

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in February

DATE: Tuesday, February 7, 2012

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

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

C. COMMENTS: MEMBERS OF THE AUDIENCE

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

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

D. REPORTS

Geraldine M. Perri, Superintendent/President
Irene Malmgren, Vice President of Academic Affairs
John Baker, Interim Vice President of Student Services
Robert Sammis, Director of Human Resources
Carol Horton, Vice President of Finance and Administrative Services
Nickawanna Shaw, Academic Senate President
Steve Siegel, Classified Employees
Nohemi Camacho, Student Trustee
Members of the Board of Trustees

(CONTINUED)

E. MINUTES

1. Approval of the Regular Meeting Minutes of January 17, 2012

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

1. Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and California School Employees Association (CSEA) Citrus College Chapter Local 101.
2. Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
3. Per Section 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION AND CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
4. Consideration of expulsion of student #AXXXXXX02, pursuant to Education Code Section 72122 and District Administrative Procedure AP 5520 Student Discipline Procedures

G. INFORMATION AND DISCUSSION

1. Measure G Citizens' Oversight Committee Annual Report – Carol R. Horton, Vice President of Finance and Administrative Services (Page)

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|---------------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| DATE | February 7, 2012 | Resolution | _____ |
| SUBJECT: | Measure G Citizens' Oversight Committee Annual Report | Information | _____ X _____ |
| | | Enclosure(s) | _____ |

BACKGROUND

In accordance with Proposition 39, the Measure G Citizens' Oversight Committee, with members representing the various facets our communities serve as the "eyes, ears and voices" of local residents and taxpayers to monitor the expenditures of Measure G funds. The committee reviews the progress of implementing the college's Master Plan and will report their findings annually to the Board of Trustees and to the public.

Mrs. Nikki Hull, Chairman of the Measure G Citizens' Oversight Committee, will present the Annual Report for the fiscal year ending June 30, 2011.

The Proposition 39 Financial and Performance Audits by Vicente, Lloyd & Stutzman were approved by the Board of Trustees at the December 6, 2011 meeting.

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

RECOMMENDATION

Information only, no action required.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ G.1. _____

H. ACTION ITEMS

1. Consent Items

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

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

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

Business Services

- a. Authorization is requested to approve the attached list of independent contractor/consultant agreements as submitted. (Page)
- b. Authorization is requested to approve facility rentals and usage. (Page)

Academic Affairs

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

Personnel Recommendations

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

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – February 7, 2012

| <u>CONTRACTOR CONSULTANT/ DEPARTMENT</u> | <u>RATE</u> | <u>FUNDING SOURCE</u> | <u>PERIOD</u> | <u>SERVICE</u> |
|--|----------------|---------------------------|---|---|
| <u>ADMINISTRATIVE SERVICES</u> | | | | |
| Adolph Ziembra, AIA & Associates, Inc. | \$39,160.00max | Bond | 2/8/12 through Project Completion | Architectural & Engineering Services Tech D Dyno Complex |
| Geobase, Inc. | \$27,850.00max | Bond | 4/6/11 through Project Completion <i>Revision</i> | Geotechnical Services – East Campus Public Restrooms |
| <u>COMMUNITY EDUCATION</u> | | | | |
| Jackson, Michelle | 40% of fees | Fees | 1/21/12-1/21/12 | Makeup 101 |
| Jackson, Michelle | 40% of fees | Fees | 1/21/12-1/21/12 | Adult Makeup and Skin Care |
| Jackson, Michelle | 40% of fees | Fees | 4/14/12-4/14/12 | Adult Makeup and Skin Care |
| Jackson, Michelle | 40% of fees | Fees | 5/12/12-5/12/12 | Adult Makeup and Skin Care |
| Jackson, Michelle | 40% of fees | Fees | 4/14/12-4/14/12 | Makeup 101 |
| Jackson, Michelle | 40% of fees | Fees | 2/11/12-2/11/12 | Makeup 101 |
| Jackson, Michelle | 40% of fees | Fees | 5/12/12-5/12/12 | Teen Makeup and Skin Care |
| Jackson, Michelle | 40% of fees | Fees | 2/11/12-2/11/12 | Teen Makeup and Skin Care |
| <u>RISK MANAGEMENT/STAFF DEVELOPMENT</u> | | | | |
| Survival Skills & Co. | \$1,595.00max | District | 4/20/12-4/20/12 | Disaster Preparedness Workshop |
| <u>STUDY ABROAD</u> | | | | |
| American Institute for Foreign Study, Inc. | no fee | no fee | 6/21/12-7/14/12 | Florence, Italy – Summer 2012 |

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

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|------------------------|--------------|----------|
| TO: | BOARD OF TRUSTEES | Action | <u>X</u> |
| DATE | February 7, 2012 | Resolution | <u></u> |
| SUBJECT: | Facility Usage/Rentals | Information | <u></u> |
| | | Enclosure(s) | <u>X</u> |

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton
Recommended by

Moved / Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.1.b.

**Use of Facilities
February 7, 2012**

| ORGANIZATION | FACILITY | ACTIVITY | DATE(S) | CHARGE |
|--|--|--------------------|---------------------------------|--|
| Fever Productions, LLC | Center for Innovation Lobby and Exterior | Movie Filming | 1/15/2012 | \$700.00 plus additional labor if required |
| Harvest Films, Inc. | Stadium | Commercial Filming | 1/19/2012 | \$1,400.00 plus additional labor if required |
| QAS Productions | Stadium | Still Photo Shoot | 1/22/2012 | \$2,800.00 plus additional labor if required |
| Biscuit Filmworks | Stadium | Commercial Filming | 1/26/2012 | \$4,975.00 plus additional labor if required |
| FLS International | Cafeteria Dining | Farewell Party | 1/27/2012 | \$250.00 plus additional labor if required |
| Azusa Pacific University | Tennis Courts | Tennis Matches | Various 1/28/12 through 4/25/12 | \$1,425.00 plus additional labor if required |
| Exclusive Football League: Team California | Stadium & Locker Rooms | Football Games | 6/30/12 and 7/14/12 | \$6,400.00 plus additional labor if required |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | February 7, 2012 | Resolution | _____ |
| SUBJECT: | Approval of New Courses, Modified Courses, Inactivated Courses and New Program and Modified Programs | Information | _____ |
| | | Enclosure(s) | X |
| | | | _____ |

BACKGROUND

As per Title 5, new courses, modified courses, inactivated courses, new programs, and modified programs are submitted for approval to the Board of Trustees on a regular basis.

This list represents work completed by the Curriculum Committee on November 17, 2011 and December 8, 2011.

This item was prepared by Kathy Bueno, Administrative Secretary II, Academic Affairs.

RECOMMENDATION

Authorization is requested to approve the new courses, modified courses, inactivated courses, new programs, and modified programs.

Irene Malmgren
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.c. _____

| NEW COURSES | | | |
|-------------------------|------------------|---|--|
| Subject | Course No | Course Title | Justification |
| ESCI | 119 | Physical Geology without laboratory | Physical Geology without laboratory |
| SPAN | 130 | Latin American Culture and Civilization | Demonstrate in-depth knowledge of Latin American culture and history |
| MODIFIED COURSES | | | |
| AUTO | 230A | Automotive Service and Repair Work Experience A | Correction to lab |
| AUTO | 230B | Automotive Service and Repair Work Experience B | Correction to lab |
| AUTO | 230C | Automotive Service and Repair Work Experience C | Correction to lab |
| AUTO | 230D | Automotive Service and Repair Work Experience D | Correction to lab |
| CHLD | 112 | Principles of Early Childhood Education I | Submit as part of TMC degree, add transfer and update course outline |
| CHLD | 114 | Home-Child-Community Relations | Submit as part of TMC degree, add transfer and update course outline |
| CHLD | 116 | Introduction to Curriculum | Submit as part of TMC degree, add transfer and update course outline |
| CHLD | 144 | Health, Safety and Nutrition for Young Children | Submit as part of TMC degree, add transfer and update course outline |
| CHLD | 150 | Multi-Culture Anti-Bias Classrooms | Submit as part of TMC degree, add transfer and update course outline |
| CHLD | 154 | Observing and Recording Behavior | Submit as part of TMC degree, add transfer and update course outline |
| CHLD | 156 | Practicum in Early Childhood Education | Submit as part of TMC degree, add transfer and update course outline |
| CHLD | 156L | Practicum Lab | Update course outline and modify SLOs |

| | | | |
|------|------|---|---|
| CHLD | 160 | Perceptual Motor and Movement Activities | Update course outline |
| CHLD | 164 | The Child with Special Needs | Update course outline |
| CHLD | 166 | Speech and Language Development and Disorders | Update course outline |
| CHLD | 168 | Developmental Risk: Infants and Toddlers | Update course outline |
| CHLD | 181 | Infant and Toddler Caregiver: Relationships | Update SLOs and course outline |
| CHLD | 182 | Infant and Toddler Caregiver: Socialization and Emotional Development | Update SLOs and course outline |
| CHLD | 183 | Infant and Toddler Caregiver: Learning and Development | Update SLOs, written assignments |
| CHLD | 184 | Infant and Toddler Caregiver: Environments and Routines | Update SLOs, outside assignments |
| CHLD | 194 | Personnel Issues in Adult Supervision and Mentoring | Update SLOs, outside assignments |
| ENGL | 98 | English Fundamentals | Update course content |
| ESCI | 120 | Physical Geology | Update outline and SLOs |
| HIST | 130 | Latin American Culture and Civilization | Reactivate and modify course |
| HIST | 107H | History of the United States before 1877 - Honors | Update course outline |
| MATH | 030 | Elementary Algebra | Math 130 changed to Math 030. Two levels below college level math. Course number must be below 100. |
| MATH | 170 | College Algebra | Add 1 unit to the course by adding course content. Also modify SLOs so that only one remains. |
| PHYS | 201 | Physics A: Mechanics | Update SLOs and change pre-requisite |

| | | | |
|------|------|---|---|
| PHYS | 203 | Physics C: Waves, Optics & Modern Physics | Revise content, update SLOs, update requisites, name change to reflect revised content. |
| PSY | 206 | Child Growth and Development | Update course outline to match proposed TMC recommendations |
| PSY | 226 | Psychology of Women | Update SLOs and catalog description. |
| SPAN | 101 | Spanish I | Update SLOs |
| SPAN | 102 | Spanish II | Update SLOs |
| SPAN | 201 | Spanish III | Remove course prerequisites. Change course textbooks. Revise course SLOs and assessments. |
| SPAN | 202 | Spanish IV | Change course prerequisites. Change course textbooks. Change course SLOs and assessments. |
| SPCH | 100 | Interpersonal Communication | Update SLOs |
| SPCH | 106 | Small Group Communication | Update SLOs |
| VNRS | 150 | Fundamentals of Nursing | Revise SLOs; decrease in number |
| VNRS | 151L | Fundamentals of Nursing Lab | Review and update course |
| VNRS | 153 | Introductory Nutrition for the Vocational Nurse | Review and update course |
| VNRS | 160 | Medical-Surgical Nursing I | Modify SLOs and general course review. |
| VNRS | 161L | Medical-Surgical Nursing I Lab | Modify SLOs and general course review. |
| VNRS | 163 | Diet Therapy for the Vocational Nurse | Modify SLOs and general course review. |
| VNRS | 164 | Body Structure and Function for the Vocational Nurse II | Add SLOs, add additional objectives, add text book |

| | | | |
|----------------------------|------|---|--|
| VNRS | 165 | Adult Growth and Development for the Vocational Nurse | Modify course to make title clearer, and expand from "hybrid DE" only to either "hybrid DE" or full DE |
| VNRS | 180 | Pediatric Nursing | Update SLOs |
| VNRS | 183 | Leadership in Nursing | Update SLOs |
| | | | |
| INACTIVATED COURSES | | | |
| AJ | 698A | Cooperative Education | Course has not been offered in several years, with no plans to offer it in the future. |
| AJ | 698B | Cooperative Education | Course has not been offered in several years, with no plans to offer it in the future. |
| AJ | 698D | Cooperative Education | Course has not been offered in several years, with no plans to offer it in the future. |
| AJ | 699A | Cooperative Education | Course has not been offered in several years, with no plans to offer it in the future. |
| AJ | 699B | Cooperative Education | Course has not been offered in several years, with no plans to offer it in the future. |
| AJ | 699D | Cooperative Education | Course has not been offered in several years, with no plans to offer it in the future. |
| AUTO | 141 | Engine Mechanical Systems | Has not been offered in more than two years. |
| AUTO | 142 | Drivetrain Systems | Has not been offered in more than two years. |
| AUTO | 144 | Chassis Systems | Has not been offered in more than two years. |
| AUTO | 146 | Automotive Electrical Systems | Has not been offered in more than two years. |
| AUTO | 148 | Engine Control Systems | Has not been offered in more than two years. |

| | | | |
|------|-----|----------------------------------|--|
| CHLD | 106 | Parenting Your Preschool Child | No longer scheduled as part of program. |
| FREN | 101 | French I | Has not been offered in more than two years. |
| FREN | 102 | French II | Has not been offered in more than two years. |
| FREN | 201 | French III | Course has not been offered for at least two years. |
| FREN | 202 | French IV | Course has not been offered for at least two years. |
| KIN | 110 | Shao-lin Kung Fu | Course has not been offered in several years. |
| KIN | 112 | Tai Chi Chuan | Course has not been offered in several years. |
| KIN | 115 | Snowboarding | Course has not been offered in several years. |
| KIN | 132 | Football | Course has not been offered in several years. |
| KIN | 133 | Soccer | Course has not been offered in several years. |
| KIN | 136 | Water Polo | Course has not been offered in several years. |
| KIN | 141 | Lifeguard Training | Course has not been offered in several years. |
| KIN | 144 | Water Safety Instructor | Course has not been offered in several years. |
| KIN | 146 | Water Exercise | Course has not been offered in several years. |
| LIBT | 100 | Information Literacy | Course has not been offered in several years, with no plans to offer it in the future. |
| LIBT | 295 | Audiovisual Services | Course has not been offered in several years, with no plans to offer it in the future. |
| SPAN | 140 | Beginning Conversational Spanish | Course has not been offered for at least two years. |
| | | | |
| | | | |
| | | | |
| | | | |

| | | |
|---|--|--|
| NEW PROGRAMS | | |
| Associate in Arts Degree in English for Transfer (AA-T) | | Establish an AA-T degree for students intending to complete a bachelor's degree in English at a CSU. |
| Early Childhood Education A.S. – Transfer Degree | | Change existing degree and title to match SB 1440 description for transfer degree |
| MODIFIED PROGRAMS | | |
| Automotive Research and Development Certificate of Achievement | | 2012 Revisions - We are proposing to reduce the requirements of the certificate to fit the classes currently being offered and revising required versus Additional Required courses. 2011 Revisions - This is a revision of the current HPI certificate based upon recommendations from the local advisory committee. It includes a title change, new options, and SLOs. |
| Medium and Heavy Diesel Truck Service, Diagnosis and Repair Technician Certificate of Achievement | | Title change to match Chancellor's site. |
| PUBLIC WORKS I Certificate of Achievement | | Advisory Council recommended removing Math 115 requirement and changing from one elective to two electives. The math requirement will be added to the level II certificate |
| PUBLIC WORKS II Certificate of Achievement | | Removing Math Course (115) from Public Works I certificate and increasing requirement to MATH 150 as recommended by advisory council. |

| | |
|---|--|
| WATER TECHNOLOGY Certificate of Achievement | MATH 115 no longer being offered by the MATH department. Modifying certificate per advisory. |
| Water Technology A.S. Degree | Modify to align with WATR certificate and create less confusion regarding the requirements. |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--------------------|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | February 7, 2012 | Resolution | _____ |
| SUBJECT: | Academic Employees | Information | _____ |
| | | Enclosure(s) | X |

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.d. _____

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | ASSIGNMENT | DEPARTMENT | BEGIN | END | RATE | |
|----------------------------|---|---------------------|-----------------------------|--------------|------------|-------------|-----|
| Amaya-Anderson, Beatriz | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Anderson-McGill, Taylor | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Azpeitia, Maria | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Beach, Kristine | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Beach, Kristine | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |
| Briones, Arthur | Counselor | Hourly as needed | Counseling | 01/01/12 | 06/30/12 | \$44.90 | hr. |
| Burns, Linda | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Castillo, Claudia | Learning Community Team | Stipend | BIS Grant | 02/21/12 | 06/15/12 | \$2,000.00 | tl. |
| Chun, Mina | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Click, James | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Cross, Cynthia | Learning Community Team | Stipend | BSI Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Curran, Keith | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Curran, Keith | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | ASSIGNMENT | DEPARTMENT | BEGIN | END | RATE | |
|---------------------|--|-------------------|--------------------------|--------------|------------|-------------|-----|
| Dau, Carsten | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$2,000.00 | tl. |
| Eiland, Thomas | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Fisher, Jamie | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Gamboa, Robert | Counselor | Hourly as needed | Counseling | 01/19/12 | 02/22/12 | \$44.90 | hr. |
| Ghidella, Richard | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Godehart, Christine | Lead, Secrets of Science Camp | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$4,000.00 | tl. |
| Godehart, Christine | Lead, Secrets of Science Summer Camp | Stipend | Race to STEM Grant | 06/25/12 | 08/16/12 | \$3,500.00 | tl. |
| Gong, Catherine | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Gonzales, Rina | Coordinate Dental Assisting Program | Stipend | Dental | 02/21/12 | 06/16/12 | \$3,432.01 | tl. |
| Gonzalez, Rudy | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Gunderson, Mark | Learning Community Team | Stipend | BSI Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Hadsell, Clifford | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |
| Hall, James | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | ASSIGNMENT | DEPARTMENT | BEGIN | END | RATE | |
|------------------|--|-------------------|--------------------------|--------------|------------|-------------|-----|
| Han, June | Facilitator, Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$750.00 | tl. |
| Hensley, Susan | Counselor | Hourly as needed | Counseling | 01/19/12 | 02/22/12 | \$44.90 | hr. |
| Jacquet, Dominic | Counselor | Hourly as needed | Counseling | 01/19/12 | 02/22/12 | \$44.90 | hr. |
| Jonas, Vida | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Kang, Eun | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Kelly, Donna | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Killen, Monica | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Kim, Edward | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Kim, Grace | Counselor | Hourly as needed | Counseling | 02/08/12 | 06/30/12 | \$44.90 | hr. |
| Lam, Wood | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Lam, Wood | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |
| Lee, Bianca | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Lei, Li | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | ASSIGNMENT | DEPARTMENT | BEGIN | END | RATE | |
|------------------|---|---------------------|-----------------------------|--------------|------------|-------------|-----|
| Leung, Sing | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Linville, Brian | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Longyear, Alicia | Learning Community Team | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Low, Joyce | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Loya, Henry | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Martinez, Manny | Volunteer | Hourly as needed | Veteran's Center | 02/08/12 | 06/30/12 | | |
| McBurney, Robin | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Naiyer, Zakaria | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Ng, Sun | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Nguyen, Cynthia | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Odegaard, Eric | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Odrich, Steve | Facilitator, Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$1,500.00 | tl. |
| Paek, Heddy | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | ASSIGNMENT | DEPARTMENT | BEGIN | END | RATE | |
|-----------------------------|--|-------------------|-----------------------------|--------------|------------|-------------|-----|
| Phan-Yam, Tuyetdong | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Ramos, Christopher | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Ray, Jamie | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Resto-Ometeotl, Luivette | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Resto-Ometeotl, Luivette | Three Poetry Workshops | Stipend | Bridges to Success Grant | 03/01/12 | 05/31/12 | \$800.00 | tl. |
| Riderer, Lucia | Lead, Cal Poly Summer Research Experience | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$3,500.00 | tl. |
| Riderer, Lucia | Lead, Cal Poly Summer Research Experience | Stipend | Race to STEM Grant | 06/25/12 | 08/16/12 | \$3,500.00 | tl. |
| Robles, Andrew | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |
| Rowley, Dianne | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Rudd, Rebecca | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Rudd, Rebecca | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |
| Scott, Chris | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Seccombe, June | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | ASSIGNMENT | DEPARTMENT | BEGIN | END | RATE | |
|----------------------|--|-------------------|--------------------------|--------------|------------|-------------|-----|
| Seccombe, June | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |
| Smedley, Deanna | Counselor | Hourly as needed | EOPS/CARE and CalWORKs | 02/08/12 | 06/30/12 | \$44.90 | hr. |
| Swan, Alfie | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Swatzel, Paul | Learning Community Team | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Tseng, Kelly | College Success Adjunct Faculty Workshop | Stipend | BSI Grant | 02/21/12 | 02/21/12 | \$100.00 | tl. |
| Tussy, Alan | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Van Citters, Beverly | Faculty Mentor/Mentee Program | Stipend | Bridges to Success Grant | 02/21/12 | 06/12/12 | \$300.00 | tl. |
| Villa, Elizabeth | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$2,000.00 | tl. |
| Villeneuve, Louisa | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Walz, Sheryl | Learning Community Team | Stipend | Bridges to Success Grant | 02/21/12 | 06/15/12 | \$1,000.00 | tl. |
| Weaver, Pablo | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| White, Sheila | Faculty Inquiry Group | Stipend | Race to STEM Grant | 02/21/12 | 06/15/12 | \$500.00 | tl. |
| Love, Jamie | Volunteer | | Instruction | 02/21/12 | 06/15/12 | | |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|-------------------------|------------------------------|------------------|-----------------|
| Adawiya, Issa | Public Works | 1-6 | \$1,119 |
| Alba, Ralphie | Public Works | 1-1 | \$1,025 |
| Allgaier, Jennifer | Dance | 4-6 | \$1,281 |
| Al-Sabea, Taha | Economics | 4-6 | \$1,281 |
| Alverson, David | Recording Arts | 1-4 | \$1,025 |
| Amaya, Hector | Humanities | 3-4 | \$1,129 |
| Amaya-Anderson, Beatriz | English | 3-2 | \$1,129 |
| Anderson-McGill, Taylor | Biology | 2-3 | \$1,077 |
| Aplanalp, Jane | Cosmetology | 1-6 | \$1,119 |
| Au, Susanna | Drafting | 2-6 | \$1,174 |
| Azpeitia, Maria | English | 2-1 | \$1,077 |
| Barajas, Noemi | Nursing | 3-4 | \$1,129 |
| Beach, Kristine | English | 2-3 | \$1,077 |
| Beatty, David | Music | 1-6 | \$1,119 |
| Bender, Thomas | Automotive | 1-6 | \$1,119 |
| Betancourt, Carmen | Cosmetology | 1-6 | \$1,119 |
| Birmingham, Thomas | English | 3-6 | \$1,230 |
| Blynn-Avanosian, Sylvia | Spanish | 4-6 | \$1,281 |
| Bobo, Michael | Humanities | 1-4 | \$1,025 |
| Botello, Rochelle | Art | 3-6 | \$1,230 |
| Botma, Scott | Cosmetology | 1-3 | \$1,025 |
| Bowen, Keisha | Cosmetology | 1-6 | \$1,119 |
| Boyden, Pixie | Information Technology | 2-2 | \$1,077 |
| Boylan, John | Recording Arts | 1-4 | \$1,025 |
| Brennan, Donna | Nursing | 4-4 | \$1,183 |
| Bruce-Oliver, Fred | Kinesiology | 1-6 | \$1,119 |
| Buckalew, James | Speech | 4-6 | \$1,281 |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|------------------------|------------------------------|------------------|-----------------|
| Burns, Linda | English | 4-6 | \$1,281 |
| Cablay, Al | Public Works | 1-1 | \$1,025 |
| Carvajal, Everado | History | 1-1 | \$1,025 |
| Caudle, Michael | Recording Arts | 1-3 | \$1,025 |
| Chan, Linda | Astronomy | 4-5 | \$1,234 |
| Chavez-Appel, Mercedes | Speech | 1-6 | \$1,119 |
| Cheng, Tanshee | Mathematics | 1-4 | \$1,025 |
| Christensen, Niel | Political Science | 3-4 | \$1,129 |
| Christianson, Monica | Counseling | 4-3 | \$1,183 |
| Chun, Mina | Mathematics | 2-6 | \$1,174 |
| Click, James | English | 1-1 | \$1,025 |
| Coleman, Claire | Child Development | 3-6 | \$1,230 |
| Cowgill, Darian | Recording Arts | 1-3 | \$1,025 |
| Culp, Jean | History | 3-6 | \$1,230 |
| Currán, Keith | English | 1-6 | \$1,119 |
| Cusick, Tanya | Dental | 1-3 | \$1,025 |
| Daves-Schneider, Lida | German | 4-4 | \$1,183 |
| Deanda, Alma | Biology | 4-3 | \$1,183 |
| Deatrick, Steven | Recording Arts | 1-6 | \$1,119 |
| Deets, Kristin | Speech | 1-6 | \$1,119 |
| Demita, John | Theatre Arts | 4-6 | \$1,281 |
| DeMonaco, John | Health Sciences | 1-1 | \$1,025 |
| Dennis, Paul | Administration of Justice | 1-6 | \$1,119 |
| Dery, Kenneth | Biology | 4-5 | \$1,234 |
| Dhillon, Dalvir | Nursing | 1-5 | \$1,072 |
| Dingwall, Stephanie | Biology | 1-4 | \$1,025 |
| Dougall, Natalie | English | 2-6 | \$1,174 |
| Elias, Brian | Administration of Justice | 1-2 | \$1,025 |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|----------------------|------------------------------|------------------|-----------------|
| Entus, Robert | Chemistry | 4-6 | \$1,281 |
| Fallat, Paul | Heating | 1-6 | \$1,119 |
| Farnum, Martin | Chemistry | 4-6 | \$1,281 |
| Felix, Felipe | Cosmetology | 1-6 | \$1,119 |
| Figuroa, Irma | Cosmetology | 1-6 | \$1,119 |
| Fisher, Jamie | English | 1-3 | \$1,025 |
| Fleischer, Beatriz | Spanish | 2-6 | \$1,174 |
| Gamboa, Robert | Counseling | 2-4 | \$1,077 |
| Garcia, Victor | Spanish | 1-5 | \$1,072 |
| Goedhart, Christine | Biology | 4-5 | \$1,234 |
| Gold, Peter | Administration of Justice | 1-5 | \$1,072 |
| Gonzales, Rina | Dental | 1-4 | \$1,025 |
| Gonzalez, Juan | Automotive | 1-6 | \$1,119 |
| Gramling, Gary | Water Technology | 1-2 | \$1,025 |
| Graves, Buschansha | Cosmetology | 1-4 | \$1,025 |
| Guillen, Nelida | Spanish | 3-4 | \$1,129 |
| Hackworth, Catherine | Music | 1-3 | \$1,025 |
| Hall, James | English | 1-6 | \$1,119 |
| Havens, Craig | Photography | 1-5 | \$1,072 |
| Hibbs, Linda | Reading | 1-6 | \$1,119 |
| Hollenshead, Marcia | Biology | 4-5 | \$1,234 |
| Holm, Daniel | Cosmetology | 1-6 | \$1,119 |
| Holmes, Alison | Art | 1-6 | \$1,119 |
| Horton, Julian | Kinesiology | 1-6 | \$1,119 |
| Hunt, Stephan | Administration of Justice | 1-6 | \$1,119 |
| Jennings, Sanae | Japanese | 1-5 | \$1,072 |
| Jonas, Vida | English | 3-6 | \$1,230 |
| Jung, Shinsuck | Kinesiology | 1-5 | \$1,072 |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|-------------------|------------------------------|------------------|-----------------|
| Kang, Eun | English | 4-6 | \$1,281 |
| Kapoor, Anil | Biology | 4-4 | \$1,183 |
| Kawai, Julie | Reading | 3-4 | \$1,129 |
| Kelly, Donna | English | 4-6 | \$1,281 |
| Killen, Monica | Ethnic Studies | 3-3 | \$1,129 |
| Kim, Edward | Mathematics | 2-5 | \$1,120 |
| Kinney, Michael | Biology | 3-3 | \$1,129 |
| Lam, Wood | English | 2-5 | \$1,120 |
| Larsen, Robin | Theatre Arts | 4-5 | \$1,234 |
| Lau, Bernie | Sociology | 2-6 | \$1,174 |
| Lawson-Egan, Gina | Fine Arts | 3-1 | \$1,129 |
| Lee, Bianca | English | 1-6 | \$1,119 |
| Lee, Monica | Biology | 2-6 | \$1,174 |
| Lei, Li | Mathematics | 2-6 | \$1,174 |
| Leung, Sing | Mathematics | 4-6 | \$1,281 |
| Lewis, David | History | 1-6 | \$1,119 |
| Li, Xiaoyan | Chemistry | 1-4 | \$1,025 |
| Linville, Brian | English | 4-6 | \$1,281 |
| Lipp, Gregory | Automotive | 1-3 | \$1,025 |
| Liskey, Renee | Dance | 1-6 | \$1,119 |
| Lofthouse, Peter | Kinesiology | 1-4 | \$1,025 |
| Logan, Stephanie | History | 1-2 | \$1,025 |
| Long, Stacy | Communications | 1-6 | \$1,119 |
| Loya, Henry | English | 4-6 | \$1,281 |
| Luke, Thomas | Motorcycle Technology | 1-5 | \$1,072 |
| Mallory, Roy | Automotive | 1-6 | \$1,119 |
| Martinez, Jose | Water Technology | 1-3 | \$1,025 |
| Marzec, Michael | Philosophy | 4-6 | \$1,281 |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|----------------------|------------------------------|------------------|-----------------|
| Mastrosimone, Vince | Public Works | 1-1 | \$1,025 |
| McCabe, Dale | Biology | 3-6 | \$1,230 |
| McDonald, Tamara | Kinesiology | 1-2 | \$1,025 |
| McFadden, Michelle | Cosmetology | 1-1 | \$1,025 |
| McWilliams, Stuart | Health Sciences | 1-4 | \$1,025 |
| Milbrandt, David | Political Science | 4-4 | \$1,183 |
| Mixson, Vonetta | Music | 2-6 | \$1,174 |
| Montes, Monica | Biology | 1-1 | \$1,025 |
| Montgomery, Robert | Chemistry | 4-6 | \$1,281 |
| Moore, Elanie | Art | 2-6 | \$1,174 |
| Mumford, Michael | Health Sciences | 1-1 | \$1,025 |
| Mumford, Mike | Health Science | 1-1 | \$1,025 |
| Myers, Kimberly | English | 2-6 | \$1,174 |
| Naiyer, Zakaria | English | 2-6 | \$1,174 |
| Nelson, Maurene | Speech | 1-2 | \$1,025 |
| Nelson, Stephen | History | 1-6 | \$1,119 |
| Newell, Jerry | Psychology | 4-6 | \$1,281 |
| Ng, Sun | Mathematics | 2-6 | \$1,174 |
| Nguyen, Cynthia | Mathematics | 2-6 | \$1,174 |
| Nguyen, Tracy | Mathematics | 2-6 | \$1,174 |
| Nichols, Sarah | Physical Science | 4-3 | \$1,183 |
| Nila, Richard | Kinesiology | 1-3 | \$1,025 |
| Noonan, Benjamin | Kinesiology | 2-6 | \$1,174 |
| Norman, Scott | Kinesiology | 1-4 | \$1,025 |
| Nuttall, Adora | Child Development | 1-6 | \$1,119 |
| Odegaard, Eric | English | 3-6 | \$1,230 |
| Ogimachi, Tom | Mathematics | 1-2 | \$1,025 |
| Ozminkowski, Mariusz | Speech | 4-6 | \$1,281 |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|--------------------------|------------------------------|------------------|-----------------|
| Parry, Erica | Dental | 1-3 | \$1,025 |
| Phan, Tien | Administration of Justice | 4-2 | \$1,183 |
| Phan-Yamada, Tuyetdong | Mathematics | 3-4 | \$1,129 |
| Provencher, Henry | Administration of Justice | 1-6 | \$1,119 |
| Ramos, Christopher | English | 1-6 | \$1,119 |
| Ramos, Michael | Psychology | 4-6 | \$1,281 |
| Ramos-Bernal, Natasha | Political Science | 1-4 | \$1,025 |
| Randolph, Stephanie | Health Sciences | 1-6 | \$1,119 |
| Rashidi, Waleed | Communications | 1-6 | \$1,119 |
| Ray, Jamie | English | 1-3 | \$1,025 |
| Reagan, Di | Mathematics | 1-4 | \$1,025 |
| Resch, Amy | Psychology | 2-6 | \$1,174 |
| Resto-Ometeotl, Luivette | English | 3-6 | \$1,230 |
| Rickman, Tracy | Health Sciences | 1-6 | \$1,119 |
| Rizk, Sharon | Psychology | 4-6 | \$1,281 |
| Robles, Andrew | English | 1-5 | \$1,072 |
| Rock, Eugene | Cosmetology | 1-6 | \$1,119 |
| Rodriguez, Eric | Drafting | 1-2 | \$1,025 |
| Rodriguez, Traci | Kinesiology | 1-3 | \$1,025 |
| Ross, Lisa | Political Science | 4-6 | \$1,281 |
| Rowley, Dianne | English | 1-4 | \$1,025 |
| Rubio, Mariano | Automotive | 1-1 | \$1,025 |
| Rusch, Lori | Art | 1-3 | \$1,025 |
| Saad, Nancy | Biology | 3-3 | \$1,129 |
| Salvi, Lisa | Anthropology | 1-6 | \$1,119 |
| San Antonio, Vivian | Nursing | 1-1 | \$1,025 |
| Scarpino, Matthew | Theatre Arts | 3-3 | \$1,129 |
| Schraff, Theodore | Cosmetology | 1-1 | \$1,025 |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|---------------------|------------------------------|------------------|-----------------|
| Schwitkis, Kent | Astronomy | 4-2 | \$1,183 |
| Seccombe, June | English | 4-6 | \$1,281 |
| Shear, Michelle | Dance | 1-6 | \$1,119 |
| Shearer, Margaret | English | 2-6 | \$1,174 |
| Sherman, Stephen | Water | 1-6 | \$1,119 |
| Shima, Kevin | Recording Arts | 1-4 | \$1,025 |
| Shimano, Brooke | Biology | 1-6 | \$1,119 |
| Simpson, Lakisha | Child Development | 1-6 | \$1,119 |
| Singer, Alexander | Music | 2-1 | \$1,077 |
| Slay, Kevin | Theatre Arts | 3-3 | \$1,129 |
| Smyth, Nathaniel | Chemistry | 2-4 | \$1,077 |
| Smythe, Colville | English | 1-6 | \$1,119 |
| Spinella, Fabio | Music | 1-3 | \$1,025 |
| Swartz, Theodore | Public Works | 1-6 | \$1,119 |
| Swatek, Cheryl | Kinesiology | 4-4 | \$1,183 |
| Tabata, Flint | Drafting | 1-6 | \$1,119 |
| Tate, Erin | Psychology | 1-6 | \$1,119 |
| Tsark, Eleanor | Biology | 4-6 | \$1,281 |
| Tseng, Kelly | Mathematics | 2-6 | \$1,174 |
| Tufano, Andrew | Speech | 1-6 | \$1,119 |
| Tyck, Robert | Recording Arts | 1-6 | \$1,119 |
| Uhl, Suzanne | Speech | 1-6 | \$1,119 |
| Urbick, Kristy | Kinesiology | 1-1 | \$1,025 |
| Urita-Lopez, Haydee | Ethnic Studies | 3-3 | \$1,129 |
| Valdez, Antonio | Cosmetology | 1-5 | \$1,072 |
| Valverde, Yesenia | Dance | 1-6 | \$1,119 |
| Villeneuve, Louisa | Biology | 4-4 | \$1,183 |
| Waddington, Alan | Music | 1-6 | \$1,119 |

**ACADEMIC EMPLOYEES
 SPRING 2012 ADJUNCT
 FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | LHE Rate |
|-------------------|-----------------------------------|------------------|-----------------|
| Wagner, Alexander | Physical Science | 2-4 | \$1,077 |
| Weaver, Pablo | Biology | 2-4 | \$1,077 |
| Weber, Daniel | Counseling | 1-1 | \$1,025 |
| Weiss, Neil | Theatre Arts | 4-6 | \$1,281 |
| Wessel, Mark | Art | 2-6 | \$1,174 |
| Wheeler, Andrew | Kinesiology | 1-2 | \$1,025 |
| Wickman, Mary | Nursing | 4-3 | \$1,183 |
| Williams, Monique | Nursing | 4-5 | \$1,234 |
| Wong, Kerwin | Administration of Justice | 1-6 | \$1,119 |
| Woolsey, Ronald | History | 2-6 | \$1,174 |
| Yang, Rebecca | Chinese | 1-4 | \$1,025 |
| Ysais, Melissa | Child Development | 1-6 | \$1,119 |
| Yu, Jane | Drafting/Architecture/Engineering | 1-5 | \$1,072 |
| Zaharek, James | Humanities | 4-6 | \$1,281 |
| Zawahreh, Luai | Economics | 1-6 | \$1,119 |
| Zeman, William | History | 2-6 | \$1,174 |
| Zweig, Malaika | Art | 3-6 | \$1,230 |
| Ramirez, Colleen | Nursing | 1-1 | \$1,025 |

**ACADEMIC EMPLOYEES
2011-2012 LAB SUPERVISORS
FEBRUARY 7, 2012**

| Name | Adjunct or Full Time | Department | Begin | End | Placement | Hourly Rate |
|-------------|---------------------------------|-------------------|--------------|------------|------------------|------------------------|
| Chai, Janet | A | Learning Center | 2/8/2012 | 06/30/12 | 1-1 | \$27.68 |

**ACADEMIC EMPLOYEES
SPRING 2012 NON CREDIT
FEBRUARY 7, 2012**

| Name | Department/Discipline | Placement | Hourly Rate |
|-----------------------|------------------------------|------------------|--------------------|
| Ahrens, Janice | Non Credit | 1-3 | \$42.24 |
| Clark-Proctor, 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 |
| Sailors, Bernetta | Non Credit | 1-3 | \$42.24 |
| Stavrinides, Kyriacos | Non Credit | 1-3 | \$42.24 |
| Thomas, Gina | Non Credit | 1-3 | \$42.24 |
| Toda, Jim | Non Credit | 1-3 | \$42.24 |

**ACADEMIC EMPLOYEES
 SPRING 2012 COACHES
 FEBRUARY 7, 2012**

FULL-TIME FACULTY

2012 Spring

| NAME | SPORT | HEAD | | CLASS/ | | SPRING | |
|----------------|----------|-----------|-------|---------|---------|--------|--------------|
| | | ASSISTANT | MAJOR | STEP | \$ | SEASON | RELEASE TIME |
| Boxley, Jackie | Softball | Head | Major | Stipend | \$4,528 | SP | 6 hours |
| Gomez, Steve | Baseball | Head | Major | Stipend | \$4,528 | SP | 6 hours |

HEAD COACHES-ADJUNCT FACULTY

| NAME | SPORT | HEAD | MAJOR | CLASS/ | | SEASON |
|----------------|-------------|------|-------|--------|---------|--------|
| | | | | STEP | \$ | |
| Horton, Julian | M. Golf | Head | Major | 1-3 | \$8,430 | SP |
| Nila, Richard | Track/Field | Head | Major | 1-3 | \$8,430 | SP |



***ACADEMIC EMPLOYEES FOR REHIRE
FEBRUARY 7, 2012 BOARD MEETING***

Approve entering into a third (two-year) contract for the academic year 2012-2013 for the following academic employees:

Bosler, Sally – Library
Granger, Lanette – Library
Morrish, Maria – Cosmetology
Sanchez, Raul - Counseling

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | REASON | DEPT. | MOS. | PRCT. | BEGIN | END | RANGE & STEP | MONTHLY RATE |
|-----------------------|------------------------------|-------------------|----------------------|-------------|--------------|--------------|------------|-------------------------|---------------------|
| Brown, Malaika | Administrative Secretary I | Employment | Continuing Education | 12 | 100% | 2/8/12 | | 31-1 | \$3,208.61 |
| Cernal, Clarence | Administrative Assistant | Promotion | External Relations | 12 | 100% | 2/13/12 | | 42-4 | \$4,873.58 |
| Dizon, Amie | Accounting Technician | Temporary Upgrade | Fiscal Services | | 100% | 2/8/12 | 3/21/12 | 37-4 (36-4+1A) | \$4,307.54 |
| Floriano, Mahalakshmi | Alternative Media Specialist | Employment | DSPS | 12 | 100% | 2/8/12 | | 46-1 | \$4,647.03 |
| Patterson, Danielle | Account Clerk II | Temporary Upgrade | Fiscal Services | | 100% | 2/8/12 | 3/21/12 | 29-6 | \$3,897.77 |
| Quick-Cone, Amber | Payroll Technician | Temporary Upgrade | Fiscal Services | | 100% | 2/8/12 | 3/21/12 | 34-4 | \$3,999.97 |

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
FEBRUARY 7, 2012**

| Name | Classification | Department | Reason | Date(s) of Separation |
|------------------|--|------------------------|-------------------|---|
| Armstrong, Stacy | Publications Specialist | External Relations | FMLA | 4/1/12 thru 6/30/12 |
| Miyabe, Paige | Educational Advisor | International Students | FMLA | 1/16/12 thru 2/3/12 |
| Miyabe, Paige | Educational Advisor | International Students | Intermittent FMLA | 2/14/12 thru 4/9/12 Not to exceed 12 full-time weeks total |
| Rose, Bernice | Accounting Technician | Fiscal Services | Resign | 2/6/12 |
| Stephens, June | Exec. Director, Development/External Relations | External Relations | Retirement | 4/2/12 |
| Sweeney, Kathryn | Child Development Aide | CDC | Retirement | 3/10/12 |

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | REASON | DEPARTMENT | BEGIN | END | RANGE & STEP | HOURLY RATE/TOTAL |
|--------------------|----------------------------|---|--|--------------|------------|-----------------------------|------------------------------|
| Arredondo, Dora | Stipend | RDA Practical Examination Kits | Dental | 2/10/12 | 2/12/10 | | \$600tl. |
| Ayala, Ava | Department Aide | Backstage crew for HPAC events | Performing Arts | 2/8/12 | 6/30/12 | 3-1 | \$9.27hr. |
| Carmona Jr., Ariel | Publications Specialist | Assist in the day to day projects of the Advancement Marketing and Communications section | Marketing and Communications/ Advancement | 2/8/12 | 4/8/12 | 33-1 | \$19.45hr. |
| Cortez, Brittany | Instructional Aide I | Lead SI review sessions for students | Title V Bridges to Success Grant/BSI Grant | 2/8/12 | 6/30/12 | 10-1 | \$11.02hr |
| Gee, Elizabeth | Guest Relations Assistant | Assist as needed | EH&S | 1/23/12 | 6/30/12 | 10-1 | \$11.02hr 20 hrs a week |
| Gutierrez, Herman | Administrative Clerk I | Registration | Fiscal Services | 2/8/12 | 6/30/12 | 19-1 | \$13.76/hr. |
| Hahn, Shelly | Stipend | Child Development Training Consortium | CDC Consortium | 9/1/11 | 6/30/12 | | \$9,000tl. |
| Hassell, Annette | Student Services Assistant | Scenery construction | Performing Arts | 1/18/12 | 6/30/12 | 17-1 | \$13.10/hr. |

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
FEBRUARY 7, 2012**

| NAME | CLASSIFICATION | REASON | DEPARTMENT | BEGIN | END | RANGE & STEP | HOURLY RATE/TOTAL |
|------------------|-----------------------|--------------------------------------|----------------------------------|--------------|------------|-----------------------------|------------------------------|
| Martino, Lauren | | Volunteer | Kinesiology | 2/8/12 | 6/15/12 | | |
| Montgomery, Mark | Department Aide | Provide sound set up and engineering | Music or applicable ASO | 2/8/12 | 6/30/12 | 3-1 | \$9.27hr. |
| Montgomery, Mark | Department Aide | Provide sound set up and engineering | Recording Arts or applicable ASO | 2/8/12 | 6/30/12 | 3-1 | \$9.27hr. |
| Sabater, Adrian | | Volunteer | Kinesiology | 2/8/12 | 6/15/12 | | |

**COACHES 2012
SPRING**

ASSISTANT COACHES (Short-term Non-Academic)

| Name | Sport | | SPRING Season |
|--------------------------------|--------------|-----------|--------------------------|
| Aldrette, Marcos | Baseball | Assistant | SP |
| Amaya, Chris | Baseball | Assistant | SP |
| Viverto, William | Baseball | Assistant | SP |
| Anderson, Edwin | Softball | Assistant | SP |
| Paredes, Terry | Softball | Assistant | SP |
| Ungeheier, Samuel 50% | Track/Field | Assistant | |
| Darnell Gilbert 50% | Track/Field | Assistant | SP |
| David O'Connor, Jonquil (Full) | Track/Field | Assistant | SP |
| Chadwick Johnson 50% | Track/Field | Assistant | SP |
| Ortiz, Phillip 50% | Track/Field | Assistant | SP |
| Wong, Derek 50% | Track/Field | Assistant | SP |
| Lofthouse, Peter | Football | Assistant | SP |
| Pacheco, Eddie | Football | Assistant | SP |

Volunteer Coaches

| | SPRING | |
|---------------------|---------------|-----------|
| Acker, Chris | M Basketball | Assistant |
| Johnson, Patrick | M Basketball | Assistant |
| Wellman, Joey | M. Basketball | Assistant |
| Burr, William | W. Basketball | Assistant |
| Urbrick, Kristi | W Basketball | Assistant |
| Giannone, Anthony | Football | Assistant |
| Hunt, Reggie | Football | Assistant |
| Randall, Steve | Football | Assistant |
| Woodruff, Andrew | Football | Assistant |
| Schmelzeisen, Jason | M.Soccer | Assistant |

Torres, Rigo
Dorman, Brian
Williams, Darren
Fink Kelly
Dean, Becca
Cluck, Caterina
Fabela, Jessica
Stokely, Kathryn
Estrada, Elizabeth
Agajanian, Eric
Perry, Andrew
Hernandez, Denise
Oaks, Gina
Valenzuela, Ralph
Vasquez, Brittany
Bunten, Mike
Pearson, Anthony
Rivas, Jordan

| | | |
|---------------|---------------------|-----------|
| M. Soccer | COACHES 2012 | Assistant |
| W. Soccer | SPRING | Assistant |
| W. Soccer | | Assistant |
| Volleyball | | Assistant |
| Volleyball | | Assistant |
| W. Water Polo | | Assistant |
| W. Water Polo | | Assistant |
| W. Water Polo | | Assistant |
| Track | | Assistant |
| Baseball | | Assistant |
| Baseball | | Assistant |
| Softball | | Assistant |
| Softball | | Assistant |
| Softball | | Assistant |
| Softball | | Assistant |
| M. Water Polo | | Assistant |
| M. Water Polo | | Assistant |
| M. Water Polo | | Assistant |

**PROFESSIONAL EXPERT
February 7, 2012**

| Name | Classification | Department | Begin | End | Rate |
|------------------|--|------------------------|--------------|------------|-------------|
| Hinrichsen, Greg | Interim Director, Haugh Performing Arts Center | Fine & Performing Arts | 02/08/12 | 06/30/12 | \$66.85/hr. |
| Lipscomb, Allan | Mental Health Counselor | Student Health Center | 02/08/12 | 06/30/12 | \$35.00/hr. |

H. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended December 31, 2011, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page)
3. Authorization is requested to nominate Patricia Rasmussen, representing Glendora; Joanne Montgomery, representing Monrovia; Edward C. Ortell, representing Duarte; Susan M. Keith, representing Claremont; and Gary L. Woods, representing Azusa; for the Redevelopment Successor Agency Oversight Boards. Upon approval, nominated Board member names will be submitted to Chancellor Jack Scott. (Page)

Human Resources

4. Authorization is requested to approve the granting of tenure to Mr. Jesus Gutierrez for the 2012-2013 academic year. (Page)
5. Authorization is requested to approve the granting of tenure to Ms. Christine Styles for the 2012-2013 academic year. (Page)
6. Authorization is requested to approve the granting of tenure to Ms. Stephanie Yee for the 2012-2013 academic year. (Page)

General

7. Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to select candidates for appointment to the Measure G Citizens' Oversight Committee. (Page)

H. ACTION ITEMS (continued)

8. Authorization is requested to approve the second and final reading of the following Board Policies: BP 7112 – Resignations and Retirements; BP 7200 – Classification of Academic Employees; BP 7201 – Recruitment and Selection: Full-Time Faculty; BP 7202 – Recruitment and Selection: Adjunct Faculty; BP 7204 – Evaluation: Adjunct Faculty; BP 7206 – Faculty Exchange; BP 7207 – Minimum Qualifications and Equivalency; BP 7208 – Tutoring; BP 7301 – Recruitment and Selection: Classified Staff; BP 7302 – Short-Term and Substitute Employees; BP 7303 – Professional Experts; BP 7304 – Student Employment; BP 7401 – Recruitment and Selection: Academic Administrators; BP 7402 – Evaluation: Academic Administrators; BP 7403 – Leaves: Academic Administrators; BP 7404 – Vacation: Academic Administrators; BP 7405 – Holidays: Academic Administrators; BP 7406 – Sabbatical Leave: Academic Administrators; BP 7407 – Salary Guide: Academic Administrators; BP 7408 – Retreat Rights: Academic Administrators; BP 7502 – Evaluation: Classified Administrator/Manager; BP 7505 – Holidays: Classified Manager, Supervisor/Confidential Employees; and BP 7509 – Discipline: Classified Administrator/Manager and Supervisor/Confidential. (Page)

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

I. BOARD OF TRUSTEES WORK SESSION

Review and update the 2000 series of Board Policies and Administrative Procedures related to the Board of Trustees

J. ADJOURNMENT

Dates to remember:

| | |
|-------------------|--|
| February 17, 2012 | HOLIDAY – Lincoln’s Birthday |
| February 20, 2012 | HOLIDAY – Washington’s Birthday |
| February 21, 2012 | Spring FLEX |
| March 6, 2012 | Board of Trustees Meeting |
| March 20, 2012 | Board of Trustees Meeting |
| March 29, 2012 | “An Evening at Citrus College,” Program and Dinner for USD Superintendents, Boards, and Principals |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | February 7, 2012 | Resolution | |
| SUBJECT: | California Community Colleges Quarterly Financial Report, CCFS-311Q | Information | |
| | | Enclosure(s) | X |

BACKGROUND

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

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

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

Carol Horton

 Recommended by

_____/_____
 Moved Seconded

 Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____ H.2. _____

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

Fiscal Year: 2011-2012
Quarter Ended: (Q2) Dec 31, 2011

District: (820) CITRUS

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

II. Annualized Attendance FTES:

| | | | | | |
|-----|---|--------|--------|--------|--------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 12,952 | 11,444 | 11,639 | 11,659 |
|-----|---|--------|--------|--------|--------|

| III. Total General Fund Cash Balance (Unrestricted and Restricted) | | As of the specified quarter ended for each fiscal year | | | |
|--|--------------------------------|--|------------|------------|------------|
| | | 2008-09 | 2009-10 | 2010-11 | 2011-2012 |
| H.1 | Cash, excluding borrowed funds | | 21,887,508 | 23,081,298 | 22,295,435 |
| H.2 | Cash, borrowed funds only | | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 18,106,767 | 21,887,508 | 23,081,298 | 22,295,435 |

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

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|------|---|-------------------------|--------------------------------|-------------------------------|----------------------------|
| I. | Revenues: | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 55,408,147 | 55,408,147 | 28,513,471 | 51.5% |
| I.2 | Other Financing Sources (Object 8900) | 116,008 | 116,008 | 48,473 | 41.8% |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 55,524,155 | 55,524,155 | 28,561,944 | 51.4% |
| J. | Expenditures: | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 58,142,896 | 58,142,896 | 24,172,693 | 41.6% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 1,867,538 | 1,867,538 | 642,923 | 34.4% |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 60,010,434 | 60,010,434 | 24,815,616 | 41.4% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | -4,486,279 | -4,486,279 | 3,746,328 | |
| L | Adjusted Fund Balance, Beginning | 10,379,471 | 10,379,471 | 10,379,471 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 5,893,192 | 5,893,192 | 14,125,799 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 9.8% | 9.8% | | |

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

NO

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

NO

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

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

This year?

NO

Next year?

NO

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

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2011-2012
Quarter Ended: (Q2) Dec 31, 2011

| Chief Business Officer | | District Contact Person | |
|-------------------------------|---------------------------|-------------------------|-------------------------|
| CBO Name: | Carol R. Horton | Name: | Carol Cone |
| CBO Phone: | 626-914-8886 | Title: | Budget Supervisor |
| CBO Signature: | _____ | Telephone: | 626-914-8885 |
| Date Signed: | _____ | | |
| Chief Executive Officer Name: | Geraldine M. Perri, Ph.D. | Fax: | 626-914-8604 |
| CEO Signature: | _____ | E-Mail: | ccone@citruscollege.edu |
| Date Signed: | _____ | | |
| Electronic Cert Date: | 01/25/2012 | | |

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

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

© 2007 State of California. All Rights Reserved.

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|------------|
| TO: | BOARD OF TRUSTEES | Action | X _____ |
| DATE | February 7, 2012 | Resolution | _____ |
| SUBJECT: | Redevelopment Successor Agency Oversight Board Nominations | Information | _____ |
| | | Enclosure(s) | _____ |

BACKGROUND

The Redevelopment Agencies in the state are undergoing a fundamental transformation as a result of legislation passed with last year's budget bill, ABX 126, and a recent Supreme Court decision. It was the Governor's intent to capture more of the property tax revenue that was previously set aside for redevelopment activities in order to help balance the state budget.

Since the Supreme Court decided that Redevelopment Agencies (RDAs) may be abolished, the process of disbanding them, outlined in ABX 126, will begin. Successor agencies will be established to pay the ongoing obligations of the former RDAs. The successor agencies will each have an oversight board consisting of seven members. Members are to be appointed by the county board of supervisors, the county superintendent of education, and others. The legislation also stipulates that a community college representative will be appointed by the Chancellor of the California Community Colleges.

Given that all the other members of the oversight boards are selected and appointed at the local level, the Chancellor believes that the selection of the community college member should also be done at the local level. Therefore, we request that districts having a Redevelopment Agency within their boundaries nominate someone to be the community college member on the oversight board, and submit this nomination to the Chancellor's Office. The Chancellor may then appoint the nominated individual to the board. If there are multiple community college nominees for an oversight board, the Chancellor will appoint the nominee submitted by the district having the greatest financial stake in the RDA, unless there is agreement among the affected districts to do otherwise. It should be noted that there is no compensation or reimbursement for expenses provided to members of the oversight boards.

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

Aye__Nay__Abstained__

Item No. H.3.

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|----------|
| TO: | BOARD OF TRUSTEES | Action | <u>X</u> |
| DATE | February 7, 2012 | Resolution | _____ |
| SUBJECT: | Authorization to Grant Tenure, Jesus Gutierrez - Mathematics | Information | _____ |
| | | Enclosure(s) | _____ |

BACKGROUND

Mr. Jesus Gutierrez began his employment in a tenure track position as a Mathematics instructor in the 2008-2009 academic year. His fourth year of tenure track employment will end on June 16, 2012.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Mr. Jesus Gutierrez for the 2012-2013 academic year.

Robert Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE February 7, 2012 Resolution _____
SUBJECT: Authorization to Grant Tenure, Information _____
Christine Styles - Economics Enclosure(s) _____

BACKGROUND

Ms. Christine Styles began her employment in a tenure track position as an Economics instructor in the 2008-2009 academic year. Her fourth year of tenure track employment will end on June 16, 2012.

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

RECOMMENDATION

Authorization is requested to approve the granting of tenure to Ms. Christine Styles for the 2012-2013 academic year.

Robert Sammis
Recommended by

/
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | February 7, 2012 | Resolution | _____ |
| SUBJECT: | Measure G Citizens' Oversight Committee Board Ad-Hoc Committee | Information | _____ |
| | | Enclosure(s) | _____ |

BACKGROUND

As a result of the passage of Measure G, the Citrus College Facilities Bond, in March 2004, the Board of Trustees, as required, established a bond oversight committee that is charged with informing the public, at least annually, concerning the District's expenditure of Measure G bond proceeds and shall consist of a minimum of seven (7) members appointed by the Board of Trustees.

Five (5) positions on the Bond Oversight Committee expire in July in the following areas: Business Organization (Joe Guarrera, cannot serve again, termed out), Bona-Fide Taxpayers Association (Jon Hart, cannot serve again, termed out), Senior Citizens' Organization (Nikki Hull, cannot serve again, termed out), Member A-Large (Helen Storland, eligible to serve one more term); and Student Representative (Arthur Corral, only serves one year). Therefore, a Board Ad-Hoc Committee must be formed to review applications and make recommendations for the Board's action.

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

RECOMMENDATION

Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to select candidates for appointment to the Measure G Citizens' Oversight Committee.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.7.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7112 Resignations and Retirements: All Employees

Reference: Education Code Section 87467

General Provision

The District Superintendent/President or his/her designee shall be authorized by the Board of Trustees to accept the resignation or retirement of any employee officially.

Acceptance of a written resignation or retirement shall be effective at the time of its acceptance by the Superintendent/President or his/her designee.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7200 Classification of Academic Employees

Reference: Education Code Section 87604

General Provision

The Superintendent/President, through the Office of Human Resources, shall ensure that each academic employee is employed as a contract employee, regular employee, or temporary employee.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7200 Classification of Academic Employees

Reference: Education Code Section 87604

Academic Position Includes every type of service, excluding paraprofessional service, for which minimum qualifications under Title 5 have been established by the Board of Governors.

Academic Employee Refers to a person employed by the District in an academic position.

Certificated Employee Whenever this term may be used it shall reference an academic employee.

1. Regular - A tenured full-time faculty member.
2. Contract - A probationary (non-tenured) faculty member who will serve a four year probationary period, commencing with the fall term of the first academic year in which the Contract Faculty Member serves at least seventy-five (75%) percent of the days considered a full-time assignment. A first year contract faculty member serves under a one-year contract; a second year contract faculty member serves under a second one-year contract and; a third year contract faculty member serves under a two-year contract completing the third and fourth years of the probationary period.
3. Temporary Employees - All academic employees who are not contract, regular faculty or administrators are temporary employees, as follows:
 - A. Daily Substitute – An academic employee employed on a day-to-day basis for the purpose of replacing an academic employee who is absent from service.
 - B. Long Term Substitute - An academic employee employed for the purpose of replacing an academic employee who is experiencing a long term absence or has been granted leave for a semester or academic year.
 - C. Long Term Temporary Employee - An academic employee employed for at least one semester due to the need for an instructor and no regular employee is available or due to an increase in the number of students for the particular semester.

D. Adjunct - an academic employee employed to teach classes for not more than 67% of the hours per week considered a full-time assignment for regular employees having comparable duties.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7201 Recruitment and Selection: Full-Time Faculty

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.1.A

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

The recruitment and selection process for full-time faculty shall be accomplished in accordance with BP and AP 7100 - Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for recruiting and selecting academic employees shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Academic Senate's role in local decision-making.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7201 Recruitment and Selection: Full-Time Faculty

References: Education Code Sections 87100 et seq., 87400, 87408-87408.6, 88003, and 88021;
Title 5 Code Sections 53021-53024;
ACCJC Accreditation Standard III.A

These recruitment and selection procedures have been developed to include the thoughtful participation of faculty and management. The procedures cover the recruitment and selection process from the point of identifying the faculty positions to be filled, to the presentation of candidates to the Superintendent/President for recommendation to the Board of Trustees.

1. Identifying Full-Time Faculty Positions

The Faculty Needs Identification Committee (FNIC) shall be composed of the Vice President of Academic Affairs, the Vice President of Student Services, one instructional administrator, and three faculty members. The three faculty members are appointed by the Academic Senate President with approval of the Academic Senate Council. It is the intent that both vocational and academic areas be represented by faculty.

By early October, FNIC shall meet and establish a list of criteria that will be used to determine the order of faculty positions on the Faculty Hiring Priority List. Examples of such possible criteria are retirement and resignations, non-availability of part-time instructors in a subject area, no full-time instructors in a subject area, a low full-time/part-time ratio in a subject area, matriculation needs, response to legislation, and response to community needs.

By mid-October, the Vice President of Academic Affairs and the Vice President of Student Services shall send a notice to each Dean and each Department Chair (or head of department), if applicable, that lists the criteria and asks that each department's request for staffing for the following year be submitted by early November. A copy of the notice shall be provided to the Academic Senate President and the members of FNIC.

In the development of a department's request for staffing, the Dean of the department shall hold a department meeting with the department faculty for the purpose of ensuring that the faculty have input into the staffing request.

FNIC shall meet soon after the requests are received and, after reviewing all requests for staffing, establish the final list of criteria that will be used to determine the order of faculty positions on the Faculty Hiring Priority List. These criteria may change from year-to-year. Once the criteria are set for the hiring priority list, they remain set for the hiring cycle.

Based on the final list of criteria, FNIC shall consider all requests for staffing and then establish the Faculty Hiring Priority List.

The order of faculty positions on the previous year's Faculty Hiring Priority List shall not be a consideration during this process. By the end of November, the Faculty Hiring Priority List should be completed. The committee will forward the completed list to the Superintendent/President for his/her review and input.

By the first Board meeting in December, the Board of Trustees should decide the number of faculty positions to be filled. The specific positions to be filled will be based on the Faculty Hiring Priority List (in ranked order) as established by FNIC. Once the Board of Trustees determines the number of new positions for hiring, the Faculty Hiring Priority List will recommend what positions will be opened, starting at the top of the list and counting down. Once this decision has been made, copies of the Faculty Hiring Priority List and the final list of criteria shall be distributed to all heads of departments, the appropriate administrators (including the Director of Human Resources), and the Academic Senate President.

In the event of retirements, resignations, or reassignments that occur after the Faculty Hiring Priority List has been established, FNIC will reconvene. FNIC will provide an opportunity for the department having the retirement, resignation or reassignment to submit information supporting a request for hiring a faculty member from the effected department. The committee will then decide whether or not to place that faculty position on the Faculty Hiring Priority List for that year. If it is decided to place the position on the priority list, the faculty position will be inserted where it is deemed appropriate, based on the previously established criteria. The revised Faculty Hiring Priority List will be submitted to the Board of Trustees on the agenda for consideration. If the Board approves filling an additional position(s), copies of the revised priority list will be sent to all department heads, the appropriate administrators, the Academic Senate President and the members of FNIC. FNIC would then recommend to the Board of Trustees that the next position on the Faculty Hiring Priority List be filled.

Several part-time instructors or a one-semester temporary full-time instructor, with approval of the Superintendent/President, may need to be hired when special circumstances prevent recruitment and selection of a full-time faculty member for a position identified by the above process. Examples where this may occur include retirements, resignations, or reassignments that are announced late in the academic

year or positions where the applicant pool is insufficient and there is not enough time to re-advertise the position.

2. Job Posting and Recruitment

For all positions open for recruitment, the Director of Human Resources, the appropriate Vice President, and the appropriate Dean, after receiving faculty input from the appropriate department, shall mutually develop a clear and complete job posting and provide recommendations as to appropriate places to advertise for the recruitment.

The recruitment process, including all advertisement, shall be done in accordance with Administrative Procedure 7100 - Equal Employment Opportunity.

All application packets shall be received through the Applicant Tracking System.

The closing date on the job posting should generally be at least six to eight weeks from the date that advertising will begin in order to allow ample time for recruitment and applicant response, but should still allow the recruitment and selection process to be completed during the academic year. In special circumstances, it may be necessary to advertise the position for less than six to eight weeks, with the approval of the appropriate Vice President, and the Director of Human Resources.–

The Director of Human Resources, or designee, shall review all application packets, and shall screen out of the applicant pool those application packets that are incomplete or where the applicant does not meet established minimum qualifications.

Members of the District's Human Resources Advisory/Staff Diversity Committee may consult with the Director of Human Resources and make recommendations regarding the job posting and recruitment for faculty positions. This committee will serve as the avenue through which any faculty member may channel suggestions or concerns regarding the recruiting process and job postings (appearance, college information, readability, standardization of application requirements, etc.).

3. The Selection Committee

The recruitment and selection process shall focus on ensuring that Citrus College selects instructors who can teach and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college effectiveness and who are experts in the subject matter of their specialty. Accordingly, persons involved with the screening or interviewing of job applicants shall be selected based on these goals. Additionally, all selection committees shall include members of underrepresented groups whenever possible.

The Selection Committee shall be composed of three faculty members (tenured, whenever possible), two administrators and an Equal Employment Opportunity Representative (non-voting). An Equal Employment Opportunity Representative will

be a faculty member, whenever possible. The three faculty members shall be selected (by ballot) by the department where the position exists. The department may decide to select faculty members from other departments. This practice is especially encouraged if it will allow for the inclusion of one panel member from an underrepresented group. Selecting faculty members from other departments is also encouraged when the primary responsibility of the new faculty member (such as librarian or college nurse) will not be direct instruction or counseling. In the event the department does not have a sufficient number of faculty with expertise in the discipline, a faculty member from another college may be invited to join the selection committee, as determined by the department. The Selection Committee members will decide whether the visiting faculty member will be a voting or non-voting member.

A faculty member may be appointed by the department and an appropriate administrator may be appointed by the Vice President as alternates in the interview process.

Members of the Selection Committee shall have appropriate training in diversity sensitivity. Before the recruitment and selection process may proceed to the screening level, the Diversity Officer must confirm that all members of the Selection Committee have received this training. The members of the Selection Committee shall include a diverse membership when possible, and no one who has provided an applicant with a written letter of recommendation shall be permitted to serve on the Selection Committee.

The selection process shall comply with Administrative Procedure 7100 - Equal Employment Opportunity.

A. Applicant Screening

The Human Resources Office shall arrange the date and time for the Selection Committee to begin the applicant screening process. The screening should occur as soon as possible after the closing date (or first consideration date) of the position and will only include completed application packets as determined by the Director of Human Resources.

Before the members of the Selection Committee begin to screen applicants, the members of the Selection Committee, meeting as a whole, shall:

- discuss and sign statements of confidentiality;
- discuss duties of a chair, then select a chair;
- discuss the recruitment and selection procedures of the District, including the role of the Equal Employment Opportunity Representative;
- receive instructions regarding the equivalency process; and,
- develop criteria, based on the job posting, to be used for screening applications.

Once these preliminary procedures have been completed, the Selection Committee will review all applications, and select those applicants for an

interview who best meet the qualifications listed on the job posting as determined by the panel's screening criteria.

The panel shall agree on the number of affirmative votes needed to retain an applicant for further consideration. In no instance will a candidate be advanced to the next level without the endorsement of the majority of the panel.

Before the Selection Committee adjourns, the following items must also be completed:

- develop questions to be asked during the interview and decide if any questions will be shared with the applicant prior to the interview;
- decide on the details of any other interview requirements, such as a teaching demonstration and its topic(s) (to be shared with candidates prior to the interview), a writing sample; and/or
- other skills demonstration(s) related to the subject area.

B. Equivalency

Any applicant selected for interview that does not meet the stated minimum qualifications, but is claiming equivalency, shall have his/her application packet referred to an appropriate equivalency panel for approval before the candidate is invited to an interview. Denial of equivalency disqualifies that candidate from the interview process.

C. Interviews

After the screening, the Selection Committee shall conduct interviews of the candidates selected. Each candidate shall be apprised in advance if any performance requirements are to be part of the interviewing process. At the option of the Selection Committee, each candidate may be given a list of all or some of the interview questions (questions to be returned to the panel) prior to meeting with the Selection Committee. During the interviews, all candidates shall be asked the same job-related questions by the Selection Committee. Individual Selection Committee members must be present for each interview and demonstration in order to participate in the evaluation of the candidates. Absences shall disqualify the Selection Committee member from continued participation. The Selection Committee members will decide how long to wait for a member who is late. Alternates not needed will be excused prior to the evaluation discussion of the candidates. Alternates will be reminded of their obligation of confidentiality.

At the conclusion of all interviews, a brief discussion and a poll will determine which candidates will remain under consideration. The Equal Employment Opportunity Representative will give each Selection Committee member a list of the candidates. Candidates receiving at least one 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 Opportunity

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 their thoughts regarding the strengths and weaknesses of each remaining candidate, a second poll will be taken on the remaining candidates.

The Equal Employment Opportunity Representative will inform the Selection Committee members which of the candidates received four or more affirmative responses. Should more than three candidates receive at least four affirmative votes (or a majority with a Selection Committee of fewer than five), this group of candidates will continue to be considered. If less than three of the candidates interviewed receive the required four affirmative votes, the Selection Committee may request the Director of Human Resources, or designated representative, and the Equal Employment Opportunity Representative to recommend to the Superintendent/President to accept fewer than three 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 finalists to be sent to the Superintendent/President for a final interview. If three finalists do not emerge from the discussion, the Selection Committee members will cast a Borda vote (three points will be given for each Selection Committee member's first choice, two points for each member's second choice, and one point for each member's third choice) on all active candidates. Each Selection Committee member will vote for up to three candidates. The Equal Employment Opportunity 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 Opportunity Representative indicate to the Selection Committee a ranking of the candidates. Only the finalists' names in alphabetical order will be revealed.

The names of the finalists will be forwarded unranked to the Superintendent/President and 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 Opportunity 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 Opportunity 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 Opportunity Representative will consult with the Diversity Officer to review the strengths and weaknesses to see that they comply with 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 (provided the Vice President or designee served on the selection committee) and the Equal Employment Opportunity 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 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 academic background, professional experience, and personal qualities relative to performance in the faculty 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. 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 screening, the following statement of confidentiality will be signed by those participating in the recruitment and 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 Diversity Officer.

In addition, the Equal Employment Opportunity Representative, at the conclusion of the final interviews, will remind the Superintendent/President of the importance of confidentiality.

Written allegations stating violations of these procedures shall be investigated by the Diversity Officer and 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 Diversity Officer 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.

6. Evaluation of Hiring Procedure

All stages of the hiring procedure which might adversely impact applicants from underrepresented groups shall be reviewed by the Diversity Officer. The Diversity Officer shall confirm that equal opportunity employment procedures were followed. If the Diversity Officer finds a violation at any stage of the process, sufficient enough to create an adverse impact, it is his/her responsibility to stop the process and suggest solutions which might correct the violation. If the violation cannot be corrected, the Diversity Officer can cause the process to be abandoned and the position to be re-advertised.

This hiring procedure is subject to review and revision at the request of the Human Resources Advisory Committee (a subcommittee of the Steering Committee).

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7202 Recruitment and Selection: Adjunct Faculty

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.1.A

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of adjunct faculty including, but not limited to, the following criteria:

The recruitment and selection process for adjunct faculty shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 - Equal Employment Opportunity.

Adjunct faculty shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for recruiting and selecting adjunct faculty shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Academic Senate's role in local decision-making.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7202 Recruitment and Selection: Adjunct Faculty

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.1.A

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of adjunct faculty including, but not limited to, the following criteria:

The recruitment and selection process for adjunct faculty shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 - Equal Employment Opportunity.

Adjunct faculty shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for recruiting and selecting adjunct faculty shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Academic Senate's role in local decision-making.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7202 Recruitment and Selection: Adjunct Faculty

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.1.A

1. Identifying the Need to Hire Adjunct Faculty

In compliance with Article 5, Section 5.11.9 of the full-time faculty collective bargaining agreement and Article 6 of the adjunct faculty collective bargaining agreement, the Division/Department Dean shall determine the number of adjunct faculty to be hired for a particular semester or session. The following procedure is for the hiring of new adjunct faculty. An adjunct faculty member who has previously taught for the District may be offered future assignments without utilizing this procedure.

2. Establishment of a List of Qualified Applicants

Consistent with the provisions of Article 6 of the adjunct faculty collective bargaining agreement, the District will maintain a list of qualified adjunct faculty. The list of qualified applicants will be maintained in the Applicant Tracking System (ATS). In the event it is determined that an adjunct faculty needs to be hired, the division/department, consistent with the selection process described below, shall interview applicants. In the absence of a current list of qualified applicants, the appropriate Vice President may request the Office of Human Resources to conduct a recruitment for qualified applicants. Any such recruitment will be done in compliance with Board Policy 7100 - Equal Employment Opportunity. All applicants will be received through the Applicant Tracking System.

3. Selection Process

The Division/Department shall be responsible for interviewing and selecting adjunct faculty consistent with the following guidelines:

- A selection committee shall be formed consisting of the Division/Department Dean and at least one full-time faculty from the involved department as appointed by the Dean.
- Only qualified applicants in the ATS may be interviewed.
- The selection committee shall attempt to reach consensus in the selection of a candidate to be hired. In the event that a consensus cannot be reached, the Division/Department Dean shall make the final selection.
- Once a selection has been made, the Division/Department Dean will forward the name of the candidate to the appropriate Vice President for approval. Upon approval by the appropriate Vice President, the candidate will be submitted to the Office of Human Resources for processing.
- It is recognized that situations will arise where the Dean needs to fill an adjunct position based on an immediate and/or urgent need. In such instances, the Dean may review and/or interview applicants listed in the ATS and make the selection as to which candidate will be hired.

4. 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 Equal Employment Representative.

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 Equal Employment Representative 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.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7204 Evaluation: Adjunct Faculty

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.1.A

General Provision

Adjunct faculty shall be evaluated in accordance with the applicable provisions of the collective bargaining agreement between the District and the Citrus College Adjunct Faculty Federation, Local 6352 of the American Federation of Teachers.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7206 Faculty Exchange

References: Education Code Sections 87422, 87423, 87424 and 89039

General Provision

The District may enter into an agreement with any foreign government, state territory or other community college district within the State of California, for the temporary exchange of full-time academic employees. No faculty exchange will be authorized unless approved by the Board of Trustees and agreed to by the full-time faculty member to be exchanged.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7206 Faculty Exchange

References: Education Code Sections 87422, 87423, 87424 and 89039

1. Requests

A request to enter into an exchange agreement must be presented to the Superintendent/President no later than six (6) months prior to the proposed start date for the exchange.

2. Time Limit and Benefits

A. Exchange agreements shall be for one (1) academic year only.

B. Time served by a faculty member under an exchange agreement shall count for salary placement as time served in the service of the Citrus Community College District.

C. An exchange agreement shall not affect the faculty member's right to permanent classification.

3. Number of Exchanges to be Granted

In order to provide a truly rich experience for the visiting exchange teacher, it shall be the procedure of the Citrus Community College District to accept no more than one foreign exchange teacher during any academic year.

4. Approval of an Exchange Agreement:

No faculty exchange will be authorized unless approved by the Board of Trustees and agreed to by the full-time faculty member to be exchanged.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7207 Minimum Qualifications and Equivalency

References: Education Code Section 87400;
Title 5 California Code of Regulations Sections 53410 - 53417

General Provision

The District will only employ faculty who meet the minimum qualifications for their assignment(s) or who have the equivalent of those qualifications.

CITRUS COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

AP 7207 Minimum Qualifications and Equivalency

References: Education Code Section 87400;
Title 5 California Code of Regulations Sections 53410 - 53417

1) Minimum Qualifications

The goal of the Citrus Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the District community.

The District shall employ faculty who possess the minimum qualifications, as established by the California State Chancellor's Office (see publication, *Minimum Qualifications for Faculty and Administrators in California Community Colleges*) for the discipline to be taught by the faculty member.

2) Determination of Equivalency

In order to determine when an applicant for a faculty position, though lacking the specific degree or experience specified in the Board of Governors Minimum Qualifications List, nonetheless possesses qualifications that are equivalent, the following guidelines have been established.

Initial determination of equivalency to the minimum qualifications for hire shall be decided, by unanimous consent, by the Equivalency Committee, which is comprised of two members of the Academic Senate, two faculty members from the discipline, and one appropriate administrator.

3) Conditions

1. It is the applicant's responsibility to provide all documentation in support of equivalency and to be available for questions.
2. All deliberations of the Equivalency Committee and all records involved in the proceedings shall be confidential.

3. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview nor a job.
4. In all cases in which equivalency is granted or denied an officially signed form shall be filed with the Office of Human Resources and the Office of Academic Affairs. This form shall include a complete description of the Committee's reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position.
5. The granting of equivalency is on a case-by-case basis and does not set precedence for future hires.

4) Minimum Standards for Consideration of Equivalency

In the case of disciplines normally requiring a Master's degree, the minimum standard shall be any one of the following:

1. A Master's degree in a discipline which is not specifically named on the Board of Governor's Minimum Qualifications list for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed on the Minimum Qualifications list.
2. A Bachelor's degree, plus 30 graduate level semester units of coursework in the specific or related discipline relevant to the position for which the applicant is being considered. Coursework must be from an accredited institution.
3. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.
4. Verifiable eminence, plus conclusive evidence of the ability to teach effectively at the community college level. Eminence shall mean: that which, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant. Eminence alone is not sufficient to grant equivalency but must be accompanied by adequate evidence of the applicant's knowledge and ability to teach effectively at the community college level. The applicant may provide documentation supporting the status of eminence. The college may also seek other avenues to verify the eminence of the candidate. In addition, the applicant must provide clear and preponderant evidence of his or her understanding of the principles of teaching and that he or she possesses the skills necessary to teach effectively at the community college level.

In the case of disciplines not normally requiring a Master's degree, where the minimum qualifications are an Associate degree plus six years of related experience or a Bachelor's degree plus two years of related experience, the minimum standards shall be one of the following:

1. A California Community College Instructor Credential, Valid for Life, in the specific or related discipline.
2. Verifiable eminence plus conclusive evidence of ability to teach effectively at the community college level.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7208 Tutoring

General Provision

Instructors shall not accept remuneration, directly or indirectly, for tutoring students currently enrolled in their classes. No tutoring for which an instructor receives remuneration will be permitted on the Citrus College campus, nor will any of its facilities or equipment be used for this purpose.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7301 Recruitment and Selection: Classified Staff

References: Education Code Sections 88003 and 88013

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection concerning classified staff including, but not limited to, the following criteria.

The recruitment and selection process for classified staff shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 - Equal Employment Opportunity.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7301 Recruitment and Selection: Classified Staff

References: Education Code Sections 88003 and 88013

The following sets forth the procedure to be used for the recruitment and selection of all regular full-time and part-time classified staff. The District determines at its discretion whether a vacancy exists and whether any vacant position shall be filled.

1. Approval to Fill an Existing or New Position

The following steps are to be followed to request approval to fill an existing or new position:

- a) The appropriate Manager/Supervisor or Vice President 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.
- b) The completed posting is submitted via the ATS to the appropriate Vice President for approval or disapproval. If the Vice President does not approve the position, the process ends and the appropriate Manager/Supervisor is so notified.
- c) In the event the job posting is approved by the appropriate Vice President, the job posting is forwarded to the Director of Human Resources for approval or disapproval. If the Director of Human Resources does not approve the position, the process ends and the appropriate Manager/Supervisor is so notified.
- d) In the event the job position is approved by the Director of Human Resources, the job posting will be submitted to President's Cabinet for final approval.
- e) Requests for new positions will be reviewed by the Office of Human Resources to determine the appropriate classification. If it is determined that a new classification needs to be created, the Office of Human Resources will develop a proposed job description and salary placement and meet with CSEA to reach an agreement on the new classification.

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 appropriate Manager/Supervisor, the Office of Human Resources will develop a hiring plan to include the advertisement strategy, any preferred qualifications, interview questions, interview schedule, and whether an employment exam will be administered.

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 five (5) individuals, which shall include one (1) manager, one (1) supervisor and three (3) classified employees. At least one classified employee from the hiring department shall be included and CSEA shall appoint one classified employee to the Selection Committee. A Selection Committee of fewer or greater participants may be utilized with the approval of the Director of Human Resources.

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, shall meet with Selection Committees to review the interview process and principles of Equal Employment Opportunity.

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

The Selection Committee shall select a final candidate to be recommended for hire. In situations where the job posting is for a position that is a direct report to the Superintendent/President, Vice President or Manager/Supervisor, the Director of Human Resources may authorize a second level interview by the Superintendent/President, Vice President or Manager/Supervisor. In such situations the Selection Committee shall forward at least two applicants for consideration. The final recommendation for hiring will be made by the appropriate Manager/Supervisor.

4. 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 approval by the Board of Trustees.

5. 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

6. Equal Employment

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

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7302 Short-Term and Substitute Employees

Reference: Education Code Section 88003

General Provision

The Board of Trustees authorizes the employment of short-term and substitute employees consistent with the applicable provisions of the Education Code.

The Office of Human Resources shall establish administrative procedures to assure that the requirements of state law and regulations are met regarding the hiring of short-term and substitute employees.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7302 Short-Term and Substitute Employees

Reference: Education Code Section 88003

I. Short –Term Employees

1. Definition

- a. A short-term employee is any person who is employed to perform a service for the District upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis.
- b. A short-term employee, unless he/she is a regular classified employee working in a short-term assignment during unassigned time, is not a member of the classified service.

2. Length of Employment

- a. A short-term employee is employed with the understanding that his/her association with the District will last only through a certain period of time or academic term.
- b. A short-term employee may not exceed 170 working days (including holidays) during the fiscal year irrespective of the number of hours worked per day.
- c. In addition to the 170 working day limitation, a short-term employee may not work in excess of 900 hours during the fiscal year.

3. Salary and Benefits

- a. A short-term employee is paid in accordance with the salary schedule established by the Office of Human Resources.
- b. A short-term employee is not eligible for vacation, sick leave, holiday pay, or health benefits.
- c. A short-term employee is not exempt from overtime pay.

4. Authorization

- a. A short-term employee may not begin working until after the Board of Trustees, at a regular meeting, has approved the employment of the short-term employee establishing the service (duties) to be performed and the end date for the employment of the short-term employee.

- b. The ending date may be shortened or extended by the Board of Trustees, but shall not extend beyond the period as specified in Section 2b above.
- c. A Short-Term, Non-Academic Employment request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustees for employment authorization.

5. Special Provisions

- a. A regular classified employee may not be employed as a short-term employee, except those regular classified employees whose assignment is less than 12 months, and then only during his/her unassigned time.
- b. During the term in which a student is employed as a student worker, he/she may not be also employed as a short-term employee.
- c. A short-term employee, who is also a student at the District, may not be employed as a student worker during the term.
- d. A short-term employee may not be employed simultaneously in multiple assignments.

II. Substitute Employees

1. Definition

A substitute employee is any person employed to:

- a. replace any classified employee who is temporarily absent from duty (e.g illness leave or any other authorized leave); or
- b. serve in an existing authorized open position for not more than 60 calendar days while the District is engaged in the recruitment and selection process to fill the position.

2. Length of Employment

- a. A substitute employee may be employed for the duration of the temporary absence of a regular classified employee provided the substitute employee's total number of work days does not exceed 170 working days (including holidays) during the fiscal year irrespective of the number of hours worked per day, except as provided in Section 1b above.
- b. In addition to the 170 working day limitation, a substitute employee may not work in excess of 900 hours during the fiscal year.

3. Salary and Benefits

- a. A substitute employee is paid at the hourly rate for the first step of the appropriate salary range and classification as set forth on the regular classified salary schedule.

- b. A substitute employee is not eligible for vacation, sick leave, holiday pay, or health benefits.
- c. A substitute employee is not exempt from overtime pay.

4. Authorization

- a. A substitute employee may not begin employment until after the Board of Trustees, at a regular meeting, has approved the employment of the substitute employee.
- b. A "Substitute Employment" request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustees for employment authorization.

5. Special Provisions

- a. A full-time regular classified employee may not be employed as a substitute employee, except those regular classified employees whose assignment is less than 12 months, and then only during his/her unassigned time.
- b. A less than full-time regular classified employee may not be employed as a substitute in his/her regular classification.
- c. During the term in which a student is employed as a student worker, he/she may not be also hired as a substitute employee.
- d. A substitute employee, who is also a student at the District, may not be hired as a student worker during the term.
- e. A substitute employee may not be employed simultaneously in multiple assignments.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7303 Professional Experts

Reference: Education Code Section 88003

General Provision

The Board of Trustees authorizes the employment of professional experts to perform services for which minimum qualifications have not been established by the Board of Governors, and consistent with the applicable provisions of the Education Code.

The Office of Human Resources shall establish administrative procedures to assure that the requirements of state law and regulations regarding the hiring of professional experts are met.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7303 Professional Experts

Reference: Education Code Section 88003

I. Professional Experts

1. Definition

- a. A professional expert is a person with specialized knowledge or expertise not generally required of, or found within, the regular established classified classifications.
- b. A professional expert is not a part of the classified service.

2. Length of Employment

- a. A professional expert is hired for the duration of a specific project and/or grant regardless of the length of employment.
- b. A professional expert may be hired for successive contracts.

3. Salary and Benefits

- a. A professional expert shall be employed pursuant to a written contract establishing the project and/or grant, the duties to be performed, the term of employment and the compensation to be paid for each period of employment.
- b. A professional expert is not eligible for vacation, sick leave, holiday pay, or health benefits unless otherwise specified in the written contract.

4. Authorization

- a. A professional expert may not begin employment until after the Board of Trustees, at a regular meeting, has approved the employment of the professional expert.
- b. A professional expert request form must be completed and submitted to the Office of Human Resources prior to submission to the Board of Trustee for authorization for employment.

5. Special Provisions

- a. A professional expert may not begin working until after all employment paperwork has been completed in the Office of Human Resources, including signing his/her professional expert contract.
- b. A new professional expert contract will be required for each employment period.
- c. A regular employee may not be hired as a professional expert to perform duties related to his/her current assignment.
- d. A regular employee employed as a professional expert may not perform those duties during his/her regular working hours.
- e. An adjunct faculty member may be employed as a professional expert provided the duties to be performed as a professional expert meet the definition of "professional ancillary activities" (Education Code Section 87482.5), or are not academic duties.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7304 Student Employment

Reference: Education Code Section 88003

General Provision

The District supports the employment of students as a way to assist students with financial support in pursuit of their academic goals and to provide opportunities for academic, administrative and/or business related job experience.

The procedures for the employment of students shall be consistent with the provisions of Education Code Section 88003 and all applicable federal statutes and regulations.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7304 Student Employment

Reference: Education Code Section 88003

1. Qualification for Student Employment

In order to qualify for student employment a student must be enrolled in a minimum of six (6) semester units in the semester in which the student is employed. During an intersession (winter and/or summer) a student need not be enrolled in any units for the particular intersession provided there is sufficient reason to believe the student will enroll in a minimum of six (6) semester units for the following spring or fall semester.

2. Limits on Student Employment

During the fall/spring semesters student employees are only permitted to work part-time which is defined as no more than twenty (20) hours per week. During an intersession (winter/summer) a student employee may be assigned up to forty (40) hours per week.

A student employee may not be employed by the District in any other capacity (e.g. temporary employee, professional expert or regular classified employee) during the time period of the student employment.

Student employees are not eligible for health benefits or paid leaves of absences

International students in lawful status may only be employed as a student employee for positions on campus. International students may work the same number of hours as set forth above.

Student employment may not result in the displacement of classified personnel or impair existing contracts for services.

A student employee may not begin working until after he/she has been processed by the Office of Student Employment Services.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7401 Recruitment and Selection: Academic Administrators

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.1.A

General Provision

The Superintendent/President shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

The recruitment and selection process for academic administrators shall be accomplished in accordance with Board Policy and Administrative Procedure 7100 - Equal Employment Opportunity.

Academic administrators shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7401 Recruitment and Selection: Academic Administrators

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.1.A

1. Approval to Fill an Existing or New Position

The decision to fill an existing or new academic administrator 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 four (4) managers, two (2) faculty members (appointed by the Academic Senate), and one (1) classified employee (appointed by CSEA).

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 Committees 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. Members of the 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 their 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 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 alphabetical order will be revealed.

The names of the finalists will be forwarded unranked to the Superintendent/President and 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 Resources/Staff Diversity to review the strengths and weaknesses to see that they comply with 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 academic background, professional experience, and personal qualities relative to performance in the academic administrator 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 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 recruitment and 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 7402 Evaluation: Academic Administrators

References: Education Code Sections 87663

General Provision

Academic administrators shall be evaluated at a minimum of once each academic year.

The evaluation process is designed to improve the quality of education in the District and to assist the academic administrator in the growth and development of professional abilities, as well as to identify areas of strength and weakness. The evaluation process promotes and supports management and leadership skills.

The evaluation process is developed to include an on-going communication, and dialogue to support and assist academic administrators to meet their individual goals/objectives as well as those of the District.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7402 Evaluation: Academic Administrators

References: Education Code Sections 87663

An academic administrator is referred to as the Evaluatee and the administrator/manager responsible for conducting the evaluation is referred to as the Evaluator. The evaluation shall include the development and review of short-term and long-term objectives, a review of the Evaluatee's performance of assigned responsibilities and leadership skills, a self-evaluation, and, every three (3) years, confidential feedback provided by selected faculty, management, supervisor/confidential, staff, and subordinates. Academic administrator refers to all management level employees who are designated as academic. For classified administrators/managers refer to Board Policy and Administrative Procedure 7502.

Evaluation Procedure and Timelines

1. PREPARATION FOR EVALUATION: OBJECTIVES DEVELOPMENT (June/JULY):

Each academic year, during the month of June, the Evaluatee shall prepare, using the *Objectives Form*, three (3) to five (5) reasonably obtainable short-term and long-term objectives to discuss with his/her Evaluator. The objectives should address day-to-day operations of the Evaluatee's area of responsibility, new initiatives, and professional development. The Evaluatee's short-term and long-term objectives should be programmatic or individual; related to District goals; be reasonable and obtainable; and, be measurable.

By no later than the end of June, the Evaluator shall meet with the Evaluatee to discuss and agree to the objectives for the ensuing academic year. This meeting will normally take place during the June evaluation meeting for the just completed academic year.

2. MIDYEAR REVIEW (January): Each academic year, the Evaluator shall meet with the Evaluatee to review progress towards the established objectives and discuss any challenges the Evaluatee may be experiencing working toward completion of one or more objectives. The Evaluator and Evaluatee may agree to modify the objectives submitted by the Evaluatee. If one or more objective is modified, the Evaluatee is to complete a revised evaluation *Objective Form* noting the modification(s).

In the event the Evaluatee's evaluation is scheduled to include anonymous confidential feedback from faculty, management, supervisors/confidential, staff, and subordinates, Evaluatee and Evaluator shall, at the Midyear Review meeting, discuss and determine the distribution list, including the number of employees to be surveyed, for the *Anonymous Confidential Feedback Forms*.

3. **ANONYMOUS CONFIDENTIAL FEEDBACK (May):** Every three (3) academic years the Evaluatee's performance evaluation shall include anonymous confidential feedback. The Evaluator and Evaluatee will mutually agree to whom the *Anonymous Confidential Feedback Form* is to be distributed (refer to item 2 above), and the number of employees to be surveyed. Distribution list of the *Anonymous Confidential Feedback Form* shall include faculty, management, supervisors/confidential, staff, and subordinates.

The Evaluator shall be responsible for distribution of the *Anonymous Confidential Feedback Form* to the employees selected, and for collection of the responses. The Evaluator, in preparation of the Evaluatee's *Evaluation Summary Form* may use information received through the *Anonymous Confidential Feedback Form*; however, the Evaluator shall not analyze the Evaluatee's performance based solely on the responses received through the *Anonymous Confidential Feedback Form*.

4. **SELF-EVALUATION REPORT (Due to Evaluator two (2) weeks prior to June Evaluation Meeting):** Using the *Self-Evaluation Form*, the Evaluatee shall prepare his/her self-evaluation, and forward the completed document to Evaluator no later than two (2) weeks prior to the June Evaluation Meeting. The self-evaluation shall include an assessment of progress in meeting established objectives, assessment of leadership skills, accomplishments, and a statement of professional growth and development activities. Professional growth and development may include activities such as training or personal skill development.
5. **EVALUATION MEETING (June):** Prior to meeting with the Evaluatee, the Evaluator shall complete the *Evaluation Summary Form* for the Evaluatee and tally and review the results of the *Anonymous Confidential Feedback Form*. Then, prior to June 30 of each academic year, the Evaluator shall meet with the Evaluatee for purposes of reviewing the *Evaluation Summary Form*, the *Self-Evaluation Form*, and the results of the *Anonymous Confidential Feedback Form* (every three (3) years).
6. **PERFORMANCE EVALUATION FORMS:** Upon completion of the Evaluatee's June Evaluation Meeting, the Evaluator shall forward all original documents (*Objective Form*, *Revised Objective Form* (if completed), *Self-Evaluation Form*, *Evaluation Summary Form*, and, when applicable, the *Anonymous Confidential Feedback Forms*) in a sealed envelope to the Office of Human Resources. All original documents, with the exception of the *Anonymous Confidential Feedback Forms*, shall be placed in the Evaluatee's personnel file. Human Resources office staff shall shred all *Anonymous Confidential Feedback Forms*.

7. All evaluations will be sent to the Superintendent/President for her/his review. The Superintendent/President may return the evaluation for further review between the Evaluator and the Evaluatee.
8. If the overall rating of the evaluation is less than meets expectations or if there is any area in which the Evaluator has identified as needing improvement, the Evaluatee shall submit a written plan for improvement. This written plan for improvement is to be submitted to the Evaluator by no later than September 1 and the Evaluator must agree to the plan for improvement. The improvement plan must have identifiable objectives and include the timelines within which each objective is to be achieved. The plan for improvement will be included as part of the evaluation file and will be used as part of the Evaluatee's next evaluation.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7403 Leaves: Academic Administrators

References: Education Code Section 87763 et seq

General Provision

The District shall provide for leaves of absence for academic administrators as set forth in Administrative Procedure 7403.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7403 Leaves: Academic Administrators

References: Education Code Section 87763 et seq.

1. Sick Leave

a) Regular Sick Leave

Academic administrators shall be granted twelve (12) days of paid sick leave each fiscal year. Any academic administrator 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, an academic administrator'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 academic administrators will be credited with an additional five months (100 days) of extended sick leave including any days of accumulated sick leave. Once an academic administrator exhausts all regular sick leave and accumulated sick leave, any additional days of sick leave shall be paid based on the difference between the academic administrator's regular pay and the amount actually paid to a 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 academic administrator'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 an academic administrator exhausts regular sick leave and extended sick leave, the academic administrator may be placed on an unpaid leave of absence or may be dismissed.

d) Utilization of Sick Leave

Sick leave may be used by an academic administrator when he/she is absent for illness or injury. It is the responsibility of the academic administrator to report his/her absence to his/her immediate supervisor within thirty minutes of the beginning of the work day.

An academic administrator'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, an academic administrator is required to report his/her absence on the appropriate absence report.

The District reserves the right to require an academic administrator upon return from a sick leave of absence 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

An academic administrator 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 academic administrator'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 academic administrator's person or property or the person or property of his/her immediate family.
- c) Resulting from the academic administrator'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.

An academic administrator 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 academic administrator shall complete the appropriate absence report.

3. Bereavement Leave (Paid Leave)

An academic administrator 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 academic administrator.

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 academic administrator or of the spouse/domestic partner of the academic administrator, or any other person for whom the academic administrator is legally responsible or any other member of the immediate household.

An academic administrator 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 academic administrator, 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

An academic administrator 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 academic administrator's sick leave.
- e) Payment for wages lost on any day shall not, when added to an award granted the academic administrator 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 academic administrator 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 academic administrator 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.

An academic administrator is eligible for leave provided he/she has been employed for at least:

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

An academic administrator, 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 academic administrator.

- b) The placement of a child with an academic administrator 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 academic administrator unable to perform the functions of his/her position.

Although the District recognizes that emergencies arise which may require an academic administrator 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.

An academic administrator'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

An academic administrator 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 academic administrator 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.

An academic administrator 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 academic administrator and her physician, and shall be given to the academic administrator's immediate supervisor and the Office of Human Resources.

There shall not be discrimination against an academic administrator 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 an academic administrator 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 academic administrator's immediate supervisor.

- b) Such request shall include date(s) of leave and reason(s) for leave.
- c) The academic administrator, 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 an academic administrator on a paid or unpaid basis at any time upon terms acceptable to the District and the academic administrator.

9. Military Leave

An academic administrator shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law rising 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 an academic administrator to inform his/her immediate supervisor and the Office of Human Resources of the jury duty summons.

- a) An academic administrator 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 an academic administrator his/her regular salary until the Court releases him/her.

An academic administrator 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 academic administrator.

- a) An academic administrator shall receive regular pay less any amount received for jury or witness fees.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7404 Vacation: Academic Administrators

References: Education Code Sections 87763 and 87764

General Provision

The District shall provide for vacation time for academic administrators as set forth in Administrative Procedure 7404.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7404 **Vacation: Academic Administrators**

References: Education Code Sections 87763 and 87764

At the beginning of each fiscal year, academic administrators will be provided twenty-two (22) days of vacation based on a monthly accrual of 1.84 vacation days. An academic administrator 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 an academic administrator 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 an academic administrator leaves the employ of the District, the academic administrator shall reimburse the District for any used but unearned vacation days.

Each year the academic administrator, with approval of the Superintendent/President or the appropriate Vice President, 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 or the appropriate Vice President.

Vacation time shall normally be used within the fiscal year earned. During any fiscal year, an academic administrator'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 an academic administrator's vacation time in any fiscal year exceeds forty-four (44) days, he/she shall submit to the Superintendent/President or appropriate Vice President, a vacation plan to utilize, at a minimum, the vacation days in excess of forty-four (44).

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7405 Holidays: Academic Administrators

Reference: Education Code Sections 87763 and 87764

General Provision

Academic administrators shall be entitled to a minimum of seventeen (17) paid holidays each fiscal year. Eleven (11) of these seventeen (17) paid holidays are to be scheduled as the legal holidays, which include: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (and the day after) and Christmas Day. The remaining six (6) days of paid holidays shall be scheduled during the winter break as designated in the academic calendar.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7406 Sabbatical Leave: Academic Administrators

Reference: Education Code Section 87767

General Provision

Sabbatical leave may be granted to academic administrators 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 7406 Sabbatical Leave: Academic Administrators

Reference: Education Code Section 87767

Academic administrators 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 academic administrator.
 2. Independent study and research relating to the present or newly assigned service of academic administrator.
 3. Travel of such a nature and extent that it will materially increase the proficiency of the academic administrator's area of responsibility.
- I. Length of Sabbatical Leave
 A sabbatical leave may be granted for up to twelve months.
- II. Number of Sabbatical Leaves Granted
 The number of sabbatical leaves granted each year for academic administrators may be up to one full-time equivalent. The Board of Trustees reserves the right to decrease this number based upon the financial condition of the District.
- III. Eligibility
 Any full-time academic administrator who has rendered at least six consecutive years of service to the District since the employee's initial employment as an academic administrator is eligible to request a sabbatical leave. If an academic administrator is granted a sabbatical leave, he/she shall not be eligible for future sabbatical leave until he/she has rendered at least six (6) consecutive years of service to the District from the date of return from the Sabbatical Leave.
- IV. 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 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.

V. 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.

VI. 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 leave.

VII. Pay for Sabbatical Leave

An academic administrator on a 12-month sabbatical will receive one half of his/her normal rate of pay. An academic administrator 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 an academic administrator's salary will be paid on prorated basis.

VIII. Written Report

Within two (2) months from return from a Sabbatical Leave, the academic administrator 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 7407 Salary Guide: Academic Administrators

Reference: Education Code Section 87801

General Provision

The District shall maintain a salary schedule for management positions. The salary schedule shall reflect the responsibility of each academic administrator position.

In determining the management salary schedule, the Board of Trustees may consider the management salaries in comparable community college districts.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7407 Salary Guide: Academic Administrators

Reference: Education Code Section 87801

Each academic administrator position shall be assigned to a specific range on the management salary schedule. The salary schedule shall include at least eight (8) steps at each range.

A newly hired academic administrator 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, an academic administrator shall move up one step on the designated range of the salary schedule provided the academic administrator served in his/her current position for at least six (6) months prior to July. If the academic administrator has not served six months in his/her assignment prior to July 1, then he/she will advance on the salary schedule the following July 1.

A two and one-half percent (2.5%) increase will be provided to those academic administrators who have a verified earned Doctorate from an accredited institution. Such salary increase will be effective the first of the month following receipt of the verification of the earned Doctorate by the Office of Human Resources.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7408 Retreat Rights: Academic Administrators

Reference: Education Code Sections 87001, 87458, 87743

General Provision

The District shall provide for administrator retreat rights as provided for under applicable provisions of the Education Code. The administrative procedure to implement this policy shall be agreed upon by the District and the Academic Senate.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7408 Retreat Rights: Academic Administrators

Reference: Education Code Sections 87001, 87458, 87743

In accordance with Education Code Section 87458, the Board of Trustees of the Citrus Community College District, in cooperation with the Faculty Senate, adopts the following Administrator Retreat Rights procedure.

This procedure applies to academic administrators hired on or after July 1, 1990, in positions designated by the Governing Board as an academic administrator in accordance with the definition prescribed in Education Code Section 87001. An academic administrator employed in a position designated as categorical, as defined in Education Code Section 87470, is not eligible for retreat rights.

Candidates interviewed for all academic administrator positions with retreat rights are required, as a part of the interview process, to prepare and deliver a 10-15 minute presentation before the Selection Committee on a topic of the committee's choice.

A tenured employee, when reassigned from a faculty position to an administrative position, retains his or her status as a tenured faculty member and, upon making a written request to the Office of Human Resources, may retreat to a faculty status. In such cases, the Director of Human Resources shall inform the Academic Senate.

An academic administrator hired on or after July 1, 1990, and who has not previously acquired tenured status as a faculty member in this District, shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated if all of the following apply:

1. The reassignment of an academic administrator would not cause the layoff of any contract (probationary), or regular (tenured) faculty member. Layoffs of faculty will only be done in accordance with the provisions of Education Code Section 87743.
2. The academic administrator possess the minimum qualifications for employment as a faculty member as determined by the current discipline list approved by the State Board of Governors and the current procedures in place for making that determination, including the equivalency process if applicable. The current procedures in place primarily rely upon the advice and judgment of the academic

senate. In addition, the individual selected to fill an academic administrator position must qualify for a Faculty Service Area available in the District at the time of hire.

3. The governing board shall provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87458.
4. The academic administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the District.
5. The termination of the academic administrator's assignment is for any reason other than dismissal for cause.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7502 Evaluation: Classified Administrator/Manager

Reference: Education Code Section 87663

General Provision

All classified administrator/manager employees shall be evaluated at a minimum of once each fiscal year.

The evaluation process is designed to improve the quality of education in the District and to assist the classified administrator/manager employee in the growth and development of professional abilities, as well as to identify areas of strength and weakness. The evaluation process promotes and supports management and leadership skills.

The evaluation process is developed to include an on-going communication, and dialogue to support and assist the classified administrator/manager employee to meet their individual goals/objectives as well as those of the District.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7502 Evaluation: Classified Administrator/Manager

Reference: Education Code Section 87663

A classified administrator/manager employee is referred to as the Evaluatee and the administrator/manager responsible for conducting the evaluation is referred to as the Evaluator. The evaluation shall include the development and review of short-term and long-term objectives, a review of the Evaluatee's performance of assigned responsibilities and leadership skills, a self-evaluation, and, every three (3) years, confidential feedback provided by selected faculty, management, supervisor/confidential, staff, and subordinates.

Evaluation Procedure and Timelines

1. PREPARATION FOR EVALUATION: OBJECTIVES DEVELOPMENT (June/JULY):

Each academic year, during the month of June, the Evaluatee shall prepare, using the *Objectives Form*, three (3) to five (5) reasonably obtainable short-term and long-term objectives to discuss with his/her Evaluator. The objectives should address day-to-day operations of the Evaluatee's area of responsibility, new initiatives, and professional development. The Evaluatee's short-term and long-term objectives should be programmatic or individual; related to District goals; be reasonable and obtainable; and, be measurable.

By no later than the end of June, the Evaluator shall meet with the Evaluatee to discuss and agree to the objectives for the ensuing academic year. This meeting will normally take place during the June evaluation meeting for the just completed academic year.

2. MIDYEAR REVIEW (January): Each academic year, the Evaluator shall meet with the Evaluatee to review progress towards the established objectives and discuss any challenges the Evaluatee may be experiencing working toward completion of one or more objectives. The Evaluator and Evaluatee may agree to modify the objectives submitted by the Evaluatee. If one or more objective is modified, the Evaluatee is to complete a revised evaluation *Objective Form* noting the modification(s).

In the event the Evaluatee's evaluation is scheduled to include anonymous confidential feedback from faculty, management, supervisors/confidential, staff, and subordinates, Evaluatee and Evaluator shall, at the Midyear Review meeting, discuss and determine the distribution list, including the number of employees to be surveyed, for the *Anonymous Confidential Feedback Forms*.

3. **ANONYMOUS CONFIDENTIAL FEEDBACK (May):** Every three (3) academic years the Evaluatee's performance evaluation shall include anonymous confidential feedback. The Evaluator and Evaluatee will mutually agree to whom the *Anonymous Confidential Feedback Form* is to be distributed (refer to item 2 above), and the number of employees to be surveyed. Distribution list of the *Anonymous Confidential Feedback Form* shall include faculty, management, supervisors/confidential, staff, and subordinates.

The Evaluator shall be responsible for distribution of the *Anonymous Confidential Feedback Form* to the employees selected, and for collection of the responses. The Evaluator, in preparation of the Evaluatee's *Evaluation Summary Form* may use information received through the *Anonymous Confidential Feedback Form*; however, the Evaluator shall not analyze the Evaluatee's performance based solely on the responses received through the *Anonymous Confidential Feedback Form*.

4. **SELF-EVALUATION REPORT (Due to Evaluator two (2) weeks prior to June Evaluation Meeting):** Using the *Self-Evaluation Form*, the Evaluatee shall prepare his/her self-evaluation, and forward the completed document to Evaluator no later than two (2) weeks prior to the June Evaluation Meeting. The self-evaluation shall include an assessment of progress in meeting established objectives, assessment of leadership skills, accomplishments, and a statement of professional growth and development activities. Professional growth and development may include activities such as training or personal skill development.
5. **EVALUATION MEETING (June):** Prior to meeting with the Evaluatee, the Evaluator shall complete the *Evaluation Summary Form* for the Evaluatee and tally and review the results of the *Anonymous Confidential Feedback Form*. Then, prior to June 30 of each academic year, the Evaluator shall meet with the Evaluatee for purposes of reviewing the *Evaluation Summary Form*, the *Self-Evaluation Form*, and the results of the *Anonymous Confidential Feedback Form* (every three (3) years).
6. **PERFORMANCE EVALUATION FORMS:** Upon completion of the Evaluatee's June Evaluation Meeting, the Evaluator shall forward all original documents (*Objective Form*, *Revised Objective Form* (if completed), *Self-Evaluation Form*, *Evaluation Summary Form*, and, when applicable, the *Anonymous Confidential Feedback Forms*) in a sealed envelope to the Office of Human Resources. All original documents, with the exception of the *Anonymous Confidential Feedback Forms*, shall be placed in the Evaluatee's personnel file. Human Resources office staff shall shred all *Anonymous Confidential Feedback Forms*.

7. All evaluations will be sent to the Superintendent/President for her/his review. The Superintendent/President may return the evaluation for further review between the Evaluator and the Evaluatee.
8. If the overall rating of the evaluation is less than meets expectations or if there is any area in which the Evaluator has identified as needing improvement, the Evaluatee shall submit a written plan for improvement. This written plan for improvement is to be submitted to the Evaluator by no later than September 1 and the Evaluator must agree to the plan for improvement. The improvement plan must have identifiable objectives and include the timelines within which each objective is to be achieved. The plan for improvement will be included as part of the evaluation file and will be used as part of the Evaluatee's next evaluation.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7505 Holidays: Classified Administrator/Manager and Supervisor/Confidential

Reference: Education Code Section 88203

General Provision

Classified administrator/manager and supervisor/confidential employees shall be entitled to a minimum of seventeen (17) paid holidays each fiscal year. Eleven (11) of these seventeen (17) paid holidays are to be scheduled as the legal holidays which include: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day (and the day after) and Christmas Day. The remaining six (6) days of paid holidays shall be scheduled during the winter break as designated in the academic calendar.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

BP 7509 Discipline: Classified Administrator/Manager and Supervisor/Confidential

References: Education Code Sections 88013, 88016

General Provision

The Superintendent/President shall enact procedures for the disciplinary proceedings applicable to permanent classified administrator/manager and supervisor/confidential employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Board of Trustees' determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES

AP 7509 Discipline: Classified Administrator/Manager and Supervisor/Confidential

References: Education Code Sections 88013 and 88016

A permanent classified administrator/manager and supervisor/confidential employee may be suspended, demoted, or dismissed by the Board of Trustees upon the recommendation of the Superintendent/President.

1. DEFINITIONS

- A. *Suspension* means the temporary removal of an employee with loss of pay as a result of disciplinary measure.
- B. *Demotion* means the reassignment of an employee to a lower classification as the rate of pay appropriate for that classification.
- C. *Dismissal* means the separation, discharge, or permanent removal of employees from his/her position for cause in accordance with the provisions of the Education Code 88013 and these rules.
- D. *Mediation Review* means the employee's opportunity to respond orally or in writing to the charges contained in a Notice of Proposed Disciplinary Action.
- E. *Mediator* means the person appointed by the State Mediation and Conciliation Service to conduct a requested review of a Notice of Proposed Disciplinary Action.
- F. *Hearing Officer* means the person selected to act as the Hearing Officer for purposes of an appeal of a Notice of Proposed Disciplinary Action.

2. CAUSES FOR DISCIPLINE

One or more of the following are declared to be causes for the suspension, demotion, or dismissal of any permanent employee in the classified service.

- A. Incompetency.
- B. Inefficiency, inattention to or dereliction of duty, lack of ability or failure to perform the assigned duties in a satisfactory manner.
- C. Insubordination, failure to obey reasonable directions, including but not limited to, refusal to do assigned work, or observe reasonable Board Policies and Administrative Procedures, or willful and repeated violation of the provisions of the Education Code.
- D. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- E. Engaging in political activity during the assigned hours of employment.
- F. Discourteous treatment of the public, students or fellow employees.
- G. Use of, possession of, and/or reporting to or being on the job while under the influence of controlled substances, including alcoholic beverages, narcotics or other illegal restricted or unauthorized substances.
- H. Committing any dishonest act, which adversely affects in any way the District, its employees, students and/or public; and/or the operation or purpose of a District position.
- I. Carelessness or negligence in the performance of duty or in the care of use of District property.
- J. Absence and/or repeated tardiness without authority or sufficient reason.
- K. Abuse of illness leave privileges.
- L. Evident unfitness for service.
- M. Sleeping while on or during assigned work hours.
- N. Falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records or documents.
- O. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by any appropriate state or local governmental agency.
- P. Abandonment of position, which shall be interpreted to mean an absence without continued notification in excess of one day, except when conditions prevail that makes it impossible for the employee to contact the District.

- Q. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- R. Taking for personal use from any person in connection with work any fee, gift or other valuable thing when such fee, gift or other valuable thing has been given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.
- S. Inducing or attempting to induce any person, firm, or corporation doing business with the school district to show any material favor consideration of any kind to any person including giving employment to any person.
- T. Inducing or attempting to induce an employee of the District to commit an unlawful act or to act in violation of any lawful and reasonable departmental or official regulation or order.

3. PROGRESSIVE DISCIPLINE

Prior to implementing formal discipline of suspension, demotion, and/or termination, the District will first utilize progressive discipline, except where the Director of Human Resources, or designee, determines that the employee's conduct requires immediate and more serious corrective action.

A. Progressive discipline shall include the following steps:

- (1). Verbal warning(s)
- (2). Written warning(s)
- (3). Formal written reprimand(s)

B. Written confirmation of a verbal warning and written warnings may be placed in the personnel file at the time of issuance. If such warnings or confirmation of verbal warnings is used in support of a formal disciplinary action, the warning shall be placed in the personnel file. The employee shall be given written notice of the placement of the document in his/her file. The employee shall have an opportunity to submit a written response for inclusion in the personnel file within ten (10) working days of the notice of intended placement of the document in his/her file. In addition, an employee who is issued a written warning or a formal written reprimand may, within ten (10) working days of receipt of a written warning or formal written reprimand, request a conference with the next level supervisor above the manager/supervisor who issued the written warning or formal written

reprimand, for the purpose of contesting the statements contained in any such warning or reprimand which are believed by the employee to be false.

C. Written warnings may include references to the employee's formal evaluation.

D. The steps in progressive discipline under this article are not subject to the grievance procedure.

4. PROCEDURE FOR DISCIPLINARY ACTION

The District may, for disciplinary purposes, suspend, demote, or dismiss any employee holding a position in the classified service. Demotion may include reduction in pay from a step within the class to one or more lower steps. Except as provided for in the Education Code, discipline may only be implemented after the employee has exhausted his/her hearing rights as set forth in Section 5 below.

A. Notice of Proposed Discipline

For employees to be suspended, demoted, or dismissed the District shall provide the effected employee:

(1). Notice of Proposed Disciplinary Action

Whenever the District intends to suspend an employee, demote the employee, or dismiss the employee, s/he shall be given a written notice of the proposed discipline, signed by the Superintendent/President or his/her designee, which sets forth the following:

- a). The disciplinary action intended.
- b). The specific charges upon which the proposed action is based.
- c). A factual summary of the grounds upon which the charges are based.
- d). A copy of all written materials, reports, and documents upon which the proposed discipline is based.
- e). Notice of the employee's right to a mediation review and formal hearing rights.
- f). Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.
- g). The Notice will also be sent to the employee's representative, if any.

h). The Notice will be personally delivered or sent by certified mail to the employee's address contained in the District's Human Resources office records.

(2). Appeal of Proposed Disciplinary Action: Request for Mediation Review and/or Formal Hearing

Mediation Review of Notice of Proposed Disciplinary Action

An employee who is served with a Notice of Proposed Disciplinary Action may request a mediation review of the causes and charges set forth in the Notice of Proposed Disciplinary Action. Such request must be made within ten (10) working days of the receipt of the Notice of Proposed Disciplinary Action by filing a written request for mediation review with the Human Resources office on the form provided for that purpose.

Within five (5) working days of such a receipt, the District will request the services of a mediator from the California State Mediation and Conciliation Service.

The function of the Mediator shall be to facilitate a conversation between the District and the employee and his/her representative concerning the proposed disciplinary action and, where appropriate, to recommend terms for possible resolution. The Mediator shall not have the authority to impose a settlement upon the parties.

If an agreement is reached during the mediation, a written statement of the agreement shall be prepared and signed by the parties. If the mediation process ends without an agreement, then the District shall send Notice of Disciplinary Action, which is to include the following:

- a). The disciplinary action intended.
- b). The specific charges upon which the action is based.
- c). A factual summary of the grounds upon which the charges are based.
- d). A copy of all written materials, reports, and documents upon which the discipline is based.
- e). Notice of the employee's right to a formal hearing.
- f). Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to the final discipline being imposed.

- g). The Notice will also be sent to the employee's representative, if any.
 - h). The Notice will be personally delivered or sent by certified mail to the employee's address contained in the District's Human Resources office records.
- (3). Upon receipt of the Notice of Disciplinary Action, the employee may proceed to a formal hearing as provided under Section 5 below.

Request for a Formal Hearing

An employee who is served with a Notice of Disciplinary Action may request a formal hearing by submitting a written request to Human Resources on the form provided for that purpose. Such request must be filed with Human Resources within ten (10) working days of receipt of the Notice. If the employee requested mediation review of the Notice of Proposed Disciplinary Action, then the request for a hearing must be filed within five (5) working days from the receipt of the Notice of Disciplinary Action.

5. FORMAL HEARING PROCEDURE

A. Time for Hearing

A Hearing Officer shall, within a reasonable time from the filing of the appeal, commence the hearing.

B. Selection of the Hearing Officer

The Board shall secure the services of an experienced Hearing Officer within ten (10) working days of receipt of the employee's request for a formal hearing. The Director of Human Resources, or designee, and the employee and/or representative shall attempt to agree upon the individual to hear the matter. If no agreement can be reached, they shall request the California State Mediation and Conciliation Service to provide a roster of seven (7) names of persons experienced in hearing disciplinary matters in public agencies. Each party shall alternately strike a name until only one name remains. The order of striking shall be determined by lot. The remaining name shall be that of the Hearing Officer. If this individual will not be available for the hearing within a reasonable time, not to exceed thirty (30) days, the parties shall secure another list and repeat the selection unless they mutually agree to waive this time provision.

C. Failure to Appear

Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Hearing Officer without good cause shall be deemed to have abandoned his or her appeal. In this event, the Hearing Officer will determine whether there was good cause and may dismiss the appeal.

D. Conduct of the Hearing, Record of Proceedings, and Costs

- (1). All disciplinary appeal hearings may, at the discretion of either party or the Board of Trustees, be recorded by a court reporter.
- (2). Any hearing which does not utilize a court reporter shall be recorded by audio tapes.
- (3). If a court reporter is requested by either party, that party shall pay the cost of the court reporter.
- (4). Evidence

The hearing need not be conducted in accordance with technical rules relating to evidence in California law and witnesses, but hearings shall be conducted in a manner most conducive to determination of the truth. Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules, which might make improper the admission of such evidence over objection in civil actions.

Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.

The rules dealing with the privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions. Irrelevant and unduly repetitious evidence may be excluded.

The Hearing Officer shall determine relevancy, weight and credibility of testimony and evidence. Decisions of this nature made by the Hearing Officer shall not be invalidated by any informality of the proceedings.

During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon the motion of either party.

(5). Burden of Proof

In a disciplinary appeal, the District has the burden of proof by preponderance of the evidence.

(6). Proceed with Hearing or Request for Continuance

Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.

(7). Testimony under Oath

All witnesses shall be sworn in for the record prior to offering testimony at the hearing.

6. WRITTEN FINDINGS, CONCLUSION, AND DECISION OF THE FORMAL HEARING

The Hearing Officer shall render findings, conclusions, and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Hearing Officer on each material issue. The Hearing Officer may sustain or reject any or all of the charges filed against the employee. The Hearing Officer may sustain, reject or reduce the disciplinary action invoked against the employee.

The Hearing Officer will issue a proposed decision to be submitted to the Board of Trustees.

The proposed decision, the record of the hearing, and all documentary evidence shall be available for review by the Board when it deliberates.

The Board may adopt the proposed decision, modify the proposed decision, or render a new decision. In the event the Board of Trustees upholds a recommendation for disciplinary action, the recommended disciplinary action will be implemented on a date following the Board of Trustees' decision.

7. DECISION OF THE BOARD

The decision of the Board of Trustees in all cases shall be final.

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

January 17, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, January 17, 2012, in the Center For Innovation Community Room.

Board President Montgomery 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 Finance and Administrative Services; Robert Sammis, Director of Human Resources and Chief Negotiator; Steve Siegel, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Lan Hao, Martha McDonald, and Linda Welz

Faculty: None

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

Classified Employees: None

Adjunct Faculty: None

Students: Walter Galvez and David Tate

VISITORS: Cecil Brower

Geraldine M. Perri, Ph.D., Superintendent/President, said she hoped everyone had a wonderful holiday season, and she welcomed the college community back to a new year.

Dr. Perri introduced Mr. Tedd Goldstein, Student Employment Services Supervisor, who, along with Ms. Carol Cone, Budget Supervisor and Supervisor/Confidential Team President, presented the Student Worker of the Semester for fall 2011. The recipient was Mr. Nelson Hua, who works in the Bookstore. Board President Montgomery congratulated Mr. Hua, saying the college appreciates his efforts.

The winter session is underway, and Dr. Perri said the campus has been very active with new and returning students. Enrollment is at capacity and Student Services has been busy assisting students.

On Tuesday, January 10, 2012, Dr. Perri and Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, attended the Board of Governors (BOG) regularly scheduled meeting in Sacramento. Dr. Perri, assisted by Mrs. Horton, presented Citrus College's template for sustainability to the BOG. The presentation was well received, and the BOG complimented Citrus College on being leaders in sustainability. The template will eventually serve as the statewide model for sustainability for California's community colleges. Dr. Perri thanked Mrs. Horton and her team for their efforts in developing the template.

Dr. Perri reported that on January 9, 2012, the BOG took action to support the Student Success Task Force Recommendations. Dr. Irene Malmgren, Vice President of Academic Affairs, and Dr. John Baker, Interim Vice President of Student Services, are chairing a college workgroup with the Academic Senate to discuss the implications for Citrus College, including possible measures to align the college with the recommendations. Dr. Perri said the Vice Chancellor of Government Relations is proposing some legislation to implement the recommendations.

Dr. Perri was pleased to announce that the Citrus College Foundation received a \$50,000 donation from Mr. Anthony La Fetra for the La Fetra Memorial Scholarship Fund. Dr. Perri said the college is very gratified by this generous donation.

On January 13, 2012, all Emergency Operations Center officers participated in the "annual planning exercise" as part of the college's ongoing efforts to ensure the safety of the college community. Dr. Perri added that there will be an Emergency Operations Center simulation in the spring.

Dr. Perri is looking forward to joining members of the Board for the annual Community College League of California Legislative Conference (CCLC) in Sacramento later in the month. They are planning to meet with state legislators and advocate on behalf of community colleges.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported on several noteworthy events that took place in December. Twenty-five Child Development Center (CDC) families were adopted by the Citrus College family for the Holiday Giving Program. The gesture was met with a great deal of gratitude from the families. The CDC team thanked the Board for their support.

Two of our former students, Mr. Anthony Logerfo and Mr. Corey McCormick, performed on the Jimmy Kimmel Show.

In addition, about 40 students from Gladstone High School came to Citrus College on a Saturday morning to participate in a DNA lab.

Dr. Malmgren also reported that Women in Mathematics took a field trip earlier this month to visit the University of California at Irvine. They especially enjoyed the Department of Engineering and the Dana Point Ocean Institute.

John Baker, Ed.D., Interim Vice President of Student Services, announced that the college has a new registrar, Ms. Kristina Spalding. Ms. Spalding comes to Citrus College from Chaffey College, where she held various positions in Admissions and Records. She received her bachelor's degree in legal studies from Kaplan University and her master's degree in human behavior from National University. Ms. Spalding plans to pursue a doctorate in higher education with an emphasis on student success from Azusa Pacific University.

Dr. Baker said he and Dr. Malmgren are planning to meet this spring with the principals of the six feeder high schools in the district.

Robert Sammis, J.D., Director of Human Resources, reported that this month his department will have an outside speaker present on disabled students and student rights. Dr. Sammis also said that training for managers and supervisors will resume this spring. Topics include employee evaluation, the new APs, and issues of attendance.

Carol R. Horton, Vice President of Finance and Administrative Services, provided highlights of the Governor's proposed budget for 2012-2013. The Governor identified an initial deficit of \$9.2 billion, which he proposes to close through deep programmatic cuts and a temporary revenue increase that would need to be approved by voters. If the tax initiative fails, community colleges would be subject to midyear trigger cuts of up to \$482.3 million. Other highlights include augmentation of base funding by \$218.3 million to buy down deferrals from previous years. There is no new funding proposed for growth, COLA, or restoration of categorical programs that were reduced in 2009-2010. The Governor proposes to provide annual funding increases of at least 4% to CCCs, CSUs, and UCs for years 2013-2014 through 2015-2016, contingent upon voter approval of the tax initiative in November 2012.

Steve Siegel, CSEA President, announced the names of the new CSEA executive board members for 2012. They are: Mr. Siegel, President; Mr. Mike Ramos, First Vice President; Mr. Steve Handy, Second Vice President; Ms. Olivia Canales, Secretary; Mr. Robert Coutts, Public Relations Officer; Mr. Anthony Deck, Political Action Officer; and Ms. Cathy Napoli, Past President. Mr. Siegel said CSEA is looking forward to a great year.

Nickawwna Shaw, Academic Senate President, was not at the meeting but provided the attached written report.

Nohemi Camacho, Student Trustee, said ASCC held their first meeting of the year and have begun to plan spring activities. ASCC will hold a blood drive on January 24-25, 2012. All of the units of blood collected will go to the Huntington Hospital. Student Trustee Camacho added that she is looking forward to attending the CCLC Legislative Conference.

Edward C. Ortell, Member, Board of Trustees, commented on the recent success of Citrus College's women's basketball team against College of the Canyons. He said our men's basketball team also prevailed, and he congratulated them and thanked them for exciting games.

Board President Montgomery said she also attended the basketball games and she added her congratulations, saying the Owls have another championship team this year.

Patricia Rasmussen, Member, Board of Trustees, attended a reception coordinated by Ms. Lucia Riderer, Physics instructor, for the Women in Engineering Grant. She said it is exciting to hear about career opportunities for women in engineering. During the reception, Trustee Rasmussen enjoyed hearing about the Citrus GraviTeam's trip to NASA. She thanked Ms. Riderer for her leadership.

Susan M. Keith, Vice President, Board of Trustees, also enjoyed attending the Women in Engineering Grant reception. Trustee Keith also commented on a *Clarion* article by news editor Daniel Hernandez entitled, "The Silent Heroes: finding the hero within." The article depicts the life struggles of Citrus College instructors who have found their voices and now use those voices to help guide students toward life and career goals. Trustee Keith thanked Mr. Hernandez for his well written article.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the December 6, 2011, Board meeting minutes as submitted.

5 Yes.

HEARINGS

Board President Montgomery opened a public hearing at 4:46 p.m. for the purpose of hearing public viewpoints regarding the Energy Service Contract to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings.

Hearing no comments, Board President Montgomery closed the hearing at 4:46 p.m.

INFORMATION AND DISCUSSION

REVISION – AP 6340 – Bids and Contracts – Carol R. Horton, Vice President of Finance and Administrative Services

REVISION – AP 7503 – Leaves: Classified Administrator/Manager and Supervisor/Confidential – Robert Sammis, J.D., Director of Human Resources

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve A & B Warrants for November and December 2011. 5 Yes.

Item 5: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve purchase orders for November and December 2011. 5 Yes.

BIDS

Item 6: Moved by Trustee Woods and seconded by Trustee Rasmussen to adopt the new bid threshold of \$81,000 effective January 1, 2012, for the procurement of equipment, materials, supplies, non-construction services, and maintenance repairs. 5 Yes.

SURPLUS PROPERTY

Item 7: Moved by Trustee Woods and seconded by Trustee Rasmussen to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction by The Liquidation Company or donation to another public entity. 5 Yes.

CONSTRUCTION – CAPITAL

Item 8: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve Change Order #1 in the amount of \$2,125 for Project #05-1112, Campus Center Flooring Asbestos Abatement. 5 Yes.

Item 9: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve Change Order Number Two in the amount of \$22,617.43 and add four days to the time for completion for project number 03-0910, Restroom Building East Campus. 5 Yes.

FIELD TRIPS

- Item 9:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve a field trip for thirty-one (31) students and two (2) faculty to compete at the Kennedy Center American College Theatre Festival held in Ogden, Utah on February 5, 2012 through February 12, 2012. 5 Yes.

AGREEMENTS

- Item 10:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the Subaward Agreement Number S-5261-CITRUS between CSU Fullerton Auxiliary Services Corporation and Citrus College, which runs from October 1, 2011 through September 30, 2016. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 11:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.
- Item 12:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.
- Item 13:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

TUITION

- Item 15:** Moved by Trustee Keith and seconded by Trustee Woods to approve Resolution #2011-12-05 adopting a non-resident tuition fee of \$179.00 per semester unit, plus a \$38.00 capital outlay surcharge, effective for the 2012-2013 fiscal year (commencing with the summer term, 2012). 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

- Item 16:** Moved by Trustee Ortell and seconded by Trustee Woods to accept Project #05-1112, Campus Center Flooring Asbestos Abatement as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$30,925. 5 Yes.
- Item 17:** Moved by Trustee Keith and seconded by Trustee Ortell to approve the award of a contract for project #06-1112, Energy Service Contract, Lecture Halls to upgrade lighting controls, ballasts, motion sensors and control panels in five lecture halls in the Lecture Hall and Physical Science buildings to O' Bryant Electric, Inc. of Chatsworth, California in the amount of \$48,988.00, and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The project will be funded by Fund 41, Capital Projects. 5 Yes.

RESOLUTIONS

- Item 18:** Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve Resolution #2011-12-06 to submit required documentation to the state to allow the Child Development Center to receive full reimbursement for December 1, 2011. 5 Yes.

BOARD POLICIES

- Item 19:** Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the second reading of Board Policy BP 5205 Student Accident Insurance. 5 Yes.

- Item 20:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the first read of the following Board Policies: BP 7112 – Resignations and Retirements; BP 7200 – Classification of Academic Employees; BP 7201 – Recruitment and Selection: Full-Time Faculty; BP 7202 – Recruitment and Selection: Adjunct Faculty; BP 7204 – Evaluation: Adjunct Faculty; BP 7206 – Faculty Exchange; BP 7207 – Minimum Qualifications and Equivalency; BP 7208 – Tutoring; BP 7301 – Recruitment and Selection: Classified Staff; BP 7302 – Short-Term and Substitute Employees; BP 7303 – Professional Experts; BP 7304 – Student Employment; BP 7401 – Recruitment and Selection: Academic Administrators; BP 7402 – Evaluation: Academic Administrators; BP 7403 – Leaves: Academic Administrators; BP 7404 – Vacation: Academic Administrators; BP 7405 – Holidays: Academic Administrators; BP 7406 – Sabbatical Leave: Academic Administrators; BP 7407 – Salary Guide: Academic Administrators; BP 7408 – Retreat Rights: Academic Administrators; BP 7502 – Evaluation: Classified Administrator/Manager; BP 7505 – Holidays: Classified Manager, Supervisor/Confidential Employees; and BP 7509 – Discipline: Classified Administrator/Manager and Supervisor/Confidential. 5 Yes.

CLOSED SESSION: At 4:56 p.m., Board President Montgomery 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

Consideration of expulsion of student #AXXXXXX15, pursuant to Education Code Section 72122 and District Administrative Procedure AP-5520 Student Discipline Procedures

RECONVENE OPEN SESSION: At 5:52 p.m., Board President Montgomery reconvened the meeting to closed session with the following action taken:

STUDENT – EXPULSION – SUSPENSION – DISCIPLINE

Item 21: Moved by Trustee Woods and seconded by Trustee Keith, per Section 72122 of Education Code and Administrative Procedure 5520, the members of the Governing Board upheld the expulsion of Student #XXXXXX15. 5 Yes.

ADJOURNMENT: At 5:53 p.m., it was moved by Trustee Rasmussen and Trustee Woods to adjourn the meeting.

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees

For the supplemental documents as presented in this meeting, go to:
<http://www.citruscollege.edu/admin/bot/Documents/Forms/AllItems.aspx?RootFolder=%2fadmin%2fbot%2fDocuments%2fBoard%20Meeting%20Agendas%2f2012%20Agendas&FolderCTID=&View=%7b050DCDF2%2d17CF%2d470A%2d9886%2dF9719260DBC6%7d>