%	257	47.0%	68	10.3%	161	21.8%	276	36.5%
	CHEM	AA/AS	133	33.3%	161	35.9%	191	34.9%	38	5.7%	76	10.3%	87	11.5%
	CHEM	License	8	2.0%	17	3.8%	16	2.9%	24	3.6%	74	10.0%	89	11.8%
	CHEM	Certificate	23	5.8%	21	4.7%	21	3.8%	2	0.3%	7	0.9%	10	1.3%
	CHEM	Job Skills	9	2.3%	17	3.8%	20	3.7%	3	0.5%	5	0.7%	7	0.9%
	CHEM	Basic Skills	11	2.8%	5	1.1%	3	0.5%	22	3.3%	48	6.5%	52	6.9%
	CHEM	Personal Undecided							19	2.9%	31	4.2%	17	2.2%
	CHEM	Not Reported											3	0.4%
	CHEM	Total	16	2.4%	49	6.6%	79	10.4%	16	2.4%	49	6.6%	79	10.4%
	CHEM	Total	31	7.8%	25	5.6%	39	7.1%	469	71.0%	289	39.1%	136	18.0%
	CHEM	Total	400	100.0%	449	100.0%	547	100.0%	661	100.0%	740	100.0%	756	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	\$431,503.53	\$532,245.45	\$663,529.02	\$412,388.04	\$543,803.12	\$559,371.02
<b>24</b>	Total District Adopted Program Budget	439,197	383,813	417,860	591,717	671,117	673,474
<b>25</b>	Support Personnel (wage without benefit, 2200 and 2400 in budget)	56,666	57,204	65,830	71,397	0	0
<b>26</b>	Supplies (4300 in budget)	18,549	14,805	27,222	15,016	32,219	31,219
<b>27</b>	Cost	434,474	381,826	510,227	559,183	681,344	
<b>28</b>	Total FTES for the year	147.76	163.28	190.87	112.42	141.82	145.88
<b>29</b>	Cost per FTES	\$2,940.40	\$2,338.47	\$2,673.16	\$4,974.05	\$4,804.29	
<b>Degrees and Certificates</b>							
30	Degree						
31	Certificates						
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						



# Physics Instructional Program Review 2011-2012

Spring 2012

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## Prepared by

Name	Title
Ramos, Gloria	Faculty
Riderer, Lucia	Faculty

## Physics Program Review Committee Members

Name	Title
Hao, Lan	Office of Institutional Research
Malmgren, Irene	V.P. Academic Affairs
Plug, Michelle	Articulation Officer
Rabito, Eric	Dean – NPS
Ramos, Gloria	Curriculum Representative, Faculty
Riderer, Lucia	Faculty
Woolum, Jim	Program Review Coordinator Academic Senate Representative



## PROGRAM REVIEW – Physics

The final summary of the program review process for Physics 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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Eric Rabitoy, Dean of Natural and Physical Sciences

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date

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Michelle Plug, Articulation Officer

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date

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Carolyn Perry, Chair of Curriculum Committee

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date

---

Irene Malmgren, Vice President of Academic Affairs

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date

---

Nicki Shaw, 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

### A. Program History/Description

Physics, a natural science, is the scientific study of matter and energy and of the interaction between the two. It provides students with an understanding of the physical world both conceptually and in the language of mathematics. Courses in physics satisfy general education requirements for the associate degree and lower division transfer and can fulfill some of the major requirements for the associate degree in Biological and Physical Sciences and Mathematics. The physics program meets the needs of students in three distinct categories: (1) technical majors in science and engineering, (2) teacher preparation, and (3) general education. Changes occurring with the program in the past several years include the following:

\*PHYS 111 and PHYS 112 were re-designed as Physics for Life Science majors courses.

\*PHYS 105 was deactivated.

\*There was a decrease in PHYS 110 offerings due to budget cuts.

\*PS 121 was remodeled and now provides an excellent space for discussion sessions.

\*Lab equipment was updated.

Courses in physics are offered in the day and evening.

### B. Strengths/Effective Practices

\*Preparing students for science, technology, engineering and mathematics careers.

\*Good student-faculty ratio in lab and discussion.

\*Modern lab equipment.

\*Hands-on projects and group discussions.

\*Hands-on demonstrations and animations used in lectures to demonstrate concepts.

### C. Weaknesses/Lessons Learned

\*Inability to do groupwork and discussion in lecture.

\*Inability to do "studio-style" lecture and lab combined work.

### D. Recommendations/Next Steps

We recommend the following curriculum-related changes:

(1) modify course outlines with revised pre-requisites and content;

(2) establish the physics transfer degree;

(3) establish special topics research seminar course; and

(4) reactivate and redesign PHYS 105.

(5) host women in engineering career awareness workshops

(6) investigate the feasibility of offering PHYS 203 in the summer.



## 2. Faculty

### Full-Time Faculty

Ramos, Gloria  
Riderer, Lucia  
Scott, Chris

### Adjunct Faculty

Carter, Brian  
Gonzalez, Gonzolo  
McClain, James  
Miller, Kent  
Soldatenko, Adrian

## 3. Program description

Physics, a natural science, is the scientific study of matter and energy and of the interaction between the two. It provides students with an understanding of the physical world both conceptually and in the language of mathematics. Courses in physics satisfy general education requirements for the associate degree and lower division transfer and can fulfill some of the major requirements for the associate degree in Biological and Physical Sciences and Mathematics. The Physics Program meets the needs of students in three distinct categories: (1) technical majors in science and engineering, (2) teacher preparation, and (3) general education.

## 4. Program Goals and Objectives

The goals and objectives of the Physics Program are:

- a) Provide general education science courses required for students to complete an Associate's Degree and/or for transfer credit to four-year colleges and universities.
- b) Meet the student learning outcomes and core competencies delineated by Citrus College.
- c) Provide students with the knowledge and skills necessary to develop an understanding of the conceptual structure of physics.
- d) Provide students with the knowledge and skills necessary to develop an understanding of interactions in the physical world.
- e) Provide students with the knowledge and skills to express their understanding and interpret information in multiple forms (including verbal, pictorial, graphical, and mathematical).
- f) Provide knowledge and skills for students to develop problem-solving skills applicable in various life and career paths.

## 5. List and Review of Degrees, Certificates, and Awards

The Physics department does not provide a degree in physics. However, the curriculum in the discipline is a part of the Biological and Physical Sciences (and Mathematics) Associates Degree. Courses in the Biological and Physical Sciences (and Mathematics) major examine the physical universe, its life forms, and its natural phenomena. They assist in developing an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category includes introductory or integrative courses in astronomy, biology, chemistry, geology, physics, physical geography, and other scientific disciplines.

This degree requires meeting the Citrus College General Education and proficiency requirements combined with successful completion (grades of "C" and above) of the following major requirements:

18 Units from the courses listed below:

Course	Title	Units
<b>ASTRONOMY</b>		
ASTR 115	Planetary Astronomy	3
ASTR 115H	Planetary Astronomy - Honors	3
ASTR 116	Stellar Astronomy	4
ASTR 117	Life In The Universe	3
<b>BIOLOGY</b>		
BIOL 100	Introductory Biology	3
BIOL 102	Human Genetics	3
BIOL 104	Biology: Contemporary Topics	3
BIOL 105	General Biology	4
BIOL 109	Biology for Educators	4
BIOL 116	HIV and AIDS: Insights and Implications	3
BIOL 124	Principles of Biology I	5
BIOL 125	Principles of Biology II	5
BIOL 145	Environmental Science	3
BIOL 200	Human Anatomy	4
BIOL 201	Human Physiology	4
BIOL 220	Microbiology	5
<b>CHEMISTRY</b>		
CHEM 103	College Chemistry	5
CHEM 104	College Chemistry	5
CHEM 106	Physical Science for Educators	4
CHEM 110	Beginning General Chemistry	5
CHEM 111	General Chemistry	5
CHEM 112	General Chemistry	5
CHEM 210	Organic Chemistry	3
CHEM 211L	Organic Chemistry Laboratory	1
CHEM 220	Organic Chemistry	3
CHEM 221L	Organic Chemistry Laboratory	1

Course	Title	Units
<b>COMPUTER SCIENCE &amp; INFORMATION SYSTEMS</b>		
CSIS 105	Introduction to Windows and Personal Computers	2
CSIS 107	Fundamentals of Information Technology	4
CSIS 111	Introduction to Programming Concepts and Design	4
CSIS 119	Introduction to Web Programming	3
CSIS 130	Microcomputer Applications I	4
CSIS 141	Java Script	4
CSIS 150	Web Development with Dreamweaver	3
CSIS 154	Web Development with Fireworks	2
CSIS 156	Web Development with Flash	2
CSIS 162	Electronic Spreadsheets Using Microsoft Excel	3
CSIS 166	Introduction of PowerPoint	2
CSIS 167	Introduction to MS Publisher	2
CSIS 168	Designing Web Sites	3
CSIS 175	Introduction to Access	2
CSIS 181	Introduction to Microsoft Project Management	2
CSIS 190	Introduction to Flash Game Programming	4
CSIS 225	Object Oriented Programming with C++	4
CSIS 230	Microcomputer Applications II	4
<b>EARTH SCIENCE</b>		
ESCI 106	Earth and Space Science for Educators	4
ESCI 118	Physical Geography	3
ESCI 120	Physical Geology	4
ESCI 121	Historical Geology	4
ESCI 122	Geology: Earth History	3
ESCI 124	Environmental Geology	3
ESCI 125	California Geology	4
ESCI 140	The Geology of Death Valley National Park	2
ESCI 141	The Geology of Yosemite National Park	2
ESCI 142	The Geology of Channel Islands National Park	2
ESCI 143	The Geology of Joshua Tree National Park	2
ESCI 145	The Geology of Sequoia National Park	2
ESCI 146	The Geology of Kings Canyon National Park	2
<b>ENGINEERING</b>		
TECH 100	Principles of Technology	3
IT 104	PC Hardware and Maintenance	4
IT 107	Network Technology	4
IT 108	Networking Operating Systems	4
IT 109	Network and Computer Security	4
<b>FORESTRY</b>		
FOR 101	Introduction to Forestry	3
FOR 102	Introduction to Forest Ecology	3
FOR 103	Plant Identification	3
FOR 104	Introduction to Outdoor Recreation	3
FOR 105	Wildland Fire Management	3
FOR 106	Principles of Wildlife Management and Ecology	3

Course	Title	Units
<b>MATHEMATICS</b>		
MATH 148	Intermediate Algebra I	2.5
MATH 149	Intermediate Algebra II	2.5
MATH 150	Intermediate Algebra	5
MATH 151	Plane Trigonometry	4
MATH 160	Survey of Mathematics	4
MATH 162	Introductory Mathematical Analysis	4
MATH 165	Introductory Statistics	4
MATH 165H	Introductory Statistics - Honors	4
MATH 168	Mathematics for Elementary Teachers I	4
MATH 169	Mathematics for Elementary Teachers II	4
MATH 170	College Algebra	3
MATH 175	Pre-Calculus	4
MATH 190	Calculus with Analytic Geometry I	4
MATH 191	Calculus with Analytic Geometry II	4
MATH 210	Calculus with Analytic Geometry III	4
MATH 211	Differential Equations	4
MATH 212	Introduction to Linear Algebra	4
<b>NATURAL HISTORY</b>		
NAT 180A	Natural History Series - Deserts A	2
NAT 180B	Natural History Series - Deserts B	3
NAT 181A	Natural History Series - Coastal Mountains, Coastlines, Tropical Regions and Islands A	2
NAT 181B	Natural History Series - Coastal Mountains, Coastlines, Tropical Regions and Islands B	3
NAT 182A	Natural History Series - Inland Mountains, Valleys and Alaska A	2
NAT 182B	Natural History Series - Inland Mountains, Valleys and Alaska B	3
<b>OCEANOGRAPHY</b>		
ESCI 130	Physical Oceanography	3
<b>PHYSICS</b>		
PHYS 105	Physical Science	3
PHYS 106	Physical Science for Educators	4
PHYS 110	Introduction to College Physics	4
PHYS 111	Physics for Life Sciences I	4
PHYS 112	Physics for Life Sciences II	4
PHYS 201	Physics: Mechanics	5
PHYS 202	Physics: Electromagnetism	5
PHYS 203	Physics: Optics and Thermodynamics	5
<b>Additional acceptable course under A.S. Natural Sciences:</b>		
<b>PHILOSOPHY</b>		
PHIL 110	Philosophy/Logic	3

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
Biological and Physical Sciences (and Mathematics)	SP 2009	130	SLO's not written	SLO's not assessed	N/A

## 6. List of Industry-Based Standard Certificates and Licenses

None.

## 7. Advisory Committee or Council \*

\* Applies only to programs with CTE courses

N/A

## 8. Program Student Learning Outcomes

The Physics 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 Physics Program will have acquired the following competencies:

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

Physics students will use proper vocabulary and notation when describing physics concepts. They will be able to communicate these concepts to others both verbally and in written form (including verbal, pictorial, graphical, and mathematical).

They will be able to critically analyze scientific information found in print, visual, or online media such as scientific and non-scientific books, journals, articles, web pages, television, and film.

### 2) Computation

Physics students will apply physics concepts in mathematical form using the appropriate computational skills for the course. This may include numeric calculation using algebra, graphical analysis, and/or the evaluation of calculus expressions.

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

Physics students will demonstrate an understanding of the fundamental principles of physics.

Students will develop problem-solving, decision-making, and critical thinking skills and will apply them to develop an understanding of interactions in the physical world.

Students will distinguish between scientific and non-scientific questions and methods and understand science as a process.

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

Students will think logically and coherently about technical/scientific issues in order to understand the complex problems involved in science and engineering and to gain an appreciation for the global social and political impact of scientific endeavors.

By working together in lab and/or on projects, students develop interpersonal skills and respect for others.

### **5) Technology**

Physics students will be adept at using computers for word processing, data analysis, tutorials, simulations, and/or web-based research as appropriate for each course.

For laboratory courses, students will demonstrate fundamental aptitudes in the proper use of mechanical, electrical, and/or other appropriate devices.

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

N/A [Previous SLO in this section was moved to more appropriate competencies.]

## **9. Curriculum Review and Student Learning Outcomes Assessment**

PHYS 105*	Physical Science (currently deactivated in CurricUnet)
PHYS 106	Physical Science for Educators (previously Physics and Chemistry for Educators)
PHYS 110	Introduction to College Physics
PHYS 111	Physics for Life Sciences I (previously General Physics)
PHYS 112	Physics for Life Sciences II (previously General Physics)
PHYS 201	Physics: Mechanics (previously Physics)
PHYS 202	Physics: Electromagnetism (previously Physics)
PHYS 203	Physics: Optics and Thermodynamics (previously Physics)

## Curriculum/ SLO Assessment Map: **Physics**

CC 1(A): Use proper vocabulary and notation	CC 3(C): Distinguish between science & non-science.
CC 1(B): Critically analyze scientific information	CC 4(A): Understand the impact of science/physics.
CC 2: Use appropriate computational skills	CC 4(B): Develop interpersonal skills in group work.
CC 3(A): Understand fundamental physics	CC 5(A): Use of computers for research/analysis
CC 3(B): Develop critical thinking skills	CC 5 (B): Use of lab specific equipment.
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award SLO Key: I= Introduced, D=Developed, M=Mastered	
Date of Assessment= FA10, SP12, CA=(Ongoing, Continuing Assessment), or N/O=(not offered in foreseeable future)	

	CC 1(A)	CC 1(B)	CC 2	CC 3(A)	CC 3(B)	CC 3(C)	CC 4(A)	CC 4(B)	CC 5(A)	CC 5(B)	Date of Assessment
<b>PHYS 106</b> – Physical Science For Educators (4 Units), Applicability-D Last Offered: 2/11, Last Curriculum Date: 4/7/11, Curriculum Revision Date: 4/7/17											
SLO 1A	I	I	I	I	I	I			I	I	FA12
SLO 1B		I	I	ID	ID		I		I		FA12
SLO 1C		I	I	ID	ID		I		I		FA12
SLO 1D		I		I	I	I			I	I	SP14
SLO 2A		I		I	I	ID	I				SP14
SLO 3A								ID			SP14
<b>PHYS 110</b> – Introduction to College Physics (4 Units), Applicability-D Last Offered: 8/11, Last Curriculum Date: 12/9/10, Curriculum Revision Date: 12/9/16											
SLO 1A	I	I	I	I	I	I			I	I	SP12
SLO 1B		I	I	ID	ID		I		I		FA12
SLO 1C		I		I	I	I			I	I	SP13
SLO 2A		I		I	I	ID	I				FA13
SLO 2B				I	I	I	I		I		SP14
SLO 3A								ID			FA14

	CC 1(A)	CC 1(B)	CC 2	CC 3(A)	CC 3(B)	CC 3(C)	CC 4(A)	CC 4(B)	CC 5(A)	CC 5(B)	Date of Assessment
<b>PHYS 111</b> – Physics for Life Sciences I (4 Units), Applicability-D Last Offered- 8/10, Last Curriculum Date: 2/25/10, Curriculum Revision Date: 2/25/16											
SLO 1A	ID	I	I	ID	ID				I	ID	N/O
SLO 1B	ID		ID	ID	I				I	I	N/O
SLO 1C	ID		ID	ID	ID	I	I		I	ID	N/O
SLO 2A								ID			N/O
<b>PHYS 111C</b> – Physics for Life Sciences I Calculus Supplement (1 Units), Applicability-D Last Offered- NA, Last Curriculum Date: 2/25/10, Curriculum Revision Date: 2/25/16											
SLO 1A	ID		ID	D	I						N/O
<b>PHYS 112</b> – Physics for Life Sciences II (4 Units), Applicability-D Last Offered- 1/01, Last Curriculum Date: 6-9-11, Curriculum Revision Date: 6-9-17											
SLO 1A	ID	I	I	ID	ID				I	ID	N/O
SLO 1B	ID		ID	ID	I				I	I	N/O
SLO 1C	ID	D	ID	ID	ID	I	I		I	ID	N/O
SLO 2A								ID			N/O
<b>PHYS 201</b> – Physics: Mechanics (5 Units), Applicability-D Last Offered: 8/11, Last Curriculum Date: 12/10/09, Curriculum Revision Date: 12/10/15											
SLO 1A	IDM	I	DM	IDM	ID				ID	ID	SP12
SLO 1B	IDM		IDM	IDM	ID		I		ID	I	FA12
SLO 1C	ID		ID	ID	ID	I	I		IDM	ID	SP13
SLO 2A								ID			FA13
<b>PHYS 202</b> – P Physics: Thermodynamics & Electromagnetism (5 Units), Applicability-D Last Offered: 2/11, Last Curriculum Date: 12/10/09, Curriculum Revision Date: 12/10/15											
SLO 1A	IDM	DM	DM	IDM	ID				ID	D	SP12
SLO 1B	IDM		IDM	IDM	ID		D		ID	ID	SP12
SLO 1C	D		ID	ID	DM	I	D		IDM	DM	SP13
SLO 2A								DM			SP13



	CC 1(A)	CC 1(B)	CC 2	CC 3(A)	CC 3(B)	CC 3(C)	CC 4(A)	CC 4(B)	CC 5(A)	CC 5(B)	Date of Assessment
<b>PHYS 203</b> – Physics: Optics & Modern Physics (5 Units), Applicability-D Last Offered: 8/11, Last Curriculum Date: 12/10/09, Curriculum Revision Date: 12/10/15											
SLO 1A	IDM	DM	DM	IDM	ID				ID	D	FA12
SLO 1B	IDM		IDM	IDM	ID		M		ID	ID	FA12
SLO 1C	ID		ID	ID	DM	I	M		IDM	DM	FA13
SLO 2A								DM			FA13

## 10. Review of previous recommendations

Mission:

a. Complete the revision of all physics course outlines to better reflect student learning outcomes according to the timeline.

Response: All course outlines were revised except for PHYS 105, because it was deactivated, and PHYS 202/203 which will be revised by the end of Fall 2011.

b. Faculty should continue to research industrial needs for education in emerging technologies (e.g. nanotechnologies) and consider courses to address new career paths.

Response: This recommendation no longer meets our needs.

c. Consider offering Physics 105 Summer '08.

Response: Due to budget cuts, this course was not offered; it is currently deactivated.

d. Faculty should increase participation in activities with local high schools to stimulate physics enrollment.

Response: The physics faculty has worked with Monrovia high school to provide College Prep and Advanced Placement physics workshops.

e. The department should consider developing a new honors course, possibly for Physics 110.

Response: A PHYS110 honors course is not feasible at this time due to budget limitations. We can review the need for such a course in the future.

f. The physics courses are populated by a large number of Asians relative to the general ethnic background of Citrus College students. The Department should consider investigating similar trends in nearby community colleges.

Response: According to the most recent Citrus College data available, this demographic gap has been reduced.

Need:

a. Expose students to science and engineering employment opportunities.

Response: Students were exposed to science and engineering employment opportunities through several internships at Cal State Fullerton, UC-Riverside, and the University of LaVerne. Physics students were encouraged to attend career awareness seminars organized by Citrus College.

b. Continue to develop web pages for the program, classes, and specific instructors.

Response: Faculty use Blackboard, the Pearson Science Portal, and/or the Mastering Physics website to meet this need.

c. Offer the new Physics 110 hybrid distance education course in fall '07.

Response: Due to faculty changes and budget restrictions, this was not possible and does not seem feasible in the future.

d. Consider additional Distance Education offerings. Explore the feasibility of developing a DE course for Physics 111 and 112.

Response: These courses have been re-designed as major prep courses for life science majors and, therefore, the physics faculty feel they are not suitable for DE.

e. Evaluate the need to re-design Physics 111 and 112 as a physics for biology majors course with or without calculus.

Response: These courses have been re-designed as major prep courses for life science majors. Two optional one-unit courses were developed for life science majors who are required to take calculus-based physics for their programs.

Quality:

a. Complete the revision of physics course outlines to better reflect student learning outcomes according to plan.

Response: All physics course outlines were revised, except for PHYS 105 which was deactivated.

b. Labs should continue to maintain state-of-the-art equipment.

Response: Lab equipment and software have been purchased for use in labs and classrooms.

c. Faculty should continue regular contact with peers at other institutions.

Response: Faculty regularly attend local conferences and workshops related to physics pedagogy.

Feasibility:

a. Faculty members should research grants funding for program development in emerging technologies such as nanotechnologies.

Response: Grants in emerging technologies did not seem suitable for Citrus at this time. However, physics faculty were active members of STEM grant writing committees on campus.

b. Determine need for equipment in the area of electricity, magnetism, and modern physics that does not deal with circuit theory.

Response: There was need for new lab equipment for these topics and it was purchased.

c. Incorporate self-correcting computer tutorials such as Mastering Physics into the Physics 202 and 203 discussion sections.

Response: Mastering Physics tutorials have been incorporated into lab and lecture assignments, but were found not appropriate for discussion sections.

d. Despite repeated maintenance requests, air balance and temperature are still not maintained adequately in the PS building. PS 101 is sometimes below 60 degrees at class time and PS 113 does not receive adequate ventilation. A/C ducting should be cleaned of soot.

Response: These maintenance issues were addressed.

e. Utilize basement area (behind PS113 and PS107) to store frequently used lecture demonstration equipment.

Response: The basement area was cleaned out in the spring of 2011 and regularly-used demonstration equipment was moved there.

f. Determine the best utilization of PS121. Consider renovating for use as a seminar/conference room.

Response: PS121 was converted into a multi-purpose room used for discussion sections, department meetings, tutoring, and lectures with small class-sizes. The new design allows better structured discussion and lecture sessions.

Compliance:

a. Review safety features on natural gas shutoffs in lab rooms.

Response: This safety issue has been addressed; natural gas shutoffs have been identified and faculty/staff trained on their locations.

b. Install first aid kits in lab rooms.

Response: First aid kits were installed in the physics stockroom, PS 107, PS 113, and both physics laboratory rooms (PS 101 and PS 125).

## **11. Evaluation Criteria – Mission**

### **Current status**

#### **Commendations**

- a. The physics faculty participated in the High School Fine and Performing Arts Spring Open House.
- b. The physics faculty developed and conducted four "Physics is Fun!" outreach workshops for GATE and non-GATE students from Azusa and Glendora Middle Schools.
- c. Physics faculty and students participated in the AWIS math and science outreach workshop.
- d. A team of physics faculty and students prepared a proposal which was submitted and accepted for participation in the NASA Reduced Gravity Student Flight Program. The team designed, built, and tested an experiment in a microgravity environment on NASA's C-9 "Weightless Wonder" aircraft. Once their data was analyzed, a final report was prepared and submitted by the team to NASA for their review. Throughout the program, the team provided outreach activities to the local communities. See this site for more information:  
<http://www.citruscollege.edu/academics/microgravity/Pages/NASAReducedGravityStudentFlightProgram.aspx>
- e. Physics faculty and students developed and participated in the creation of the Natural and Physical Sciences outreach video. See this site for the video:  
<http://www.citruscollege.edu/stem/Pages/default.aspx>
- f. Physics faculty and students attended STEM Center seminars provided by advanced undergraduate and graduate students from CalPoly Pomona and USC.
- g. Physics faculty have served on grant writing committees for grants related to improving student success in STEM majors as well as faculty development.
- h. Physics faculty have written and submitted several grant proposals to NSF and several private organizations for enhancing the participation of historically under-represented student populations in physics and engineering.

#### **Recommendations**

- a. Develop and implement a physics transfer degree (SB-1440) to facilitate student transfer to CSUs.
- b. Due to very low enrollment of female students in calculus-based physics courses, physics faculty should investigate the feasibility of providing career awareness workshops to this student population to encourage them to pursue careers in physics and engineering.

## **12. Evaluation Criteria – Need**

### **Current status**

#### **Commendations**

- a. The department has revised curriculum to meet the need of students.

- b. Program faculty have participated in outreach to our local elementary, middle and high schools through Open House, GATE science programs, and physics workshops.

#### **Recommendations**

- a. Due to an increase in enrollment in calculus courses and enrollment trends, there is an increased demand for calculus-based physics. Offerings of PHYS 201 should increase to three sections per semester.

### **13. Evaluation Criteria – Quality**

#### **Current status**

#### **Commendations**

- a. Several physics students competed for and received summer internships in physics departments at UCLA, University of LaVerne, and UNLV.
- b. Courses articulate with those at both CSU and UC campuses.
- c. Labs have new and updated equipment.
- d. Program faculty actively participated in recent STEM grant applications. Funds from the grant will allow the department to provide opportunities for students resulting in successful completion of course material and transfer to 4-year institutions.

#### **Recommendations**

- a. Evaluate the necessity of MATH 130 as a pre- or co-requisite for PHYS 110 to ensure student success in achieving SLOs.
- b. Evaluate the necessity of PHYS 110 and/or high school physics as a prerequisite for PHYS 201 to ensure student success in achieving SLOs.
- c. Change the MATH 190 co-requisite to a pre-requisite for PHYS 201. This will increase student success in PHYS 201, make PHYS 201 meet the physics transfer degree requirements, and enhance articulation agreements.
- d. Revise PHYS 202 and PHYS 203 course outlines to re-establish the articulation agreement with CalPoly Pomona.
- e. Modify course content in PHYS 202 and 203 to move thermodynamics to PHYS 202 so that it is covered right after PHYS 201. These changes would allow modern physics to be covered more in depth and ensure student success in achieving SLOs.
- f. Pursue the re-activation and offering of PHYS 105 as an additional general education course because it is the only non-lab physics course to provide options for students. Explore the possibility of offering it as a DE course during intersession.
- g. Evaluate the feasibility of a one unit special topics research seminar to better prepare students for careers in engineering and advanced coursework.

## **14. Evaluation Criteria – Feasibility**

### **Current status**

#### **Commendations**

- a. Physics faculty actively incorporate technology into the instructional program.
- b. Funds from the STEM grant have been used to provide research opportunities for students and facilitate their transfer to 4-year institutions.

#### **Recommendations**

- a. Evaluate the feasibility of offering PHYS 203 as an 8-week summer course so that students can finish the calculus-based physics series in one year.
- b. Evaluate the feasibility of remodeling PS 125 and/or PS 106 for studio-style lecture and lab.
- c. The physics program needs a dedicated 100% lab technician.

## **15. Evaluation Criteria – Compliance**

### **Current status**

#### **Commendations**

- a. Defibrillator was placed outside physics labrooms.

#### **Recommendations**

- a. Lighting and seating in PS and LH lecture halls are inadequate; in particular, some seating is unsafe.

## 16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	100% lab tech personnel	GR, LR & ER	SEP 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Lighting and seating in PS and LH lecture halls	GR, LR & ER	SEP 2012	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Create transfer degree	GR & LR	Dec 2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Review course outlines & update course outlines for PHYS 201, 202, 203 and 110	GR & LR	DEC 2011	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Increase offerings of PHYS 201	LR & ER		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Evaluate feasibility of offering PHYS 203 as an 8-week summer course	GR, LR & ER	Mar 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Evaluate feasibility of PS 125/PS 106 remodel for studio-style lecture/lab.	GR, LR & ER	DEC 2013	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Evaluate feasibility of offering PHYS 105 (possibly as DE)	GR, LR & ER	DEC 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Evaluate the feasibility of a one unit special topics research seminar	GR, LR & ER	DEC 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Women in Engineering career awareness workshops	GR, LR & ER	GR, LR & ER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

## 17. Budget Recommendations

Resources are needed in the following areas:

### Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

### Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
100% Lab technician	Necessary for meeting all SLOs	Q	B

### Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
Remodeling of current lab rooms	studio-style lectures and labs will improve student learning	PS125 PS101	QF	C
Remodeling PS 106 for studio-style lecture and/or lab.	studio-style lectures and labs will improve student learning	PS106	QF	C
Replace seating and lighting in LH and PS	safety issue	LH 101 LH102 LH 103	F	A

### Computers / Software (Tecs)

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

### Equipment

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

### 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: (Note: When discussing priority, consider the following and address in Column 2)**

**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>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	3.0	4.0	4.0	4.0	4.0	3.0
4	Sections Offered	20.0	21.0	19.0	16.0	14.0	16.0
5	Morning Sections	12.0	11.0	11.0	7.0	9.0	10.0
6	Afternoon Sections	6.0	8.0	6.0	7.0	3.0	3.0
7	Evening Sections	2.0	2.0	2.0	2.0	2.0	3.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	147	160	153	123	133	178
14	Weekly Student Contact hours (WSCH)	3164.6	2755.4	2558.8	887.0	1117.1	1478.1
15	Full-Time Equivalent Students (FTES)	108.5	94.5	87.7	27.4	34.5	45.6
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	7.6	7.9	7.1	2.6	3.1	3.1
17	Credit Reimbursement Rate	\$2,922.3 0	\$3,259.7 1	\$3,476.3 4	\$3,668.2 8	\$3,834.4 6	\$3,834.4 6
<b>Program Operation</b>							
18	WSCH/FTEF	418.6	349.2	358.9	343.8	361.5	470.7
19	FTES/FTEF	14.4	12.0	12.3	10.6	11.2	14.5
20	Fill Rate at Census	17.5	16.8	19.5	62.6	85.6	101.9
<b>Program Success</b>							
21	Course Retention	89.1	93.1	92.8	93.5	91.0	90.4
22	Course Success	71.4	73.8	75.2	78.9	69.9	77.0

	<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				1.0	1.0	1.0
4	Sections Offered				2.0	2.0	3.0
5	Morning Sections				1.0	1.0	2.0
6	Afternoon Sections				1.0	1.0	1.0
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections				2.0	2.0	3.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections				0.0	0.0	0.0
13	Enrollment				20	29	37
14	Weekly Student Contact hours (WSCH)				133.2	225.6	311.1
15	Full-Time Equivalent Students (FTES)				4.1	7.0	9.6
	<b>Program Resources</b>						
16	Full-Time Equivalent Faculty (FTEF)				0.4	0.4	0.7
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				360.0	524.5	457.5
19	FTES/FTEF				11.1	16.2	14.1
20	Fill Rate at Census				79.2	112.5	77.1
	<b>Program Success</b>						
21	Course Retention				95.0	93.1	100.0
22	Course Success				75.0	82.8	91.9

<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	3.0	4.0	3.0	4.0	4.0	3.0
4	Sections Offered	20.0	21.0	18.0	14.0	15.0	15.0
5	Morning Sections	12.0	12.0	11.0	8.0	9.0	10.0
6	Afternoon Sections	6.0	7.0	5.0	4.0	3.0	2.0
7	Evening Sections	2.0	2.0	2.0	2.0	3.0	3.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
12	DistanceEd Short-Term Sections						
13	Enrollment	194	179	142	132	171	190
14	Weekly Student Contact hours (WSCH)	3355.0	2997.5	2422.9	1000.7	1389.6	1510.8
15	Full-Time Equivalent Students (FTES)	115.0	102.8	83.1	30.9	42.9	46.6
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	7.6	7.9	6.8	2.8	3.4	4.4
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	443.8	379.9	355.8	358.7	414.8	343.4
19	FTES/FTEF	15.2	13.0	12.2	11.1	12.8	10.6
20	Fill Rate at Census	20.4	19.7	15.3	79.0	91.1	147.4
<b>Program Success</b>							
21	Course Retention	93.3	96.1	96.5	92.4	94.7	96.3
22	Course Success	67.0	76.0	83.8	74.2	72.5	68.9

	<b>Key Performance Indicators</b>	Summer0 4	Summer0 5	Summer0 6	Summer0 7	Summer0 8	Summer0 9
		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	1.0	1.0	1.0	1.0	1.0	1.0
4	Sections Offered	1.0	1.0	1.0	1.0	3.0	2.0
5	Morning Sections	1.0	1.0	1.0	1.0	3.0	2.0
6	Afternoon Sections						
7	Evening Sections						
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	1.0	1.0	1.0	1.0	3.0	2.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
13	Enrollment	26	25	13	14	41	32
14	Weekly Student Contact hours (WSCH)	177.0	126.0	71.2	82.8	270.6	243.4
15	Full-Time Equivalent Students (FTES)	6.1	4.3	2.4	2.8	8.4	7.5
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	0.4	0.2	0.2	0.2	0.5	0.4
17	Credit Reimbursement Rate	<b>\$2,922.3 0</b>	<b>\$3,259.7 1</b>	<b>\$3,476.3 4</b>	<b>\$3,668.2 8</b>	<b>\$3,834.4 6</b>	<b>\$3,834.4 6</b>
<b>Program Operation</b>							
18	WSCH/FTEF	465.9	572.7	323.5	376.5	501.1	579.5
19	FTES/FTEF	16.0	19.6	11.1	12.9	15.5	17.9
20	Fill Rate at Census	104.2	150.0	66.7	58.3	84.7	129.2
<b>Program Success</b>							
21	Course Retention	96.2	100.0	100.0	100.0	100.0	96.9
22	Course Success	84.6	64.0	84.6	92.9	82.9	93.8

			04-05		05-06		06-07		07-08		08-09		09-10	
			Year1		Year2		Year3		Year4		Year5		Year6	
<b>Gender</b>														
PHYS	Female		113	33.9%	103	34.9%	88	32.2%	69	28.8%	115	35.1%	114	29.5%
PHYS	Male		220	66.1%	192	65.1%	185	67.8%	168	70.0%	203	61.9%	263	68.0%
PHYS	Missing								3	1.3%	10	3.0%	10	2.6%
PHYS	Total		333	100.0%	295	100.0%	273	100.0%	240	100.0%	328	100.0%	387	100.0%
<b>Age</b>														
PHYS	19 or younger		95	28.5%	102	34.6%	82	30.0%	57	23.8%	120	36.6%	153	39.5%
PHYS	20-24		162	48.6%	154	52.2%	153	56.0%	122	50.8%	155	47.3%	183	47.3%
PHYS	25-29		34	10.2%	26	8.8%	28	10.3%	35	14.6%	29	8.8%	28	7.2%
PHYS	30-34		14	4.2%	3	1.0%	5	1.8%	12	5.0%	10	3.0%	9	2.3%
PHYS	35-39		12	3.6%	4	1.4%	2	0.7%	5	2.1%	5	1.5%	6	1.6%
PHYS	40-49		13	3.9%	3	1.0%	2	0.7%	4	1.7%	7	2.1%	6	1.6%
PHYS	50 and above		2	0.6%	3	1.0%	1	0.4%	4	1.7%	2	0.6%	2	0.5%
PHYS	Missing		1	0.3%					1	0.4%				0.0%
PHYS	Total		333	100.0%	295	100.0%	273	100.0%	240	100.0%	328	100.0%	387	100.0%
<b>Ethnicity</b>														
PHYS	Asian		110	33.0%	108	36.6%	81	29.7%	74	30.8%	68	20.7%	47	12.1%
PHYS	Black or African													
PHYS	American		13	3.9%	9	3.1%	13	4.8%	3	1.3%	9	2.7%	8	2.1%
PHYS	Hispanic/Latino		79	23.7%	77	26.1%	77	28.2%	61	25.4%	100	30.5%	116	30.0%
PHYS	American Indian or													
PHYS	Alaska Native								3	1.3%	2	0.6%	1	0.3%
PHYS	Native Hawaiian or													
PHYS	Other Pacific Islander								1	0.4%	3	0.9%		0.0%
PHYS	White		99	29.7%	80	27.1%	81	29.7%	64	26.7%	82	25.0%	68	17.6%
PHYS	Two or More Races												3	0.8%
PHYS	Unknown/Non-													
PHYS	Respondent		32	9.6%	21	7.1%	21	7.7%	34	14.2%	64	19.5%	144	37.2%
PHYS	Total		333	100.0%	295	100.0%	273	100.0%	240	100.0%	328	100.0%	387	100.0%
<b>Educational Goal</b>														
PHYS	Degree & Transfer		132	39.6%	116	39.3%	115	42.1%	20	8.3%	70	21.3%	146	37.7%
PHYS	Transfer		127	38.1%	112	38.0%	106	38.8%	13	5.4%	34	10.4%	65	16.8%
PHYS	AA/AS		11	3.3%	16	5.4%	9	3.3%	7	2.9%	38	11.6%	33	8.5%
PHYS	License		9	2.7%	11	3.7%	8	2.9%						
PHYS	Certificate		6	1.8%	5	1.7%	3	1.1%					1	0.3%
PHYS	Job Skills		9	2.7%	4	1.4%	5	1.8%	7	2.9%	19	5.8%	13	3.4%
PHYS	Basic Skills								8	3.3%	19	5.8%	2	0.5%
PHYS	Personal										1	0.3%	19	4.9%
PHYS	Undecided								23	9.6%	27	8.2%	44	11.4%
PHYS	Not Reported		39	11.7%	31	10.5%	27	9.9%	162	67.5%	120	36.6%	64	16.5%
PHYS	Total		333	100.0%	295	100.0%	273	100.0%	240	100.0%	328	100.0%	387	100.0%



## J. 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 authorize the Director of Performing Arts to sign contracts for the 2012-2013 schedule of events for the Haugh Performing Arts Center. (Page )
- d. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. (Page )
- e. Authorization is requested to allow staff to prepare specifications and formally bid the Tech C Building, Esthetician Remodel project. The project will be funded from Fund 42, Measure C Bond. Award of contract will be by Board action. (Page )
- f. Authorization is requested to reject all bids received for Bid# 02-1112, Fountain Quad Concrete Work Project, and direct the re-bidding of the project. (Page )

**(CONTINUED)**



## **Personnel Recommendations**

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



**INDEPENDENT CONTRACTOR AGREEMENT**  
**Board of Trustees Meeting – December 6, 2011**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Adolph Ziemba, AIA & Associates, Inc.	\$65,500.00max	Bond	12/7/11- Project Completion	Architectural Services Tech C Remodel
R2A Architecture	\$20,000.00max	Bond	11/14/11- Project Completion	Additions to Hayden Hall FPP
<u>CENTER FOR TEACHER EXCELLENCE</u>				
Solano, Dr. Alberto	\$5,000.00max	Grant	1/1/12-9/30/12	Consultant for CTE Project & Activity Directors
<u>CHILD DEVELOPMENT CENTER</u>				
Alvidrez, Maria Dolores	\$1,137.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Foster Care Ed
Omar, Maldonado	\$24,600.00max	Grant	1/1/12-6/30/12	Outreach Advisor for Foster Youth
<u>CONTINUING EDUCATION</u>				
BDI DataLynk, LLC	\$450.00pp	Fees	6/23/12-6/24/12	Certified Fiber Optics Splicing Specialist (CFOS/S)
BDI DataLynk, LLC	\$450.00pp	Fees	4/21/12-4/22/12	Certified Fiber Optics Splicing Specialist (CFOS/S)
BDI DataLynk, LLC	\$450.00pp	Fees	1/28/12-1/29/12	Certified Fiber Optics Splicing Specialist (CFOS/S)
BDI DataLynk, LLC	\$450.00pp	Fees	6/21/12-6/22/12	Certified Fiber Optics Specialist Testing & Maintenance (CFOS/T)
BDI DataLynk, LLC	\$450.00pp	Fees	4/19/12-4/20/12	Certified Fiber Optics Specialist Testing & Maintenance (CFOS/T)
BDI DataLynk, LLC	\$450.00pp	Fees	1/26/12-1/27/12	Certified Fiber Optics Specialist Testing & Maintenance (CFOS/T)
BDI DataLynk, LLC	\$475.00pp	Fees	6/18/12-6/20/12	Certified Fiber Optics Technician
BDI DataLynk, LLC	\$475.00pp	Fees	4/16/12-4/18/12	Certified Fiber Optics Technician
BDI DataLynk, LLC	\$475.00pp	Fees	1/23/12-1/25/12	Certified Fiber Optics Technician
Binder, Farla	40% of fees	Fees	3/6/12-3/6/12	Special Event & Wedding Planning
Carter, Jethro	40% of fees	Fees	3/17/12-3/17/12	Think Healthy, Be Thin, Stay Thin
Carter, Jethro	40% of fees	Fees	5/12/12-5/12/12	Self-Hypnosis Stress Reduction
Francis, Pam	50% of fees	Fees	3/10/12-3/10/12	Acupressure for Headaches and Backaches
Francis, Pam	50% of fees	Fees	4/14/12-4/14/12	Acupressure Facial
Francis, Pam	50% of fees	Fees	6/9/12-6/9/12	Acupressure for Everyday Stress
Francis, Pam	50% of fees	Fees	2/11/12-2/11/12	Swedish Massage
Francis, Pam	50% of fees	Fees	5/12/12-5/12/12	Reflexology: Foot Massage
Francis, Pam	50% of fees	Fees	1/21/12-1/21/12	15 Min Chair Massage
Ingersoll, Juliann	40% of fees	Fees	1/12/12-2/23/12	Beginning Spanish I
Ingersoll, Juliann	40% of fees	Fees	3/1/12-4/12/12	Beginning Spanish II
KGP Consulting, LLC	40% of fees	Fees	1/21/12-1/22/12	Intro to Medical Insurance Billing
KGP Consulting, LLC	40% of fees	Fees	1/29/12-1/29/12	Workers Comp & Personal Injury
KGP Consulting, LLC	40% of fees	Fees	1/28/12-1/28/12	Advanced Medical Insurance Billing
KGP Consulting, LLC	40% of fees	Fees	1/21/12-1/29/12	Medical Insurance Billing Certificate
KGP Consulting, LLC	40% of fees	Fees	1/28/12-1/28/12	Start a Medical Billing Service
KGP Consulting, LLC	40% of fees	Fees	1/29/12-1/29/12	Computerized Medical Ins Billing
Krusemark, LeeAnne	50% of fees	Fees	2/27/12-2/27/12	Meet the Publisher – Get Your Manuscript Critiqued
Krusemark, LeeAnne	50% of fees	Fees	2/27/12-2/27/12	Beginner's Guide to Getting Published
Krusemark, LeeAnne	50% of fees	Fees	2/27/12-2/27/12	Typing/Word Processing Business
Krusemark, LeeAnne	50% of fees	Fees	2/27/12-2/27/12	Successful Home Based Business

Moran, Elaine	40% of fees	Fees	2/28/12-2/28/12	Get Paid to Shop
Napoli, William	40% of fees	Fees	3/3/12-3/3/12	Spectacular PowerPoint 2007
Napoli, William	40% of fees	Fees	3/10/12-3/17/12	Photo Magic-Adobe Photoshop CS4
Nicholson, Kellie	40% of fees	Fees	3/13/12-3/27/12	Business of Bartending
Notary Public Seminars	40% of fees	Fees	4/7/12-4/7/12	Renew Your Notary Commission
Notary Public Seminars	40% of fees	Fees	4/7/12-4/7/12	Become a Notary in One Day
Notary Public Seminars	40% of fees	Fees	4/7/12-4/14/12	Become a Child Visitation Monitor
Pappas, Margaret	50% of fees	Fees	2/7/12-2/7/12	Unclutter Your Mind
Rounds, Miller & Associates	40% of fees	Fees	1/28/12-1/28/12	Cashing In On Your Ideas & Inventions
Rounds, Miller & Associates	40% of fees	Fees	1/28/12-1/28/12	Extreme Couponing
Rounds, Miller & Associates	40% of fees	Fees	1/28/12-1/28/12	Building Your Own Website
Rounds, Miller & Associates	40% of fees	Fees	1/28/12-1/28/12	Clutterology Eliminate Clutter in Your Life & Get Organized
Tucker, Raymond	50% of fees	Fees	1/28/12-1/28/12	Fun With Flowers #1
Tucker, Raymond	50% of fees	Fees	2/4/12-2/4/12	Fun With Flowers #2
Tucker, Raymond	50% of fees	Fees	3/10/12-3/10/12	Fun With Flowers #3
Tucker, Raymond	50% of fees	Fees	4/28/12-4/28/12	Fun With Flowers #4
Tucker, Raymond	50% of fees	Fees	5/19/12-5/19/12	Fun With Flowers #5
Tucker, Raymond	50% of fees	Fees	6/16/12-6/16/12	Fun With Flowers #6
Turpurins, Sandra	40% of fees	Fees	1/21/12-1/21/12	Success as a First Time Home Buyer
Yoon, Edward	40% of fees	Fees	5/3/12-5/10/12	Retirement Planning Today
Yoon, Edward	40% of fees	Fees	2/2/12-2/9/12	Retirement Planning Today
Yoon, Edward	40% of fees	Fees	5/12/12-5/19/12	Retirement Planning Today
Yoon, Edward	40% of fees	Fees	1/24/12-1/31/12	Retirement Planning Today
Zimmerman, Kathy	40% of fees	Fees	2/2/12-2/2/12	Feng Shui Basics and Beyond
<u>CONTRACT EDUCATION</u>				
Lippman, Nicholas	\$500.00max	Fees	11/18/11-11/19/11 <i>Revision</i>	Music Business Instructor for Kenshu Students
<u>FINE AND PERFORMING ARTS</u>				
Bauer, Alisha	\$4,500.00max	District	12/7/11-6/30/12	Musician Services
<u>HEALTH SCIENCES</u>				
Abbassi, Sarah DMD, MSD	no fee	no fee	12/6/11-ongoing	Clinical Educaiton
Lee, Gary DDS	no fee	no fee	12/6/11-ongoing	Clinical Education

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



**Use of Facilities  
December 6, 2011**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	11/7 & 11/8/11	\$760.00
3D Theatrical	Recording Arts Studio	Vocal Overdubbing	11/9 & 11/10/11	\$1,650.00
House of Aaron	Recording Arts Studio	Vocal Overdubbing	11/12 & 11/13/11	\$800.00
San Dimas High School	Stadium & Locker Rooms	Football Game	11/17/2011	\$2,600.00 plus additional labor if required
Azusa High School	Stadium & Locker Rooms	Football Game	11/18/2011	\$2,600.00 plus additional labor if required
BL4 Productions	Pool and AQ100	TV Show Filming	11/21, 11/22 & 11/23/11	\$8,100.00 plus additional labor if required
Azusa High School	Stadium & Locker Rooms	Football Game	11/25/2011	\$2,600.00 plus additional labor if required
FLS International	Campus Center East Wing	Orientation	12/12/11, 1/23/12 and 2/2012	\$1,012.50 plus additional labor if required
FLS International	Campus Center East Wing	Host Family Pick Up	12/9/2011	\$337.50 plus additional labor if required
FLS International	P3-105	Orientation	12/26/2011	\$50.00 plus additional labor if required
FLS International	LH101 and LH103	Orientation	1/9/2012	\$100.00 plus additional labor if required
Fusion Football Clinic	Football Practice Field	Football Evaluation	3/10/2012	\$300.00 plus additional labor if required
Greg & Steve Productions	Performing Arts Center	Educational Childrens Concert	4/26/2012	\$1,950.00 plus additional labor if required



**2012-2013 Season Events: Haugh Performing Arts Center**

SUBJECT TO CHANGE

**Evenings at Eight Schedule** (12 events)

Friday, October 20, 2012	Musical Theatre Workshop: <i>title tba</i>
Saturday, November 3, 2012	Piano prodigy Ethan Bortnick
Saturday, November 17, 2012	Royal Drummers of Barundi
Friday, December 15, 2012	Christmas Is. . .
Saturday, January 19, 2013	101 Years of Broadway Song and Dance
Saturday, February 9, 2013	Celtic Crossroads
Saturday, March 2, 2013	State Ballet of Russia: <i>Swan Lake</i>
Friday, March 15, 2013	Citrus & APU: Battle of the Bands
Friday, April 12, 2013	Musical Theatre Workshop: <i>title tba</i>
Saturday, May 4, 2013	The Intergalactic Nemesis
Friday, May 17, 2013	Citrus Singers 2013
Saturday, June 1, 2013	Andrea Marcovicci: <i>I'll Be Seeing You</i>

**Sundays at 2 Schedule** (13 events)

Sunday, October 7, 2012	Randy Newman
Sunday, October 21, 2012	Musical Theatre Workshop: <i>title tba</i>
Sunday, November 11, 2012	The 39 Steps
Sunday, December 2, 2012	Christmas Is. . .
Sunday, January 13, 2013	The Highwaymen
Sunday, January 27, 2013	<i>Nunset Boulevard</i> with Cindy Williams
Sunday, February 3, 2013	Garrison Keillor
Sunday, February 17, 2013	Paco Peña
Sunday March 10, 2013	Asleep at the Wheel
Sunday, March 24, 2013	<i>Here to Stay</i> : the Gershwin Songbook
Sunday, April 14, 2013	Music Theatre Workshop: <i>title tba</i>
Sunday, April 28, 2013	John Davidson
Sunday, May 19, 2013	Citrus Singers 2013



**2012-2013 Season Events: Haugh Performing Arts Center**

SUBJECT TO CHANGE

**2012-2013 Saturday Series for Kids**

**Saturdays at 1:30 & 3:30 PM**

**PRELIMINARY SCHEDULE**

Saturday, November 10, 2012

**Treasure Island**  
Windwood Theatricals

Saturday, January 12, 2013

**Choo-Choo Soul with Genevieve**

Saturday, January 26, 2013

**Huckleberry Finn**

Saturday, February 16, 2013

**Treasured Stories of Eric Carle**  
Mermaid Theatre of Nova Scotia

Saturday, February 23, 2013

**The Three Little Pigs**  
Dallas Children's Theatre

Saturday, March 9, 2013

**Ramona Quimby**  
Theatreworks USA

Saturday, March 23, 2013

**Beauty and the Beast**  
American Family Theatre

Saturday, April 6, 2013

**Pinkalicious**  
Vital Theatre Company

Saturday, April 20, 2013

**Skippy Jon Jones**  
American Family Theatre

funding: ASO 18-352

Artist fee budget for season: \$48,000



## December 6, 2011 Surplus List

Line	Qty	Description	Serial Number	CCD	CDC
1	1	ABC Computer	0220066955		5002
2	1	ABC Computer	0103066895		5042
3	1	ABC Computer	0220066959		5012
4	1	ABC Computer	055067059		5129
5	1	ABC Computer	0103066909		
6	1	ABC Computer	0220066963		5001
7	1	ABC Computer	0515067052		5121
8	1	ABC Computer	1122024949	3359	
9	1	ABC Computer	0217046426	3666	
10	1	ABC Computer	0128076421	3531	
11	1	ABC Computer	0525056777		4820
12	1	ABC Computer	0607056806		4161
13	1	ABC Computer	0612067120		5240
14	1	ABC Computer	0315066998		5025
15	1	ABC Computer	0110054669		4075
16	1	Asante Switch	000944775837		
17	1	Asante Switch	550U0097		
18	1	Computer	0105014475	1311	5982
19	1	Computer	0035485448	4436	
20	1	Computer	15627410UAM86Y1A	2202	7626
21	1	Computer	0525056782	4818	
22	1	Computer	0418014603	0289	7434
23	1	Computer	0028452696	2103	
24	1	Computer	0030206685	3825	
25	1	Computer	0028452719	2899	
26	1	Computer	0035944699	5676	
27	1	Computer	0030206684	3593	
28	1	Computer	0035440570	4427	
29	1	Computer	0226993366		4291
30	1	Computer	0820014778	2382	7397
31	1	Computer	557464002	3146	5258
32	1	Crown Amplifier	809174		
33	1	Drawing Tablet	1HJP01498		7229
34	1	Fax machine	U56575M3J960974	3541	
35	1	Fax machine	U56575D3J397321		6144

36	1	GW Computer	0036021886		5739
37	1	GW Computer	0036021875		5730
38	1	GW Computer	1099494635		3570
39	1	GW Computer	0029369932		2490
40	1	Monitor	PSN052823511	5196	
41	1	Monitor	902011410410		7103
42	1	Monitor	PSN052824412	5067	
43	1	Monitor	PSN052823832	5159	
44	1	Monitor	PSN052824460		
45	1	Monitor	P210506C2143	4482	
46	1	Monitor	PSN052823527	4944	
47	1	Monitor	P21044704561	4684	
48	1	Monitor	HD80J6004341		5448
49	1	Projector	SB7361029	7351	
50	1	Projector	SG2510049	1139	
51	1	Projector	0003051	2155	
52	1	Projector	LVP525OU	1193	
53	1	Sony Vaio Laptop Computer	28397504300079	7458	1298
54	1	TeCS Computer	1108044661		5469
55	1	Toshiba Laptop Computer	39567375A		
56	1	Toshiba Laptop Computer	X0022065U		
57	1	Toshiba Laptop Computer	29457965A	5420	7328
58	1	Battery backup (UPS)	2A22840303206		
59	1	Viewsonic Monitor	PXY661003211		
60	1	Viewsonic Monitor	PZ1044704264		4710
61	1	Large grey engine stand			
62	1	1982 Ford Cube Truck model 700	VIN: IFDNR74N2CVA33112		
63	1	Desk			
64	3	Detroit diesel engines			No Citrus tags
65	1	DoAll Band Saw	Serial # 234-712037		No Citrus tags
66	1	DoAll Contour Machine	Serial # 290-712046, model # DBW-15		Citrus Barcode # 000424
67	2	Dual headed grinders			

68	3	Engine stands (blue)			No Citrus tags
69	13	Engine stands (red)			No Citrus tags
70	1	Hino Engine	Model # J05-TA		
71	1	Isuzu Hombre Pickup Truck, multicolor, unknown year	VIN: EXP3144		
72	1	Medium sized grey cabinet			
73	1	Rear axle			
74	1	Small black media cart			
75	1	Steel work table			
76	1	Storage cabinet			
77	1	Tamco Cylinder Head Machine	Serial # 574244, model # VGS-20000		Citrus Barcode # 000427
78	1	VanNorman Portable Boring Bar	Serial # 130, model # 866815		BLUE Citrus tag # 1249
79	1	Wooden/metal podium			



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	December 6, 2011	Resolution	_____
SUBJECT:	Bid Rejection, Bid# 02-1112, Fountain Quad Concrete Work Project	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

On Thursday, November 17, 2011, District staff opened Bid# 02-1112, Fountain Quad Concrete Work Project. Two bids were received. The low bid was rejected as non-responsive. The second bid's base bid amount was more than double the base bid amount of the rejected low bid. Staff recommends that the Board of Trustees reject all bids and direct the re-bidding of the project.

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

RECOMMENDATION

Authorization is requested to reject all bids received for Bid# 02-1112, Fountain Quad Concrete Work Project, and direct the re-bidding of the project.

Carol R. Horton  
Recommended by

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

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

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

Item No. J.1.f.

CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

#02-1112 Fountain Quad Concrete  
Bid Opening: Thursday, November 17, 2011, 3:00 p.m.  
Purchasing Office

Bidder	Base Bid	Alternate #1	Alternate #2	
1) Lamb & Sons Construction	\$60,000.00	\$28,300.00	\$27,300.00	(rejected)
2) 4-Con Engineering, Inc.	\$126,000.00	\$61,000.00	\$58,000.00	





**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Alvarez, Oscar	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$44.90 hr.
Anderson-McGill, Taylor	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Arroyo, Yolanda	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Aurelio, Joanne	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Avila, Naomi	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90 hr.
Baeza, Michelle	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Bartolf, Carl	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$44.90 hr.
Beckenham, Sue	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$44.90 hr.
Borja, Patrick	Instructor	Hourly as needed	Accounting	01/01/12	06/30/12	\$50.72 hr.
Brower, Cecil	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$44.90 hr.
Brown, Diane	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Burch, Emily	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90 hr.
Burgos, Miriam	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$44.90 hr.
Burlingame, Robert	Instructor	Hourly as needed	Accounting	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Byaleero, Fred	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$44.90 hr.
Castillo, Claudia	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72 hr.
Cendejas, Diane	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Chan, Linda	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Chhabra, Usha	Librarian	Hourly as needed	Library	01/01/12	06/30/12	\$44.90 hr.
Creamer, Fred	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$44.90 hr.
De Anda, Alma	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
DeLong, Linda	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$44.90 hr.
Dery, Kenneth	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Desimone, Natalie	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90 hr.
Dillibe, Anne	Librarian	Hourly as needed	Library	01/01/12	06/30/12	\$44.90 hr.
Dingwall, Stephanie	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Dominic, Alice	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$44.90 hr.
Durfield, Timothy	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$50.72 hr.
Durfield, Timothy	Instructor	Hourly as needed	Real Estate	01/01/12	06/30/12	\$50.72 hr.
Entus, Robert	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Farahani, Badieh	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72 hr.
Farnum, Martin	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Fasulyan, Aygush	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Figueroa, Mabel	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Fischella, James	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$44.90 hr.
Flores, Richard	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$50.72 hr.
Foley, William	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$44.90 hr.
Fuller, Elizabeth	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Gamboa, Robert	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90 hr.
Gerfen, Tom	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$44.90 hr.
Gerloff Walker, Christine	Librarian	Hourly as needed	Library	01/01/12	06/30/12	\$44.90 hr.
Ghidella, Richard	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$50.72 hr.
Ghidella, Richard	Instructor	Hourly as needed	Real Estate	01/01/12	06/30/12	\$50.72 hr.
Goodman, Robert	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72 hr.
Grinsdale, Marilyn	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$50.72 hr.
Gropp, Barry	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Grossman, Bruce	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$50.72	hr.
Han, June	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72	hr.
Hathaway, George	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72	hr.
Henderson, Jeff	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$44.90	hr.
Hester, Dana	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72	hr.
Hester, Dana	Biology Lab Coordinator	Hourly as needed	Biology	01/01/12	06/30/12	\$50.72	hr.
Hollenshead, Marcia	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Iott, Becky	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90	hr.
Iott, Becky	Coordinate external evaluation of "Encourage and Engage Women in Engineering"	Stipend	Engineering Information Foundation Grant	01/01/12	12/31/12	\$400.00	tl.
Jabara, Micheline	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$44.90	hr.
James, Rhoda	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$50.72	hr.
James, Rhoda	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$50.72	hr.
Jensen, Scott	Instructor	Hourly as needed	Accounting	01/01/12	06/30/12	\$44.90	hr.
Johnson, David	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Kaisler, Denise	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72	hr.
Kapoor, Anil	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Kennedy, Susan	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48	hr.
Kinney, Michael	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Kondo, Arnold	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72	hr.
Lee, Monica	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Li, Xiaoyan	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Longyear, Alicia	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72	hr.
Maldonado, Maura	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48	hr.
Martin, Patricia	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$44.90	hr.
Maschler, Katherine	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$44.90	hr.
McBurney, Robin	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72	hr.
McCabe, Dale	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
McCrumby, Elayne	Instructor	Hourly as needed	Accounting	01/01/12	06/30/12	\$44.90	hr.
McFadden, Michelle	Instructor	Hourly as needed	Cosmetology	01/03/12	06/30/12	\$44.90	hr.
McLeod, Jennifer	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72	hr.
Medrano, Esmeralda	PAGE Program	Stipend	Race to STEM Grant	01/03/12	02/10/12	\$3,000.00	tl.
Medrano, Esmeralda	PAGE Program	Stipend	Race to STEM Grant	02/22/12	06/15/12	\$6,000.00	tl.
Mercurio, Vince	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72	hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Miles, Terrence	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72 hr.
Miller, Mark	Instructor	Hourly as needed	Accounting	01/01/12	06/30/12	\$44.90 hr.
Montgomery, Robert	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Mustain, James	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$50.72 hr.
Nguyen, Anh	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Nichols, Sarah	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Opulencia, Cherlou	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$44.90 hr.
Perry, Virginia	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Pineda, Selene	Librarian	Hourly as needed	Library	01/01/12	06/30/12	\$44.90 hr.
Plug, Michelle	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72 hr.
Praeger, Karen	Librarian	Hourly as needed	Library	01/01/12	06/30/12	\$44.90 hr.
Ramos, Gloria	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72 hr.
Reeder, Bonnie	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Resch, Amy	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$44.90 hr.
Richard, Levi	Instructor	Hourly as needed	Business	01/01/12	06/30/12	\$50.72 hr.
Richardson, Patricia	Instructor	Hourly as needed	Accounting	01/01/12	06/30/12	\$44.90 hr.
Richardson, Patricia	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>	
Riderer, Lucia	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72	hr.
Riderer, Lucia	Coordinate external evaluation of "Encourage and Engage Women in Engineering"	Stipend	Engineering Information Foundation Grant	01/01/12	12/31/12	\$2,307.00	tl.
Riderer, Lucia	SIGMA Peer Mentor Faculty Lead	Stipend	Race to STEM Grant	01/03/12	02/10/12	\$1,750.00	tl.
Riderer, Lucia	SIGMA Peer Mentor Faculty Lead	Stipend	Race to STEM Grant	02/22/12	06/15/12	\$3,500.00	tl.
Rivadeneira, Justina	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72	hr.
Rodriguez, Andrea	Instructor	Hourly as needed	Real Estate	01/01/12	06/30/12	\$44.90	hr.
Ryba, David	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$50.72	hr.
Sanchez, Raul	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72	hr.
Schumacher, Barbara	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48	hr.
Schwitkis, Kent	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Shimano, Brooke	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Shimokawa, Kristie	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72	hr.
Singer, Alexander	Instructor	Hourly as needed	Music	02/01/12	06/30/12	\$44.90	hr.
Smolin, Robert	Instructor	Hourly as needed	Accounting	01/01/12	06/30/12	\$50.72	hr.
Smyth, Nathaniel	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90	hr.
Solis, Robert	Instructor	Hourly as needed	Computer Science & Information Technology	01/01/12	06/30/12	\$50.72	hr.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
DECEMBER 6, 2011**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Soll, Debra	Instructor	Hourly as needed	Office Technology	01/01/12	06/30/12	\$44.90 hr.
Stoltz, Gregg	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Sweeney, Kathryn	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Swinney, Jacqueline	Librarian	Hourly as needed	Library	01/01/12	06/30/12	\$44.90 hr.
Tran, Hong	Permit Teacher	Hourly as needed	Orfalea Family Children's Center	01/01/12	06/30/12	\$18.48 hr.
Tucker, Gail	Skills Lab Coordinator	50% Reassigned Time	Health Sciences	01/01/12	06/30/12	
Villa, Lisa	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72 hr.
Villegas, Laura	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72 hr.
Villeneuve, Louisa	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Wagner, Alexander	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Watson, Dawn	Instructor	Hourly as needed	Real Estate	01/01/12	06/30/12	\$44.90 hr.
Weaver, Pablo	Instructor	Hourly as needed	Physical & Natural Sciences	01/01/12	06/30/12	\$44.90 hr.
Yee, Stephanie	Counselor	Hourly as needed	Counseling	01/01/12	06/30/12	\$50.72 hr.

**ACADEMIC EMPLOYEES  
2011-2012 LAB SUPERVISORS  
DECEMBER 6, 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>
Anderson-McGill, Taylor	A	STEM	01/01/12	06/30/12	2-3	\$32.69
Chan, Linda	A	STEM	01/01/12	06/30/12	4-3	\$36.23
DeAnda, Alma	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Dery, Kenneth	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Dingwall, Stephanie	A	STEM	01/01/12	06/30/12	1-3	\$30.90
Entus, Robert	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Farahani, Badieh	F	STEM	01/01/12	06/30/12	2-13	\$33.10
Farnum, Martin	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Goedhart, Christine	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Goodman, Robert	F	STEM	01/01/12	06/30/12	3-13	\$34.87
Hathaway, George	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Hester, Dana	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Hollenshead, Marcia	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Johnson, David	A	STEM	01/01/12	06/30/12	2-3	\$32.69
Kaisler, Denise	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Kapoor, Anil	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Kary, David	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Kinney, Michael	A	STEM	01/01/12	06/30/12	3-3	\$34.45
Kondo, Arnold	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Lee, Monica	A	STEM	01/01/12	06/30/12	2-3	\$32.69
Li, Xiaoyan	A	STEM	01/01/12	06/30/12	3-3	\$34.45
McCabe, Dale	A	STEM	01/01/12	06/30/12	3-3	\$34.45
Miles, Terrence	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Montgomery, Robert	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Nichols, Sarah	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Ramos, Gloria	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Riderer, Lucia	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Ryba, David	F	STEM	01/01/12	06/30/12	4-13	\$36.67
Schwitkis, Kent	A	STEM	01/01/12	06/30/12	4-1	\$33.00
Shimano, Brooke	A	STEM	01/01/12	06/30/12	1-3	\$30.90
Smyth, Nathaniel	A	STEM	01/01/12	06/30/12	2-3	\$32.69
Villeneuve, Louisa	A	STEM	01/01/12	06/30/12	4-3	\$36.23
Wagner, Alexander	A	STEM	01/01/12	06/30/12	1-3	\$30.90

**ACADEMIC EMPLOYEES  
2011-2012 LAB SUPERVISORS  
DECEMBER 6, 2011**

Weaver, Pablo

A

STEM

01/01/12 06/30/12

2-3

\$32.69

**ACADEMIC EMPLOYEES  
WINTER 2012 ADJUNCT  
DECEMBER 6, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Amaya, Hector	Philosophy	3-4	\$1,129
Barajas, Noemi	Nursing	3-3	\$1,129
Buckalew, James	Speech	4-6	\$1,281
Chan, Linda	Astronomy	4-4	\$1,183
Curran, Keith	English	1-6	\$1,119
Dhillon, Dalvir	Nursing	1-4	\$1,025
Farnum, Martin	Chemistry	4-6	\$1,281
Glancy, James	Water Technology	1-6	\$1,119
Goedhart, Christine	Biology	4-4	\$1,183
Graves, Buchansha	Cosmetology	1-3	\$1,025
Handy, Steven	Kinesiology	1-5	\$1,072
Kang, Eun	English	4-6	\$1,281
Kapoor, Anil	Biology	4-4	\$1,183
Ramos, Christopher	English	4-6	\$1,281
Resto-Ometeotl, Luivette	English	3-6	\$1,230
Simpson, Lakisha	Child Development	1-6	\$1,119
Tufano, Andrew	Speech	1-6	\$1,119

**ACADEMIC EMPLOYEES  
WINTER 2012 OVERLOAD  
DECEMBER 6, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Afzali, Ana	History	5-20	\$1,636
Afzali, Ana	Spanish	5-20	\$1,636
Anderson, Brian	Mathematics	3-17	\$1,582
Anson, Melanie	Speech	5-29	\$1,636
Arredondo, Dora	Dental	1-13	\$1,425
Bakhit, Khetam	Economics	5-13	\$1,636
Bautista, Susan	Cosmetology	1-11	\$1,328
Boquiren, Conchita	Nursing	4-21	\$1,636
Bowman, Deborah	Nursing	1-14	\$1,425
Boxley, Jackie	Kinesiology	1-10	\$1,280
Brawner, Mary	Kinesiology	3-27	\$1,582
Brown, David	Automotive	1-14	\$1,425
Brown, Ricky	Psychology	5-11	\$1,636
Carver, Sally	Cosmetology	2-37	\$1,528
Clark, Jeremy	Automotive	1-16	\$1,425
Durfield, Timothy	Business	5-11	\$1,636
Eiland, Thomas	English	3-20	\$1,582
Eisel, Gunnar	Music	2-28	\$1,528
Eisel, Roberta	English	3-17	\$1,582
Everest, Robert	Mathematics	4-18	\$1,636
Fincher, John	Speech	3-19	\$1,582
Flores, Richard	Computer/Information Science	4-19	\$1,636
Garate, Elisabeth	Spanish	5-15	\$1,636
Ghidella, Richard	Business	4-13	\$1,587
Glover, Patty	Cosmetology	1-13	\$1,425
Gomez, Steven	Kinesiology	3-16	\$1,582
Goodman, Robert	Biology	3-17	\$1,582
Graciano, Albert	Cosmetology	1-15	\$1,425
Greenwell Cunningham, Maia	Anthropology	4-17	\$1,636
Gunstream, Marilyn	Kinesiology	4-36	\$1,636
Gutierrez Jesus	Mathematics	2-9	\$1,285
Guttman, Kenneth	Psychology	5-26	\$1,636
Hahn, Shelley	Child Development	2-14	\$1,528
Hartman, Steve	Kinesiology	4-30	\$1,636

**ACADEMIC EMPLOYEES  
WINTER 2012 OVERLOAD  
DECEMBER 6, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Hernandez, Salvador	Cosmetology	1-13	\$1,425
Hester, Dana	Biology	5-19	\$1,636
Hoehne, William	Music	4-17	\$1,636
Johnson, Sandra	Art	3-27	\$1,582
Kondo, Arnold	Biology	4-20	\$1,636
Korn, Dennis	Automotive	4-27	\$1,636
Langford, W. Bruce	Music	3-19	\$1,582
Lawrence, Patricia	English	4-26	\$1,636
Low, Joyce	Mathematics	3-18	\$1,582
Lubisich, Senya	History	5-9	\$1,636
Lucido, Grace	Cosmetology	2-14	\$1,528
McGarry, Anna	Spanish	4-18	\$1,636
Mead, Rachel	Cosmetology	1-11	\$1,328
Medrano, Esmeralda	Mathematics	2-11	\$1,382
Miles, Terrence	Chemistry	4-18	\$1,636
Morrish, Maria	Cosmetology	1-7	\$1,133
Munoz, Gino	Music	1-10	\$1,280
Nguyenhuu, Rick	Mathematics	4-17	\$1,636
Odrich, Steve	Mathematics	4-24	\$1,636
O'Neil, Margaret	Communications	3-27	\$1,582
Overly, David	English	5-26	\$1,636
Peters, Gerhard	Political Science	4-10	\$1,441
Rachford, Maryann	Art	5-20	\$1,636
Ramos, Gloria	Physics	4-12	\$1,539
Richard, Levi	Business	5-16	\$1,636
Riderer, Lucia	Physics	4-12	\$1,539
Ross, Glen	Political Science	4-23	\$1,636
Saldana, Rudy	Philosophy	1-20	\$1,425
Salwak, Dale	English	5-39	\$1,636
Scott, Chris	Mathematics	3-20	\$1,582
Shaw, Nickawanna	Kinesiology	4-11	\$1,490
Shrope, Douglas	Music	1-23	\$1,425
Slack, Robert	Music	4-14	\$1,636
Smolin, Robert	Accounting	4-16	\$1,636

**ACADEMIC EMPLOYEES  
WINTER 2012 OVERLOAD  
DECEMBER 6, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Solheim, Bruce	History	5-19	\$1,636
Solis, Robert	Computer/Information Science	4-18	\$1,636
Soremekun, Folahan	History	5-25	\$1,636
Styles, Christine	Economics	4-9	\$1,392
Swan, Alfie	Mathematics	4-18	\$1,636
Swatzel, James	Mathematics	2-12	\$1,431
Telesca, Lisa	English	3-22	\$1,582
Trad, Mohamad	Mathematics	4-16	\$1,636
Tucker, Connie	English as a Second Language	4-26	\$1,636
Van Horn, Tasha	Speech	2-15	\$1,528
Villeneuve, Anna	English	4-13	\$1,587
Waddington, Brian	History	1-14	\$1,425
Walz, Sheryl	Sociology	1-12	\$1,377
White, Gailynn	Sociology	4-18	\$1,636
Woolum, James	Administration of Justice	3-18	\$1,582
Wurst, Clifton	Kinesiology	2-25	\$1,528
Zhuang, Zhuang	Mathematics	4-18	\$1,636

**ACADEMIC EMPLOYEES  
WINTER/SPRING 2012 NON CREDIT  
DECEMBER 6, 2011**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>Hourly Rate</b>
Ahrens, Janice	Non Credit	1-3	\$42.24
Clark, Diana	Non Credit	1-3	\$42.24
Cronin, Mary	Non Credit	1-3	\$42.24
Fallat, Paul	Non Credit	1-3	\$42.24
Foster, Debra	Non Credit	1-3	\$42.24
Gulli, Lisa	Non Credit	1-3	\$42.24
Gulli, Pam	Non Credit	1-3	\$42.24
Johnson, Clay	Non Credit	1-3	\$42.24
Mercado, Andrew	Non Credit	1-3	\$42.24
Mira, Linda	Non Credit	1-3	\$42.24
Sailors, Bernetta	Non Credit	1-3	\$42.24
Thomas, Gina	Non Credit	1-3	\$42.24





**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
DECEMBER 6, 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>
Redding, Eric	Account Clerk/Cashier	Employment	Student Business Office	12	49%	12/7/11		29-1	\$1496.46mo
Spalding, Kristina	Registrar	Employment	Admissions	12	100%	1/3/12		13-1	\$5934mo



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Acosta, Adriana	Instructional Aide I	Lead SI review	Title V HSI	1/3/12	6/30/12	10-1	\$11.02/hr.
Akajianian, Eric	Stipend	Baseball Camp/Camp Co-Director	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Alberto, Ricky	Bookstore Shipping/Receiving Clerk	Assist as needed	Bookstore	1/1/12	6/30/12	20-1	\$14.11/hr.
Aldana, Carlos Ernesto	Guest Relations Assistant	Assist as needed for rentals	Rentals	1/1/12	6/30/12	10-1	\$11.02/hr.
Aldrete, Marcos	Stipend	Baseball Camp/Camp Co-Director	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Alvarez, Carmelita	Bookstore Operations Coordinator	Assist as needed	Bookstore	1/1/12	6/30/12	36-1	\$20.94/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Amaya, Chris	Stipend	Baseball Camp/Camp Co-Director	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Anguiano, German	Food Service Assistant II	Assist with the grill	Cafeteria	1/1/12	6/30/12	14-1	\$12.17/hr.
Armenta, Francisco	Custodian	Performing a variety of custodial duties	CDC	1/1/12	6/30/12	22-1	\$14.82/hr.
Banks, Elvester	Custodian	Custodial coverage as needed	Custodial	1/1/12	6/30/12	22-1	\$14.82/hr.
Beckenham, Sue	Instructional Computing Technician	Provide assistance to students	Computer Science and Information Systems	1/1/12	6/30/12	40-1	\$23.12/hr.
Berroteran, Jose	Instructional Aide II	Provides tutorial assistance, proctor homework, tests or learning simulations	Math	1/1/12	6/30/12	17-1	\$13.10/hr.
Bodoh, Sean	Guest Relations Assistant	Assist as needed	Golf Driving Range	1/1/12	6/30/12	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Briones, Art	Stipend	Men's Basketball	Community Ed	1/8/11	6/10/12		\$100/tl.
Brock, Cathleen	Administrative Clerk I	Assist as needed	CTCE	1/1/12	6/30/12	19-1	\$13.76/hr.
Brower, Cecil	Instructional Computing Technician	Provide support to students and staff using instructional computers in a laboratory and classroom environment	Library	1/1/12	6/30/12	40-1	\$23.12/hr.
Brower, Cecil	Instructional Computing Technician	Assist as needed	Computer Science and Information Systems	1/1/12	6/30/12	40-1	\$23.12/hr.
Bruins, Allison	Department Aide	Assist lab supervisors	Learning Center	1/3/12	6/30/12	3-1	\$9.27hr.
Bueno, Alicia	Instructional Aide I	Lead SI review	Title V HSI	1/3/12	6/30/12	10-1	\$11.02/hr.
Butler, Beverly	Instructional Aide I	Lead SI review	Title V HSI	1/3/12	6/30/12	10-1	\$11.02/hr.
Byaleero, Frederick	Instructional Computing Technician	Provide assistance to students	Computer Science and Information Systems	1/1/12	6/30/12	40-1	\$23.12/hr.
Callejas, Fernando	Student Services Assistant	Guide and support STEM students	STEM	1/1/12	6/30/12	17-1	\$13.10/hr,

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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 Cesar	Administrative Clerk II	Assist as needed	Math	1/3/12	6/30/12	22-1	\$14.82/hr.
Carganillo, Franklin	Maintenance Utility Worker	Event set-up and tear-down support and move support for new buildings and remodels	Maintenance	1/1/12	6/30/12	29-1	\$17.62/hr.
Cavalin, Michael	Guest Relations Assistant	Assist on-site rental events	Facility Rentals	1/1/12	6/30/12	10-1	\$11.02/hr.
Chiang, Yu-Han	Student Services Assistant	Conduct Peer Lead Workshops in Physics and Calculus	Physics	1/3/12	6/30/12	17-1	\$13.10/hr.
Chico, Andrew	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Clement, Scott D.	Department Aide	Studio Clean-up and mic set-up	Music or applicable ASO account	1/1/12	6/30/12	3-1	\$9.27/hr. Not to exceed 20 hrs/week
Clement, Scott D.	Department Aide	Studio Clean-up and mic set-up	Recording Arts	1/1/12	6/30/12	3-1	\$9.27/hr. Not to exceed 20 hrs/week
Colindres, David	Department Aide	Assist as needed	Purchasing	1/1/12	6/30/12	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Colindres, David	Warehouse Coordinator	Assist as needed	Warehouse	1/1/12	6/30/12	29-1	\$17.62/hr.
Cope, James P.	EH & S Program Supervisor	Perform all duties assigned by the Director of Facilities to ensure the district's compliance with all local, state and federal codes	Risk Management	1/1/12	6/30/12		\$365/day
Cordova, Marcelo	Administrative Clerk II	Assist as needed	Noncredit	1/3/12	6/30/12	22-1	\$14.82/hr.
Cortez, Brittany		Volunteer	Counseling	1/1/12	6/30/12		
Cortez, Brittany	Department Aide	Assist lab supervisors in the College Success Center and Writing Café	Learning Center	1/3/12	6/30/12	3-1	\$9.27/hr,
Creamer, Fred	Instructional Computing Technician	Provide assistance to students	Computer Science and Information Systems	1/1/12	6/30/12	40-1	\$23.12/hr.
Cruz, Carmen	Custodian	Custodial coverage as needed	Custodial	1/1/12	6/30/12	22-1	\$14.82/hr.
Dauden, Cecilia	Secretary	Dispatch and administrative support	Campus Safety	1/1/12	6/30/12	28-1	\$17.19/hr.



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Destefano, Michael	Instructional Aide I	Creation and maintenance of Writing Café news letter	Learning Center	1/3/12	6/30/12	10-1	\$11.02/hr.
Diez, Aracely	Administrative Secretary I	Assist as needed	Center for Teacher Excellence	1/3/12	6/30/12	31-1	\$18.51/hr.
Diliberto, Angelo	Custodian	Custodial coverage as needed	Custodial	1/1/12	6/30/12	22-1	\$14.82/hr.
Donaldson, Stacey	Publication Specialist	Design and layout a wide variety of marketing material	External Relations	1/3/12	6/30/12	33-1	\$19.45/hr.
DuVall, Julie	Library Media Technician I	Assist as needed	Library	1/1/12	6/30/12	26-1	\$16.36/hr.
Dycus, James	Cosmetology Receptionist	Reception/Cashier	Cosmetology	1/1/12	6/30/12	20-1	\$14.11/hr.
Egbert, Ida	Administrative Clerk II	Student Registration	Fiscal Services	1/1/12	6/30/12	22-1	\$14.82/hr.
Esquivel, Allende	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Everman, Lowell Allen	Program Coordinator	Rehearse/prepare music for Citrus Singer and vocal music department	Music	1/1/12	6/30/12	51-1	\$30.33/hr. Not to exceed 20hrs/wk.
Fisher, Nancy	Associate Nurse	Provide medical services	Student Health Center	1/1/12	6/30/12	59-1	\$36.96/hr.
Floriano, Mahalakshmi	Instructional Lab Assistant I	Provides technical assistance for the College Success Center	Learning Center	1/3/12	6/30/12	21-1	\$14.46/hr.
Fraijo, Shane	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Garcia II, Gustavo	Department Aide	Assist lab supervisors in the College Success Center and Writing Café	Learning Center	1/3/12	6/30/12	3-1	\$9.27/hr.
Gerfen, Tom	Instructional Computing Technician	Provide assistance to students	Computer Science and Information Systems	1/1/12	6/30/12	40-1	\$23.12/hr.
Ghanimi, Hessam	Instructional Aide I	Lead SI review	STEM Grant	1/1/12	6/30/12	10-1	\$11.02/hr.
Gomez, Justin R.	Department Aide	Assist as needed	Music	1/1/12	6/30/12	3-1	\$9.27/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Gomez, Oscar	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Gomez, Steven A.	Stipend	Baseball Camp/Camp Co- Director	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Gonzalez, Nicole Leanne	Student Services Assistant	Assist students with PLATO problems, update and distribute learning material	Learning Center	1/3/12	6/30/12	17-1	\$13.10/hr.
Greenberg, Kyle	Administrative Clerk III	Provide campus club and advisor development	Student Activities	1/1/12	6/30/12	26-1	\$16.36/hr.
Guan, Zhinan	Student Services Assistant	Guide and support STEM students	STEM	1/1/12	6/30/12	17-1	\$13.10/hr,
Gutierrez Jr, Arnoldo	Skilled Maintenance Technician	Assist as needed	Facilities	1/1/12	6/30/12	38-1	\$22.00/hr.
Hans, Megan	Administrative Clerk I	Provide clerical assistance for department production events	Music	1/1/12	6/30/12	19-1	13.76/hr. Not to exceed 20hrs/wk

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Hendricks, Lynn	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	2/22/12	6/15/12	21-1	\$14.46/hr. Not to exceed 20hrs/wk
Hermosillo, Brenda	Account Clerk/Cashier	Assist as needed	Bookstore	1/1/12	6/30/12	29-1	\$17.62/hr.
Hernandez, John	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Hernandez, Michael	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Herrera, Darlene	Department Aide	Assist as needed	Learning Center	1/3/12	6/30/12	3-1	\$9.27/hr.
Hill, Matthew	Department Aide	Assist as crew/set-up	Performing Arts	1/1/12	6/30/12	3-1	\$9.27/hr.
Hoffman, Jennifer	Food Services Team Leader	Concession stand worker for rental and Citrus events	Concessions	1/1/12	6/30/12	27-1	\$16.77/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Hou, Yu	Student Services Assistant	Conduct Peer Lead Workshops in Physics and Calculus	Physics	1/3/12	6/30/12	17-1	\$13.10/hr.
Hou, Yu	Student Services Assistant	Guide and support STEM students	STEM	1/1/12	6/30/12	17-1	\$13.10/hr,
Hoyos, Steven	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Huff, Yesenia	Instructional Aide I	Lead SI review	Title V HSI	1/3/12	6/30/12	10-1	\$11.02/hr.
Hury, Eric	Department Aide	Studio clean-up and mic set up for recording sessions	Music	1/1/12	6/30/12	3-1	\$9.27/hr.
Hury, Eric	Department Aide	Studio clean-up and mic set up for recording sessions	Recording Arts	1/1/12	6/30/12	3-1	\$9.27/hr.
Jauregui, Joanna	Custodian	Custodial coverage as needed	Custodial	1/1/12	6/30/12	22-1	\$14.82/hr.
Jinying, Ma	Student Services Assistant	Conduct Peer Lead Workshops in Physics and Calculus	Physics	1/3/12	6/30/12	17-1	\$13.10/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Jinying, Ma	Student Services Assistant	Guide and support STEM students	STEM	1/1/12	6/30/12	17-1	\$13.10/hr,
Johnson, Patrick	Guest Relations Assistant	Assist as needed	Rentals	1/1/12	6/30/12	10-1	\$11.02/hr.
Jones, Frances	Administrative Clerk II	Assist as needed	CDC- Foster & Kinship Care	1/1/12	6/30/12	22-1	\$14.82/hr.
Khan, Ehsan	Guest Relations Assistant	Working a variety of jobs as needed	Golf Driving Range	1/1/12	6/30/12	10-1	\$11.02/hr.
Koulos, Patricia	Administrative Clerk II	Student Registration	Fiscal Services	1/1/12	6/30/12	22-1	\$14.82/hr.
Lamoureux, Julie	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music	1/1/12	6/30/12	29-1	\$17.62/hr. Not to exceed 20hrs/wk
Lawrence, Brian M.	Administrative Clerk III	Provide planning support and implementation activities for Leadership Academy	Office of Student Life	1/2/12	6/30/12	26-1	\$16.36/hr.
Liskey, Renee Lynne	Program Coordinator	Rehearse/prepare music and staging for the performing ensembles	Music or applicable ASO	1/1/12	6/30/12	51-1	\$30.33/hr.
Lockwood, Chris	Campus Safety Officer I	Shift coverage	Campus Safety	1/1/12	6/30/12	22-1	\$14.82/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Low, Christopher	Administrative Clerk I	Assist as needed	Math	1/3/12	6/30/12	19-1	\$13.76/hr.
Macias, Lorenzo	Custodian	Cleans and disinfects gymnasium, pool, wt.room, tennis courts	P.E.	1/1/12	6/30/12	22-1	\$14.82/hr.
Martin, Joseph Allen	Department Aide	Studio Clean-up and mic set-up	Music or applicable ASO account	1/1/12	6/30/12	3-1	\$9.27/hr. Not to exceed 20 hrs/week
Martin, Joseph Allen	Department Aide	Studio Clean-up and mic set-up	Recording Arts	1/1/12	6/30/12	3-1	\$9.27/hr. Not to exceed 20 hrs/week
McCarns-Yolland, Jon	Department Aide	Studio clean-up and mic set up for recording sessions	Music	1/1/12	6/30/12	3-1	\$9.27/hr. Not to exceed 20 hrs/week
McCarns-Yolland, Jon	Department Aide	Studio clean-up and mic set up for recording sessions	Recording Arts	1/1/12	6/30/12	3-1	\$9.27/hr. Not to exceed 20 hrs/week
McCraven Andrew	Student Services Assistant	Editing bookstore manual	Bookstore	1/1/12	6/30/12	17-1	\$13.10/hr
Medley, Tara	Administrative Clerk II	Student Registration	ASO	1/1/12	6/30/12	22-1	\$14.82/hr.
Mercado, Monique	Administrative Clerk III	Assist as needed	Noncredit	1/3/12	6/30/12	26-1	\$16.36/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Mercurio, Mary	Instructional Aide I	Lead SI review	STEM Grant	1/1/12	6/30/12	10-1	\$11.02/hr.
Monaster, Patricia	Instructional Aide I	Assist lab supervisors in creating and revising customized PLATO learning paths	Learning Center	1/3/12	6/30/12	10-1	11.02/hr.
Montgomery, Jocelyn	Administrative Clerk II	Registration and general office work	Noncredit	1/3/12	6/30/12	22-1	\$14.82/hr.
Mora, Jennifer	Administrative Clerk I	Enrollment and front desk operations	CDC	1/1/12	6/30/12	19-1	\$13.76/hr.
Neto, Marika	Stipend	Mentor new SI leaders	STEM Grant	1/3/12	6/30/12		\$15.00/hr Based on hours worked
Nunez, Jesus	Security Officer I	Patrol and secure campus. Duties as assigned	Security	1/1/12	6/30/12	22-1	\$14.82hr.
Oddo, Nick	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Orozco, Nichole	Security Officer I	Patrol and secure campus. Duties as assigned	Security	1/1/12	6/30/12	22-1	\$14.82hr.



**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Patino, Cynthia	Administrative Secretary I	Assist as needed	Center for Teacher Excellence	1/3/12	6/30/12	31-1	\$18.51/hr.
Perez, Lauren	Department Aide	Assist lab supervisors in the College Success Center and Writing Café	Learning Center	1/3/12	6/30/12	3-1	\$9.27/hr.
Perry, Andrew	Stipend	Baseball Camp/Camp Co-Director	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Perry, Richard	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Pirez, Eylene	Instructional Lab Tech II	Setting up physics labs & ordering lab supplies for physics and astronomy	Physical Science	1/1/12	6/30/12	34-1	\$19.93/hr.
Puhawan, Erica	Instructional Aide II	Assist as needed	Math	1/1/12	6/30/12	17-1	\$13.10/hr.
Ramirez, Jose	Custodian	Custodial coverage as needed	Custodial	1/1/12	6/30/12	22-1	\$14.82/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Ramirez, Mikey	Stipend	Men's baseball Camp Staff	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$500/tl. Salary dependent of the number of campers
Riffle, Greg	Instructional Computing Technician	Provide assistance to students	Computer Science and Information Systems	1/1/12	6/30/12	40-1	\$23.12/hr.
Rodarte-Saldana, Elizabeth	Administrative Clerk III	Assist as needed	CTCE	1/1/12	6/30/12	26-1	\$16.36/hr.
Romanello, Frances Tracy	Administrative Clerk I	Permanent Record Cards Project	Admissions	12/7/11	12/31/11	19-1	\$13.76/hr.
Romanello, Frances Tracy	Administrative Clerk I	Permanent Record Cards Project	Admissions	1/1/12	6/30/12	19-1	\$13.76/hr.
Ross, Vicki	Administrative Clerk I	Permanent record cards project	Admissions	1/1/12	6/30/12	19-1	\$13.76/hr.
Roth, Michelle	Instructional Aide I	Assist as needed	CDC- Foster & Kinship Care	1/1/12	6/30/12	10-1	\$11.02/hr.
Shih, Amy	Instructional Aide I	Lead SI review	Title V HSI	1/3/12	6/30/12	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Smith, Nathaniel	Campus Safety Officer I	Assist as needed	Campus Safety	1/1/12	6/30/12	22-1	\$14.82/hr.
Smith, Wendy	Department Aide	Clerical assistance	Bridges to Success & Counseling	1/1/12	6/30/12	3-1	\$9.27/hr.
Spinella, Fabio	Program Coordinator	Rehearse/prepare music for the instrumental music department	Music	1/1/12	6/30/12	51-1	\$30.33hr.
Stoner, Robert Lee	Guest Relations Assistant	Assist as needed for rentals	Rentals	1/1/12	6/30/12	10-1	\$11.02/hr.
Stroebe, John	Instructional Lab Tech II	Set up & tear down labs, clean equipment, dispose of hazardous waste	Biology	1/1/12	6/30/12	34-1	\$19.93/hr.
Sulzen, Phoebe	Student Services Assistant	Conduct Peer Lead Workshops in Physics and Calculus	Physics	1/3/12	6/30/12	17-1	\$13.10/hr.
Taylor, Kim	Instructional Aide I	Lead SI review	STEM Grant	1/1/12	6/30/12	10-1	\$11.02/hr.
Terriquez, Eliezer	Instructional Lab Assistant I	Maintain kilns, wheels, clay mixers to pug wheel; assist in workshops and ceramic sales	Art	2/22/12	6/15/12	21-1	\$14.46/hr. Not to exceed 20hrs/wk

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Thomas, Thomas St.	Instructional Aide I	Lead SI review	Title V HSI	1/3/12	6/30/12	10-1	\$11.02/hr.
Thompson, Annmarie	Instructional Aide I	Lead SI review for students enrolled in English courses	STEM Grant	1/3/12	6/30/12	10-1	\$11.02/hr.
Thorpe, Susan	Stipend	Provide medical services	Student Health Center	1/1/12	6/30/12		\$37.50/hr.
Tupou, Oriana	Department Aide	Digitizing the Clarion newspaper	Student Publication	1/3/12	6/30/12	3-1	\$9.27/hr.
Turk, Wendi	Instructional Lab Assistant II	Piano accompaniment for vocal courses	Music	1/1/12	6/30/12	29-1	\$17.62/hr. Not to exceed 20hrs/wk
Urbick, Kristy M.	Guest Relations Assistant	Assist as needed for rentals	Rentals	1/1/12	6/30/12	10-1	\$11.02/hr.
Urbrick, Kristy	Administrative Clerk I	Perform reception and clerical responsibilities	P.E.	1/3/12	6/30/12	19-1	\$13.76/hr.
Urena, Laura	Department Aide	Assist with food preparation and serving customers	Cafeteria	1/1/12	6/30/12	3-1	\$9.27hr.
VanWinkle, Chris	Stipend	Watercolor Workshop for Beginning Artist	Community Ed	2/11/12	2/16/12		\$1000/tl.
VanWinkle, Chris	Stipend	Watercolor Workshop for Beginning Artist	Community Ed	4/16/12	4/21/12		\$1000/tl.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
VanWinkle, Chris	Stipend	Watercolor Workshop for Advanced Artist	Community Ed	6/18/12	6/23/12		\$1000/tl.
Viverto, William	Stipend	Baseball Camp/Camp Co- Director	Kinesiology & Athletics	12/26/11	12/30/11		Not to exceed \$5,000/tl. Salary dependent of the number of campers
Ward, Jared	Security Officer I	Patrol and secure campus. Duties as assigned	Security	1/1/12	6/30/12	22-1	\$14.82/hr.
Waugh, Christine	Administrative Secretary I	Assist as needed	Center for Teacher Excellence	1/3/12	6/30/12	31-1	\$18.51/hr.
Whittington, Kelly D.	Department Aide	Schedule/process all clerical aspects of applied music program	Music	1/1/12	6/30/12	3-1	\$9.27/hr. Not to exceed 20hrs/wk.
Winovitch, Daniel	Information Technology Support Specialist I	Handling repairs and installations	TeCS	1/1/12	6/30/12	37-1	\$21.47/hr.
Wooten, Anna Mary	Instructional Aide I	Lead SI review	Title V HSI	1/3/12	6/30/12	10-1	\$11.02/hr.

**CLASSIFIED EMPLOYEES  
SHORT-TERM, HOURLY,  
SUBSTITUTES  
DECEMBER 6, 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>
Yarbrough, Dana	Administrative Clerk III	Provide planning support and implementation activities for Leadership Academy	Office of Student Life	1/2/11	6/30/12	26-1	\$16.36/hr.
Younghans, David T.	Stipend	Japanese Kenshu	Contract Training	11/18/11	11/19/11		\$600/tl.
Zara, Dereck	Administrative Clerk II	Clerical assistance	STEM & Articulation	1/1/12	6/30/12	22-1	\$14.82/hr.

**WINTER/SPRING 2012  
COMMUNITY EDUCATION  
CLASSIFIED EMPLOYEES  
DECEMBER 6, 2011**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Arredondo, Dora	Community Education	1-3	\$42.24
Bender, Tom	Community Education	1-3	\$42.24
Cusick, Tanya	Community Education	1-2	\$40.31
Gerfen, Thomas	Community Education	1-3	\$42.24
Stockman, John	Community Education	1-3	\$42.24

**PROFESSIONAL EXPERT****December 6, 2011**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>
Christianson, Monica	Project Director	Operation VETS	01/01/12	06/30/12	\$2,993.00/mth
Clark, Rachael	Aerobics Leader	Community Education	01/03/12	06/14/12	\$30.33/hr
Fink, Kelly	Fitness Center Attendant	Community Education	01/03/12	06/14/12	\$24.00/hr
George, Irene	Aerobics Leader	Community Education	01/03/12	06/14/12	\$30.33/hr
Hartman, Steve	Fitness Center Attendant	Community Education	01/03/12	06/14/12	\$24.00/hr
Johnson, Patrick	Fitness Center Attendant	Community Education	01/03/12	06/14/12	\$24.00/hr
Lofthouse, Peter	Fitness Center Attendant	Community Education	01/03/12	06/14/12	\$24.00/hr
Martinez, Suzanne	Grant Project Coordinator	Bridges to Success and BSI Grants	01/01/12	06/30/12	\$6,097.25/mth
Murphy, Bonnie	Aerobics Leader	Community Education	01/03/12	06/14/12	\$30.33/hr
Noonan, Benjamin	Fitness Center Attendant	Community Education	01/03/12	06/14/12	\$24.00/hr
Razo, Lynda	Aerobics Leader	Community Education	01/03/12	06/14/12	\$30.33/hr
Tamashiro, Dustin	Research Analyst	Center for Teacher Excellence	01/01/12	09/30/12	\$2,897.00/mth
Tsark, Eleanor	Supplemental Instruction Coordinator	Race to STEM Grant	01/01/12	06/30/12	\$2,291.66/mth
Wright, Linda	Aerobics Leader	Community Education	01/03/12	06/14/12	\$30.33/hr



**J. ACTON ITEMS (continued)**

**General**

2. Authorization is requested to elect \_\_\_\_\_ for the office of President of the Board of Trustees for the period from December 1, 2011, through November 30, 2012. (Page )
3. Authorization is requested to elect \_\_\_\_\_ for the office of Vice President of the Board of Trustees for the period from December 1, 2011, through November 30, 2012. (Page )
4. Authorization is requested to elect \_\_\_\_\_ for the office of Clerk/Secretary of the Board of Trustees for the period from December 1, 2011, through November 30, 2012. (Page )
5. Authorization is requested to elect \_\_\_\_\_ to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board. (Page )
6. Authorization is requested to select \_\_\_\_\_ as an Annual Representative to the Los Angeles County School Trustees Association for 2012. The Representative shall perform duties as described in Standing Rule #7: (a) vote on all association matters; (b) communicate between the executive board, the association, and the local board; and (c) serve on the Legislative Committee. (Page )
7. Authorization is requested to select \_\_\_\_\_ as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2012. (Page )
8. Authorization is requested to set the date, time, and place for regular meetings of the Board of Trustees for the period of December 1, 2011, through November 30, 2012, as follows:  
Date: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays  
Time: 4:15 p.m.  
Place: Citrus Community College District, Center for Innovation, Community Room (CI 156)  
(Page )
9. Authorization is requested to select \_\_\_\_\_ and \_\_\_\_\_ as the Board of Trustees ad-hoc committee for 2012 to determine the instrument or process to be used in Board self-evaluation. (Page )

## **Business Services**

10. Authorization is requested to approve the Annual Financial and Compliance Audit Report of all District funds from Vicenti, Lloyd & Stutzman, certified public accountants, for the fiscal year ending June 30, 2011. (Page )
11. Authorization is requested to approve the specified signatures for Citrus Community College District business functions and bank accounts for the period of December 6, 2011, through November 30, 2012. (Page )
12. Authorization is requested to approve the Certification of Signatures for Citrus Community College District and the sending of the form to the County Superintendent of Schools Office after signatures are obtained. (Page )
13. Authorization is requested to approve the award of bid #04-1112, Pool Replaster Project to Nadar, Inc. of Altadena, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$219,500 is within budget and will be funded from Fund 41, Capital Projects. (Page)

## **Academic Affairs**

14. Authorization is requested to approve Faculty 2012-2013 Sabbatical Leave recommendations as follows:

Kathy Bakhit	Spring 2013 Semester
Carsten Dau	Spring 2013 Semester
Dyane Duffy	Fall 2012 (50%), Spring 2013 (50%)

(Page)

## **Human Resources**

15. Authorization is requested to approve the employment of Mr. Juan Gonzalez as a temporary, one semester, full-time, non-tenure track instructor in the Automotive Department beginning on February 21, 2012 and ending on June 16, 2012 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$26,676.00 annually (pro rated) plus \$9,192.99 in health and statutory benefits. (Page )
16. Authorization is requested to approve the District's Initial Proposal and to present it to CSEA. (Page )

## **General**

17. Authorization is requested to approve the first reading of Board Policy 5205, Student Accident Insurance. (Page )
18. Authorization is requested to approve the second and final reading of the following Board Policies: BP 7501, Recruitment and Selection: Classified Administrator/Manager and Supervisor/Confidential; BP 7503, Leaves: Classified Administrator/Manager and Supervisor/Confidential; BP 7504, Vacation: Classified Administrator/Manager and Supervisor/Confidential; BP 7506, Sabbatical Leave: Classified Administrator/Manager; and BP 7507, Salary Guide: Classified Administrator/Manager and Supervisor/Confidential. (Page )
19. Authorization is requested to appoint Arthur Corral as the student representative, to the Measure G Oversight Committee for a one-year term. (Page )
20. Authorization is requested to approve the reapportionment plan (Option D Alternate 1) for the Board of Trustee areas (map attached). (Page )

<i>At this time, the board may adjourn to closed session to discuss Item No. F.</i>
---

## **K. ADJOURNMENT**

### **Dates to remember:**

December 8, 2011	CSEA Dessert Buffet
December 14, 2011	Superintendent/President's Holiday Social
December 22, 2011 to January 2, 2012	Winter Break







**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	December 6, 2011	Resolution	_____
SUBJECT:	Selection of Representative of the Board of Trustees on the Citrus College Foundation	Information	_____
		Enclosure(s)	_____

BACKGROUND

An organizational meeting is held annually in December in order to select trustees for the various positions for the Board of Trustees.

The current representative is Susan M. Keith.

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

RECOMMENDATION

Authorization is requested to elect \_\_\_\_\_ to represent the Citrus College Board of Trustees on the Citrus College Foundation Board of Directors and Executive Board.

Geraldine M. Perri, Ph.D.  
Recommended by

\_\_\_\_\_  
Moved      Seconded

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

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

Item No. J.5.





**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>  X  </u>
DATE:	December 6, 2011	Resolution	<u>          </u>
SUBJECT:	Selection of Representative of the Board of Trustees on the Los Angeles County Committee on School District Organization	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

BACKGROUND

The Los Angeles County Committee on School District Organization (County Committee) is an independent, 11-member body. Its members are elected to four-year terms by representatives of Los Angeles County school district governing boards. County Committee activities are coordinated by staff of the Los Angeles County Office of Education.

By statutory authority, the County Committee reviews school district reorganization proposals, including proposals to transfer territory between school districts and to unify or create new school districts. The County Committee makes decisions to approve or disapprove proposals to transfer territory. For proposals to unify or create new school districts, the County Committee makes a recommendation for approval or disapproval to the California State Board of Education. The County Committee reviews a school district reorganization proposal when it receives a petition that the Los Angeles County Superintendent of Schools has determined to be sufficient and signed as required by law.

The current representative is Edward C. Ortell.

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

RECOMMENDATION

Authorization is requested to select \_\_\_\_\_ as the governing board's voting representative to elect members to the Los Angeles County Committee on School District Organization in October/November 2012.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No.   J.7.



**CITRUS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING CALENDAR  
2012**

Third Tuesday, January 17, 2012
First Tuesday, February 7, 2012
First Tuesday, March 6, 2012
Third Tuesday, March 20, 2012
First Tuesday, April 3, 2012
First Tuesday, May 1, 2012
Third Tuesday, May 15, 2012 <i>Retiree &amp; Tenuree Reception</i>
Third Tuesday, June 19, 2012 <i>Board Self Evaluation Work Session</i>
Third Tuesday, July 17, 2012
Third Tuesday, August 21, 2012 <i>Goal Setting Work Session</i>
Second Tuesday, September 11, 2012
First Tuesday, October 2, 2012
Third Tuesday, October 16, 2012
Third Tuesday, November 20, 2012
First Tuesday, December 4, 2012 <i>Reorganization Meeting</i>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 6, 2011	Resolution	
SUBJECT:	Board Self-Evaluation Ad-Hoc Committee	Information	
		Enclosure(s)	X

**BACKGROUND**

In accordance with Board Policy 2745, Board Self Evaluation (enclosed), the Board of Trustees of the Citrus Community College District are committed to assessing its own performance as a Board in order to identify its strengths and weaknesses and areas in which it may improve its functioning.

An ad-hoc committee of the Board of Trustees will determine the instrument or process to be used in Board self-evaluation which will occur in April.

The current ad-hoc committee is Joanne Montgomery and Gary L. Woods.

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

**RECOMMENDATION**

Authorization is requested to select \_\_\_\_\_ and \_\_\_\_\_ as the Board of Trustees ad-hoc committee for 2012 to determine the instrument or process to be used in Board self-evaluation.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No. J.9.

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## **BP 2745            BOARD SELF-EVALUATION**

**References:**            ACCJC Accreditation Standards IV.B.1.e and g

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board of Trustees has established the following processes:

An ad-hoc committee of the Board shall be appointed at the Annual Organizational Meeting to determine the instrument or process to be used in Board self-evaluation which shall occur at the end of the spring term. Any evaluation instrument shall incorporate criteria contained in these Board Policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board of Trustees.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit it to the Superintendent/President's Office.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Board approved 01/13/09





## **GENERAL SIGNATURE AUTHORIZATION**

1. To sign warrants requiring one signature:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services
  
2. To sign order for salary placement, notices of employment, and other related documents requiring one signature:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Mr. Robert L. Sammis, Director of Human Resources
  
3. To witness and sign personnel oaths and forms pertaining to certification requiring one signature:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Mr. Robert L. Sammis, Director of Human Resources
  
4. To sign all documents pertaining to general certification requiring one signature only:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Mr. Robert L. Sammis, Director of Human Resources
  
5. To sign on behalf of the Board, official documents and contracts with the stipulation that contracts in excess of \$15,000 must have Board approval prior to execution (Education Code Section 81640), requiring one signature only:  
  
Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Mr. Robert Iverson, Director of Purchasing and Warehouse



## **DISTRICT BANK ACCOUNT SIGNATURE AUTHORIZATION**

### **DISTRICT BANK ACCOUNTS**

1. Revolving Cash Funds, Wells Fargo Bank, Glendora; one original signature required:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services

2. Clearing account, Pacific Western Bank, Glendora, one original signature required:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services

### **ASSOCIATED STUDENTS BANK ACCOUNTS**

1. Associated Students of Citrus College (checking), Pacific Western Bank, Glendora; two signatures required (one District and one Auxiliary Services), one of which must be an original signature:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Martha McDonald, Dean of Students  
Ms. Adrienne Thompson, Student Activities Supervisor

### **CITRUS COLLEGE BOOKSTORE/CAFETERIA BANK ACCOUNTS**

1. Citrus College bookstore (checking and savings), Pacific Western Bank, Glendora; two signatures required (one District and one Auxiliary Services), one of which must be an original signature:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Martha McDonald, Dean of Students  
Eric Magallon, Bookstore Supervisor

2. Citrus College Cafeteria (checking and savings), Pacific Western Bank, Glendora; two signatures required (one District and one Auxiliary Services), one of which must be an original signature:

Geraldine M. Perri, Ph.D., Superintendent/President  
Mrs. Carol R. Horton, Vice President of Finance and Administrative Services  
Ms. Rosalinda Buchwald, Director of Fiscal Services  
Martha McDonald, Dean of Students  
Philomena O'Shea, Cafeteria Supervisor

## **CITRUS COLLEGE GOLF DRIVING RANGE ACCOUNT**

1. Range at Citrus (checking and savings), Pacific Western Bank, Glendora;  
two original signatures required:

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

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

Ms. Rosalinda Buchwald, Director of Fiscal Services



# Citrus Community College District

SCHOOL DISTRICT

## CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named school district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the school district. These certifications are made in accordance with the provisions of Education Code Sections:

**K-12 Districts:** 35143, 42632, and 42633

**Community College Districts:** 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: December 1, 2011 to November 30, 2012

In accordance with governing board approval dated December 6, 2011.

Signature \_\_\_\_\_  
Clerk (Secretary) of the Board

**NOTE:** Please TYPE name under signature.

### Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
Joanne Montgomery
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Susan M. Keith
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Gary L. Woods
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Edward C. Ortell
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Patricia Rasmussen, Ed.D.
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

### Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
Geraldine M. Perri, Ph.D.
TITLE Superintendent/President
SIGNATURE
TYPED NAME
Carol R. Horton
TITLE Vice President of Finance & Administrative Services
SIGNATURE
TYPED NAME
Robert Iverson
TITLE Director of Purchasing
SIGNATURE
TYPED NAME
Rosalinda Buchwald
TITLE Director of Fiscal Services
SIGNATURE
TYPED NAME
Robert L. Sammis
TITLE Director of Human Resources
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
NOTICES OF EMPLOYMENT	CONTRACTS

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 6, 2011	Resolution	_____
SUBJECT:	Award of Contract, Bid# 04-1112, Pool Replaster Project	Information	_____
		Enclosure(s)	X
			_____

BACKGROUND

The Board of Trustees approves the award of all contracts for construction. Three bids were received for bid #04-1112, Pool Replaster Project on November 15, 2011. The responsive and responsible bid was submitted by Nadar, Inc. of Altadena, California. The bid price of \$219,500 is within budget and will be funded from Fund 41, Capital Projects. Staff has verified Nadar, Inc.'s contractor license, bid bond and all required bid documents.

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

RECOMMENDATION

Authorization is requested to approve the award of bid #04-1112, Pool Replaster Project to Nadar, Inc. of Altadena, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$219,500 is within budget and will be funded from Fund 41, Capital Projects.

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

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

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

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

Item No.     J.13.

CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

#04-1112, Pool Replaster Project  
Bid Opening: Tuesday, November 15, 2011, 1:00 p.m.  
Purchasing Office

Bidder	Base Bid	Caulking Additive Alternate
1. Nadar, Inc.	\$219,500.00	\$8.00 Linear Foot
2. California Commercial Pools	\$236,000.00	\$5.00 Linear Foot
3. Condor, Inc.	\$273,000.00	\$8.00 Linear Foot



**Dr. Kathy Bakhit**

**Economics**

**Oct. 27, 2011**

## **Sabbatical Leave Proposal**

Request is for Spring 2013

### **Personal Information**

- Name: Kathy Bakhit
- Department: Social and Behavioral Sciences
- Date of initial certificated employment at Citrus College: Aug. 2003
- Date of previous sabbatical(s) (*if any*). None
- Other personal background information as appropriate: Please see the application form for participation in Citrus College activities and committees.

### **Section 1: Statement of Purpose**

*Please write a brief abstract of your proposal. Please include the following:*

- **Project Objectives**

- **What do you hope to achieve?**

I would like to study successful Basic Skills programs and innovative ways to transition curriculum between transfer level economics courses and basic skills classes to achieve greater student success. Reports (Student Success Task Force Report, 2011) indicate that some students fail (get bored and do not return to class) or do not persist from one semester to another because they take too long to transition into lower division courses. The reports also indicate that one main area colleges need to focus on in the coming years is better transition between basic skills and lower division classes. There are a few colleges with more successful models and there also may be innovative ways of connecting the two areas. I would like to investigate the successful basic skills models and ways on connecting the two areas especially focusing on economics.

- **How do you propose to achieve your goal or goals?**

I would study the literature to identify effective models, contact the colleges to document their models, and interview experts on innovative ways to structure basic skills education and ways for connecting the curriculum to achieve greater student success.

### **Section 2: Rationale**

*Please explain in what ways your proposed project is at least equal in value to a full teaching load plus committee work for a semester. Please include the following:*



- **Value to students**

- **Will it make you a more effective instructor?**

It is well known that at Citrus College and many other colleges across the state 80-90% of the students are not ready to perform college level work. Furthermore, since many lower division classes do not make it a prerequisite to have a college level English, Math, or Reading, it is safe to say that the majority of faculty teach basic skills students in their classes. If the students are not prepared, many issues arise. Examples are failing, frustration on both sides, lowering standards to meet the students where they are, grade inflation, confusion due to differing expectations about many issues, and so on. **Understanding basic skills students' needs and addressing them through more effective and innovative educational designs in economics courses will result in greater success for students and better use of the resources both college and system wide.**

- **Value to Department or Discipline**

- **Will it contribute to your discipline?**

In addition to greater student success in the economics area, innovative educational design in connecting basic skills to economics can **facilitate the development of more engaging ways to teach economics**. Research shows that 83% of economics faculty still rely on the lecture format to deliver education even though it has been documented that traditional lecture style is least effective with today's students who may be unable to hold their attention for extended periods of time, are lacking the skills to take notes, or unknowledgeable about the basics of the field that teaching economic theory turns out to be an exercise in the abstract. Economics teachers need new idea for delivering material and making the abstract theories of economics more meaningful for the current students with their limited preparation, skills, and exposure to economic issues.

- **Value to College and/or District**

- **Will it enhance the prestige of the college?**

Student success is an issue on the minds of faculty, administrators, the media, and the voters ( Student Success Task Force Report, 2011). Advancing knowledge in this area will definitely show Citrus College as a college that fosters innovation and is on the edge of the latest and best practices.

### **Section 3: Implementation**

*Please explain in detail the steps that will be required to carry out your project and how you will make the results known to your colleagues so that they can benefit from it when you return. Please include the following:*

- **Implementation Procedure**

- **Have you formulated a timeline for carrying out your project?**

Due to my interest in this topic, I have already identifies four colleges with successful models of structuring the basic skills that to achieve greater student success. After a review of the literature to identify additional colleges, I would investigate the successful models. I plan on interviewing the leaders of these programs for ideas to improve their effectiveness. Documenting the issues of the areas through personal research and interviews, and analyzing the main themes that stand out, I hope to develop specific ideas to bring more innovation to the basic skills area and to ways of connecting it to lower division courses.

- **Project Results (anticipated/expected)**

- **Will some concrete product result that you can share with your colleagues, e.g., a written summary, a publication, a flex day presentation, a performance?**

I plan to write the findings in a report and present it to the Citrus College Academic Senate, The Faculty Learning Institute, the administrators, and possibly publish it.

- **Dissemination Plan: Benefit to Colleagues**

- **If you propose to further your own formal education, will there be some way you can share what you have learned with your colleagues?**

Yes through presentations and publication.

#### **Section 4: Past Contributions to the District**

***Tell us how the credibility of your proposal is enhanced by your past contributions to the college. Please include the following:***

As the Chair of the Faculty Learning Institute for the past 4 years, I have been focused on issues of teaching and learning and ways of improving them. I have presented to the faculty on a variety of topics including understanding our students and reaching them better, data analysis of student assessment, and students success and retention.

I have also served on many committees such as the Distance Education, SLOA, Financial Resources, Steering, Accreditation subcommittee- Resources, and as Secretary of the Academic Senate. I also served as president and treasurer for the Faculty Association.

I represented the college in the community through presenting to Honors Economics students at Glendora High School on the effects of globalization on job creation in the local community.

**Faculty Signature** ----- **Date:** -----

**Dean's Signature**----- **Date:** -----

RECEIVED

NOV 04 2011

INSTRUCTION OFFICE

## **Sabbatical Leave Application**

### **Personal Information**

Carsten Dau  
Language Arts  
Initial Employment: Fall, 1997  
Previous Sabbaticals: none

### **Summary of Sabbatical Proposal**

During my sabbatical, I will research, plan and set up a program that will electronically and thematically link courses taught at Citrus College to complementary concurrent courses being taught at four year colleges. The links would consist of a small number of electronic 'town hall' meetings between the two joined classes and at least one major inter-class assignment wherein students from Citrus would be grouped with students from the four year college to work on a project in response to a cross-discipline prompt.

### **Sabbatical Objectives**

My primary objective will be to do enough groundwork to pilot at least one of these courses by spring of 2013.

### **Specific Sabbatical Leave Activities**

- Survey campus facilities and equipment to determine our present capability for running this program.
- Secure rooms, equipment, software and tech support for the program.
- Research and identify target student populations that might most benefit from the program (education majors, for example, are a large student group who could easily fill a pilot class that might be linked to a teacher-prep class taught at a school with a strong reputation in this field, such as the University of La Verne).
- Make contacts at potential four year colleges and universities that would be inclined to support this program (this would primarily include schools with some proximity to Citrus, schools with established learning community programs or planned programs in response to the Graduate Initiative, and schools that are somewhat tech-oriented or open to the digital classroom concept).
- Recruit and work with instructors to define a theme-based curriculum that would take advantage of the mixed student populations and the different course subject matter, possibly centering on a service learning opportunity for a combined course project.

## **Relationship Between Sabbatical Activities and Present Position**

I've been the Faculty Coordinator for Citrus' Learning Community program for the past four years. In that time, I've become familiar with the basic philosophy that underlies this program and others like it across the country, the belief that student learning should focus not so much on the memorization of information as the development of critical thinking skills and the opportunity to use those skills in real life applications. I've also had the chance to interact with instructors from a wide variety of two and four year colleges, and I've learned about the many different ways that the learning community concept has been adapted to provide these opportunities. The proposed program, while not officially a learning community in the sense that students would take two different classes with their own cohort, will still take advantage of the key ideas of the learning community movement as well as utilize current available technology for enhanced classroom learning.

A course such as the one I'm proposing here will have two immediate benefits for the participating student at Citrus: it will put the student in a cross-discipline learning environment and it will connect him or her to students who are already enrolled in schools at the next level. Ultimately, this program's main use might be to promote the transfer rates for Citrus students, as those students who work directly with four year college students while enrolled at a community college will likely find the possibility of transfer to the higher level that much less daunting once they've had the experience provided by the course.

As for myself, putting together a pilot course pair for this proposal will give me the chance to expand what I've been doing with learning communities so far, and help me form connections to like-minded educators at other schools. It will also allow me to enhance my own knowledge and experience in terms of using technology in the classroom.

## **Tentative Schedule**

Some of the initial work for this proposal, at least in terms of judging Citrus' current capability for running digital classes, would need to happen before the sabbatical time period began. Some of the outreach to potential partner schools would also occur before this time. Once the sabbatical period starts, I would roughly anticipate the timeline of my activities to be as follows:

August - September 2012: finalizing commitments to the pilot course concept from Citrus and the partner school, ensuring that both schools have the equipment necessary to run


these classes and determining what the combination of courses would officially entail in terms of class meetings, shared digital platform, etc.

September - October 2012: identification of specific teachers and student populations to pilot the program. Recruitment of teachers. Some initial planning of course objectives and ways to best make use of the mixed student groups. Ensuring that the courses are put on the spring schedule.

October - November 2012: finalizing course plans and 'town hall' meeting schedules. Designing and implementing course recruitment programs (branding the overall program).

November - December 2012: testing facilities and equipment. Finalizing course calendars. Working out specific details of combined course project, including any necessary community outreach.

In the spring semester of 2013 my involvement with this proposed program would of course continue, in terms of general coordination and possibly as a participant teacher.



---

**Dean of Language Arts**

## **SABBATICAL LEAVE APPLICATION 2012-2013**

### **Personal Information**

Name: Dyane Duffy

Department: Art, Fine and Performing Arts

Date of initial certified employment at Citrus College:

Adjunct: July 1999, Full-Time: June 2001

Dates of previous sabbaticals, if any: None

### **Summary of Sabbatical Leave Proposal**

The purpose of my sabbatical is to research new techniques, applications and innovations with paint and other art materials. This research of materials will be used for co-authoring a book with artist and educator Francoise Issaly and published by *Les Editions F7I* about acrylic paint techniques important to the future of painting. I will master these techniques and media, and pass this information on to my students in the form of visual research, an on-line blog, an on-line gallery, as well as an exhibition in the Citrus Gallery of my personal artwork produced.

### **Statement of Sabbatical Objectives**

The outcomes will be achieved through research of new painting and artmaking techniques with leading acrylic and oil paint companies, conservators, and artists, in addition to practical research and experimentation in the art studio. This is a continuation of research I have been doing for the past ten years traveling to London, Washington DC, and New York to study the history of art materials from manufacturers, museum conservators and artists.

### **Specific Sabbatical Leave Activities:**

- Take on-Line course: *Materials and Techniques of Postwar Abstract Painting*, MOMA, September 2012
- Attend Art Methods and Materials Conference, Pasadena, CA October, 2012
- Specialized Materials Training at Liquitex Acrylic Paint and Winsor Newton Headquarters, Piscataway New Jersey, March 2013
- Meet with book Publisher, March 2013
- Tour with conservators at National Gallery, Washington DC, and MOMA, New York, March 2013
- Meet with David Pyle, author of *What Every Artist Needs to Know About: Paints and Colors*, March 2012
- Record on-going experimentations and learned techniques in a blog for student use, September 2012- June 2013
- Develop On-Line Gallery for Citrus students, June 2013
- Exhibit personal artwork created in Citrus Gallery, September 2013

**Relationship Between The Sabbatical Leave Activities And Your Present Position At Citrus College:**

(a) how will this leave enhance the educational experience of Citrus College Students?  
Students will be able to read and view my research as well as participate in the discussion in the form of an on-line blog. Students will benefit from the book that I will be co-authoring with artist Francoise Issaly about innovations in Acrylic Painting Techniques, ( to be published in 2014). I will lecture to my classes about materials and techniques along with my visual research in the form of physical examples of these techniques. My gallery showing at Citrus College's Gallery will show my students and the Citrus Community my efforts in research and creativity.

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

- (c)
- Painting Blog about Materials and Techniques, including interviews with artists
  - On-line gallery for myself and Citrus Students
  - Book on Acrylic Painting Techniques and Innovations
  - A solo show displaying my artwork in Citrus Gallery
  - Examples of work developed for the book of Acrylic painting techniques
  - Presentation of research to colleagues
  - Implementation of new materials to the curriculum of my classes

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

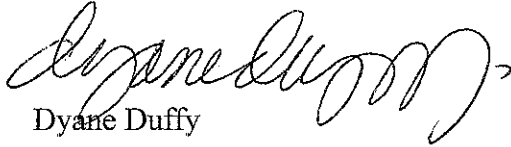
I teach in the Art Department- Painting (Beginning, Intermediate and Advanced) and Drawing (Beginning and Intermediate). It is vital that students are equipped with first-hand knowledge of the materials and techniques they are using. My professional contributions to the college thus far have included: a continuing painting and drawing project, *Faces of the Fallen*, by Citrus students, professional exhibitions of my artwork, lectures on acrylic paint at various colleges and universities in the LA area, including UCLA, Cal Arts, Claremont Graduate University, and Cal State Fullerton. In addition to my subject specific professional growth, I have served on the Curriculum Committee since 2006, assisted in the Fine and Performing Arts Recruitment Day, and curated art exhibitions every year in the Citrus Gallery.

(e) In what way(s) will the sabbatical leave experience contribute to your professional growth?

This sabbatical will make me a more effective teacher because I will have updated myself about all of the new methods and techniques introduced to the art industry. I will have spent time creating artwork with these media to gain a personal understanding of the materials in the growth of an ongoing body of artwork. I will experience the collegiality of meeting and learning from peers, building relationships within the art and art materials community.


---

Respectfully Submitted,



Dyane Duffy

Dean Acknowledgement:



Robert Slack, Dean, Fine and Performing Arts







**CITRUS COMMUNITY COLLEGE DISTRICT'S  
INITIAL PROPOSAL FOR A SUCCESSOR AGREEMENT WITH THE CALIFORNINA  
SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 101**

The District proposes to negotiate over provisions in the current agreement as follows:

Article 6- Evaluation:

Negotiate language clearly identifying the current length of the probationary period upon initial employment and when an employee promotes to a new classification.

Article 10- Salaries:

In light of the District's ongoing budget deficit and inadequate funding from the state, the District proposes no increase to the salary schedule for the duration of the contract.

Add a new Article- Layoff and Reemployment Rights:

Add to the current contract the agreed upon definition of seniority and a defined layoff process.

Article 21- Duration:

The District proposes a three year term.



# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## BP 5205                    STUDENT ACCIDENT INSURANCE

**Reference:** Education Code Section 72506

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

The Student Insurance Policy provides coverage to all currently enrolled and registered students while:

- in college buildings, college leased or rented buildings, and on or off campus during the time classes are authorized and calendared.
- at other locations as required by college sponsored events and activities such as club activities and field trips, including college sponsored and supervised transportation to and from activities.

The District shall provide limited student accident insurance for students participating in intercollegiate athletics, intramurals, and/or ~~physical education~~ kinesiology activity courses.

Coverage is provided for all eligible expenses not paid for by any other valid insurance covering the student. If the student is covered under a health maintenance organization or similar organization they must use their services.

Board Approved 01/19/10

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

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### AP 4227 REPEATABLE COURSES

#### References:

Title 5 Sections 55040, 55041, 55253, and 56029

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. The District must identify and designate such repeatable courses in its catalog. The District must also determine and certify that each repeatable course is one in which either the course content differs each time the course is offered or the course is an activity course subject to certain criteria. Foreign language courses, English as a Second Language (ESL courses), and non-degree-applicable basic skills courses are not considered "activity courses" based on the above criteria. Examples of activity courses that qualify as repeatable courses include ~~physical education~~ kinesiology courses and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters or five quarters including summers and inter-sessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5, Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one occupational work experience course in a given field and that course is not offered as an open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions,

students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of occupational work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

Office of Primary Responsibility: Academic Affairs

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

CITRUS COMMUNITY COLLEGE DISTRICT  
ACADEMIC AFFAIRS

AP 4229 COURSE REPETITION – VARIABLE UNITS

**Reference:**

Title 5 Section 55044

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a ~~physical education~~ kinesiology activity course offered for open-entry/open exit, the enrollment will count as a repetition of the course.

Office of Primary Responsibility: Academic Affairs

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



# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS**

**References:** Education Code Sections 48800, 48800.5, 76001, and 76002

### **Eligibility for Admissions**

The College authorizes the admission of special students who are highly gifted K-12 minor students without high school diplomas, who can benefit from advanced scholastic or vocational work.

Authority to restrict the admission or enrollment of a special part-time or full-time student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations remains the prerogative of the College.

All courses will be taken for college credit. The school of attendance maintains the right to apply course credit.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

### **Special part-time or full-time students (students who have completed 10th grade)**

To be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05. The district may admit a special part-time student enrolled up to 11 units per term or 3 units per session. The District may admit a special full-time student enrolled in 12 units or more per term or 4 units or more per session under special circumstances. The student must present the special circumstances to the Admissions and Records Office for approval to take 12 units or more per term or 4 units or more per session.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

A parent/guardian approval form, allowing the student to participate must be submitted in addition to the College admission application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to conform to all College policies.

### **Academic Eligibility**

Citrus College will admit high school juniors and seniors who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as reflected on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

### **Limitations on Enrollment**

- Students may not normally enroll in more than 11 units.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue.
- Students will not receive priority registration status in their first term or session.
- Students will be charged applicable fees excluding enrollment fee.
- Students who are admitted as full-time, 12 units or more will be charged an enrollment fee.

### **Special part-time (students who have not completed 10th grade)**

To be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. The District may admit a student to a term or session as a special part-time student, for only one class per term or session. The District may admit highly gifted elementary and secondary students as a special part-time student through the 10th grade level for enrollment to the College if they are eligible to participate based on the criteria established below. Admission is subject to seat availability.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

A parent/guardian approval form, allowing the student to participate must be submitted in addition to the College admission application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to conform to all College policies.

The District reserves the right to determine that a student is academically qualified to benefit from the advanced scholastic or vocational work in the discipline to be studied.

### **Academic Eligibility**

Citrus College will admit elementary and secondary students who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative school grade point average of 3.0 or better as reflected on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

### **Limitations on Enrollment**

- Students will be allowed to enroll in a single course each term or session.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a College course to alleviate a school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue.
- Enrollment in courses is based on space availability and on meeting the stated prerequisite and/or co-requisites.
- Special Admit students will not receive priority registration status in their first term or session.
- Special admit students will be charged applicable fees excluding enrollment fee.

### **Summer Session: Special part-time or full-time students who have completed the 10<sup>th</sup> grade**

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code

Section 76001. The District may admit a student to any session as a special part-time or full-time student

- Whose admission to the summer session is recommended by the principal of the school which the student attends and:
- Who have demonstrated adequate preparation for the course to be studied and:
- Who have availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.

**Summer Session: Special part-time or full-time students who have not completed the 10<sup>th</sup> grade**

Under special circumstances any student not having completed the 10<sup>th</sup> grade wishing to attend summer session must present the special circumstances to the Admissions and Records Office for approval to attend either part-time or full-time.

**Minors who are not enrolled in a school program (home schooled)**

The Citrus College Superintendent/President, or designee, may admit students who are not enrolled in a public school into any class for which the students may qualify. Such students are eligible to participate based on the criteria established below.

- The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.
- Complete a Citrus College admission application.
- Submit the appropriate College form for approval to the Superintendent/President or designee stating the following:
  - The student acknowledges that he/she is responsible for knowing and following all College policies and procedures.
  - The grade level of the student.
  - Parental approval for the student to enroll in a College level class.
  - Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work.
  - A statement indicating the exact college level class(s) in which the student is requesting enrollment at Citrus College.

**Procedures for reviewing K-12 students**

For students attending middle and lower schools, the determination shall be made by the Dean of Admissions and Records or designee. The student must provide transcripts and be recommended by his/her principal or designee indicating how in his/her opinion the student can benefit from instruction. The Dean of Admissions and Records or designee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Dean of Admissions and Records or designee shall be final. Once a decision has been made, the student, his/her parent or guardian shall be

informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with the Dean of Admissions and Records ;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor;
- and/or times the class(es) meet and the effect on the safety of the minor.

### **Denial of Requests for Admission**

If the College denies a request for special part-time or full-time enrollment at a community college for a pupil who is identified as highly gifted, the College shall record and issue to the student its findings and the reason for denying the request in writing within 60 days.

### **Apportionment**

The attendance of a pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance, for which the community college shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

Claims for state apportionment for K-12 students must meet all of the following criteria:

- The class is open to the general public
- The class is advertised as open to the general public in one or more of the following:
  - The college catalog
  - The regular schedule of classes
  - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the district's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education kinesiology class, no more than 10 percent of the enrollment of the class may consist of special part-time or full-time students.

Board Approved 07/21/09

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# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5700            ATHLETICS

**References:** Education Code Sections 66271.6, 66271.8, 67360 et seq., Title IX, Education Amendments of 1972

The college's athletics program is operated by the District and governed by the Athletic Code of the Community College League of California (C.C.L.C.) and by the constitution of the California Community College Athletic Association (C.C.C.A.A.), Western State Conference (W.S.C), and the Southern California Football Association (S.C.F.A.).

The administrative representative and the Dean of PE/Athletics Kinesiology/Health/Athletics have been delegated authority to determine individual eligibility according to C.C.L.A., C.C.C.A.A., W.S.C., S.C.F.A., and District regulations. The enforcement of rulings is the responsibility of assigned members of athletic Kinesiology/Health/Athletics department staff, the Dean of PE/Athletics Kinesiology/Health/Athletics and the team coaches involved. General direction and administration of the program, within the established policies and procedures, is the responsibility of the Dean of PE/Athletics Kinesiology/Health/Athletics.

Individual team coaches are directly responsible to the Dean of PE/Athletics Kinesiology/Health/Athletics for governance of their teams and enforcement of established policies and eligibility rulings. The athletic Kinesiology/Health/Athletics department staff functions as the athletics Kinesiology/Health/Athletics department within the Physical Education/Athletics Kinesiology/Health/Athletics Division. The assistant athletic directors report directly to the Dean of PE/Athletics Kinesiology/Health/Athletics. The Dean of PE/Athletics Kinesiology/Health/Athletics responds directly to the superintendent/president.

### **Rules Governing Athletic Eligibility**

All rules of the Community College League of California, California Community College Athletic Association, Western State Conference, and the Southern California Football Association are applicable to the College's athletes, and in addition:

- Each athlete must have completed both the District, W.S.C or S.C.F.A &

C.C.C.A.A eligibility procedures before becoming eligible for any contest, game, meet, match, or scrimmage. These procedures include completion of and signature on the Citrus College declaration form regarding California Education Code 67362 which prohibits participation in intercollegiate athletics by a student athlete who has been convicted as an adult of specific crimes.

- Citrus College ~~Athletic~~ Kinesiology/Health/Athletics Department is fully aware of Title IX, the educational amendments of 1972, and their provisions and fully intends to comply with Title IX and provisions thereof. Self evaluation of the athletics program and all the programs at Citrus College for compliance with Title IX regulations is and will be an ongoing process.
- When the Dean of ~~PE/Athletics~~ Kinesiology/Health/Athletics, assistant directors and team coach are notified that an athlete is ineligible, the athlete may not participate until the Dean of ~~PE/Athletics~~ Kinesiology/Health/Athletics or designee certifies that the athlete has become eligible.
- Student athletes shall complete a thorough pre-participation examination (PPE). This examination shall be performed by a licensed physician. The PPE shall include a medical examination, an orthopedic examination and a review of the student's history/paperwork screening. A Citrus College athletic trainer will approve the student athlete for competition before participating in a college practice or official competition.

Board Approved 07/21/09

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



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	December 6, 2011	Resolution	
SUBJECT:	Board Policies Second Reading BP 7501, Recruitment and Selection; BP 7503, Leaves; BP 7504, Vacation; BP 7506, Sabbatical Leave; and BP 7507, Salary Guide	Information	
		Enclosure(s)	X

BACKGROUND

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

The following Board Policies were approved for a first reading at the November 16, 2011, Board meeting: BP 7501, Recruitment and Selection: Classified Administrator/Manager and Supervisor/Confidential; BP 7503, Leaves: Classified Administrator/Manager and Supervisor/Confidential; BP 7504, Vacation: Classified Administrator/Manager and Supervisor/Confidential; BP 7506, Sabbatical Leave: Classified Administrator/Manager; and BP 7507, Salary Guide: Classified Administrator/Manager and Supervisor/Confidential (the related APs are presented for information only).

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of the following Board Policies: BP 7501, Recruitment and Selection: Classified Administrator/Manager and Supervisor/Confidential; BP 7503, Leaves: Classified Administrator/Manager and Supervisor/Confidential; BP 7504, Vacation: Classified Administrator/Manager and Supervisor/Confidential; BP 7506, Sabbatical Leave: Classified Administrator/Manager; and BP 7507, Salary Guide: Classified Administrator/Manager and Supervisor/Confidential.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No. J.18.

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

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

**References:** 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.

# CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

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

**References:** 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.

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

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

**Reference:** 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.

# CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

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

**Reference:** 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.

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **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.

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

**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).



# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

## **BP 7506      Sabbatical Leave:                  Classified Administrator/Manager**

**Reference:**      Education Code Section 88190

### **General Provision**

Sabbatical leave may be granted 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.

# CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

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

**Reference:** Education Code Section 88190

### **Purpose**

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 classified administrator/manager.
2. Independent study and research relating to the present or newly assigned service of the classified administrator/manager.
3. Travel of such a nature and extent that it will materially increase the proficiency of the classified administrator/manager employee's area of responsibility.

### **Length of Sabbatical Leave**

A Sabbatical Leave may be granted for up to twelve (12) months.

### **Number of Sabbatical Leaves Granted**

The number of Sabbatical Leaves granted each year for 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 classified administrator/manager employee who has rendered at least six (6) consecutive years of service to the District since the employee's initial employment as a classified administrator/manager employee is eligible to request a Sabbatical Leave. 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.

### **Request for Sabbatical Leave**

1. 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. Summary of Sabbatical Leave proposal
  - b. Statement of Sabbatical Leave objectives.
  - c. Specific Sabbatical Leave activities.
  - d. Relationship between the Sabbatical Leave activities and your present position at Citrus College and how will it be of value to the District.

### **Approval**

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.

### **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 the District and provide service for a period of time equal to twice the length of the Sabbatical Leave.

### **Pay for Sabbatical Leave**

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.

### **Written Report**

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.

# **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

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

**Reference:**      Education Code Section 87801

### **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.

# CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

## **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.

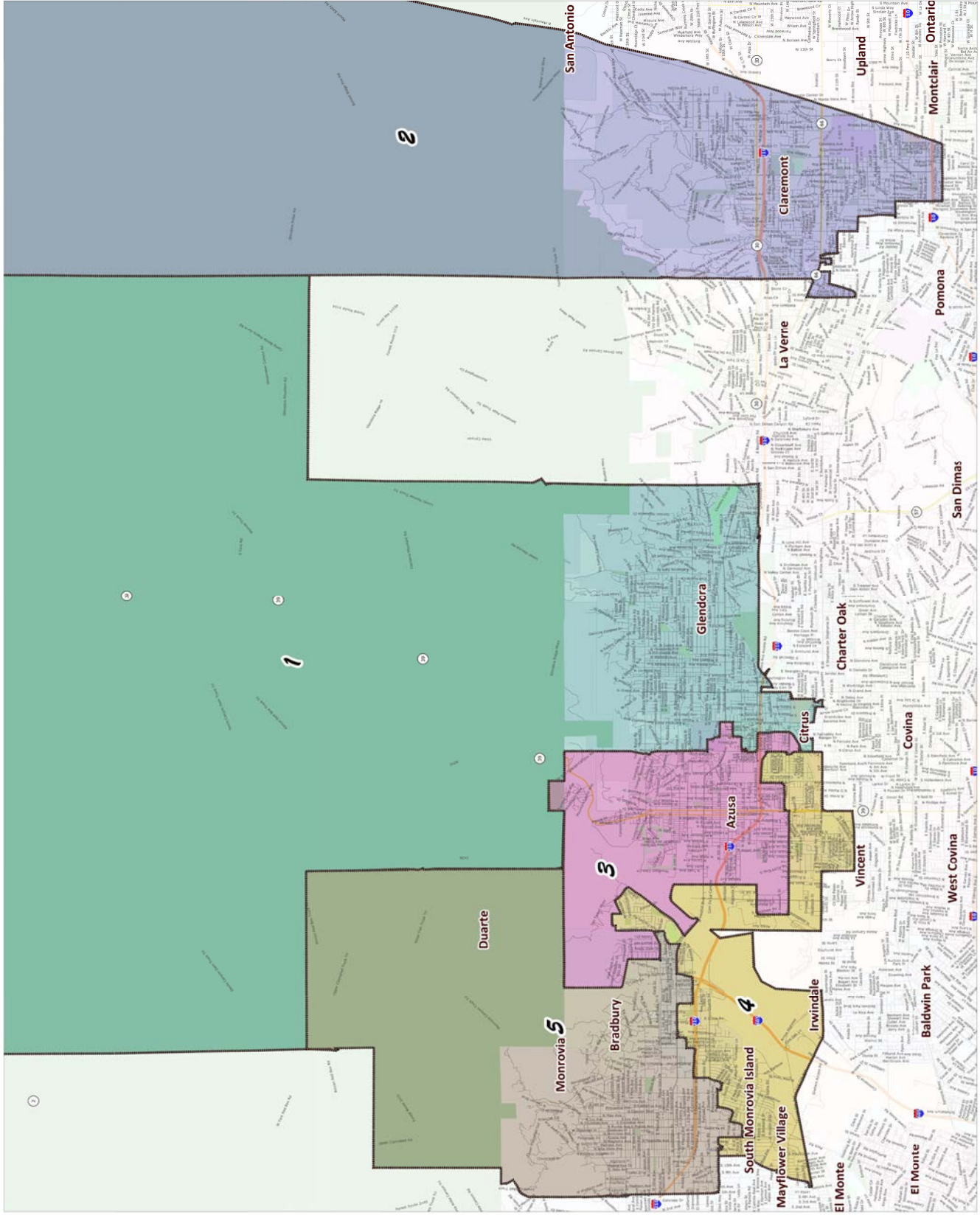
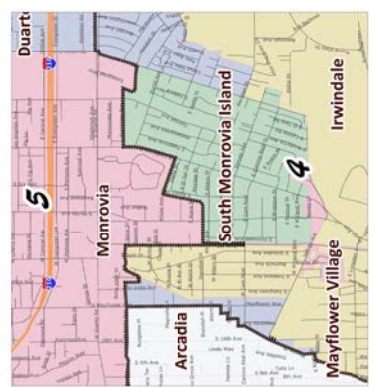
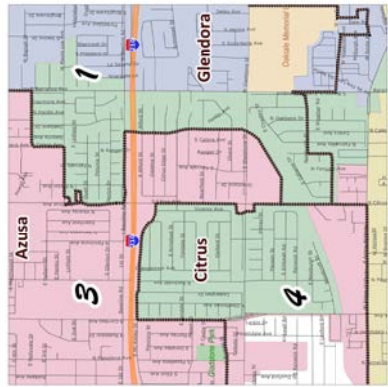
Effective July 1 of each fiscal year, a classified administrator/manager employee shall move up one step on the designated range of the management salary schedule provided the classified administrator/manager employee has served in his/her current position for at least six (6) months prior to July. If 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.







● REDISTRICTING  
● PARTNERS



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

November 15, 2011

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, November 15, 2011, in the Center For Innovation Community Room (CI 159).

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

**TRUSTEE ROLL CALL** – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Nohemi Camacho (Student Trustee).  
Absent: None.

**RESOURCE PERSONNEL PRESENT:** Geraldine M. Perri, Superintendent/President; John Baker, Interim Vice President of Student Services; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs; Robert Sammis, Director of Human Resources and Chief Negotiator; Nickawanna Shaw, Academic Senate President; and Christine Link, Recording Secretary.

**ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:**

**Management Team:** Paula Green, Martha McDonald, and Linda Welz

**Faculty:** Roberta Eisel, Ken Guttman, Patricia Lawrence, and Terry Miles

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

**Classified Employees:** None

**Adjunct Faculty:** Cecil Brower

**Students:** Daniel Hernandez and Christina Ordorica

**VISITORS:** Aaron Castrejon, Karen Davis, Barbara Dickerson, Tom Gerfen, and Gabriel Juan

## HEARINGS

Board President Rasmussen opened a public hearing at 4:17 p.m., for the purpose of hearing public viewpoints regarding the District's proposed trustee area map.

Ms. Barbara Dickerson, Azusa Unified School District board member, voiced her support of the new area map that is proposed for the City of Azusa.

Ms. Doris Blum, Glendora Unified School District board member, commented that she prefers that the map for the City of Glendora be contiguous.

Ms. Karen Davis, Glendora City Council Member, echoed the comments of Ms. Blum

Board President Rasmussen closed the public hearing at 4:21 p.m.

## INFORMATION AND DISCUSSION

### **Trustee Area Boundaries – Geraldine M. Perri, Ph.D., Superintendent/President**

Dr. Perri introduced Mr. Paul Mitchell from Redistricting Partners, who presented revised options for new trustee area maps. In an ongoing effort to satisfy both the legal requirements and the best interests of the community, a new option was discussed. This new option will be presented in a public hearing at the next Board meeting.

## COMMENTS FROM THE AUDIENCE

On behalf of CCFA, Dr. Ken Guttman, CCFA president, congratulated Board President Rasmussen, Trustee Montgomery, and Trustee Keith on their reelection. He said the faculty is looking forward to working with them.

Mr. Terry Miles, Physical and Natural Sciences instructor, speaking as an individual, echoed the comments of Dr. Guttman. He added that the Board is a very wise Board, with over 100 years of combined service to the college, and their experience will be put to use in the difficult times that lie ahead.

## INFORMATION AND DISCUSSION (continued)

### **Introduction of the Student Ambassadors – John Baker, Ed.D., Interim Vice President of Student Services**

Dr. Baker introduced Dr. McDonald who presented the Student Ambassadors for 2011-2012 (listed below). These students serve as the “official” hosts of the college. This year the program has added a student veteran.

Nohemi Camacho  
Thania Lucero  
Sarah Gleason  
Chelsea Deutschlander  
Alex Maravilla

**Geraldine M. Perri, Ph.D., Superintendent/President,** began her report by congratulating Board President Patricia Rasmussen; Trustee Susan M. Keith, Member; and Trustee Joanne Montgomery, Vice President, on their reelection to the Citrus Community College District Board of Trustees. She said she is looking forward to working with them.

Dr. Perri introduced Dr. John Baker, the new Interim Vice President of Student Services. Dr. Baker previously served as Vice President of Student Services at Gavilan College. His resume includes Vice President of Student Services at San Diego Mesa College, Dean of Students at the College of Alameda, and Director of Counseling at Ohlone College. Dr. Baker earned his doctorate from Nova Southeastern University and his Master of Science degree from San Francisco State University. Dr. Baker is also a licensed marriage, family, and child counselor.

Dr. Perri reported on several recent college activities that recognized veterans. On November 3, 2011, the college hosted the Sixth Annual Saluting Our Veterans event. The event, which was co-sponsored by the Cities of Glendora and Azusa and Azusa Pacific University, was well attended. Dr. Perri thanked trustees for attending, and gave special thanks to Dr. Martha McDonald, Dean of Students, and Ms. Marilyn Grinsdale, Protocol and Government Relations Officer, for coordinating the event. On November 10, 2011, ASCC sponsored a breakfast to honor the college’s student veterans. The Glendora City Council presented Dr. Perri and Board President Rasmussen with a certificate of recognition for the college’s outstanding veterans’ programs at their last meeting. Dr. Perri added that Chancellor Jack Scott has announced that the California Community College system has signed an MOU with the California Department of Veterans Affairs, which will streamline the application process for veterans.

Dr. Perri announced three events that will take place at Citrus College on November 16, 2011, including a webcast of the Northern California Town Hall Task Force on Student Success, the Annual Thanksgiving Buffet, and a Campus Safety Forum.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs,** reported news regarding several of the college’s grants. The college hosted an outreach activity for Glendora elementary girls sponsored by the Women in Mathematics grant. The “Race to Stem” grant is well under way, including the Peer Mentoring Program and an information campaign for students, which is being planned by Ivon McCraven,

Coordinator of School Relations. Regarding Bridges to Success, the Writing Café continues to be filled, and a second Poetry Workshop is scheduled. Dr. Malmgren noted that the Citrus Connect STEM grant ended on September 30, 2011, with all monies spent and a zero balance. The college has been awarded a new grant for \$5,000 from federal Library Services and Technology Act funds for the Local History Digital Resources Project.

Dr. Malmgren was pleased to report that Citrus College has had five Associate in Arts/Associate in Science transfer degrees approved by the Chancellor's Office. Those degrees include Administration of Justice, Communication Studies, Mathematics, Psychology, and Sociology.

Citrus College participated in the inaugural Major's Fair at Center Middle School in Azusa. The fair was hosted by Azusa Pacific University, with participation from Cal Poly Pomona and Citrus College. The purpose of the event was to allow students at Center Middle School to learn about various college majors from all three colleges. Ten majors were presented by Citrus College faculty members and students. Dr. Malmgren thanked faculty members Mr. Pete Gold, adjunct Administration of Justice instructor; Mr. Jeremy Clark, Automotive instructor; Dr. Dana Hester, Biology instructor; Mr. Salvador Hernandez, Cosmetology instructor; Mr. Dan Volante, Theatre Arts instructor; Dr. Cliff Hadsell, Emergency Medical Technician instructor; Dr. Senya Lubisich, History instructor; Ms. Stacy Long, adjunct Communications instructor; Dr. Ken Guttman, Psychology instructor and Mr. Steven O'Hara, Recording Arts instructor; for participating and Dr. Eric Rabitoy, Dean of Physical and Natural Sciences, for helping to coordinate the event.

In student-related activities, Dr. Malmgren reported that Citrus College students garnered ten awards at the Journalism Association of Community Colleges Southern Region Annual Fall Conference.

**John Baker, Ed.D., Interim Vice President of Student Services**, reported that the Owl Bookshop Art and Coffee Bar is exceeding the expectations of both the college and Starbucks in sales. They initially estimated \$500 per day in sales, but sales are coming in at \$1,000 to \$1,300 per day.

Regarding other Student Services programs, Dr. Baker said Ms. Robin McBurney, Counselor, and her colleagues in the Counseling and Advisement Center have offered 37 Early Alert workshops for the fall semester. In addition, Career/Transfer Center staff are offering workshops for student applying to CSU and UC. Dr. Baker thanked staff in the Writing Café for reading the personal statements of students who are applying to UC institutions. The Disabled Students Programs and Services staff are helping students prepare for registration for the winter intersession and spring semester. They also visited over 70 College Success classes this fall and provided students with information about learning disabilities.

**Robert Sammis, J.D., Director of Human Resources**, reported that management training is well underway for the fall. The current training is on hiring short term substitutes and professional experts. They will also provide training on the rights of disabled students. In the spring, Human Resources will provide training on due process, documentation, and FERPA.

**Carol R. Horton, Vice President of Finance and Administrative Services**, provided an update on the state budget situation. State Controller John Chiang released a report showing the year-to-date General Fund revenues were behind estimates by \$1.5 billion and expenditures over projections by \$1.7 billion. Cuts to community college funding will be triggered in December if revised revenue forecasts are \$1 billion or more short of the 2011-2012 budget estimates. Citrus College has already budgeted for these cuts.

**Nickawanna Shaw, Academic Senate President**, said the Academic Senate remains focused on the needs of students. She reported on their current work, including providing feedback for the waitlist, which TeCS and the Office of Admissions and Records is working to develop; refining their constitution and bylaws; and reviewing Board Policies and Administrative Procedures from Human Resources. They are also preparing to participate in the 2012 Mid-term Accreditation Report; support the implementation of the six-year cycle and annual program review process; increase faculty engagement in student learning outcome assessment; and facilitate faculty work through the curriculum process to develop transfer degrees as SB 1440 is implemented.

Ms. Shaw said the Academic Senate is working to coordinate efforts with their partners in CCFA in order to fully utilize the skills of both representative bodies with regard to academic and professional matters.

**Nohemi Camacho, Student Trustee**, reported on upcoming student activities. The Chess Club will attend the Annual Staser Tournament in Irvine. University representatives will be on campus to answer questions regarding transfer on November 21, 2011. There will be an ASCC Red Cross blood drive on November 30, 2011, and December 1, 2011. On November 22, 2011, ASCC will hold a candidates' forum, and ASCC elections will take place on November 30, 2011, and December 1, 2011.

**Susan M. Keith, Member, Board of Trustees**, attended performances of *The Sound of Music* and *Nightmare of Music from Film*. Both productions were well done and very entertaining. She also attended the Sixth Annual Saluting Our Veterans, which she said was a beautiful ceremony. Trustee Keith has several family members who were or are veterans, and she is pleased that the college honors veterans in this way.

Trustee Keith thanked everyone who endorsed her candidacy, including CCFA and CCAFF, and other supporters at Citrus, in Claremont and in Azusa. She said that she will strive to continue to represent everyone well.

**Edward C. Ortell, Clerk/Secretary, Board of Trustees**, said the California Postsecondary Education Commission (CPEC) will close its doors this week, due to a

state budget cut that eliminated its budget. Regarding the data amassed by the commission in its role as coordinator of the state's three systems of higher education, Trustee Ortell said some of it will go to the California Community Colleges Chancellor's Office.

**Joanne Montgomery, Vice President, Board of Trustees**, attended the Sixth Annual Saluting Our Veterans and said that the program gets better each year. She also enjoyed the college's production of *The Sound of Music*.

Trustee Montgomery thanked CCFA, CTA, CCA, and CCAFF for their support of her candidacy. She also thanked the many individuals who sent her notes, endorsements, and encouragement. She said she will do her best to support the mission, vision, and values of Citrus College in the coming years.

### **INFORMATION AND DISCUSSION (continued)**

#### **California School Employees Association, (CSEA) Chapter 101 Summary of Initial Proposal – Robert Sammis, J.D., Director of Human Resources**

Dr. Sammis said the initial collective bargaining proposal for CSEA was included in the agenda for information only.

#### **Program Reviews: Accounting & Vocational Nursing – Irene Malmgren, Ed.D., Vice President of Academic Affairs**

Dr. Malmgren provided highlights of the program reviews for Accounting and Vocational Nursing.

### **INDEPENDENT CONTRACTORS**

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

### **FACILITY USE**

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

### **BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.**

**Item 4:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve A & B Warrants for September 2011. 5 Yes.

**Item 5:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve purchase orders for September 2011. 5 Yes.

**FIELD TRIPS**

- Item 6:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for thirty-nine (39) students from *MUS 150 Professional Performance Techniques* and *MUS 228 Blue Note Swing Orchestra* and six (6) staff members to perform in Hawaii from June 28 through July 23, 2012. 5 Yes.
- Item 7:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve a field trip/tour for forty-eight (48) students from *MUS 126 Chamber Singers II* and *MUS 211 Citrus Singers Tour Ensemble (Pop)*, three (3) staff members, and one (1) sound operator/engineer to perform in Hawaii from June 15 through June 26, 2012. 5 Yes.

**PERSONNEL RECOMMENDATIONS**

- Item 8:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 9:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 10:** Moved by Trustee Woods and seconded by Trustee Montgomery to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

**BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.**

- Item 14:** Moved by Trustee Ortell and seconded by Trustee Montgomery 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. 5 Yes.

**BIDS**

- Item 15:** Moved by Trustee Keith and seconded by Trustee Ortell 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. 5 Yes.

**EMPLOYMENT – FACULTY**

- Item 16:** Moved by Trustee Woods and seconded by Trustee Keith 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." 5 Yes.

- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Woods 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. 5 Yes.

### **COLLECTIVE BARGAINING**

- Item 18:** Moved by Trustee Ortell and seconded by Trustee Woods 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. 5 Yes.

### **BOARD POLICIES**

- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Woods to approve the first read of Board policies 7501 – Recruitment and Selection, 7503 – Leaves, 7504 – Vacation, 7506 – Sabbatical Leave, and 7507 – Salary Guide. 5 Yes.

### **RESOLUTION**

- Item 20:** Moved by Trustee Keith and seconded by Trustee Ortell to approve Resolution 2011-12-09 in support of Senate Constitutional Amendment (SCA) 5. 5 Yes.

### **LIQUOR LICENSE**

- Item 21:** Moved by Trustee Keith and seconded by Trustee Montgomery 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. 5 Yes.

**CLOSED SESSION:** At 5:28 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:



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

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

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

**RECONVENE OPEN SESSION:** At 5:58 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 5:59 p.m., it was moved by Trustee Woods and seconded by Trustee Montgomery to adjourn the meeting.

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Date

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Edward C. Ortell  
Clerk/Secretary  
Board of Trustees