

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in April

DATE: Tuesday, April 3, 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 March 20, 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 Faculty Association/CTA/NEA (CCFA); Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; 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**

G. INFORMATION AND DISCUSSION

1. Presentation of the Progress of the Sustainability Plan – Carol R. Horton, Vice President of Finance and Administrative Services (Page)
2. Trustee Area Boundary Discussion – Joanne Montgomery, President, Board of Trustees (Page)
3. Administrative Procedure Review – Geraldine M. Perri, Ph.D., Superintendent/President (Page)
4. Program Reviews – Foreign Languages & Speech Communication – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	April 3, 2012	Resolution	_____
SUBJECT:	Presentation of the Progress of the Sustainability Plan	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Citrus College Sustainability Committee together with Newcomb, Anderson & McCormick have created a sustainability template to be used in creating the Citrus College Sustainability Plan. Matt Sullivan of Newcomb, Anderson & McCormick and Bob Bradshaw, Chairman of the Sustainability Committee will provide an update on the activities of the Sustainability Committee and the progress of the Citrus College Sustainability Plan.

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

RECOMMENDATION

No action required; information only

Carol R. Horton
Recommended by

/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	April 3, 2012	Resolution	_____
SUBJECT:	Trustee Area Boundary Discussion	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The California Voting Rights Act requires all local governments, including community colleges, to evaluate their current election processes. The process of determining any issues with the State or Federal Voting Rights Acts includes an analysis of the overall district population, the makeup of current trustee areas, mapping of protected subgroups and an exercise to look at different trustee area options. The California Education Code requires each district that elects its governing board "by trustee area" to adjust the trustee area boundaries following the release of the U.S. Census.

The newly revised maps, prepared by Community College League of California Vice President, Kimi Shigetani and her team from Redistricting Partners, were approved by the Board at their December 16, 2011, regular meeting.

The Board must now consider if they would like to include all the cities and *census* places in each Trustee Area on official college documents. Listed below is the information provided by Redistricting Partners:

Trustee Area 1: Azusa, Duarte
Trustee Area 2: Claremont, Pomona, La Verne
Trustee Area 3: Duarte, Azusa, Monrovia, Arcadia, *Vincent*, Covina, Irwindale, *South Monrovia Island*, *Mayflower Village*, *Citrus*
Trustee Area 4: Glendora, San Dimas, *Citrus*
Trustee Area 5: Monrovia, Duarte, Bradbury

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

RECOMMENDATION

Information only; no action required.

Geraldine M. Perri, Ph.D.

Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	April 3, 2012	Resolution	_____
SUBJECT:	Administrative Procedure Revisions	Information	X
		Enclosure(s)	X

BACKGROUND

The Board Sub-Committee of Trustee Montgomery and Trustee Keith met on January 18, 2012, to conduct a review of Board Policies and Administrative Procedures in the 2000 series. Following that review, the entire Board participated in discussions regarding the revisions at their work session held during the regularly scheduled Board meeting of February 7, 2012.

The following Administrative Procedures were submitted to the Steering Committee, for information only, on March 12, 2012, and shared with the Board as an information item at their March 20th regular meeting: AP 2710 – Conflict of Interest, and AP 2712 – Conflict of Interest Code.

This item was prepared by Pam Sewell, Administrative Assistant, Superintendent/President’s Office.

RECOMMENDATION

Information only; no action required.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2710 CONFLICT OF INTEREST

References: Government Code Sections 87105 and 87200-87210;
Title 2 Sections 18700 et seq. and as listed below

Incompatible Activities (Government code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in a contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b): they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

Employment Restrictions

An employee of the District may not be sworn in as an elected or appointed member of the Citrus College Governing Board, he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office.

Financial Interest in Decision Making

If a Board member determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter:

- Publicly identify the financial interest in detail sufficient to be understood by the public,

- Recuse himself or herself from discussing and voting on the matter,
- Leave the room until the discussion, vote and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time the general public speaks on the issue.

In the case of an employee, this announcement shall be made in writing and submitted to the Board.

Gifts

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified by law.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89508. A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Board members and designated employees shall not accept any honorarium. The term "honorarium" does not include any gift or honorarium that is given to the District/Foundation. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches is also excluded.

Representation (Government code Section 87407.3)

Elected officials and the Superintendent/President shall not, for a period of one-year after leaving their position, as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Board Approved 05/19/09

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2712 CONFLICT OF INTEREST CODE

References: Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Sections 18730 et seq.

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq.

The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1 – Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 California Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2 -- Designated Employees

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on financial interests.

Section 3 -- Disclosure Categories

This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to Article 2 of Chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

- A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;
- B. The disclosure assigned in the code of the other agency is the same as that required under Article 2 of Chapter 7 of the Political Reform Act, Government Code Section 87200; and
- C. The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Government Code, Section 81004.

Section 4 -- Statements of Economic Interests

Place of Filing

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

Section 5 -- Statements of Economic Interests

Time of Filing

- (A) Initial Statements: All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.
- (B) Assuming Office Statements: All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.
- (C) Annual Statements: All designated employees shall file statements no later than April 1.
- (D) Leaving Office Statements: All persons who leave designated positions shall file statements within 30 days after leaving office.

Section 5.5 -- Statements for Persons Who Resign Prior to Assuming Office

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

- (1) File a written resignation with the appointing power; and
- (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

² See Government Code Section 81010 and 2 Cal. Code of Regs. Section 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

Section 6 -- Contents of and Period Covered by Statements of Economic Interests

- (A) Contents of Initial Statements: Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

- (B) Contents of Assuming Office Statements: Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.
- (C) Contents of Annual Statements: Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.
- (D) Contents of Leaving Office Statements: Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 7 -- Manner of Reporting

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

- (A) Investments and Real Property Disclosure: When an investment or an interest in real property³ is required to be reported⁴ the statement shall contain the following:
 - 1. A statement of the nature of the investment or interest;
 - 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 - 3. The address or other precise location of the real property; and
 - 4. A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

- (B) Personal Income Disclosure: When personal income is required to be reported,⁵ the statement shall contain:
 - 1. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
 - 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

3. A description of the consideration, if any, for which the income was received;
 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received; and
 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.
- (C) Business Entity Income Disclosure: When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:
1. The name, address, and a general description of the business activity of the business entity and
 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- (D) Business Position Disclosure: When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.
- (E) Acquisition or Disposal during Reporting Period: In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Section 8 -- Prohibition on Receipt of Honoraria

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.
- (B) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.

Section 8.1 -- Prohibition on Receipt of Gifts in Excess of \$420

- (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$420 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. This section shall not apply to any part-time member of the Governing Board of any public institution of higher education, unless the member is also an elected official.
- (B) Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.

Section 8.2 -- Loans to Public Officials

- (A) No elected officer of a local or state government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.
- (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.
- (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.
- (E) This section shall not apply to the following:
 - 1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.
4. Loans made, or offered in writing, before January 1, 1998.

Section 8.3 -- Loan Terms

- (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.
- (B) This section shall not apply to the following types of loans:
 1. Loans made to the campaign committee of the elected officer.
 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.
 3. Loans made, or offered in writing, before January 1, 1998.
- (C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

Section 8.4 -- Personal Loans

- (A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
 1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.
 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - a. The date the loan was made.
 - b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.
 - c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.
- (B) This section shall not apply to the following types of loans:
 1. A loan made to the campaign committee of an elected officer or a candidate for elective office.
 2. A loan that would otherwise not be a gift as defined in this title.
 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.
 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.
- (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

Section 9 -- Disqualification

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- (A) Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;
- (B) Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;
- (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;
- (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or
- (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$420 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

Section 9.3 -- Legally Required Participation

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

Section 9.5 -- Disqualification of State Officers and Employees

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

- (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

- (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.

Section 10 -- Disclosure of Disqualifying Interest

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11 -- Assistance of the Commission and Counsel

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12 -- Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000 - 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

Note: The following designated positions are intended to be representative only. The job titles of the individual institution should be used.

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and /or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position. In addition, individuals who, under contract, participate in decisions which affect financial interest by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

EXHIBIT "B"

CITRUS COMMUNITY COLLEGE DISTRICT

Designated Positions	Disclosure Category
Members of the Board of Trustees	1, 2, 3
Superintendent/President	1, 2, 3
Vice President of Finance & Administrative Services	1, 2, 3
Vice President of Instruction	4
Vice President Student Services	4
Chief Information Services Officer	4
Director of Facilities and Construction	4
Director of Purchasing and Warehouse	4
Dean of Students	4
Consultant	5

(Replaces Citrus College Policy P-2510)

Board Approved 05/19/09

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	_____
DATE	April 3, 2012	Resolution	_____
SUBJECT:	Program Reviews – Foreign Languages & Speech Communication	Information	X
		Enclosure(s)	X

BACKGROUND

The Foreign Languages and Speech Communication programs have undergone the prescribed program review process based on a 6-year cycle. They were approved at the October 31, 2011 and March 5, 2012 Educational Programs Committee meetings and March 12, 2012 Steering Committee Meeting.

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

RECOMMENDATION

Information only, no action is required.

Irene Malmgren, Ed.D.
Recommended by

/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.4.



Foreign Languages Instructional Program Review 2011-2012

Spring 2012

Prepared by

Name	Title
Ana Afzali	Professor
Linda Colville	Professor
Elisabeth Garate	Professor
Anna McGarry	Professor

Foreign Language Program Review Committee Members

Name	Title
Ana Afzali	Faculty
Linda Colville	Faculty
Anna McGarry	Faculty
Elisabeth Garate	Faculty
Samuel Lee	Dean of Language Arts
Irene Malmgren	V.P of Academic Affairs
Lan Hao	Director of Institutional Research



PROGRAM REVIEW – Foreign Languages

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

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

Dr. Samuel Lee, Dean of Language Arts and Enrollment Management

date

Michelle Plug, Articulation Officer

date

Dave Kary, Chair of Curriculum Committee

date

Irene Malmgren, Vice President of Academic Affairs

date

Nicki Shaw, Academic Senate President

date

Geraldine M. Perri, PhD, Superintendent/President

date

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

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1. Executive Summary

A. Program History/Description

The Foreign Language department offers proficiency-based instruction in listening, speaking, reading, and writing in these languages: Spanish, German, Chinese, and Japanese. The study of each language includes vocabulary, grammar, syntax, pronunciation, and cultural and historical understanding. Intermediate-level courses include a literature component. Courses combine classroom lectures, guided practice, and language activities with individual work conducted online.

Foreign language courses satisfy general education requirements for the associate degree and lower division transfer and can be used to fulfill some of the requirements for the associate degree major in Language Arts.

Courses in Spanish are offered in the day and evening; Spanish 127—Spanish Civilization is offered online. Courses in French, German, Chinese, and Japanese are offered primarily in the evening (French was last offered in Fall 2009.) Students in the Study Abroad program in Spain take Spanish courses up to the most advanced level as well as a course in Spanish civilization.

B. Strengths/Effective Practices

The FL department integrates innovative and interactive instructional practices and includes current technology as appropriate. For example, some faculty use Skype to conduct international interviews with native speakers. Faculty also use document projectors to display realia and texts. Some faculty use Blackboard to support instruction and grading.

The department and faculty are flexible and proactive; course content and course offerings reflect changes in the international political, social, and economic climate. An example is the creation of Chinese 101 and 102. Because of budget constraints, Chinese will be offered instead of French.

All courses are ADA compliant. Faculty have developed SLO's for all Foreign Language courses. Faculty are dedicated to the ongoing success of the program and maintain currency in the field by actively participating in ongoing continuing professional education, educational seminars and focus groups.

C. Weaknesses/Lessons Learned

The FL department offers only one section each term for heritage Spanish speakers. The departmental website needs regular development and maintenance. Because of limited demand and budget constraints, we do not offer second year/intermediate level foreign language classes (other than 210 and 211 Spanish for Heritage Speakers). Faculty development funding is inadequate to support the level of professional development required to ensure student success. Teaching of foreign languages is a fast-developing discipline that requires regular engagement of faculty in the field.

D. Recommendations/Next Steps

Explore offering an online version of the current heritage speakers course.

Continue work developing and maintaining departmental website. Explore reinstating second year Spanish courses in order to provide continuity in language studies. Explore the possibility of offering first year Spanish for heritage speakers. Explore the possibility of adding a prerequisite of ENGL 099 to 101 and 102 courses.

2. Faculty

Full-Time Faculty

Afzali, Ana
Colville, Linda
Garate, Elisabeth
McGarry, Anna

Adjunct Faculty

Cloughly, Cecilia
Daves-Schnieder, Lida
Desmond, Yae
Jennings, Sanae
Blynn-Avanosian, Sylvia
Fleishcer, Beatriz
Garcia, Victor

3. Program description

The Foreign Languages Department offers proficiency-based instruction in listening, speaking, reading, and writing in these languages: Spanish, German, Chinese, and Japanese. The study of each language includes vocabulary, grammar, syntax, pronunciation, and cultural and historical understanding. Intermediate level courses include a literature component. Courses combine classroom lectures, guided practice, and language activities with individual work conducted online.

4. Program Goals and Objectives

The goals and objectives of the Foreign Languages Program are:

- a) Provide second language skills and cultural knowledge.
- b) Prepare students to enter the job market.
- c) Provide courses required to complete an associate degree.
- d) Provide transfer credit to four-year colleges and universities.
- e) Provide classes for enrichment and upgrading of skills.

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

The Foreign Language program contributes to the Associate in Arts Degree: Language Arts and the Associate in Arts Degree: Liberal Arts.

6. List of Industry-Based Standard Certificates and Licenses

Not applicable

7. Advisory Committee or Council

Not applicable

8. Program Student Learning Outcomes

Communicate (write, speak, listen, read) in the target language, analyze literary texts, be conversant about the target language cultures, and demonstrate scholarly behavior in all campus interactions.

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

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

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

1) Communication (personal expression and information acquisition)

Communicate (write, speak, listen, read) in the target language

2) Computation

N/A

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

Analyze literary texts

4) Community/Global Consciousness and Responsibility

Be conversant about the target language cultures and demonstrate scholarly behavior in all campus interactions.

5) Technology

6) Discipline / (Subject Area Specific Content Material)

9. Curriculum Review and Student Learning Outcomes Assessment

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

Curriculum/ SLO Assessment Map: FL (SPAN, JPN, GER, CHIN)

	CC 1(a): Communicate (write, speak, listen, read)	CC 3(a) : critically analyze and respond to texts	CC 4(a): demonstrate knowledge about target language culture	CC 4(b): demonstrate scholarly behavior in all class interactions.	
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award SLO Key: I=Introduced, D=Developed, M=Mastered					
	CC 1(a)	CC 3(a)	CC 4(a)	CC 4(b)	Date of Assessment
SPAN 101 –Spanish I (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	I		I	I	SP12
SPAN 102 –Spanish II (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	D		D	D	SP12
SPAN 201 –Spanish III (5 Units) Applicability-TD Last Offered- Spring 2011 (Study Abroad Only), Last Curriculum Date: Fall 08					
SLO 1	D	I	D	D	SP12
SPAN 202 –Spanish IV (5 Units) Applicability-TD Last Offered- Spring 2011 (Study Abroad Only), Last Curriculum Date: Fall 10					
SLO 1	D	D	D	D	SP12
SPAN 127 –Spanish Civilization (3 Units) (cross-listed as HIST 127) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08 (no date on course outline)					
SLO 1	I	I	D	D	SP12
SPAN 210 –Rdng/Comp Spkrs Span I (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	D	I	D	D	SP12
SPAN 211 –Rdng/Comp Spkrs Span II (5 Units) Applicability-TD Last Offered- Spring 2011, Last Curriculum Date: Fall 08					
SLO 1	D	D	D	D	SP12

GER 101 –German I (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	I		I	I	SP12
GER 102 –German II (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	D		D	D	SP12
GER 201 –German III (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	D	I	D	D	SP12
GER 202 –German IV (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	D	D	D	D	SP12
JPN 101 –Japanese I (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 08					
SLO 1	I		I	I	SP12
JPN 102 –Japanese II (5 Units) Applicability-TD Last Offered- Spring 2011, Last Curriculum Date: Fall 08					
SLO 1	D		D	D	SP12
CHIN 101 –Chinese I (5 Units) Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 10					
SLO 1	I		I	I	SP12
CHIN 102 –Chinese II (5 Units) Applicability-TD Last Offered- To Be Offered 1st Time in Spring 2012, Last Curriculum Date: Fall 10					
SLO 1	D		D	D	SP12

10. Review of previous recommendations

Mission:

In order to be current and consistent in this field of study, the name for the Foreign Languages department should be changed to Modern Languages department (MLNG).

--Response: No action taken; not recommended at this time.

Explore the potential of expanding the course offerings to include the teaching of other languages such as Chinese, Sign language, and Arabic courses at Citrus College.

--Response: Created Chinese 101 and 102; other languages on hold due to statewide apportionment reductions.

Research the feasibility of changing the French, German and Japanese courses to five unit classes.

--Response: French, German, and Japanese courses revised to be taught as 5.0 unit courses.

Research the impact of a 16-week semester in the Foreign Languages program.

--Response: No longer a goal with campus-wide move to a 16-week term for Spring/Fall and an 8-week term for Winter/Summer intersessions.

Explore the potential of increasing our course offerings of more conversation courses and/or literature.

--Response: Based on need, SPAN/HIST 127 was created to fill a curricular gap in history and culture; other offerings are on hold due to statewide apportionment reductions.

Consider the possibility of offering upper level French, German, Japanese, and Spanish courses.

--Response: Due to budgetary constraints, the French program is currently inactive, German offers 101 and then 102, 201, and 202 as a combined class, Japanese offers 101 and 102 levels, and Spanish higher levels are also inactive.

Investigate the possibility of obtaining a grant to write Spanish placement exams.

--Response: No longer recommended.

Create a Spanish major to support comprehensive program.

--Response: No action taken due to budgetary constraints but remains for future consideration.

Explore the possibility of developing an internship program which would allow students to work in Spanish language businesses and social/governmental agencies.

--Response: No action taken due to budgetary constraints but remains for future consideration.

Need:

Create a Spanish degree to support a comprehensive program of study.

--Response: No action taken due the Department's limitation in being able to offer upper level Language and Literature courses due to budgetary constraints but remains for future consideration.

Quality:

This department has considerable potential for growth: new degree program; additional languages; additional language, literature, and culture courses. Allocate more classroom space as needed.

--Response: Chinese was added in Fall 2010. As the budget situation improves, the faculty will work to restore and grow the program and expect the need for an additional classroom to remain.

Increase pool of qualified adjunct faculty.

--Response: No longer recommended due to schedule reductions.

Secure stable annual funding to support professional development.

--Response: No action because current budgetary constraints limit this goal.

Create a faculty stipend and/or release time that would allow for one of the tenured Spanish instructors to assist the administrator to develop and maintain the academic quality of the Citrus study abroad program in Spain.

--Response: No action, but as the budget situation improves, pursue this issue with the Study Abroad Supervisor and the Dean in charge of Study Abroad.

Explore the possibility of creating a mentor program for adjunct faculty.

--Response: As the budget situation improves, create a faculty lead position to work with adjunct faculty.

Explore the possibility of creating an engaging Foreign Languages website to promote interest and enrollment in language courses at Citrus College.

--Response: Complete: Work in progress with Jolie in TeCS to update and improve website.

Create a more challenging lab program to supplement the lab manuals that accompany beginning and intermediate language texts.

--Response: No longer recommended because on-campus arranged lab hours were eliminated.

Feasibility:

Faculty should be included in planning for new and expanded program facilities. (e.g. redevelopment of EDC language lab.)

--Response: No longer recommended. Although an ongoing concern, with the elimination of on-campus lab hours arranged, no specific action is recommended.

Develop a Spanish and/or Modern Languages major.

--Response: No action has been taken, but this is an option on which the faculty will make a recommendation as the statewide budget allows and the Department is able to offer upper level courses.

Faculty should consider offering distance education and/or hybrid courses.

--Response: Complete. Created SPAN/HIST 127 which can be offered as DE or Hybrid as well as revisions to Span 210 & 211 for traditional, DE, or Hybrid offering.

In order to strengthen enrollment in intermediate courses and create a foundation for a Spanish major, consider offering Spanish 201/202 courses concurrently.

--Response: No action has been taken, but this may be offered when the budget situation improves.

Study the possibility of hiring a full-time faculty member to teach a combination of subjects: French/German, French/Japanese, German/ESL, etc.

--Response: No action has been taken because sections were reduced due to budget reductions.

Faculty will maintain ongoing communication with Counselors in order to insure proper placement of students in the sequence of courses.

--Response: Faculty members in the Foreign Languages Department meet regularly with the Counselors to insure proper placement of students.

Work with district high schools to better articulate language courses and to foster communication and cooperation.

--Response: Faculty have not taken action on this recommendation.

Continue to work toward paralleling the structure of French, German, and Japanese courses with Spanish from 4.0 to 5.0 units.

--Response: French, German, and Japanese courses revised to be taught as 5.0 unit courses; SLO's updated.

Compliance:

After the recent change from 4 to 5 units in Spanish courses, revise course outlines to improve articulation of objectives. Accomplish during the 2006/2007 academic year.

--Response: Course outlines have been revised and updated.

11. Evaluation Criteria – Mission

Current status

The Foreign Languages program provides language instruction in four languages: Spanish, German, Chinese, and Japanese. Courses in Spanish and German address skills at four levels of proficiency: beginning; high-beginning; intermediate; and high-intermediate. In Chinese and Japanese, courses address skills at two levels of proficiency: beginning and high-beginning. The program serves a broad cross-section of the student body by preparing students to communicate in a foreign language and learn about and appreciate cultural differences. All courses are transferrable to CSU and UC systems.

Commendations

- a. The Foreign Languages program conforms with the district's mission in the following ways:
 - Provides general, lower division coursework leading to an associate degree in the arts and general education.
 - Prepares students to transfer to universities and/or provides general, lower division coursework leading to an associate degree.
 - Provides programs, opportunities, curriculum for students to develop a global perspective.
 - The study abroad program in Salamanca, Spain advances cultural and personal enrichment programs for students.

- b. The foreign languages program reflects the diversity of the college.

The students in the Foreign Language Program are from culturally diverse groups. The department is sensitive to the various needs of the diverse student population and it offers distance education and night classes as needed.

The college gender distribution is 53% female vs. 44% male; the foreign languages distribution is close: 56% female vs. 41% male.

With respect to age distribution, the only category that differs by more than 5% is the 20-24 age group. The campus percentage is 42.3% vs. the foreign languages department at 47.2%. This difference may be attributed to the fact that many students take foreign language courses for transfer purposes. The 20-24 age group is the typical category of transfer students.

With respect to ethnic distribution, the only category that has a salient difference (more than 3%) from the campus is the Hispanic/Latino group. One reason for this could be that the department offers 2 courses for heritage speakers of Spanish. Another reason is that all Spanish courses tend to attract Hispanic/Latino students.

- c. The Foreign Languages Program advances three of the institutional core competencies by offering a wide variety of courses that stress communication skills, critical/analytical thinking and global consciousness and academic responsibility.
- d. The Japanese and German success rates meet or exceed state averages. However, the Spanish success rate in Fall 2009 was 64%, which is 4% lower than the state average and 8% lower than the college average. The foreign language faculty are concerned about this gap and have made recommendations to address the problem.
- e. The Foreign Languages Program has integrated technology into the the program and monitors and updates technology as necessary to remain current with the needs of the constantly changing international world.

Recommendations

- a. Research course data to better understand the reasons for lower than state average success rates. Include the results of the detailed analysis (which could include instructor success and retention rates) in the next annual program review. The analysis will inform next steps needed to make improvements.

12. Evaluation Criteria – Need

Current status

Foreign language skills are essential to students' personal, academic, and professional success. Foreign language courses fulfill core general education transfer requirements and typically fill within the first week of registration. Students transferring to a CSU or UC must successfully complete one or two semesters of foreign language. Moreover, all foreign language courses offered are transferrable to CSU and UC.

Courses of Spanish for Heritage Speakers are in high demand.
Intermediate level courses are in high demand

Commendations

- a. Foreign language courses directly support the core competencies of the district.
The competencies primarily addressed are:
Communication
Creative, critical, and analytical thinking

Competencies secondarily addressed are:
Community/global consciousness and responsibility

- b. The program fill rate 14 days prior to the beginning of the Fall 2011 semester was 100%. Compared to the college fill rate of 86% for the same period, the ongoing need for the program appears strong.
- c. Courses are offered throughout the day, evening.
- d. Courses are offered via distance education and for study abroad.

Recommendations

- a. Explore offering online and or hybrid courses to accommodate the need of more Heritage Speaker courses.
- b. To accommodate the need for a comprehensive Spanish program, pursue offering intermediate Spanish courses.

13. Evaluation Criteria – Quality

Current status

The Foreign Languages Program gives students theoretical and practical experience consistent with the core competencies of the district. From this foundation, students develop competencies in communication, critical and analytical thinking, and community responsibility.

Courses are offered in the disciplines of Spanish, German, Japanese, and Chinese. Because of changes in the world political landscape, there is an increasing demand for Arabic. Many California community colleges offer American Sign Language, a discipline particularly attractive to students who might otherwise be reticent about taking a foreign language class.

The Spanish program offers a course (SPAN/HIST 127) focused on the culture and of Spain. The majority of our hispanic students are of Latin American descent, but the program does not offer a course focused on the culture and history of Latin America.

Commendations

- a. Lecture units are consistent with the CSUGE, UCE, AND IGETC transfer requirements.
- b. The disciplines of Spanish, German, Japanese, and Chinese are consistent with the same disciplines offered at CSU and UC.
- c. A prerequisite validation has been reviewed and approved by the curriculum committee since the last program review.
- d. All course outlines have been reviewed and updated since the previous program review and all have requisite SLOs.
- e. The program has program level SLOs in place.
- f. SLO course and program assesment analysis and discussion will take place during the Fall 2012 semester.

Recommendations

- a. Add courses for Arabic, American Sign Language, and explore the feasibility of Italian.
- b. Develop a Latin American culture and history course that can be cross-listed in Spanish and History.
- c. Pursue the development of a foreign languages major.

14. Evaluation Criteria – Feasibility

Current status

The Foreign Languages Program gives students theoretical and practical experience consistent with the core competencies of the district. From this foundation, students develop competencies in communication, critical and analytical thinking, and community responsibility.

Because faculty use active learning strategies in a rich multi-media environment, classroom technology is inadequate to support remote control of the LCD projector.

Commendations

- a. The Library, the Transfer Center and the Learning Center staff all strongly support student success in Foreign Language courses.
- b. The Distance Education Office strongly supports the Foreign Language faculty; however, faculty are now required to do more to manage their course websites.
- c. Library staff is supportive of student research assignments.
- d. The Learning Center tutorial services offers high quality help that is vital to student success.
- e. The Transfer Center offers high quality help that is vital to student success.
- f. The Distance Education staff is very supportive and their help is vital to student success.
- g. Lecture units are consistent with the CSUGE, UC and IGETC transfer requirements.
- h. All course outlines have been reviewed and updated since the previous program review and all have SLOs.
- i. The program has program level SLOs in place.
- j. The Department will complete SLO assessment during the Fall 2012.
- k. All full time and part time faculty meet state minimum qualifications for Foreign Language courses.

Recommendations

- a. Staff development funding should be approved to fund participation in regional, national and international foreign language conferences (regardless whether a faculty member is presenting a paper or just attending it).
- b. In order to support faculty engagement in course and program SLO assessment the college should develop a user friendly data review system that makes SLO

data available to faculty for reflection and program development.

- c. Purchase webcams and remote/wireless presentation slide advancers to allow greater mobility for the teacher.

15. Evaluation Criteria – Compliance

Current status

The Foreign Languages program faculty works diligently to offer schedules that fit the varying needs of a diverse student body. The department offers courses during the day and evenings as well as courses delivered in the study abroad program. While campus equipment and library resources are adequate and meet the basic needs of the program, specific instructional equipment (listed in previous recommendations) is needed to allow for the active learning strategies used by the faculty.

All courses are transferable to UC and CSU systems. Courses within the program are instructed by full-time and adjunct faculty members who possess an academic background that meets the minimum qualifications to teach in the discipline.

Commendations

- a. Course requisites meet Federal, state and District requirements.
- b. Course outlines of record meet state, district and federal regulations for content.
- c. All course outlines have been updated and reviewed on Curricunet.

Recommendations

- a. Complete course and program SLO assessment by Fall 2012.

16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Explore offering online and or hybrid courses to accommodate the need of more Heritage Speaker courses.	Afzali	Spring 2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Purchase webcams and remote/wireless presentation slide advancers to allow greater mobility for the teacher.	Afzali	Fall 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Research course data to better understand the reasons for lower than state average success rates. Include the results of the detailed analysis (which could include instructor success and retention rates) in the next annual program review. The analysis will inform next steps needed to make improvements.	Afzali	Spring 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	To accommodate the need for a comprehensive Spanish program, pursue offering intermediate Spanish courses.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Add courses for Arabic, American Sign Language, and explore the feasibility of Italian.	Garate	Spring 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Pursue the development of a foreign languages major	McGarry	Spring 2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Staff development funding should be approved to fund participation in regional, national and international foreign language conferences (regardless weather a faculty member is presenting a paper or just attending it).	Lee		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	In order to support faculty engagement in course and program SLO assessment the college should develop a	Lee		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	user friendly data review system that makes SLO data available to faculty for reflection and program development.						
--	---	--	--	--	--	--	--

Comments

17. Budget Recommendations

Resources are needed in the following areas:

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
N/A			

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
Sound proof LB 106 and 108 to avoid sound interference from adjacent classrooms	Improve delivery of course content and minimize sound interference from other rooms	LB 106 and 108	Q,F	2,3

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Install Skype in LB 108	Improve SLOs by allowing for collaborative teaching with speaker of other languages in other countries.	0	Q,F	2.3

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Blueray machine in LB 106 and 108	Improve delivery of course content.	\$400	Q,F	2

Supplies (Division)

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

Additional information:

◇ **Impact:**

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

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

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

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

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

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

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

B. Is this goal essential to program success?

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

Attachment A: Key Performance Indicator data pages

Key Performance Indicators		Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	7.0	12.0	14.0	16.0	11.0	10.0
4	Sections Offered	25.0	29.0	29.0	29.0	24.0	22.0
5	Morning Secions	8.0	8.0	8.0	10.0	7.0	7.0
6	Afternoon Sections	7.0	8.0	9.0	6.0	5.0	6.0
7	Evening Sections	10.0	13.0	12.0	12.0	10.0	8.0
8	Arranged Sections						
9	Weekend Sections				1.0	1.0	
10	Short Term Sections						
11	DistanceEd Full-Term Sections					1.0	1.0
12	DistanceEd Short-Term Sections						
13	Enrollment	665	683	582	528	576	626
14	Weekly Student Contact hours (WSCH)	3133.4	3683.8	3115.0	2298.0	3709.0	3478.9
15	Full-Time Equivalent Students (FTES)	107.4	126.3	106.8	70.9	114.5	107.4
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	7.8	10.2	9.9	8.1	9.7	7.9
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	402.7	361.9	316.2	283.0	383.2	440.4
19	FTES/FTEF	13.8	12.4	10.8	8.7	11.8	13.6
20	Fill Rate at Census	87.5	79.5	67.8	72.6	74.3	84.2
Program Success							
21	Course Retention	86.3	81.1	87.3	89.4	91.5	90.3
22	Course Success	61.5	53.0	61.0	64.0	61.5	63.6

Key Performance Indicators					Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered				4.0	2.0	1.0
4	Sections Offered				6.0	4.0	2.0
5	Morning Secions				3.0	2.0	2.0
6	Afternoon Sections						
7	Evening Sections				3.0	1.0	
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections				6.0	3.0	2.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment				129	101	53
14	Weekly Student Contact hours (WSCH)				630.3	560.0	293.6
15	Full-Time Equivalent Students (FTES)				19.5	17.3	9.1
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)				1.9	1.2	0.7
17	Credit Reimbursement Rate				\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF				337.1	466.7	396.8
19	FTES/FTEF				10.4	14.4	12.2
20	Fill Rate at Census				62.8	85.8	81.7
Program Success							
21	Course Retention				86.8	93.1	92.5
22	Course Success				70.5	79.2	81.1

Key Performance Indicators		Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	12.0	15.0	16.0	16.0	18.0	13.0
4	Sections Offered	31.0	32.0	30.0	34.0	31.0	25.0
5	Morning Secions	8.0	9.0	8.0	11.0	8.0	7.0
6	Afternoon Sections	13.0	12.0	9.0	12.0	10.0	11.0
7	Evening Sections	10.0	11.0	13.0	10.0	12.0	6.0
8	Arranged Sections						
9	Weekend Sections				1.0		
10	Short Term Sections	4.0	6.0		6.0	6.0	6.0
11	DistanceEd Full-Term Sections					1.0	1.0
12	DistanceEd Short-Term Sections						
13	Enrollment	792	669	604	606	644	573
14	Weekly Student Contact hours (WSCH)	3689.6	3543.2	3188.8	3060.6	3988.4	3159.7
15	Full-Time Equivalent Students (FTES)	126.5	121.5	109.3	94.4	123.1	97.5
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	9.6	10.8	10.1	11.3	12.0	7.8
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	384.7	328.4	315.4	270.4	331.3	405.1
19	FTES/FTEF	13.2	11.3	10.8	8.3	10.2	12.5
20	Fill Rate at Census	82.7	71.8	67.9	65.6	68.0	79.5
Program Success							
21	Course Retention	85.6	84.8	83.8	92.6	91.1	93.5
22	Course Success	64.4	62.2	60.1	66.3	63.0	71.6

	Key Performance Indicators	Summer0 4	Summer0 5	Summer0 6	Summer0 7	Summer0 8	Summer0 9
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	2.0	4.0	4.0	4.0	4.0	2.0
4	Sections Offered	6.0	9.0	8.0	9.0	7.0	4.0
5	Morning Secions	2.0	3.0	3.0	3.0	3.0	4.0
6	Afternoon Sections	2.0	2.0	2.0	2.0	1.0	
7	Evening Sections	2.0	4.0	3.0	4.0	3.0	
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	6.0	9.0	8.0	9.0	7.0	4.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment	137	212	196	222	180	116
14	Weekly Student Contact hours (WSCH)	675.8	809.7	909.1	1045.0	1038.3	697.1
15	Full-Time Equivalent Students (FTES)	23.2	27.8	31.2	35.8	32.0	21.5
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	1.9	2.9	2.5	2.9	2.2	1.3
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	348.3	283.1	359.3	364.1	465.6	524.1
19	FTES/FTEF	11.9	9.7	12.3	12.5	14.4	16.2
20	Fill Rate at Census	76.0	124.1	125.4	74.4	86.2	94.2
Program Success							
21	Course Retention	92.7	91.5	91.3	89.6	100.0	96.6
22	Course Success	80.3	75.5	73.0	73.9	88.3	72.4

			04-05	05-06	06-07	07-08	08-09	09-10						
			Year1	Year2	Year3	Year4	Year5	Year6						
Gender														
FL	Female		882	61.2%	816	59.0%	658	54.3%	757	56.5%	734	53.9%	714	56.4%
FL	Male		560	38.8%	567	41.0%	553	45.7%	567	42.3%	578	42.5%	520	41.1%
FL	Missing								15	1.1%	49	3.6%	32	2.5%
FL	Total		1442	100.0%	1383	100.0%	1211	100.0%	1339	100.0%	1361	100.0%	1266	100.0%
Age														
FL	19 or younger		489	33.9%	487	35.2%	425	35.1%	513	38.3%	518	38.1%	457	36.1%
FL	20-24		640	44.4%	571	41.3%	544	44.9%	557	41.6%	630	46.3%	598	47.2%
FL	25-29		145	10.1%	137	9.9%	114	9.4%	112	8.4%	96	7.1%	106	8.4%
FL	30-34		56	3.9%	60	4.3%	38	3.1%	44	3.3%	42	3.1%	37	2.9%
FL	35-39		40	2.8%	40	2.9%	28	2.3%	32	2.4%	26	1.9%	23	1.8%
FL	40-49		43	3.0%	58	4.2%	36	3.0%	44	3.3%	27	2.0%	29	2.3%
FL	50 and above		28	1.9%	30	2.2%	25	2.1%	34	2.5%	20	1.5%	16	1.3%
FL	Missing		1	0.1%			1	0.1%	3	0.2%	2	0.1%		
FL	Total		1442	100.0%	1383	100.0%	1211	100.0%	1339	100.0%	1361	100.0%	1266	100.0%
Ethnicity														
FL	Asian		220	15.3%	200	14.5%	199	16.4%	179	13.4%	147	10.8%	66	5.2%
FL	Black or African American		57	4.0%	65	4.7%	56	4.6%	68	5.1%	61	4.5%	44	3.5%
FL	Hispanic/Latino		620	43.0%	583	42.2%	493	40.7%	501	37.4%	597	43.9%	466	36.8%
FL	American Indian or Alaska Native		16	1.1%	14	1.0%	12	1.0%	16	1.2%	11	0.8%	2	0.2%
FL	Native Hawaiian or Other Pacific Islander								7	0.5%	7	0.5%	1	0.1%
FL	White		441	30.6%	427	30.9%	359	29.6%	396	29.6%	267	19.6%	222	17.5%
FL	Two or More Races												7	0.6%
FL	Unknown/Non-Respondent		88	6.1%	94	6.8%	92	7.6%	172	12.8%	271	19.9%	458	36.2%
FL	Total		1442	100.0%	1383	100.0%	1211	100.0%	1339	100.0%	1361	100.0%	1266	100.0%
Educational Goal														
FL	Degree & Transfer		670	46.5%	626	45.3%	539	44.5%	177	13.2%	342	25.1%	463	36.6%
FL	Transfer		424	29.4%	386	27.9%	364	30.1%	77	5.8%	110	8.1%	131	10.3%
FL	AA/AS		53	3.7%	64	4.6%	57	4.7%	132	9.9%	221	16.2%	191	15.1%
FL	License		47	3.3%	51	3.7%	28	2.3%	7	0.5%	17	1.2%	9	0.7%
FL	Certificate		50	3.5%	45	3.3%	39	3.2%	7	0.5%	7	0.5%	13	1.0%
FL	Job Skills		36	2.5%	38	2.7%	26	2.1%	44	3.3%	59	4.3%	52	4.1%
FL	Basic Skills								65	4.9%	94	6.9%	39	3.1%
FL	Personal												27	2.1%
FL	Undecided								110	8.2%	144	10.6%	177	14.0%
FL	Not Reported		162	11.2%	173	12.5%	158	13.0%	720	53.8%	367	27.0%	164	13.0%
FL	Total		1442	100.0%	1383	100.0%	1211	100.0%	1339	100.0%	1361	100.0%	1266	100.0%

Key Performance Indicators		2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
Program Resources							
23	Revenue: FTES*Reimbursement Rate	\$745,757.01	\$888,531.75	\$869,085.00	\$802,913.13	\$1,066,133.26	\$899,295.90
24	Total District Adopted Program Budget	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	608,787
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	N/A
26	Supplies (4300 in budget)	NO DATA	NO DATA	NO DATA	NO DATA	NO DATA	1,615
27	Cost	NO DATA	NO DATA	NO DATA	NO DATA	675,922	
28	Total FTES for the year	255.37	272.58	250	218.88	278.04	234.53
29	Cost per FTES					2,431.02	
Degrees and Certificates							
30	Degree: Language Arts	52	46	35	36	35	47
31	Certificates						
32	Skill Awards						
33	Licenses (reported by department)						
Career Technical Education Programs							
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						



SPEECH COMMUNICATION

Instructional Program Review 2010-2011

Spring 2011

Prepared by

Name	Title
Melanie Anson	Full Time Faculty
John Fincher	Full Time Faculty
Tasha Van Horn	Full Time Faculty

Speech Communication Program Review Committee Members

Name	Title
Samuel Lee	Dean of Language Arts and Enroll Mgt
Michelle Plug	Articulation Officer
David Kary	Chair of Curriculum Committee
Irene Malmgren	Vice President of Academic Affairs
Roberta Eisel	Academic Senate President
Geraldine Perri	Superintendent/President



PROGRAM REVIEW – Speech Communication

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

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

Samuel T. Lee, Dean of Language Arts and Enrollment Management

date

Michelle Plug, Articulation Officer

date

David Kary, Chair of Curriculum Committee

date

Irene Malmgren, Vice President of Academic Affairs

date

Nicki Shaw, Academic Senate President

date

Geraldine M. Perri, Superintendent/President

date

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

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1. Executive Summary

The Citrus College Speech Communication Program promotes academic, professional, and personal success; supports the mission of the college; and contributes to its community. The Speech Communication Program goals and objectives encourage students to further develop their oral, written, listening, research, and critical thinking skills in an educational laboratory setting. The program promotes ethical, involved, and informed citizenry, and supports student transfer to four-year educational institutions.

A. Program History/Description

The Speech Communication Program offers courses that fulfill vital transfer/general education categories. Currently there are three full-time faculty members and eight part-time faculty members in the program. In Fall 2007, 36 sections were offered. Due to state budget cuts, in Fall 2010 only 28 sections were offered. While sections have been reduced, demand for courses has dramatically increased. The fill rate in Fall 2007 was 90.22%, but the fill rate in Fall 2010 was 107.46%. The average FTES per section have gone up from 2.57 in Fall 2007 to 3.08 in Fall 2010.

B. Strengths/Effective Practices

In Speech Communication courses, students learn effective practices and seek out opportunities to apply their knowledge and communication skills both in the college classroom and surrounding community. Some courses can be offered in various modalities (honors, distance education, hybrid, and study abroad). In 2011 the faculty submitted for approval the Communication Studies AA-T degree.

C. Weaknesses/Lessons Learned

- Inadequate number of sections to meet student demand.
- SLO assessment is just getting underway.

D. Recommendations/Next Steps

- Develop a communications lab to meet the changing technology and career landscape.
- Advocate for reinstatement of professional development funding.
- Develop a plan to complete SLO assessment by Fall 2012.

2. Faculty

Full-Time Faculty

Melanie Anson
John Fincher
Tasha Van Horn

Adjunct Faculty

Kelly Bellini
James Buckalew
Mercedes Chavez-Appel
Kristin Deets
Franciella Jaimes
Mariusz Ozminkowski
Waleed Rashidi
Andrew Tufano

3. Program description and mission

The Speech Communication program fosters personal and professional success, which depends on effective, ethical, and purposeful communication skills. The program offers students a comprehensive introduction to the study and practical application of the Speech Communication discipline by providing an opportunity to improve oral and written communication skills.

4. Program Goals and Objectives

The goals and objectives of the Speech Communication Program are:

- a) Students demonstrate college-level understanding of communication theory and its practical application.
- b) Students acquire necessary communication skills, required to succeed in today's workplace, and to be a more effective group member, leader, and facilitator.
- c) Students demonstrate college-level speaking and listening proficiency.
- d) Students adapt communication skills to a variety of audiences in a variety of contexts.
- e) Students critically analyze communication issues.
- f) Students exercise creativity in the presentation of speeches.
- g) Students communicate effectively within a diverse society.
- h) Students understand the vital role of ethics in communication.
- i) Students conduct college-level research and apply findings to support logical arguments

5. Review of previous recommendations

1. Consider the benefit of requiring pre-requisites for select courses within the Speech Communication discipline.

--Based on review, no prerequisites are recommended.

2. Research the potential of requiring Speech 101 Public Address as a Citrus College graduation requirement.

--Based on review, this recommendation is not feasible at this time.

3. Explore the potential of expanding an ethics component in all sections of Speech Communication courses.

--This recommendation has been implemented in select SPCH 101 sections. Faculty will continue to explore ways of emphasizing ethics in curricula.

4. Investigate the potential of expanding/revising the courses within the discipline (e.g., courses in Intercultural Communication, and Business and Professional Communication).

--Intercultural Communications has been submitted for approval.

--Faculty are continuing to explore the option of cross-listing or creating a Business and Professional Communication course.

5. To continue the support of updated course instruction, professional development opportunities must be an ongoing priority. Faculty need district funding support to regularly attend a variety of professional development activities.

--The district has supported professional development opportunities beyond the funding

available from staff development. Nevertheless, staff development funds have been restricted due to state budget cuts. Faculty recommend restoration of these funds.

6. The district should re-establish and significantly increase funding to support a renewed forensics program.

--Forensics has been deleted due to budget cuts and inactivity.

7. Speech Communication faculty should continue to support counselors, Job Placement, and Career/Transfer Center staff.

--Faculty do.

8. Additional full-time Speech Communication faculty should be hired.

--No position added in the past 6 years. No FNIC proposals have been submitted by faculty during the past 6 years.

9. Speech Communication faculty should be included in planning for new and expanded program facilities.

--No new facilities are included in the master plan, but the new Educational Master plan includes a recommendation by the Speech Communication faculty to develop a speech lab/center.

--A department faculty member is now co-chair of the Physical Resources Committee.

10. Additional Speech Communication multimedia classroom facilities are needed to meet student demand.

--Because the Annex and the P1 portable classrooms are slated to be demolished, this recommendation is vital.

11. A fully-equipped Speech Communication lab would aid students' learning and their progress. This lab would also need to be staffed by lab assistants.

--When funding is available this recommendation should be implemented.

12. A fully equipped Forensics team room to aid students' learning, practice, and progress. Team room would also be staffed by adjunct assistant coaches.

--No longer needed because the Forensics program has been eliminated.

13. During the academic year 2005/06, revise all Speech Communication course outlines to include student learning outcomes (due by graduation 2006).

--Completed.

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

Associate in Arts for Transfer Degree in Communication Studies. The Speech program also contributes to the Associate in Arts Degree: Language Arts and the Associate in Arts Degree: Liberal Arts.

7. List of Industry-Based Standard Certificates and Licenses

Not applicable

8. Advisory Committee or Council

Not applicable

9. Program Student Learning Outcomes

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

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

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

1) Communication (personal expression and information acquisition)

Students demonstrate college-level understanding of communication theory and its practical application by reading analytically and critically.

Write in grammatically correct English with clarity and fluency.

Listen actively and speak articulately.

Students adapt communication skills to a variety of audiences in a variety of contexts.

2) Computation

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

Students critically analyze communication issues.

Students exercise creativity in the presentation of speeches.

Students conduct college-level research and apply findings to support logical arguments.

4) Community/Global Consciousness and Responsibility

Students communicate effectively within a diverse society.

Students understand the vital role of ethics in communication.

5) Technology

6) Discipline / (Subject Area Specific Content Material)

10. Curriculum Review and Student Learning Outcomes Assessment

Curriculum/ SLO Assessment Map: SPCH

CC 1(a): Effectively utilize strategies involving language, non-verbal behaviors, emotion, perception, identity, conflict resolution, communication climate, relationship formation and dissolution, listening.	CC 1(b): Effectively research, organize, compose, deliver, and analyze speeches for different purposes and diverse audiences.	CC 1(c) : Effectively utilize small group communication dynamics such as leadership, conflict, rules, roles, problem solving and decision making.	CC 1(d) : Effectively organize, advocate, and defend positions on various policy and value topics.				
CC 3(a): Critically examine interpersonal communication process.	CC 3(b): Critically analyze speeches for different purposes and diverse audiences.	CC 3(c): Research, organize, critically analyze, advocate, and defend positions on various policy and value topics.	CC 3(d): Research and critically analyze, advocate, and defend positions on various policy and value topics.				
CC 4: demonstrate scholarly behavior in all class interactions.							
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award SLO Key: I=Introduced, D=Developed, M=Mastered							
	CC 1(a) CC 3(a)	CC 1(b) CC 3(b)	CC 1(c) CC 3(c)	CC 1(d) CC 3(d)	CC4		Date of Assessment
SPCH 100 –Interpersonal Communication (3 Units), Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 10							
SLO 1	I			I	I		SP12
	I			I			
SPCH 101 –Public Speaking (3Units), Applicability-D Last Offered- Fall 2011, Last Curriculum Date: Spring 09							
SLO 1		I			I		SP12
		I					
SPCH 101H –Public Speaking (3 Units), Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Spring 09							
SLO 1		I			I		SP12
		D					
SPCH 103 –Argumentation and Debate (3 Units), Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: (Fall 2011)							
SLO 1		D		D	D		SP12
		D		D			

SPCH 106–Small Group Communication (3 Units), Applicability-TD Last Offered- Fall 2011, Last Curriculum Date: Fall 2008							
SLO 1							SP12

11. Evaluation Criteria – Need

Speech Communication skills are essential to students' personal, academic, and professional success. Speech Communication courses fulfill core general education transfer requirements and typically fill within the first two weeks of registration. Students can not transfer to a CSU without successfully completing SPCH 101 Public Address. Moreover, all speech courses offered are transferrable to CSU and UC.

Speech Communication courses directly support the core competencies of the district. The competencies primarily addressed are:

- Communication
- Creative, critical, and analytical thinking

Competencies secondarily addressed are:

- Community/global consciousness and responsibility
- Technology/information competency

COMMENDATIONS:

- *Courses are offered throughout the day, evening.
- *Courses are offered via distance education and for honor students.

RECOMMENDATIONS:

- *Establish an Intercultural Communication course.

12. Evaluation Criteria – Quality

The Speech Communication Program gives students theoretical and practical experience consistent with the core competencies of the district. From this foundation, students develop competencies in communication, critical and analytical thinking (emphasizing analysis and research), and community responsibility (interpersonal skills, respect, ethics, integrity, citizenship, and advocacy).

COMMENDATIONS:

- *Lecture units are consistent with the CSUGE, UC, and IGETC transfer requirements.

- *With the exception of the proposed Speech Pathology course (see recommendation), the discipline of Speech Communication is consistent with CSU and UC disciplines.
- *Since there are no prerequisites for Speech courses, no prerequisite validation is needed.
- *All course outlines have been reviewed and updated since the previous program review and all have requisite SLOs.
- *The program has program level SLOs in place.
- *The program is beginning to assess SLOs at the course and program level and will have a full assessment plan completed in Fall 2012.
- *Speech 101 and 103 specifically address critical thinking and analytical skills--a primary reason the two courses meet core GE transfer requirements. Speech 101 meets the CSU Golden Four oral communication A1 transfer category and the IGETC category 1C.
- *All full-time and part-time faculty meet state minimum qualifications for Speech Communication. When or if the new Speech Pathology course is offered, faculty will need to be hired with minimum qualifications in Speech Pathology.
- *In Fall 09, 79% of students enrolled in speech courses successfully complete. This exceeds the college success rate of 72.5% as well as the state speech success rate of 73%.

RECOMMENDATIONS:

- *Create a new discipline called Speech Pathology. Coordinate new course development with Career Technical Education division in order to comply with regional vocational programs through Los Angeles Workforce Development group.
- *In order to support faculty engagement in course and program SLO assessment the college should develop a user-friendly data review system that makes SLO data available to faculty for reflection and program development.
- *Explore the feasibility of offering a speech lab that is integrated in the Learning Center.

13. Evaluation Criteria – Feasibility

With three full-time and eight part-time instructors, the program has difficulty insuring quality and consistency of instruction. In Fall 2011, only 56% of instructional hours are taught by full-time faculty. In Spring 2012, only 52% will be taught by full-time faculty.

For FY 11-12, 32 sections of speech classes will be taught in portable buildings slated for demolition (AN 101, AN 102, P1 103). No plans exist for replacement space.

Classroom furnishings and technology are outdated and do not adequately support a modern learning environment for speech communication.

Staff development funding is not enough to support faculty participation in regional and national professional organizations such as the National Communication Association.

Library, Transfer Center, and Learning Center staff strongly support student success in speech communication courses.

Distance education office strongly supports speech faculty; however, faculty are now required to do more to manage their course websites--an additional time-consuming exercise previously handled by distance education staff.

COMMENDATIONS

- *The faculty report that Library staff are supportive of student speech research assignments.
- *The faculty report that the Learning Center tutorial services offers high quality help that is vital to student success.
- *The faculty report that the Transfer Center tutorial services offers high quality help that is vital to student success.
- *The faculty report that the Distance Education staff does their best to be supportive given their limited resources.

RECOMMENDATIONS

- *Hire full-time instructors qualified to teach speech communication.
- *Designate three classroom spaces to replace AN 101, 102, and P1 103.
- *Designate funding to furnish and equip speech classrooms based on the model used in LB 309.
- *Increase staff development funding to fund regional and national participation in National Communication Association and other professional activities.
- *Faculty recommend that the district restore funding for Library research databases such as Lexis/Nexis.

14. Evaluation Criteria – Compliance

Course outlines of record meet state, district, and federal regulations for content and have been updated and reviewed on Curricunet in the last year.

15. Evaluation Criteria – Other

16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Develop courses: Interpersonal Communication and Speech Pathology	Van Horn	2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Restore funding for Library research databases such as Lexis/Nexis.	Van Horn	2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Create a new discipline called Speech Pathology. Coordinate new course development with Career Technical Education division in order to comply with regional vocational programs through regional college representatives for Los Angeles workforce development.	Faculty	2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	In order to support faculty engagement in course and program SLO assessment the college should develop a user-friendly data review system that makes SLO data available to faculty for reflection and program development.	Faculty/District	2011-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Designate three classroom spaces to replace AN 101, AN 102, and P1 103.	Faculty	2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Explore the feasibility of a speech lab.	VanHorn	2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	Hire full-time instructors qualified to teach speech communication.	Dean	2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Make staff funding available to fund regional and national participation in National Communication Association and other professional activities--even for faculty that are not presenting or in leadership.	VanHorn	2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Budget Recommendations

Resources are needed in the following areas:

Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Speech Faculty	Improve quality of instruction	Q,F	B,C

Classified Personnel

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡

Facilities

Facilities / repairs or modifications needed	Discuss impact on goals / SLOs	Bldg / Room	Impact ◇	Priority ‡
Speech Lab	Improve student performance by providing venue for rehearsal and observation and critique of speeches by tutors.	Learning Center	M,Q,N	B,C

Computers / Software (Tecs)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Allow video storage on SharePoint site that is accessible by faculty and students.	Improved student learning outcomes assessment data. Enhance performance.	\$5K	M,Q,N	B,C

Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Install in the communication lab (currently ED206)a wall-mounted video system to allow students to record and view their speeches	Improved student learning outcomes assessment data. Enhance performance.	\$5K	M,Q,N	B,C

Supplies (Division)

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Make staff funding available to fund regional and national participation in National Communication	Improved student learning outcomes based on ongoing faculty learning in the field.	\$3K	M,Q	B,C

Association and other professional activities-- even for faculty that are not presenting or in leadership.				

Additional information:

◇ **Impact:**

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

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

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

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

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

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

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

B. Is this goal essential to program success?

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

Attachment A: Key Performance Indicator data pages

	Key Performance Indicators	Fall04	Fall05	Fall06	Fall07	Fall08	Fall09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered	4.0	4.0	4.0	4.0	4.0	4.0
4	Sections Offered	31.0	36.0	36.0	36.0	36.0	35.0
5	Morning Sections	9.0	14.0	13.0	14.0	16.0	15.0
6	Afternoon Sections	13.0	14.0	13.0	9.0	10.0	11.0
7	Evening Sections	8.0	7.0	9.0	11.0	8.0	7.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
11	DistanceEd Full-Term Sections	1.0	1.0	1.0	2.0	2.0	2.0
12	DistanceEd Short-Term Sections						
13	Enrollment	836	965	829	930	988	1070
14	Weekly Student Contact hours (WSCH)	2447.1	2829.2	2429.6	2669.1	3409.6	3697.7
15	Full-Time Equivalent Students (FTES)	83.9	97.0	83.3	82.4	105.2	114.1
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)	6.0	7.0	7.0	6.9	8.1	8.0
17	Credit Reimbursement Rate	\$2,922.3 0	\$3,259.7 1	\$3,476.3 4	\$3,668.2 8	\$3,834.4 6	\$3,834.4 6
	Program Operation						
18	WSCH/FTEF	405.8	404.2	347.1	387.9	420.4	464.5
19	FTES/FTEF	13.9	13.9	11.9	12.0	13.0	14.3
20	Fill Rate at Census	96.8	95.5	82.8	89.7	94.2	102.8
	Program Success						
21	Course Retention	94.5	91.5	93.6	94.9	94.7	94.6
22	Course Success	78.3	71.9	72.7	71.6	71.7	78.6

	Key Performance Indicators				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	Program Access						
1	Majors (total)						
2	New Majors						
3	Courses Offered				2.0	2.0	1.0
4	Sections Offered				9.0	8.0	3.0
5	Morning Secions				3.0	4.0	1.0
6	Afternoon Sections				2.0	2.0	1.0
7	Evening Sections				2.0	1.0	
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections				7.0	7.0	2.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections				2.0	1.0	1.0
13	Enrollment				243	232	88
14	Weekly Student Contact hours (WSCH)				817.3	797.5	286.2
15	Full-Time Equivalent Students (FTES)				25.2	24.6	8.8
	Program Resources						
16	Full-Time Equivalent Faculty (FTEF)				2.0	1.8	0.7
17	Credit Reimbursement Rate				\$3,668.28	\$3,834.46	\$3,834.46
	Program Operation						
18	WSCH/FTEF				408.7	448.1	440.2
19	FTES/FTEF				12.6	13.8	13.6
20	Fill Rate at Census				90.1	101.9	105.1
	Program Success						
21	Course Retention				91.4	97.4	93.2
22	Course Success				81.5	85.3	89.8

Key Performance Indicators		Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	4.0	4.0	4.0	4.0	5.0	5.0
4	Sections Offered	35.0	36.0	37.0	38.0	31.0	23.0
5	Morning Secions	13.0	15.0	14.0	18.0	14.0	13.0
6	Afternoon Sections	14.0	13.0	14.0	10.0	10.0	6.0
7	Evening Sections	7.0	7.0	8.0	8.0	6.0	2.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	0.0	2.0	0.0	4.0	0.0	0.0
11	DistanceEd Full-Term Sections	1.0	1.0	1.0	2.0	1.0	2.0
12	DistanceEd Short-Term Sections		0.0		0.0		
13	Enrollment	897	934	921	910	890	681
14	Weekly Student Contact hours (WSCH)	2636.7	2744.6	2692.1	2919.3	3030.7	2313.2
15	Full-Time Equivalent Students (FTES)	90.4	94.1	92.3	90.1	93.5	71.4
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	6.8	7.0	7.2	8.2	7.0	4.8
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	387.2	392.1	374.4	358.2	434.2	481.9
19	FTES/FTEF	13.3	13.4	12.8	11.1	13.4	14.9
20	Fill Rate at Census	91.9	94.0	88.7	85.8	98.0	103.3
Program Success							
21	Course Retention	92.5	92.5	91.7	95.2	94.4	95.2
22	Course Success	75.5	67.9	71.9	70.4	73.5	79.4

	Key Performance Indicators	Summer0 4	Summer0 5	Summer0 6	Summer0 7	Summer0 8	Summer0 9
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access							
1	Majors (total)						
2	New Majors						
3	Courses Offered	2.0	2.0	2.0	2.0	2.0	2.0
4	Sections Offered	7.0	8.0	11.0	11.0	7.0	4.0
5	Morning Secions	2.0	4.0	4.0	4.0	3.0	2.0
6	Afternoon Sections	2.0	1.0	4.0	4.0	2.0	2.0
7	Evening Sections	3.0	3.0	3.0	3.0	2.0	
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	7.0	8.0	11.0	11.0	7.0	4.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections	0.0	0.0	0.0	0.0	0.0	0.0
13	Enrollment	232	220	265	319	190	119
14	Weekly Student Contact hours (WSCH)	682.5	641.7	775.8	922.3	607.6	404.8
15	Full-Time Equivalent Students (FTES)	23.4	22.0	26.6	31.6	18.8	12.5
Program Resources							
16	Full-Time Equivalent Faculty (FTEF)	1.4	1.6	2.1	2.1	1.5	0.9
17	Credit Reimbursement Rate	\$2,922.30	\$3,259.71	\$3,476.34	\$3,668.28	\$3,834.46	\$3,834.46
Program Operation							
18	WSCH/FTEF	501.8	411.3	362.5	435.0	407.8	449.7
19	FTES/FTEF	17.2	14.1	12.4	14.9	12.6	13.9
20	Fill Rate at Census	114.2	94.2	83.4	101.5	98.3	106.0
Program Success							
21	Course Retention	97.8	99.1	98.1	95.3	100.0	99.2
22	Course Success	88.8	94.1	87.5	86.5	91.6	86.6

		04-05		05-06		06-07		07-08		08-09		09-10	
		Year1		Year2		Year3		Year4		Year5		Year6	
Gender													
	Female	1085	57.1%	1062	52.3%	1006	51.6%	1245	54.2%	1182	53.1%	1016	53.2%
	Male	816	42.9%	967	47.6%	943	48.4%	1038	45.2%	998	44.8%	860	45.0%
	Missing			1	0.0%			16	0.7%	46	2.1%	34	1.8%
	Total	1901	100.0%	2030	100.0%	1949	100.0%	2299	100.0%	2226	100.0%	1910	100.0%
Age													
	19 or younger	667	35.1%	821	40.4%	812	41.7%	925	40.2%	977	43.9%	718	37.6%
	20-24	855	45.0%	840	41.4%	794	40.7%	952	41.4%	884	39.7%	862	45.1%
	25-29	176	9.3%	177	8.7%	166	8.5%	190	8.3%	158	7.1%	166	8.7%
	30-34	66	3.5%	71	3.5%	55	2.8%	84	3.7%	74	3.3%	61	3.2%
	35-39	54	2.8%	52	2.6%	53	2.7%	55	2.4%	51	2.3%	36	1.9%
	40-49	67	3.5%	54	2.7%	56	2.9%	69	3.0%	61	2.7%	47	2.5%
	50 and above	16	0.8%	15	0.7%	12	0.6%	24	1.0%	21	0.9%	20	1.0%
	Missing					1	0.1%						
	Total	1901	100.0%	2030	100.0%	1949	100.0%	2299	100.0%	2226	100.0%	1910	100.0%
Ethnicity													
	Asian	270	14.2%	255	12.6%	216	11.1%	250	10.9%	211	9.5%	101	5.3%
	Black or African American	126	6.6%	146	7.2%	125	6.4%	129	5.6%	159	7.1%	89	4.7%
	Hispanic/Latino	759	39.9%	824	40.6%	837	42.9%	986	42.9%	954	42.9%	689	36.1%
	American Indian or Alaska Native	13	0.7%	15	0.7%	20	1.0%	16	0.7%	18	0.8%	5	0.3%
	Native Hawaiian or Other Pacific Islander							17	0.7%	21	0.9%	9	0.5%
	White	595	31.3%	660	32.5%	603	30.9%	649	28.2%	532	23.9%	377	19.7%
	Two or More Races											5	0.3%
	Unknown/Non-Respondent	138	7.3%	130	6.4%	148	7.6%	252	11.0%	331	14.9%	635	33.2%
	Total	1901	100.0%	2030	100.0%	1949	100.0%	2299	100.0%	2226	100.0%	1910	100.0%
Educational Goal													
	Degree & Transfer	978	51.4%	1083	53.3%	1041	53.4%	313	13.6%	667	30.0%	735	38.5%
	Transfer	595	31.3%	600	29.6%	574	29.5%	101	4.4%	155	7.0%	210	11.0%
	AA/AS	75	3.9%	91	4.5%	80	4.1%	203	8.8%	446	20.0%	331	17.3%
	License	59	3.1%	66	3.3%	64	3.3%	12	0.5%	24	1.1%	20	1.0%
	Certificate	66	3.5%	67	3.3%	59	3.0%	14	0.6%	23	1.0%	23	1.2%
	Job Skills	28	1.5%	22	1.1%	26	1.3%	39	1.7%	62	2.8%	74	3.9%
	Basic Skills							36	1.6%	32	1.4%	28	1.5%
	Personal									5	0.2%	45	2.4%
	Undecided							86	3.7%	151	6.8%	193	10.1%
	Not Reported	100	5.3%	101	5.0%	105	5.4%	1495	65.0%	661	29.7%	251	13.1%
	Total	1901	100.0%	2030	100.0%	1949	100.0%	2299	100.0%	2226	100.0%	1910	100.0%

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)
- c. Authorization is requested to allow staff to prepare specifications and formally bid Project #08-1112, Little Theater Remodel Project. The project will be funded from Fund 41, Capital Projects. Award of contract will be by Board action. (Page)

Academic Affairs

- d. Authorization is requested to approve the modified courses and inactivated courses. (Page)

Personnel Recommendations

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

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – April 3, 2012

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
R2A Architecture	\$15,000.00max	District	4/4/12-6/30/12	Campus Standards Book
R2A Architecture	10% of constr cost + 8,586.00	Bond	1/14/09- Project Completion <i>Revision</i>	Window Revisions- Admin Remodel Project
<u>BASIC SKILLS INITIATIVE</u>				
Anthony-Smith, MaryAnne	\$200.00max	Grant	5/18/12-5/18/12	Study Skills Math Workshop
Marecek, Lynn	\$200.00max	Grant	5/18/12-5/18/12	Study Skills Math Workshop
<u>FINE AND PERFORMING ARTS</u>				
Hebenstreit, Charles	\$4,500.00max	District	4/4/12-6/30/12	Musician Services
Lee, Hi-Ping	\$4,500.00max	District	4/4/12-6/30/12	Musician Services
Luther, Cosima	\$4,500.00max	District	4/4/12-6/30/12	Musician Services
Marshall, Ryan	\$1,500.00max	District	4/4/12-6/30/12	Musician Services
Reinebach, Ray	\$4,500.00max	District	4/4/12-6/30/12	Musician Services
Rufino, Vladimir	\$4,500.00max	District	4/4/12-6/30/12	Musician Services
Thompson, Joy Song	\$4,500.00max	District	4/4/12-6/30/12	Musician Services

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

**Use of Facilities
April 3, 2012**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	3/7, 3/8, 3/9, 3/15 & 3/17/12	\$2,480.00
Patrik Giardino Photography	Gym	Still Photo Shoot	3/22/2012	\$3,300.00 plus additional labor if required
Glendora High School	Football Practice Field	Field Hockey Clinic	7/2,3,5,9,10 & 12/12	\$1,200.00 plus additional labor if required
Autism Youth Sports League	S6 Parking Lot, Field Events Area & Concessions Patio	Car Show-Fundraiser	6/23/2012	\$2,400.00 plus additional labor if required
County Sanitation District	S6 Parking Lot	Hazardous Household & Electronic Waste Collection	7/27 & 7/28/12	No fee - labor charges only if required
Bonita High School	Stadium & Locker Rooms	Football Game	8/23/2012	\$3,400.00 plus additional labor if required
Glendora Youth Volleyball	Gym	Youth Volleyball Games	12/1/12, Saturdays 1/5/13 through 2/23/13	\$2,365.00 plus additional labor if required
Hacienda Heights Cougars Jr All American Cheer	Stadium	Youth Cheer Competition	12/8/2012	\$5,150.00 plus additional labor if required
Crescendo Performing Arts	Performing Arts Center	Dance Recital	6/7 and 6/8/13	\$3,500.00 plus additional labor if required

MODIFIED COURSES			
Course Subject	Course No.	Course Title	Justification
CHLD	156	Practicum in Early Childhood Education	Correction to prerequisite and corequisite
CHLD	156L	Practicum Lab	Correction to prerequisite and corequisite
COS	141	Introduction to Cosmetology	Updating to the new state board criteria
COS	172A	Hair Design I	Adding a new prerequisite
COS	178A	Chemical Texturizing I	Adding a new prerequisite
ECON	101	Principles of Macroeconomics	Updated course title, course description and prerequisites
ECON	102	Principles of Microeconomics	Updated course title and prerequisites
HEAL	161	Emergency Medical Technician - Basic	Correction to prerequisite
HIST	120	British Civilization	Updated student learning outcomes
MUS	245	Pop, rock, and Jazz Performance Styles II	Prerequisite correction
NC	100	Partner Coached Lamaze	Modified SAM code
NC	101	Strategies for the Young/New Parent	Modified SAM code
INACTIVATED COURSES			
Course Subject	Course No.	Course Title	Justification
COS	200	Electrology	Course not offered
MATH	165H	Introductory Statistics - Honors	Course not offered

**ACADEMIC EMPLOYEES
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
APRIL 3, 2012**

NAME	CLASSIFICATION	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE
Johnson, Clay	ESL Coordinator	Hourly as needed	Non Credit	04/04/12	06/30/12	\$42.24 hr.
Rodriguez, Raul	Counselor	Hourly as needed	RACE to STEM Grant	04/03/12	06/30/12	\$44.90 hr.

**ACADEMIC EMPLOYEES
SPRING 2012 ADJUNCT
APRIL 3, 2012**

Name	Department/Discipline	Placement	LHE Rate
Coson, Murniz	Economics - Late Start Class	1-3	\$1,025

**ACADEMIC EMPLOYEES - SEPARATIONS
APRIL 3, 2012**

Name	Classification	Department	Reason	Date(s) of Separation
Abas, Audrey	Counselor	DSP&S	Retirement	7/2/2012 - Corrected retirement date

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
APRIL 3, 2012**

Name	Classification	Department	Reason	Date(s) of Separation
Porch, Shirley	Library Media Technician II	Library	Retirement	12/31/12
Sabatino, Karen	Child Development Aide	CDC	Retirement	6/16/12

**CLASSIFIED EMPLOYEES
SHORT-TERM, HOURLY,
SUBSTITUTES
APRIL 3, 2012**

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Hoehne, William	Stipend	Conductor "Sweeney Todd"	Music	4/4/12	4/15/12		\$1000/tl.

**COACHES 2012
SPRING**

Volunteer Coaches

Franklin, Mario

SPRING

Football

Assistant

PROFESSIONAL EXPERT

April 3, 2012

Name	Classification	Department	Begin	End	Rate
Bowser, Deborah	Mental Health Therapy	Veteran's Center	05/01/12	06/30/12	\$40.00/hour
Dudley, Deryn	Research Analyst	Institutional Research	04/04/12	09/30/12	\$28.87/hour
Liskey, Renee	Choreogrpaher for "Pulse!" (2 pieces)	Dance	04/06/12	04/28/12	\$1,200.00/Ttl.
Liskey, Renee	Choreographer for Women's Ensemble at City of Hope on May 12, 2012	Music	05/01/12	05/04/12	\$500.00/Ttl.
Shear, Michelle	Choreogrpaher for "Pulse!" (1 piece)	Dance	04/06/12	04/28/12	\$600.00/Ttl.
Sushel, Michael	Musician Services (Piano)	Music ASO	05/01/12	05/20/12	\$1,750.00/Ttl.
Valverde, Yesenia	Choreogrpaher for "Pulse!" (1 piece)	Dance	04/06/12	04/28/12	\$600.00/Ttl.
Waddington, Alan	Conductor for Citrus Singers Pop Show 2012 (12 Service Calls)	Music ASO	05/08/12	05/20/12	\$1,500.00/Ttl.

H. ACTION ITEMS (continued)

Business Services

2. Authorization is requested to approve the 2012-2013 Budget Development Assumptions and Budget Calendar that were approved by the Financial Resources Committee on March 1, 2012. (Page)
3. Authorization is requested to approve the attached budget revisions for funds 01.0, 01.3, 33.0, 41.0 and 42.0 for the fiscal year 2011-2012. (Page)
4. Authorization is requested to adopt Resolution #2011-12-08 to adopt the Citrus College Sustainability Mission Statement and to provide support for the Pilot Demonstration of the California Community College Sustainability Template at Citrus College. (Page)
5. Authorization is requested to accept Project #03-0910, Restroom Building East Campus as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$596,297.77. (Page)
6. Authorization is requested to accept Project #06-1112, Energy Service Contract, Lecture Halls as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$48,988.00. (Page)
7. Authorization is requested to approve the award of bid #01-1112, Library and Reprographics Roofing Project to Commercial Roofing System, Inc. of Arcadia, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$192,529 is within budget and will be funded from Fund 41, Capital Projects. (Page)

Personnel Recommendations

8. Authorization is requested to adopt Resolution #2011-12-09 directing the Superintendent/President, or designee, to give written notice of layoff to the classified employees to be laid-off pursuant to the requirements of law. (Page)
9. Authorization is requested to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Faculty Association, effective January 1, 2012 through December 31, 2014, ratified by a majority affirmative vote of the unit membership. (Page)

H. ACTION ITEMS (continued)

General

10. Authorization is requested to approve the second and final reading of the following Board Policies: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President. (Page)

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

I. ADJOURNMENT

Dates to remember:

April 16-21, 2012	Spring Break
May 1, 2012	Board of Trustees Meeting
May 15, 2012	Board of Trustees Meeting & Retiree/Tenuree Reception
May 20-26, 2012	CSEA Week
May 28, 2012	HOLIDAY – <i>Memorial Day</i>
June 19, 2012	Board of Trustees Meeting & Board Self Evaluation Workshop

CITRUS COMMUNITY COLLEGE DISTRICT
Office of the Vice President of Finance and Administrative Services

BUDGET CALENDAR
FY 2012-2013

- 3/01/12** **Budget Calendar and Budget Assumptions approved by Financial Resources Committee**

- 4/03/12** **Budget Calendar and Budget Assumptions provided to Board of Trustees**

- 4/09/12** **Budget worksheets out to Superintendent, Vice Presidents and Cost Center Managers**

- 5/07/12** **Budget worksheets due to Business Office**

- 5/31/12** ***Tentative Budget Forum***

- 6/13/12** **Tentative Budget reviewed by Financial Resources Committee**

- 6/19/12** **Adoption of Tentative Budget by Board of Trustees**

- July
and
August** **Monitor State Budget developments making modifications to Tentative Budget**

- 8/30/12** ***Budget Forum***

- 9/05/12** **Budget reviewed by Financial Resources Committee**

- 9/11/12** **Adopt District Budget for 2012-2013**

CITRUS COMMUNITY COLLEGE DISTRICT
2012-2013 BUDGET DEVELOPMENT ASSUMPTIONS
GENERAL FUND UNRESTRICTED

REVENUES

- A. Base Revenue Apportionment: Tax failure \$2,645,042
 - 1. 2011-12 base apportionment less 597 FTES or 5.56%
 - 2. Local property taxes @ 2011-12 actual
 - 3. Enrollment fees @ 2011-12 actual
 - 4. Growth @ 0%
 - 5. COLA @ 0%

- B. Lottery revenue budgeted:
 - 1. \$140 per FTE @ 11,462

- C. Interest budgeted:
 - 1. 2011-12 actual earnings
 - 2. Interest rate projections

- D. Non-resident tuition budgeted:
 - 1. 2011-12 actual amount of FTE
 - 2. @ 217 per credit hour less facility fee of \$38

- E. Local revenue budgeted:
 - 1. 2011-12 actual revenue
 - 2. Adjustment for one-time revenues in current year or anticipated budget year

EXPENDITURES

- A. Salaries budgeted: (1000s and 2000s)
 - 1. 2012-13 existing positions
 - 2. Step and column/class adjustments
 - 3. Ten (10) academic positions

- B. Benefits budgeted: (3000s)
 - 1. Statutory benefits at 2012-13 rates - STRS 8.25%; PERS 12.12%; OASDI 6.20%; Medicare 1.45%; Unemployment 1.10%; Workers Comp 1.90%
 - 2. Health Benefits increases: Blue Shield 10%, Kaiser 10%

- C. Instructional materials and supplies budgeted: (4000s)
 - 1. 2011-12 budget amounts

- D. Other expenses budgeted: (5000s)
 - 1. 2011-12 budget amounts
 - 2. 2012-13 service agreements and memberships
 - 3. Utilities - estimated adjustments

- E. Capital outlay budgeted: (6000s)
 - 1. 2011-12 budget amounts

- F. Transfers budgeted: (7000s)
 - 1. Scheduled Maintenance / Instructional Material Match /Capital Outlay Projects
 - 2. Categorical program required contributions and general fund support levels

ANTICIPATED 10% TO 13% CUT FROM GENERAL FUND

ENDING BALANCE @ 5%

DISCRETIONARY FUNDS IN THE UNRESTRICTED GENERAL FUND ALLOCATE RESOURCES LINKED TO PROGRAM REVIEW AND STRATEGIC PLANNING. THE RESOURCE ALLOCATION PROCESSES FOLLOW THE COLLEGE'S INSTITUTIONAL GOALS AND WILL BE BUDGETED AS ESTABLISHED IN THE INTEGRATED PLANNING MANUAL.

ALL OTHER FUNDS WILL BE BUDGETED WITH THE SAME ASSUMPTIONS AS THE GENERAL FUND, TAKING INTO CONSIDERATION UNIQUE FUNDING AND EXPENDITURE REQUIREMENTS

February 27, 2012



Leading Educators • Supporting Students • Serving Communities

Submit to Business Advisory Services -- EC Room 201

**Budget Adjustment Summary
K-12/ROPs/JPAs**

DISTRICT (UNIT) NUMBER 64386	GE JOURNAL ID NUMBER OB 01.0	FUND NUMBER 01.0
FISCAL YEAR 2011-2012	FUND NAME GENERAL FUND 01.0	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 04/03/12	NAME OF SCHOOL DISTRICT CITRUS COMMUNITY COLLEGE DISTRICT
-----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799	8610-8686		1,753,464.00
5. Interfund Transfers in	8900-8929	8811		(200,258.00)
6. Other Financing Sources	8930-8979	8874		(1,414,928.00)
7. Contributions to Restricted Programs	8980-8999	8981		11,076.00
8. Total Revenues/Other Financing Sources				\$ 149,354.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 507,896.00
2. Classified Personnel Salaries	2000-2999		31,876.00
3. Employee Benefits	3000-3999		7,588.00
4. Books and Supplies	4000-4999		(50,542.00)
5. Services, Other Operating Expenses	5000-5999		(222,887.00)
6. Capital Outlay	6000-6999		(55,388.00)
7. Other Outgoing	7100-7299		5,511.00
8. Transfers of Indirect Costs	7300-7399		151,834.00
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 375,888.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ (226,534.00)
--	------------------------

NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenses	9713		
d. All Others	9719		
	Total Nonspendable	Amounts	0.00

2. Restricted Amounts			\$
a. Restricted	9740		
a. Restricted	9740		
a. Restricted	9740		
	Total Restricted	Amounts	0.00

3. Committed Amounts			\$
a. Stabilization Arrangements	9750		
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
	Total Committed	Amounts	0.00

4. Assigned Amounts			\$
a. Other Assignments	9780		
a. Other Assignments	9780		
a. Other Assignments	9780		
	Total Assigned	Amounts	0.00

5. Unassigned/Unappropriated Amounts			\$
a. Reserve for Economic Uncertainties	9789		
b. Unassigned/Unappropriated Amount	9790		
	Total Unassigned	Unappropriated	Amounts
			0.00

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

Changes to reflect new revenue and expenditure estimates

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 04/03/12	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

Submit one (1) certified original and two (2) copies of this summary to: Division of Business Advisory Services, EC Room 201
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED (MONTH/DAY/YEAR)



**Los Angeles County
Office of Education**

Division of Business Advisory Services
9300 Imperial Highway • Downey, CA 90242-2890

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Submit to Business Advisory Services -- EC Room 201

**Budget Adjustment Summary
K-12/ROPs/JPAs**

FISCAL YEAR
2011-2012

DISTRICT (UNIT) NUMBER
64386

GL JOURNAL ID NUMBER
OB 01.3

FUND NUMBER
01.3

FUND NAME
GENERAL FUND RESTRICTED

UNRESTRICTED

RESTRICTED

DATE OF SUMMARY
04/03/12

NAME OF SCHOOL DISTRICT
CITRUS COMMUNITY COLLEGE DISTRICT

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299	8120-8170		1,711,655.00
3. State	8300-8599			
4. Local	8600-8799	8613-8682		361,997.00
5. Interfund Transfers in	8900-8929	8876,8890		(4,798.00)
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999	8980		(1.00)
8. Total Revenues/Other Financing Sources				\$ 2,068,853.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 568,730.00
2. Classified Personnel Salaries	2000-2999		511,395.00
3. Employee Benefits	3000-3999		182,751.00
4. Books and Supplies	4000-4999		125,813.00
5. Services, Other Operating Expenses	5000-5999		642,558.00
6. Capital Outlay	6000-6999		86,463.00
7. Other Outgoing	7100-7299	7210	11,076.00
8. Transfers of Indirect Costs	7300-7399	7312-7318	(9,399.00)
9. Other Debt Services	7400-7499	7500-7900	(50,534.00)
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 2,068,853.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenses	9713		
d. All Others	9719		
	Total Nonspendable	Amounts	0.00

2. Restricted Amounts			\$
a. Restricted	9740		
a. Restricted	9740		
a. Restricted	9740		
	Total Restricted	Amounts	0.00

3. Committed Amounts			\$
a. Stabilization Arrangements	9750		
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
	Total Committed	Amounts	0.00

4. Assigned Amounts			\$
a. Other Assignments	9780		
a. Other Assignments	9780		
a. Other Assignments	9780		
	Total Assigned	Amounts	0.00

5. Unassigned/Unappropriated Amounts			\$
a. Reserve for Economic Uncertainties	9789		
b. Unassigned/Unappropriated Amount	9790		
	Total Unassigned	Unappropriated	Amounts
			0.00

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

Changes to reflect new revenue and expenditure estimates

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 04/03/12	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

Submit one (1) certified original and two (2) copies of this summary to: Division of Business Advisory Services, EC Room 201
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED (MONTH/DAY/YEAR)



**Los Angeles County
Office of Education**

Division of Business Advisory Services
9300 Imperial Highway • Downey, CA 90242-2890

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**Budget Adjustment Summary
K-12/ROPs/JPA's**

FISCAL YEAR
2011-2012

DISTRICT (UNIT) NUMBER
64386

GL JOURNAL ID NUMBER
OB 33.0

FUND NUMBER
33.0

FUND NAME
Child Development Fund

UNRESTRICTED

RESTRICTED

DATE OF SUMMARY
04/03/12

NAME OF SCHOOL DISTRICT
CITRUS COMMUNITY COLLEGE DISTRICT

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299	8190		(31,961.00)
3. State	8300-8599			
4. Local	8600-8799	8621-8628		(275,768.00)
5. Interfund Transfers in	8900-8929	8871		(13,000.00)
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999	8980-8981		122,275.00
8. Total Revenues/Other Financing Sources				\$ (198,454.00)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ (75,665.00)
2. Classified Personnel Salaries	2000-2999		(24,911.00)
3. Employee Benefits	3000-3999		(25,912.00)
4. Books and Supplies	4000-4999		(61,884.00)
5. Services, Other Operating Expenses	5000-5999		(10,082.00)
6. Capital Outlay	6000-6999		
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ (198,454.00)

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenses	9713		
d. All Others	9719		
	Total Nonspendable	Amounts	0.00

2. Restricted Amounts			\$
a. Restricted	9740		
a. Restricted	9740		
a. Restricted	9740		
	Total Restricted	Amounts	0.00

3. Committed Amounts			\$
a. Stabilization Arrangements	9750		
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
	Total Committed	Amounts	0.00

4. Assigned Amounts			\$
a. Other Assignments	9780		
a. Other Assignments	9780		
a. Other Assignments	9780		
	Total Assigned	Amounts	0.00

5. Unassigned/Unappropriated Amounts			\$
a. Reserve for Economic Uncertainties	9789		
b. Unassigned/Unappropriated Amount	9790		
	Total Unassigned	Unappropriated	Amounts
			0.00

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

Changes to reflect new revenue and expenditure estimates

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 04/03/12	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

Submit one (1) certified original and two (2) copies of this summary to: Division of Business Advisory Services, EC Room 201
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
--	------------------------------



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Division of Business Advisory Services
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DISTRICT (UNIT) NUMBER 64386	GL JOURNAL ID NUMBER OB 41.0	FUND NUMBER 41.0
FISCAL YEAR 2011-2012	FUND NAME Capital Outlay Projects Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

**Budget Adjustment Summary
K-12/ROPs/JPA's**

DATE OF SUMMARY 04/03/12	NAME OF SCHOOL DISTRICT CITRUS COMMUNITY COLLEGE DISTRICT
-----------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929	8840-8892		83,604.00
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ 83,604.00

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		111,187.00
3. Employee Benefits	3000-3999		18,221.00
4. Books and Supplies	4000-4999		8,000.00
5. Services, Other Operating Expenses	5000-5999		(25,864.00)
6. Capital Outlay	6000-6999		(27,940.00)
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 83,604.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 0.00
--	----------------

NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenses	9713		
d. All Others	9719		
	Total Nonspendable	Amounts	0.00

2. Restricted Amounts			\$
a. Restricted	9740		
a. Restricted	9740		
a. Restricted	9740		
	Total Restricted	Amounts	0.00

3. Committed Amounts			\$
a. Stabilization Arrangements	9750		
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
	Total Committed	Amounts	0.00

4. Assigned Amounts			\$
a. Other Assignments	9780		
a. Other Assignments	9780		
a. Other Assignments	9780		
	Total Assigned	Amounts	0.00

5. Unassigned/Unappropriated Amounts			\$
a. Reserve for Economic Uncertainties	9789		
b. Unassigned/Unappropriated Amount	9790		
	Total Unassigned	Unappropriated	Amounts
			0.00

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

Changes to reflect new revenue and expenditure estimates

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 04/03/12	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

Submit one (1) certified original and two (2) copies of this summary to: Division of Business Advisory Services, EC Room 201
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED (MONTH/DAY/YEAR)



**Los Angeles County
Office of Education**

Division of Business Advisory Services
9300 Imperial Highway • Downey, CA 90242-2890

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Submit to Business Advisory Services -- EC Room 201

**Budget Adjustment Summary
K-12/ROPs/JPA's**

FISCAL YEAR
2011-2012

DISTRICT (UNIT) NUMBER
64386

GL JOURNAL ID NUMBER
OB 42.0

FUND NUMBER
42.0

FUND NAME
REVENUE BOND CONSTRU FUND UNRESTRICTED RESTRICTED

DATE OF SUMMARY: 04/03/12
NAME OF SCHOOL DISTRICT: CITRUS COMMUNITY COLLEGE DISTRICT

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			
5. Interfund Transfers in	8900-8929	8860		(80,000.00)
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ (80,000.00)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		(13,279.00)
5. Services, Other Operating Expenses	5000-5999		131,749.00
6. Capital Outlay	6000-6999		968,629.00
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Uses			\$ 1,087,099.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance) \$ (1,167,099.00)

NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. Nonspendable Amounts			\$
a. Revolving Cash	9711		
b. Stores	9712		
c. Prepaid Expenses	9713		
d. All Others	9719		
	Total Nonspendable	Amounts	0.00

2. Restricted Amounts			\$
a. Restricted	9740		
a. Restricted	9740		
a. Restricted	9740		
	Total Restricted	Amounts	0.00

3. Committed Amounts			\$
a. Stabilization Arrangements	9750		
a. Stabilization Arrangements	9750		
b. Other Commitments	9760		
b. Other Commitments	9760		
	Total Committed	Amounts	0.00

4. Assigned Amounts			\$
a. Other Assignments	9780		
a. Other Assignments	9780		
a. Other Assignments	9780		
	Total Assigned	Amounts	0.00

5. Unassigned/Unappropriated Amounts			\$
a. Reserve for Economic Uncertainties	9789		
b. Unassigned/Unappropriated Amount	9790		
	Total Unassigned	Unappropriated	Amounts
			0.00

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

Changes to reflect new revenue and expenditure estimates

F. School District Certification - Must be Completed

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626) 914-8897
DATE OF BOARD APPROVAL 04/03/12	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR)

Submit one (1) certified original and two (2) copies of this summary to: Division of Business Advisory Services, EC Room 201
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Arturo Delgado, Ed.D.
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED (MONTH/DAY/YEAR)
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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	April 3, 2012	Resolution	X
SUBJECT:	Resolution in Support of the Development of a District Sustainability Plan	Information	
		Enclosure(s)	X

BACKGROUND

In an effort to support the California Community Colleges Board of Governors Energy and Sustainability Policy of January 2008 which provides goals for colleges to reduce their energy consumption from its 2001-02 baseline by 15% as well as Executive Order S-3-95 of 2005 regarding climate change emission reduction and AB-32 of 2006 regarding emission reductions, Citrus College has established a College Sustainability Committee in order to implement a California Community College Sustainability Template. Adoption of Resolution #2011-12-08 will adopt the Citrus College Sustainability Mission Statement as well as provide support for the Pilot Demonstration of the California Community College Sustainability Template at Citrus College.

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

RECOMMENDATION

Authorization is requested to adopt Resolution #2011-12-08 to adopt the Citrus College Sustainability Mission Statement and to provide support for the Pilot Demonstration of the California Community College Sustainability Template at Citrus College.

Carol R. Horton
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

**CITRUS COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 2011-12-08**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE CITRUS COMMUNITY
COLLEGE DISTRICT ESTABLISHING SUPPORT FOR THE DEVELOPMENT OF A
DISTRICT SUSTIANABILITY PLAN, APPROVING BY LAWS THEREFORE**

WHEREAS, the CCC Board of Governors established an Energy and Sustainability Policy in January 2008, which provides goals for each college to reduce their energy consumption from its 2001-02 baseline by 15 percent by 2011-12. In addition, the CCC Board of Governors reiterated their support for sustainability planning at all CCC Districts at their January 10, 2012 board meeting; and

WHEREAS, the Governor of California signed Executive Order S-3-05 in 2005, thereby establishing climate change emission reduction targets throughout the state with a long term goal of reducing greenhouse gas (GHG) emissions to 80 percent below 1990 levels by 2050; and

WHEREAS, the Global Warming Solutions Act, or Assembly Bill 32 (AB-32), was adopted in 2006 by the California legislature and establishes GHG emissions reduction targets for the state; and

WHEREAS, the Citrus Community College District, in partnership with the CCC Chancellor's Office and the California Energy Commission has developed the CCC Sustainability Template for use by all Community College Districts; and

WHEREAS, the Citrus Community College District has established a College Sustainability Committee consisting of students, faculty and staff and a Pilot Demonstration Plan to implement the CCC Sustainability Template at Citrus College with the intent of improving the campus environment and efficient use of resources in order to uphold college values and further achieve the college mission of providing exceptional academic opportunities that help students to become active participants in their local and global communities by meeting environmental, economic, and social challenges; and

WHEREAS, the Board of Trustees of the Citrus Community College District wishes hereby to support the State of California's climate related policies, the CCC Board of Governors energy and sustainability policies, the sustainability goals of the CCC Chancellor's Office, and the efforts of the Citrus College Sustainability Committee;

**NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE CITRUS COMMUNITY
COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:**

Section 1. *Adopt the Citrus College Sustainability Mission Statement, as follows. Citrus College will promote an active learning and participatory environment, where students, faculty and staff are immersed in quality education and collaborate with peers and industry professionals to encourage and create sustainability*

awareness and social responsibility, thereby fostering the advancement of sustainable practices and conservation of resources for the college proper, community and nation as a whole.

Section 2. Provide Support for the Pilot Demonstration of the CCC Sustainability Template at Citrus College. The Board of Trustees of the District has reviewed the Pilot Demonstration Plan to implement the CCC Sustainability Template put forth by the College Sustainability Committee and has agreed to provide support to assist in its accomplishment.

PASSED AND ADOPTED by the Board of Trustees of the Citrus Community College District this 3rd day of April 2012 by the following votes:

Ayes: _____

Noes: _____

Absent: _____

Mrs. Joanne Montgomery
President, Board of Trustees

Dated: April 3, 2012

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	April 3, 2012	Resolution	<u> </u>
SUBJECT:	Notice of Completion, Project #06-1112, Energy Service Contract, Lecture Halls	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

At its meeting of January 17, 2112, the Board of Trustees approved award of a contract for Project #06-1112, Energy Service Contract, Lecture Halls, to upgrade lighting controls. Quotes were solicited and a contract was awarded to O' Bryant Electric of Chatsworth, California in the amount of \$48,988.00. The project has now been completed with no change orders. The final contract amount is \$48,988.00.

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located within ten days of the acceptance of the project.

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

RECOMMENDATION

Authorization is requested to accept Project #06-1112, Energy Service Contract, Lecture Halls as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$48,988.00.

Carol R. Horton
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.6.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	April 3, 2012	Resolution	_____
SUBJECT:	Award of Contract, Bid# 01-1112, Library and Reprographics Roofing Project	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board of Trustees approves the award of all contracts for construction. Four bids were received for bid #01-1112, Library and Reprographics Roofing Project on March 15, 2012. The responsive and responsible bid was submitted by Commercial Roofing Systems, Inc. of Arcadia, California. The bid price of \$192,529 is within budget and will be funded from Fund 41, Capital Projects. Staff has verified Commercial Roofing System's contractor license, bid bond and all required bid documents.

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

RECOMMENDATION

Authorization is requested to approve the award of bid #01-1112, Library and Reprographics Roofing Project to Commercial Roofing System, Inc. of Arcadia, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$192,529 is within budget and will be funded from Fund 41, Capital Projects.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.7. _____

CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

#01-1112, Library and Reprographics Roofing Project
Bid Opening: Tuesday, March 15, 2012, 2:00 p.m.
Purchasing Office

Bidder	Base Bid
1. Commercial Roofing Systems, Inc.	\$192,529.00
2. Chapman Coast Roof Company, Inc.	\$264,541.00
3. Eberhard	\$324,323.00
4. Troyer Contracting Company	\$422,668.00

RESOLUTION #2011-12-009 REGARDING LAYOFF OF CLASSIFIED PERSONNEL

BE IT RESOLVED that the Board of the Citrus Community College District hereby determines that the following positions be abolished for lack of work and/or lack of funds pursuant to Education Code Sections 88017 and 88127:

Management/Supervisory (All assigned to the CDC – 2 positions):

Director Child Development Center
Child Development Center Program Supervisor

Permit Teachers/Specialists (All assigned to the CDC – 5 positions)

Child Development Center Aides (All assigned to the CDC - 11 positions)

Food Service Team Leader (All assigned to the CDC – 1 position)

Food Service Assistant II (All assigned to the CDC – 1 position)

Food Service Assistant I (All assigned to the CDC – 1 position)

Secretary (All assigned to the CDC – 1 position)

Custodian (All assigned to the CDC – 1 position)

BE IT FURTHER RESOLVED by the Board as follows:

1. That due to a lack of work and/or lack of funds, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127.
2. That the Superintendent/President, or her designee, is directed to give notice of layoff to the effected classified employees pursuant to the requirements of law.
3. That said layoff shall become effective forty-five (45) days after notice is given to affected employees.
4. That employees laid-off pursuant to this Resolution shall be eligible for re-employment pursuant to Education Code Section 88117.

The foregoing Resolution was passed and adopted by the Board of Trustees at a regular meeting held on April 3, 2012.

Dated: April 3, 2012

BY: _____

Joanne Montgomery, President
Board of Trustees
Citrus Community College District

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	April 3, 2012	Resolution	
SUBJECT:	Board Policies – Second Read Revisions to 2000 Series	Information	
		Enclosure(s)	X

BACKGROUND

The Board Sub-Committee of Trustee Montgomery and Trustee Keith met on January 18, 2012, to conduct a review of Board Policies and Administrative Procedures in the 2000 series. Following that review, the entire Board participated in discussions regarding the revisions at their work session held during the regularly scheduled Board meeting of February 7, 2012.

The following Board Policies were approved by the Steering Committee at their March 12, 2012, regular meeting: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President. The first reading was approved by the Board at their March 20th regular meeting.

This item was prepared by Pam Sewell, Administrative Assistant, Superintendent/President's Office.

RECOMMENDATION

Authorization is requested to approve the second and final reading of the following Board Policies: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.10.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2210 OFFICERS

Reference: Education Code Section 72000

At the annual organizational meeting in December, the Board shall elect from among its members a President, Vice President, and Clerk of the Board.

The terms of officers shall be for one year.

The duties of the President of the Board are:

- Preside over all meetings of the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Superintendent/President on Board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation, and Superintendent/President evaluation;
- Represent the Board at official events or ensure Board representation.

The duties of the Vice President are:

- Preside over Board meetings in the event of the absence, disability, or disqualification of the President of the Board.

The duties of the Clerk are:

- Preside over Board meetings in the event of the absence, disability or disqualification of the President and Vice President of the Board;
- Sign any documents that would require the signature of the Clerk of the Board.

The Superintendent/President shall serve as Secretary to the Board.

The duties of the Secretary are:

- Notify members of the Board of regular, special, emergency, and adjourned meetings;
- Prepare and post Board meeting agendas;
- Have prepared for adoption minutes of Board meetings;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all Board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Clerk of the Board.

The Board elects officers each year from among all its members.

Board approved 11/18/08

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2220 COMMITTEES OF THE BOARD

Reference: Government Code Section 54952

The Board of Trustees may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board of Trustees that are advisory are not required to comply with the Brown Act or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board of Trustees. Findings or recommendations shall be reported to the Board of Trustees for consideration.

Annually the Board of Trustees will elect and rotate representatives to the following organizations subject to the agreement of the Board member in the rotation cycle:

- Citrus College Foundation
- Los Angeles County School Trustees Association
- Los Angeles County Committee on School District Organization

Board approved 11/18/08

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2355 PUBLIC MEETING DECORUM

References: Education Code Section 72121.5;
 Government Code Section 54954.3(b)

The following may be ruled out of order by the presiding officer:

- Profanity, obscenity, and other offensive language; and
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Board approved 11/18/08

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2430 DELEGATION OF AUTHORITY TO SUPERINTENDENT/PRESIDENT

References: Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.1.j and IV.B.2

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board of Trustees requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board of Trustees, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret Board Policy. In situations where there is no Board Policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written Board Policy if one is required.

The Superintendent/President is expected to perform the duties as set forth in his/her employment contract and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The goals and objectives for performance shall be developed by the Board of Trustees in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board of Trustees as a whole. Individual Board member requests for information shall be met if, in the opinion of the Superintendent/ President, they are not unduly burdensome or disruptive to District operations. Information provided to any Board member shall be available to all Board members.

The Superintendent/President shall act as the advisor to the Board in policy formation.

Replaces Citrus College Policy P-2110

Board approved 01/13/09

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

March 20, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, March 20, 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 Academic Affairs; Robert Sammis, Director of Human Resources and Chief Negotiator; Nickawanna Shaw, Academic Senate President; Steve Handy, CSEA 2nd Vice President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Paula Green, Lan Hao, and Lucinda Over

Faculty: Roberta Eisel and Bruce Langford

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

Classified Employees: Clarence Cernal and Steve Handy

Adjunct Faculty: Cecil Brower and Bill Zeman

Students: Walter Galvez and Chia-Chen Heu

VISITORS: Gabriel Juan and Tyree Vance

COMMENTS FROM THE AUDIENCE

Bruce Langford, CCFA Chief Negotiator, thanked the Board, Dr. Perri, and Dr. Sammis for the collegial negotiating process. Mr. Langford said it is a very good contract, and it has been ratified by the faculty. He expressed his appreciation for the team spirit that

exists at Citrus College. Board President Montgomery thanked Mr. Langford and Dr. Sammis for their fine leadership.

Bill Zeman, CCAFF President, provided a semi-annual update on the adjunct faculty. He said adjunct faculty are aware of the impending cuts. He thanked the District for contract language that spells out a process for rehire, which adjuncts are finding helpful. Mr. Zeman thanked Dr. Eric Rabitoy, Dean of Physical and Natural Sciences, and his staff for the Spring Orientation event for adjuncts. Mr. Zeman also commented on the significant work that was done to qualify the CTF tax initiative for the ballot. Board President Montgomery thanked him for his work on the initiative. Trustee Keith said it would be beneficial for the California Community College system to quickly begin a campaign for passage of the new tax initiative (something like CSU is doing). She referred to flyers produced by the CSU system that outlined the potential impact on their system in the event the Governor's initiative fails.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that it has been another victorious season for Citrus College's men's basketball. She congratulated the team members who were present at the meeting, and she thanked them for a successful and exciting year. Dr. Perri introduced Ms. Jody Wise, Dean of Kinesiology, Health and Athletics, who introduced Coach Chris Victor. Coach Victor was named the State Men's Basketball Coach of the Year by CCCAA. Coach Victor introduced the players in attendance, and he thanked the Board of Trustees, Dr. Perri, and the faculty and staff for their support throughout the season.

Dr. Perri said she had the opportunity to film a public service announcement (PSA) for the college at KGEM Cable TV in Monrovia, along with Student Ambassadors Ms. Kourtney Williams and Mr. Crescencio Calderon. She said the students did an excellent job, and she is looking forward to the debut of the PSA. She thanked Ms. Paula Green, Director of Communications, and Mr. Clarence Cernal, Administrative Assistant, for assisting during the filming.

As Citrus College focuses on student success and preparing students for transfer, Dr. Perri said the college has received notice of impending budget reductions by the CSU system. She said this will undoubtedly make it even more difficult for Citrus College students to transfer. CSU has announced that it will likely eliminate most of its spring 2013 enrollment across 23 campuses, with only 8 campuses accepting transfer students. Locally, those remaining open include CSU Fullerton; CSU Los Angeles; and CSU San Bernardino. Cal Poly Pomona is not on the list of those campuses remaining open for spring 2013, and that will have a major impact on Citrus College students. If the November tax initiative fails, CSU will be cut an additional \$200 million and anticipates reducing enrollment by 20,000 – 25,000 students.

Dr. Perri said the Governor has reached an agreement with the backers of the "Millionaire's Tax" to unite behind one tax initiative in November. The purpose of the compromise is to reduce competition and increase the chances for voter approval. The new merged initiative is designed to balance the state budget and prevent further cuts

to education. The Chancellor's Office has advised community college districts to budget cautiously for 2012-2013, as midyear trigger reductions are likely if the ballot fails in November.

Dr. Perri said the Community College League of California (CCLC) has taken an "oppose" position on SB 1560 (Anderson). This bill is a reintroduction of the original version of SB 1143 (Liu), from 2010. It proposes to withhold half of the funding for a student's enrollment until the student completes the class.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, reported that the Citrus College Digital History Art Gallery Reception experienced a good turnout and went very well. She commended the Library staff for their excellent work.

Dr. Malmgren said, thanks to Ms. Suzanne Martinez, HSI Grant Project Coordinator, and Basic Skills Funding, the library is coordinating with ESL 101 and ENG 99 courses to implement an interactive library scavenger hunt using handheld devices. The project will be piloted in fall 2012.

Regarding Bridges to Success, the college piloted College Survival 101 this spring in the Writing Café. There were four workshops: Envisioning Your Future; Using Your Senses to Learn; Active Reading; and Organizing Your Time. More than 160 students participated.

Dr. Malmgren said Race to STEM has now registered 35 students in the STEM Academy. A new STEM Academy poster features a bar code where students can hold up their smart phones and it takes them directly to the online application.

John Baker, Ed.D., Interim Vice President of Student Services, reported that the Leadership Academy held its kickoff event on March 15, 2012. More than 50 students and 10 staff attended. Dr. Baker said the program is the outcome of several semesters of collaboration with Azusa Pacific University's College Counseling and Student Development program, the Office of Student Life and Leadership, and an advisory committee comprised of Citrus College staff and community members. Each of the workshops in the academy have stated learning outcomes and methods of evaluation. He gave special thanks to the advisory committee: Dr. Kathy Bakhit, Economics instructor; Dr. Timothy Durfield, Business instructor; Dr. Rhoda James, Business instructor; and Ms. Marti De Young, Career/Technical Education Programs Supervisor.

Dr. Baker said the Transfer Task Force will meet to discuss CSU's announcement regarding the elimination of spring 2013 enrollment at some campuses. He added that Citrus College needs to involve Pomona College (Cal Poly) in articulation and transfer.

The Counseling Department has begun classroom visits for students enrolled in College Success/Basic Skills. They plan to visit 62 classrooms. Students will receive information about college services that will help them succeed.

Dr. Baker was pleased to announce that the Owl Bookshop nearly doubled the number of Pell Grant students it served this year, thanks to cooperation between the Bookstore, Financial Aid, Finance and Administrative Services, and TeCS. He added that the new method of service greatly benefits students.

Robert Sammis, J.D., Director of Human Resources, reported that the training workshops for managers and supervisors will return this spring. The workshops will include: a review of all of the new Human Resources Board Policies and Administrative Procedures; effective techniques for evaluating classified employees; and changes in the faculty contract.

Carol R. Horton, Vice President of Finance and Administrative Services, reported on details of the new tax initiative compromise. She said the compromise tax initiative structure is substantially similar to Governor Brown's initiative; however the sales and income tax factors have changed. The Legislative Analyst's Office estimates that it will bring the state \$6.8 billion to \$9 billion in 2012-2013, while the Department of Finance estimates it will bring in about \$9 billion. Mrs. Horton said the initiative is already on the streets for signature gathering. With regard to the potential for voter support, currently there are no polling numbers available.

Nickawanna Shaw, Academic Senate President, announced the topics that will be under discussion during the Academic Senate for California Community Colleges Area C plenary session, which will take place at Citrus College on March 31, 2012. She invited comments on the topics from the members of the Board.

Nohemi Camacho, Student Trustee, reported on ASCC activities. ASCC will hold a Caesar Chavez Blood Drive on March 28 and 29, 2012. The event is being planned by Student Trustee-Elect Crescencio Calderon and ASCC volunteers. On March 22, 2012, ASCC will present *Talkin' Bout My Generation*, a theatrical production that addresses issues faced by today's young Americans.

Patricia Rasmussen, Member, Board of Trustees, commended Mr. Robert Slack, Dean of Fine and Performing Arts, and Mr. Alan Waddington, Instructional Lab Technician III, for the very entertaining 9th Annual Battle of the Big Bands. She said it was an exciting performance with good camaraderie between Citrus College and Azusa Pacific University. Trustee Rasmussen also commended Mr. Mike Hillman, Fine Arts instructor, for helping to coordinate the "Souper Supper Benefit," which benefited the needy in Glendora. Citrus College students crafted bowls, which were purchased by members of the community. Local restaurants donated the soup.

Joanne Montgomery, President, Board of Trustees, commented on the 9th Annual Battle of the Big Bands. She enjoyed the new format, and she said Mr. Bruce Langford, Music instructor, did a great job as emcee.

Susan M. Keith, Vice President, Board of Trustees, said she recently attended a California School Boards Association regional meeting of K-12 school districts. At the

meeting, a principal, a teacher, and a student spoke to them about the impact of the cuts to education. The student's comments addressed her biggest concern, which was not being able to get the classes she would need at the community college level to finish in two years and transfer to a four-year college or university. Trustee Keith found the student's comments very interesting, as she was addressing a K-12 group and could have spoken on any topic related to cuts to education. Trustee Keith said Representative Anthony Portantino warned of changes in terminology being implemented by leaders in Sacramento. An example of this would be to use the word "shortfall" rather than "cuts," when talking about reductions in funding.

Edward C. Ortell, Member, Board of Trustees, commented on the retirement of Chancellor Jack Scott. He said the Chancellor has been a frequent visitor and friend to Citrus College over the years, and he endorsed the college's Measure G campaign while he was a state senator. Trustee Ortell suggested that the college send Chancellor Scott a letter of congratulations on his retirement.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Keith to approve the regular meeting minutes of March 6, 2012, as submitted. 5 Yes.

INFORMATION AND DISCUSSION

Accreditation Update – Irene Malmgren, Ed.D., Vice President of Academic Affairs and Accreditation Co-Chair; and Robert Eisel, Accreditation Co-Chair

Dr. Malmgren and Ms. Eisel provided an update to the Board on completion of the accreditation midterm report, including the process and the major findings. Attached to the minutes are the handouts provided at the meeting.

Administrative Procedure Revisions – Geraldine M. Perri, Ph.D., Superintendent/President

The Board Sub-Committee of Board President Montgomery and Trustee Keith met on January 18, 2012, to conduct a review of Board Policies and Administrative Procedures in the 2000 series. Following that review, the entire Board participated in discussions regarding the revisions at their work session held during the regularly scheduled Board meeting of February 7, 2012.

The following Administrative Procedures were reviewed at the meeting: AP 2710 – Conflict of Interest, and AP 2712 – Conflict of Interest Code. It was noted that the APs were submitted to the Steering Committee, for information only, on March 12, 2012

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.

FACILITY 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 February 2012. 5 Yes.
- Item 5:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve purchase orders for February 2012. 5 Yes.

PERSONNEL RECOMMENDATIONS

- Item 6:** 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 7:** 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 8:** Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

BOARD POLICIES

- Item 9:** Moved by Trustee Keith and seconded by Trustee Woods to approve the first reading of the following Board Policies: BP 2210 – Officers; BP 2220 – Committees of the Board; BP 2355 – Public Meeting Decorum; and BP 2430 – Delegation of Authority to Superintendent/President. 5 Yes.

BOARD OF TRUSTEES

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Keith to accept nominations from the Board of Trustees and approve their vote for candidates for election to the California Community College Trustees Board of Directors of the Community College League of California. 5 Yes.

CLOSED SESSION: At 5:35 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 Faculty Association/CTA/NEA (CCFA); Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; and, California School Employees Association (CSEA) Citrus College Chapter Local 101.

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

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

RECONVENE OPEN SESSION: At 6:47 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:48 p.m., it was moved by Trustee Keith and seconded by Trustee Rasmussen to adjourn the meeting.

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees