

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Regular Meeting in June

**DATE:** Tuesday, June 19, 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  
Crescencio Calderon, 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**  
**Crescencio Calderon, Student Trustee**  
**Members of the Board of Trustees**

**(CONTINUED)**

**E. MINUTES**

1. Approval of the Regular Meeting Minutes of May 15, 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
4. Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

## **G. INFORMATION AND DISCUSSION**

1. Accreditation Mid-Term Report – First Reading – Irene Malmgren, Ed.D., Vice President of Academic Affairs Accreditation Co-Chair, and Roberta Eisel, Accreditation Co-Chair (Page )
2. Accelerated English Program – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page )
3. Grants Update – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page )
4. Administrative Procedure 5013 Students in the Military and Administrative Procedure 5075 Course Adds and Drops – John Baker, Ed.D., Interim Vice President of Student Services (Page )
5. Administrative Procedure 2105 – Election of Student Trustee, and Administrative Procedure 2340 – Agendas – Geraldine M. Perri, Ph.D., Superintendent/President (Page )
6. Program Review – Mathematics – Irene Malmgren, Ed.D., Vice President of Academic Affairs (Page )

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Accreditation Mid-Term Report – First Reading	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The college is nearing completion of the accreditation mid-term report. In the follow-up report submitted last fall, we provided a preliminary response to three of the six recommendations made by the visiting team in October 2009. The mid-term further addresses these and responds to the remainder. The Accreditation Oversight Committee has met regularly to prepare the report. Ms. Roberta Eisel and Dr. Irene Malmgren will discuss the completion of the mid-term report, the process, and major findings.

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

RECOMMENDATION

For information only, no action required.

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

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

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

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

Item No. G.1.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Accelerated English Program	Information	X _____
		Enclosure(s)	_____

BACKGROUND

Beginning Fall 2011, the Citrus College English and Reading programs implemented an innovative curriculum consolidation resulting in a significant reduction in time required to complete the Basic Skills sequence. Faculty and administrators will review the new model and share preliminary results.

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

RECOMMENDATION

Information only, no action required.

Irene Malmgren  
Recommended by

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

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

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

Item No. G.2.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Grants Update	Information	X
		Enclosure(s)	X

**BACKGROUND**

Grants continue to fund several programs that promote student success, completion and transfer: the College Success Program (Basic Skills Initiative), the RACE to STEM (Title V HSI), CSUF (STEM)<sup>2</sup> COOP (Title V HSI) and the Bridges to Success Program (Title V HSI). As required by these funding sources, program updates are to be given to the president and board of trustees.

This presentation will provide a brief update of these programs by Ms. Sylvia Smythe (Bridges to Success and (STEM)<sup>2</sup> Project Director), and will introduce new Project Director staff who will report on their vision for these programs.

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

**RECOMMENDATION**

Information only; no action required.

Irene Malmgren  
Recommended by

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

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

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

Item No. G.3.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Administrative Procedure 5013 Students in the Military and Administrative Procedure 5075 Course Adds and Drops	Information	_____ X
		Enclosure(s)	_____ X

**BACKGROUND**

The District's Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC). Administrative Procedure 5013 Students in the Military defines residency status and withdrawal policies for students who are members of the armed forces. The Student Services Committee approved revisions on April 26, 2012. Administrative Procedure AP 5075 Course Adds and Drops has been revised to add references to AP 4223 Withdrawal from Courses and AP 4225 Course Repetition where references are also made regarding adding and dropping of courses. The Student Services Committee approved revisions on March 15, 2012 and all campus constituents have reviewed and approved.

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

**RECOMMENDATION**

information only; No action required

John Baker  
Recommended by

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

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

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

Item No.     G.4.

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5013    STUDENTS IN THE MILITARY**

**References:**            Education Code Sections 68074, 68075, and 68075.5;  
                                 Title 5 Section 55023, 55024 54041, 54042, 54050, and 58620

### **Residence Determinations for Military Personnel and Dependents**

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he/she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)



### **Withdrawal Policies for Members of the Military**

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, ~~or dismissal calculations,~~ or in calculating the permitted number of withdrawals. In no case may a military withdrawal result in a student being assigned an "FW" grade.

Board Approved 03/02/10

**NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Approvals:

SSC	3/15/12
ASCC	5/2/12
CSEA	4/30/12
Senate	5/23/12
Supv/Conf	5/1/12
Mgr	5/2/12

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5075 COURSE ADDS AND DROPS

References: Title 5 Sections 55024 and 58004

See also: AP 4223 Withdrawal from Courses  
AP 4225 Course Repetition

### Adding Courses

Students may add classes through the registration period. If the class is closed because the enrollment maximum is reached, the permission of the instructor is required. Add codes may only be used by the students to whom they were given by a faculty member or another college official. Students may not sell or give add codes to another student.

**Students are not registered for a class if their name does not appear on the class roster. Students on a waiting list are not officially registered in the class.**

After the registration period concludes, classes may only be added by formal petition from the student to the Dean of Admissions and Records.

### Withdrawals

- Withdrawals, or drops, are authorized through the last day of the eighth week of instruction or 50% of the term, whichever is less.
- No notation shall appear on the student's record for drops during the first 20% of the term or class.
- Drops after 50% of the course is completed will not be authorized. An evaluative grade (A,B,C,D,F,FW) must be given.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping of courses to their schedule of classes. Each instructor shall clear the class roster of inactive students no later than the end of the last business day before the census day for all students.

**"Inactive students"** include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

**NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Office of Primary Responsibility: Office of Admissions and Records

Approvals:

SSC	4/15/12	Senate	5/9/12
Supv/Conf	5/9/12	ASCC	5/15/12
Mgr	5/2/12	CSEA	5/15/12

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Administrative Procedure 2105 – Election of Student Trustee, and Administrative Procedure 2340 – Agendas	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 are being submitted to the Steering Committee, for information only, AP 2105 – Election of Student Trustee, and AP 2340 – Agendas.

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.5.

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## AP 2105 ELECTION OF STUDENT TRUSTEE

**Reference:** Education Code Section 72023.5  
Associated Students of Citrus College Constitution and By-laws

*The following paragraph is provided as language that complies with the requirement of the Education Code that all students enrolled be permitted to participate in the selection of the student member. (See 62 Ops. California Attorney General 126 (1979).) If the District did not include similar language in Board Policy 2105, it is advised that it be included here:*

The student member of the Board of Trustees shall be elected by a plurality vote of those voting in a regular election of the student body. All members of the student body may vote. Normally, the election will be conducted during the fall semester and will be completed in time for the student member to take office on May 15.

***Note:** The District is mandated to have a procedure to recall the Student Trustee and to declare and fill vacancies. The following are suggested as good practice, although other procedures may be used. Similar language was provided in BP 2105 as an option. If the District included the language in policy, then it does not need to be repeated in this procedure.*

The Student Trustee may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Superintendent/President of a petition signed by at least 10 percent of the members of the Associated Students of Citrus College at the time of filing the petition. No recall election will be held if the petition is received within 45 days of a regularly scheduled election for the Student Trustee. The election must receive a minimum 60 percent majority in favor of the recall effort.

Upon notice to the Associated Students of Citrus College by the Superintendent/President that a vacancy has occurred, the Associated Students shall, within 10 days, call a special election. No special election will be called if the vacancy occurs within 45 days of a regularly scheduled election for Student Trustee. The office shall become vacant if the Student Trustee becomes ineligible for the office, resigns, is recalled, or dies.

**NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

Board Approved 03/17/09

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## AP 2340                    AGENDAS

**References:**                    Education Code Sections 72121 and 72121.5;  
    Government Code Sections 6250 et seq. and 54954 et seq.

### **Agenda Development**

The Superintendent/President, in consultation with the Board of Trustees President, shall direct the compilation of the agenda for Board meetings. Agendas will include the meeting date, time, location, and a brief description of each item of business to be transacted or discussed.

The agenda for Board of Trustees meetings will be posted adjacent to the place of meeting at least 72 hours prior to the time for regular meetings, and 24 hours prior to the time for special and emergency meetings. The agendas will also be distributed to the Board of Trustees, District and college administrators, and posted on the District website. If requested, the agenda will be provided in appropriate alternative formats to be accessible to persons with disabilities.

Written notice shall be provided to each local newspaper of general circulation, and to each radio or television station that has previously requested in writing to be provided notice of special meetings.

### **Public Access and Fees**

Agendas are available to the public on the District website at <http://www.citruscollege.edu/boardoftrustees/agenda>

<http://www.citruscollege.edu/admin/bot/Documents/Forms/AllItems.aspx?RootFolder=http%3a%2f%2fwww%2ecitruscollege%2edu%2fadmin%2fbot%2fDocuments%2fForms&FolderCTID=0x012001>

A hard copy of an agenda may be obtained from the Superintendent/President's Office upon payment of the standard copying charge of 25 cents per page, cash or check made payable to "Citrus College".

Members of the public may request to receive agendas on a monthly basis by submitting a written request to the Superintendent/President Office. Such requests must be renewed annually. Annual fees will be charged for public requests based on the current charge of 25 cents per page and the number of pages for an average agenda, plus the cost to mail.

**NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.

Board Approved 03/17/09

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	_____
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Program Review – Mathematics	Information	X
		Enclosure(s)	X

BACKGROUND

The Mathematics program has undergone the prescribed program review process based on a 6-year cycle. It was approved at the April 2, 2012 Educational Programs Committee meeting and the May 7, 2012 Steering Committee Meeting.

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

RECOMMENDATION

Information only; no action is required.

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

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

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

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

Item No. \_\_\_\_\_ G.6. \_\_\_\_\_



# Mathematics Instructional Program Review 2011-2012

## Spring 2012

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Prepared by  
James McClain, Dean of Mathematics

### Mathematics Program Review Committee Members

Name	Title	Name	Title
Anderson, Brian	Faculty	Paek, Heddy	Faculty
Casey, David	Faculty	Scott, Chris	Faculty
Everest, Robert	Faculty	Swan, Alfie	Faculty
Gong, Cathy	Faculty	Swatzel, Paul	Faculty
Gonzalez, Rudy	Faculty	Tippins, Ralph	Faculty
Gutierrez, Jesus	Faculty	Trad, Mohamad	Faculty
Low, Joyce	Faculty	Tussy, Alan	Faculty
Medrano, Esmeralda	Faculty	White, Sheila	Faculty
Nguyenhuu, Rick	Faculty	Zhuang, Eagle	Faculty
Odrich, Steve	Faculty		



## PROGRAM REVIEW – Mathematics

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

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

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James McClain, Dean of Mathematics & Health Sciences

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date

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Michelle Plug, Articulation Officer

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date

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Dave Kary, Chair of Curriculum Committee

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date

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Irene Malmgren, Vice President of Academic Affairs

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date

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Nickawanna Shaw, Academic Senate President

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date

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Geraldine M. Perri, Superintendent/President

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date

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



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## 1. Executive Summary

### A. Program History/Description

Each semester, one of every three Citrus students completes a math class. Math courses are prerequisites or are strongly recommended for successful completion of 49 courses in other Citrus disciplines. Thus Mathematics is a core component of degree, certificate and transfer curriculum, especially in the sciences, engineering, vocational/technical, and health sciences (see Attachment C, Mathematics Program Impact Report). Since 80% of students enter college with math skills well below college-level and their graduation requirement has recently been raised to Intermediate Algebra, their mathematics education is the longest course sequence they face (see Liberal Arts and STEM sequences below).

Courses are offered in the day and evening, in early and late-start, 8-week fast track, online, and learning community formats. Mathematics facilities include two computer classrooms and the Math Success Center (tutoring center). All classrooms are equipped with multimedia presentation systems. Mathematics shares the STEM Center with science, technology, and engineering programs.

In September, 2011, the college was awarded a new five-year Title V HSI Cooperative Grant (RACE to STEM) in the amount of \$4,285,500; a five-year, HSI, STEM co-op grant with California State University Fullerton (\$147,091 first year) was also awarded. These grants will fund further development and exploration of supplemental instruction, tutoring, and peer-to-peer mentoring to improve student success among Hispanic and other underrepresented students in STEM fields.

### B. Strengths/Effective Practices

Low student/teacher ratio and extensive classroom support services have enabled increasing attention to individual students; an experienced and motivated faculty; vigorous pursuit of grant funding to support innovation.

### C. Weaknesses/Lessons Learned

Up to sixty sections of each math course are offered annually. This creates challenges for consistency although the department has learned that consistency must be balanced with academic freedom; modification of curriculum is needed to address changing students demographics and needs; the inverse relationship of time to completion and retention needs to be addressed; recognition that math is a two-track curriculum may imply substantial changes.

### D. Recommendations/Next Steps

An effective assessment of each course's learning outcomes that promotes faculty discussion leading to consensus on grading and rigor would begin to address the need for consistency across the program. To facilitate effective assessment, a program review/SLO assessment database should be developed. This would greatly reduce time and effort in entry, storage, and retrieval of data, reduce data redundancy, reduce updating errors, increase consistency, increase data integrity, and improve data access.

Student success data in developmental math classes should be employed in the SLO assessment process to guide curriculum modification; innovative accelerated curriculum should be considered; degree programs should be reviewed and degree SLOs assessed.

## 2. Faculty

### Full-Time Faculty

Anderson, Brian  
Casey, David  
Everest, Robert  
Gong, Cathy  
Gonzalez, Rudy  
Gutierrez, Jesus  
Low, Joyce  
Medrano, Esmeralda  
Nguyenhuu, Rick  
Odrich, Steve  
Paek, Heddy  
Scott, Chris  
Swan, Alfie  
Swatzel, Paul  
Tippins, Ralph  
Trad, Mohamad  
Tussy, Alan  
White, Sheila  
Zhuang, Eagle

### Adjunct Faculty

Cheng, Tanshee  
Chun, Mina  
Kassab, Mohamed  
Kim, Edward  
Lei, Li  
Leung, Sing  
Luu, Kinh  
Nalbandyan, Zorayr  
Ng, Sun  
  
Nguyen, Cynthia  
Nguyen, Tracy  
  
Ogimachi, Tom  
Reagan, Di  
Tseng, Kelly

## 3. Program description

Mathematics is the abstract deductive study of structure and pattern which serves as the foundation of science and technology. Transfer courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Courses satisfy general education requirements for an associate degree in mathematics, an associate degree in liberal arts with an emphasis in mathematics, and lower division transfer. Pre-transfer level courses focus on drills, computation, arithmetic, basic word problems, applications involving area and perimeter, ratios and rates, and percentages.

## 4. Program Goals and Objectives

The goals and objectives of the Mathematics Program are:

- a) Deliver a mathematics curriculum that satisfies requirements for transfer to four-year institutions,
- b) Provide training in the mathematics skills necessary to complete career technical education certificates,
- c) Provide general, lower division mathematics coursework leading to an associate degree in the arts or the sciences,
- d) Deliver mathematics curriculum to improve basic math skills,

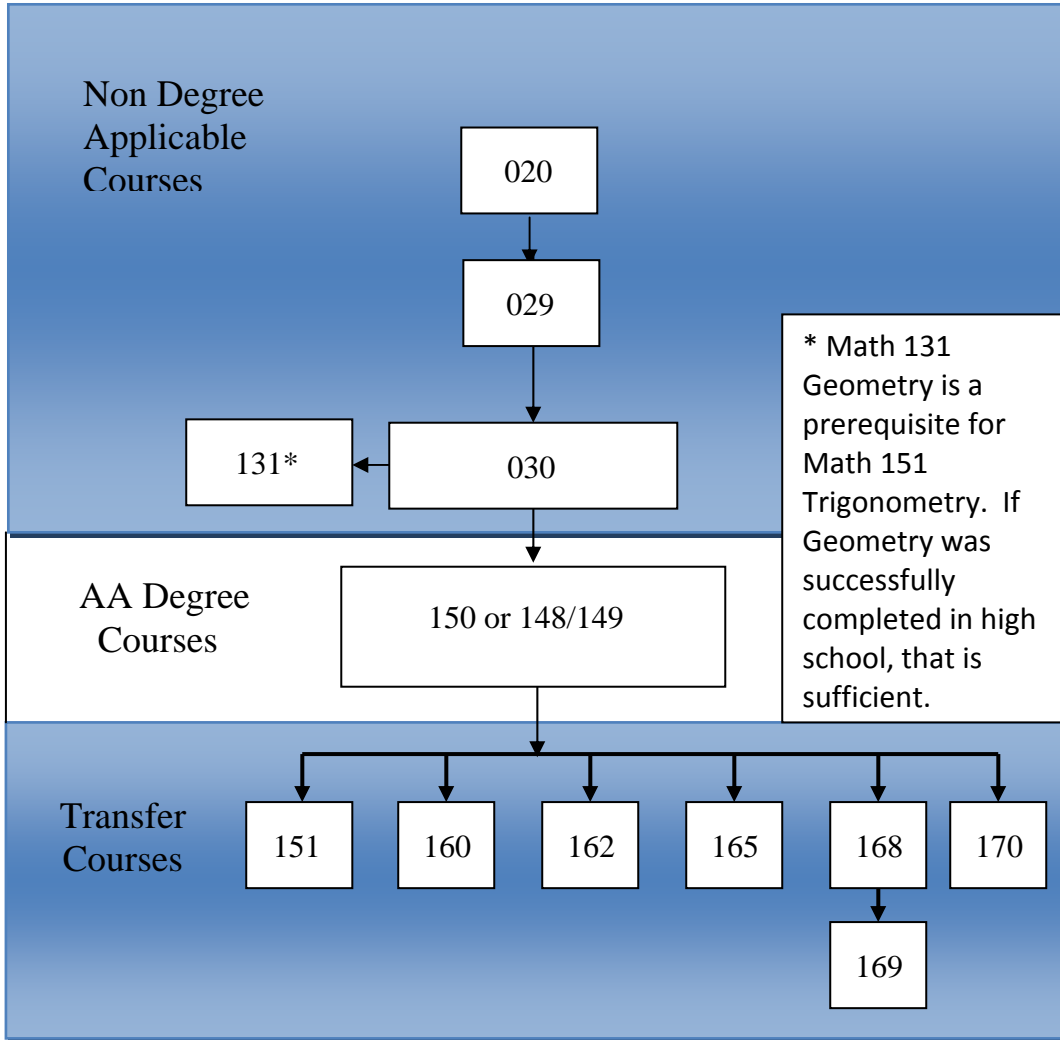
- e) Grant opportunities for students to develop a global perspective through a curriculum with international and multicultural applications, and
- f) Collaborate with local high schools in articulation and curriculum development.

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

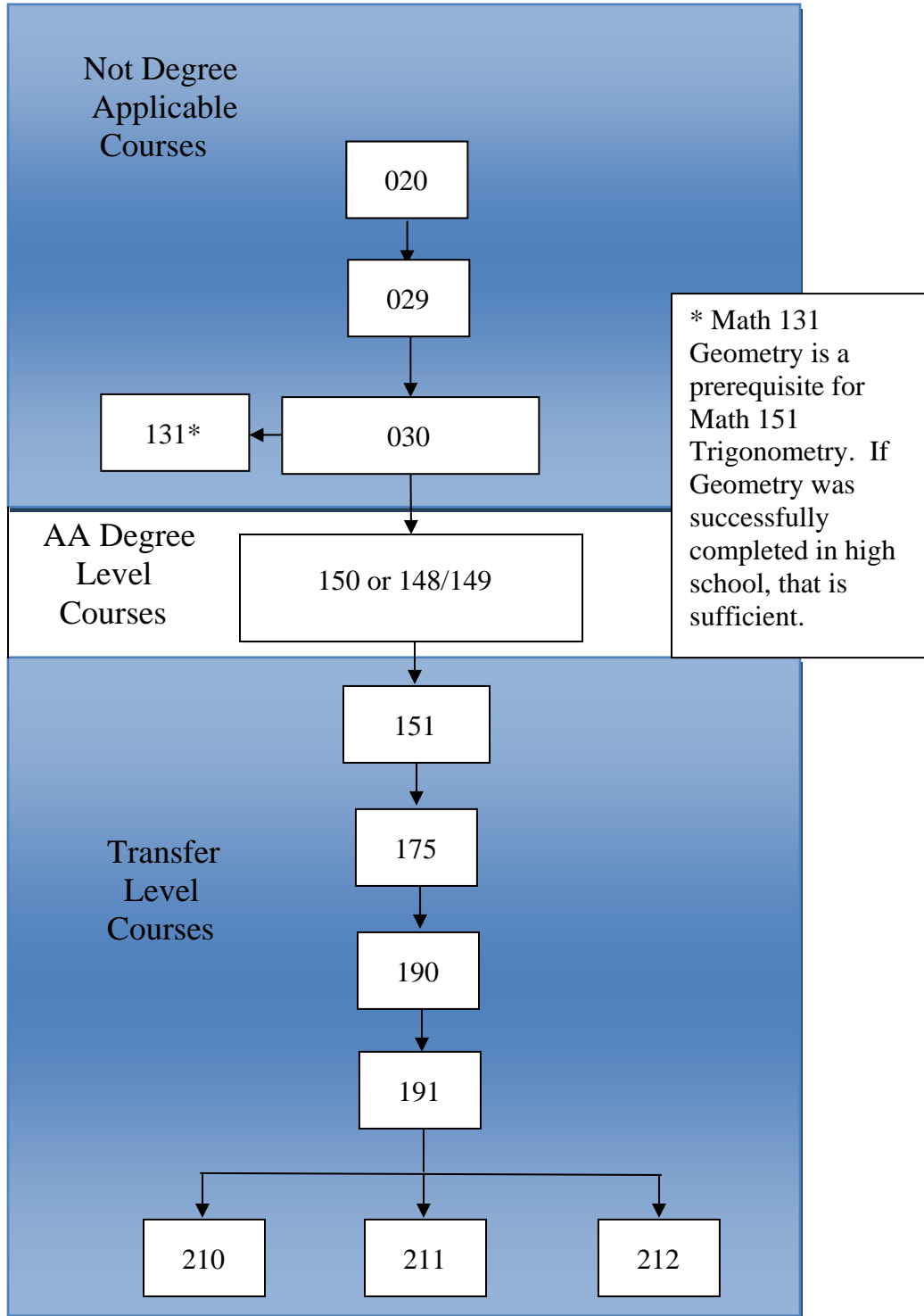
The AS-T in Mathematics degree was developed recently and is current in all respects. The Liberal Arts Math and Science degree was reviewed recently. It is recommended that a Math/Science committee be established to write SLO's for this degree and begin the assessment cycle by the end of Spring 2012 term. The Mathematics Department recommends elimination of the Biological and Physical Sciences (and Mathematics) degree.

Degree or Certificate Title	Date last reviewed by Curriculum	Average number of awards each year	Date degree SLOs written	Date degree SLOs Assessed	Date last reviewed by Advisory Council
Mathematics	2009	7	2009		n/a
Liberal Arts: Math and Science	2009	16			n/a
Biological and Physical Sciences (and Mathematics)	1950	130			n/a

## MATHEMATICS Liberal Arts Sequence



# MATHEMATICS STEM Sequence



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

none

## **7. Advisory Committee or Council**

n/a

## **8. Program Student Learning Outcomes**

The Mathematics 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 Mathematics Program will have acquired the following competencies:

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

- a. use proper vocabulary and notation when describing mathematical concepts.
- b. be able to read books and documents and extract quantitative information.

### **2) Computation**

- a. develop level-appropriate computational skills: numeric calculation, evaluation of expressions, analysis of data and application of concepts.

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

- a. develop an understanding of, and curiosity toward the physical world.
- b. develop the analytic skills to devise questions and propose quantitative solutions.

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

- a. demonstrate computational skills and an understanding of mathematical reasoning that will increase self-esteem and set them on a path of life-long learning.

### **5) Technology**

- a. be adept at using instructional software found by navigating the Web and the Windows environment. Specific skills such as the use of Excel will be demonstrated in classes such as Statistics (165); other applications will be used in appropriate classes.

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

- a. demonstrate competency at a level appropriate to the course. This "level" may range from arithmetic through differential equations and may include statistics, teacher prep and other topics.



## 9. Curriculum Review and Student Learning Outcomes Assessment

### Curriculum/ SLO Assessment Map: Mathematics

CC 1: Use Correct Terminology				CC 4 (A): Demonstrate Abilities				
CC 2: Demonstrate/ Perform Accurate Calculations				CC 4 (B): Provide Culturally Advice				
CC 3: Develop Skills				CC 5: Use Current Technologies				
				CC 6: Provide Appropriate Care				
Course Applicability Key: T=Transfer, D= Degree, C= Certificate, S= Skill Award SLO Key: I= Introduced, D=Developed, M=Mastered								
	CC1	CC2	CC3	CC4 (A)	CC4 (B)	CC5	CC6	Date of Assessment= FA10, SP12 or CA=(Ongoing, Continuing Assessment)

<b>MATH 020</b> –Arithmetic Fundamentals (1 Unit), Applicability-D Last Offered- <u>2/12</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>4/17</u>								
SLO 1	I	I,D	I,D	I,D	I	I	I	Scheduled for Spring 2012

<b>MATH 029</b> –Prealgebra (4 Units), Applicability-D Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA11</u> , Curriculum Revision Date: <u>10/16</u>								
SLO 1	I	I,D	I,D	I,D	I	I	I	Scheduled for Spring 2012

<b>MATH 30</b> –Elementary Algebra (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA11</u> , Curriculum Revision Date: <u>12/17</u>								
SLO 1	I	I,D	I,D	I,D	I	I	I	Scheduled for Spring 2012

<b>MATH 131</b> –Plane Geometry (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA10</u> , Curriculum Revision Date: <u>10/16</u>								
SLO 1	I	I,D	I,D	I,D	I	I	I	Scheduled for Spring 2012

<b>MATH 148</b> –Intermediate Algebra I (2.5 Units), Applicability-__D Last Offered- <u>2/11</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I	I	I	Pending next scheduled offering
<b>MATH 149</b> –Intermediate Algebra II (2.5 Units), Applicability-__ Last Offered- <u>8/11</u> , Last Curriculum Date: <u>FA11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I	I	I	Pending next scheduled offering
<b>MATH 150</b> – Intermediate Algebra (5 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I	I	I	Scheduled for Spring 2012
<b>MATH 151</b> –Plane Trigonometry (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>SP10</u> , Curriculum Revision Date: <u>5/16</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 160</b> –Survey of Mathematics (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 162</b> –Introductory Mathematical Analysis (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA10</u> , Curriculum Revision Date: <u>10/16</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 165</b> –Introductory Statistics (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA08</u> , Curriculum Revision Date: <u>12/14</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 168</b> –Mathematics for Elementary Teachers I (4 Units), Applicability-__ Last Offered- <u>8/10</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Pending next scheduled offering

<b>MATH 169</b> –Mathematics for Elementary Teachers II (4 Units), Applicability-__ Last Offered- <u>2/11</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Pending next scheduled offering
<b>MATH 170</b> –College Algebra (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA10</u> , Curriculum Revision Date: <u>10/16</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 175</b> –Pre-Calculus (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA10</u> , Curriculum Revision Date: <u>10/16</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 190</b> –Calculus with Analytic Geometry I (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 191</b> –Calculus with Analytic Geometry II (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>SP08</u> , Curriculum Revision Date: <u>3/14</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 210</b> –Calculus with Analytic Geometry III (4 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>FA09</u> , Curriculum Revision Date: <u>12/15</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 211</b> –Differential Equations (5 Units), Applicability-__ Last Offered- <u>2/12</u> , Last Curriculum Date: <u>SP11</u> , Curriculum Revision Date: <u>3/17</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012
<b>MATH 212</b> –Introduction to Linear Algebra (4 Units), Applicability-__ Last Offered- <u>8/11</u> , Last Curriculum Date: <u>SP08</u> , Curriculum Revision Date: <u>6/14</u>								
SLO 1	I	I,D	I,D	I,D	I,D	I,D	I	Scheduled for Spring 2012

## 10. Review of previous recommendations

### Mission

a) We need to explore ways to advance more Basic Skills students to our upper level courses: learning communities, support services such as tutoring, and outreach to high schools.

--Response: Math 029 Pre-Algebra was redesigned to allow more instructional time; grant funded (STEM and BSI) learning communities, tutoring, supplemental instruction, the PAGE program; changes to basic skill curriculum have decreased the time to completion.

b. We need to attract more diverse and qualified faculty applicants.

--Response: HR has widely advertised faculty positions in diverse publications; job postings include diversity statements.

c. Need to consistently schedule diverse instructors as role models in our higher level courses.

--Response: Instructors of higher level classes now reflect diversity.

### Need

a) Adjust offerings to reflect new graduation requirements.

--Response: Curriculum changes have been approved to reflect new graduation requirements.

b) Increase dialogue with K-12 to plan for near horizon trends.

--Response: math faculty participate in Duarte/Glendora CaMSP grant and Discipline Dialog conference with AUSD teachers resulting in better understanding of curriculum alignment.

c) Increase dialogue with transfer institutions to develop transfer guarantees.

--Response: department participated in grant partnerships with ULV, CS Fullerton, dialog with UCR, Cal Poly Pomona, SB 1440 and new transfer degrees have also addressed this need.

d) Dialogue with other departments to establish math prerequisites/recommendations for their courses.

--Response: prerequisites have been established in many courses; new prerequisite task force will address needs for additional math prerequisites.

e) Encourage counseling to direct Basic Skills students to take math courses EARLY in their Citrus careers.

--Response: STEM counselors imbedded in the math program have been very effective in guiding students.

f) Address impacted enrollment issues by exploring strategies to increase student success and program efficiency.

--Response: The department has made extensive revisions to basic skills curriculum, and is testing a new format for delivering Math 020.

### QUALITY

- a) Cut-scores on the Placement Test need to be re-examined to continually improve student placement.  
 --Response: cut scores are examined annually and recommendations forwarded to the Matriculation and Assessment Committee; a comprehensive cut score study was completed Fall '11.
- b) Examine content of differential equations course and look at the possibility of a course beyond differential equations.  
 --Response: after considering this curriculum, linear algebra course was added to the program .
- c) Review courses that have been impacted by 16-week schedule.  
 --Response: after review, Math 160, 168/169, 211 were modified for compatibility with the 16-week schedule.
- d) A common assessment tool should be investigated for courses with multiple sections  
 --Response: a common final exam is now used in several courses but could still be implemented in others; compliance from faculty is not mandatory.
- e) Improve effectiveness of annual SLO assessment.  
 --Response: department has developed and is testing a pilot SLO assessment process while awaiting specifics from the governing body
- f) Instructors in basic skills courses should be trained in techniques to reach adult learners of remedial material.  
 --Response: grant-funded workshops and mentoring by faculty leads has addressed this need.
- g) Improve consistency in course content [across courses with multiple offerings].  
 --Response: faculty leads are addressing quality control with course standards and common final exams are providing some assessment of progress with consistency; grant-funded faculty inquiry groups.
- h) Improve alignment of curriculum in the mathematics course sequence  
 --Response: department meetings involve curriculum review and began in Spring '11 with the curriculum below college-level, Math 130, 029, 020 and 017; significant modifications have been made; cohort tracking by Institutional Research is informing this process.
- i) Establish math faculty mentoring program for new hires.  
 --Response: no new hires since '08; new hires anticipated in 2012.

## FEASIBILITY

- a) Improve quality of tutors in the Math Success Center by improving training, especially when working with Basic Skills students, and by hiring tutors who can tutor statistics.  
 --Response: grant funding has provided consistency in tutoring supervision, hiring and training along with collaboration with the Learning Center.
- b) Increase office space for full time math faculty.  
 --Response: this need has been addressed with the addition of math offices in the Center for Innovation.
- c) Work with counseling to get more basic skills students to take math courses in their first year.

- Response: duplication -- see (e) under Need above.
- d) New building needs improved climate control, more window blinds to prevent glare, relocation of some screens in classrooms, signage, and furniture in open areas.
- Response: these physical issues have been addressed to the extent possible; some projection screens could not be moved.
- e) Improve instructional facilities in the MA building.
- Response: wireless data nodes have been installed in MA.
- f) Institutionalize successful grant-funded Basic Skills activities.
- Response: Math budget for 2011-12 included district funding for Success Center and STEM Center previously grant-funded.
- g) Seek support for continuing successful STEM grant instructional support services.
- Response: college applied for and was awarded STEM 2 grant.

## COMPLIANCE

- a) Seek state approval for an A.S. degree in Mathematics.
- Response: application submitted to Chancellor's Office and approved November 2011; AS-T (transfer) Degree in Mathematics is now available.

## 11. Evaluation Criteria – Mission

### Current status

The program has experienced many successes among the diverse student population it serves. These include students receiving national recognition from NASA, disabled students finishing at the top of their math classes, and former students attaining careers in business and medicine.

The department has recently reviewed and modified its developmental math curriculum based on cohort tracking information from IR. This requires monitoring and the rest of the math sequence has not been tracked and evaluated from this perspective.

### Commendations

- a. The program has effectively used grant funding to address student success with manifold support services and innovative instructional support.

### Recommendations

- a. Complete the program assessment and student placement study with additional cohort tracking data from IR. Implementing changes to cut scores where indicated.

## 12. Evaluation Criteria – Need

### Current status

Math courses are prerequisites or are strongly recommended for successful completion of 49 courses in other Citrus disciplines. Math is a core component of degree and transfer curriculum, and required in the sciences, engineering, vocational/technical and health

occupations. Mathematics is such a pervasive component of the college's curriculum that it is not an exaggeration to suggest growth and quality in much of the institution's educational program depends on growth and quality in Mathematics.

Although most jobs require more than high school level math skills, 70% of district students enter Citrus with math skills far below college level. This incongruity spotlights an effective mathematics program as a key to realizing the college's vision to "help students meet economic, social, and environmental challenges" and its mission to "empower students to compete globally" and support their pursuit of "economic opportunity." It is therefore significant that budget deficiencies have forced reductions to all course offerings and even elimination of some. The program is impacted. It is not fully meeting the community's need for math education.

### **Commendations**

- a. The Citrus mathematics program has a well-developed sequence of instruction that addresses the needs of basic skills, transfer and career technical education.

### **Recommendations**

- a. Funding permitting, expand class offerings to meet the critical need for additional math classes and courses no longer scheduled due to budget cuts (Math 148/149; 168/169).
- b. Evaluate possible accelerated curriculum and consider the two-track (liberal arts, STEM) nature of the program and modify curriculum where indicated.

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

### **Current status**

SLO's have been developed for all math courses. Assessment has been ongoing since 2008 but intermittent. Consequently unit value of a few courses may not be suitable. The large size of the department (currently 19 faculty) makes department cohesion a challenge.

### **Commendations**

- a. The department has obtained approval for its degree program aligned with transfer model curriculum.
- b. The department has employed grant funding to implement and develop best practices in basic skills education.
- c. The department was among the first in the college to complete course and program-level SLO's.
- d. Despite extensive schedule cuts, essential course offerings have been maintained.

### **Recommendations**

- a. Improve SLO assessment cycle to promote consistency, efficiency, relevance and documentation.
- b. Assess Math 170, 175, 190, 191 and 210 for appropriate unit value and modify curriculum as needed.

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

### **Current status**

The department has lost more faculty to retirement and budget cuts than have been replaced. Two math classrooms have been reassigned. Computers and peripherals are aging; no replacements or improvements (e.g. shared printers, copiers, document cameras, expanded wireless access) are budgeted. Math learning communities have higher retention and success rates but grant funding that supports them will expire. Successful grant-funded program support can only continue with district funding.

### **Commendations**

- a. Imbedded STEM counselors have been a tremendous asset for student success and career guidance.

### **Recommendations**

- a. Recommend the continuation of imbedded counselors.
- b. Consider a new course that combines Math 130 and Math 150 curriculum.
- c. Develop department activities that support faculty cohesion.
- d. Support and expand learning communities.
- e. Replace shared printers and copy machines on MA 1st and 2nd floor.

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

### **Current status**

The relatively new MA building was constructed to fire and accessibility codes but configuration of furniture and equipment in classrooms can fluctuate with enrollment and logistics.

### **Commendations**

- a. The MA building is code-compliant and is has been maintained in good condition.

### **Recommendations**

- a. Establish annual review of math classroom configurations for compliance with fire and accessibility regulations (Campus Safety Coordinator).



## 16. Recommendations

Rank	Description of recommendation (actions or behaviors to be completed)	Responsible person(s)	Target Date	Personnel	Facilities	Equip. / Software	Supplies
1	Expand class offerings to meet the critical need for additional math classes and courses no longer scheduled due to budget cuts (Math 148/149; 168/169).	VP of Instr; dean	Aug. 2014	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Complete the program assessment and revise curriculum: two-track, accelerated?	faculty	Aug. 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Implement an effective SLO assessment cycle that promotes consistency - consider a grade-based SLOA strategy	faculty	Jan. 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Assess Math 170, 175, 190, 191 and 210 for appropriate unit value and modify curriculum as needed	faculty	Aug. 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Develop department activities that support faculty unity	faculty; dean	Jan. 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Regularly participate in Counseling meetings to increase communication regarding placement	faculty; dean	Jan. 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Consider a new course that combines Math 130 and Math 150 curriculum	faculty	June 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Replace shared printers and copy machines on MA 1st and 2nd floor	VP Inst; dean	Aug. 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Support and expand learning communities	faculty; dean; VP	Jan. 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Establish annual review of math classroom configurations for compliance with fire and accessibility regulations.	Campus Safety Coord.	Jan 2012	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Comments

The chart summarizes the recommendations in sections 11-15 above.

## 17. Budget Recommendations

Resources are needed in the following areas:

### Certificated Personnel (FNIC)

Position	Discuss impact on goals / SLOs	Impact ◇	Priority ‡
Math Instructor, tenure track		M, N	C
Math Instructor, tenure track		M, N	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 ‡

### Computers / Software (Tecs)

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

### Equipment

Item	Discuss impact on goals / SLOs	Cost	Impact ◇	Priority ‡
Color & B/W printers in MA 1 <sup>st</sup> & 2 <sup>nd</sup> floor	Communication with students and staff	\$ 3,000		C
Document cameras	Clearer classroom delivery	\$ 8,000		C
Upgrade MA classroom computers	increased reliability for instructional delivery	\$20,000		
Complete Wi-fi in MA	increased student access to online class information	\$5,000		
Replace CI Tracker computer in the MSC	increased reliability of tracking data	\$ 2,000		
Upgrade MHS faculty office computers		\$60,000		
Develop program review and SLOA database	Reduced data entry, storage, and retrieval costs ; Reduced data redundancy; Reduced updating errors and increased consistency; Greater data integrity; Improved data access;	?		

### Supplies (Division)

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

◇ **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
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	19.0	20.0	21.0	20.0	20.0	18.0
4	Sections Offered	130.0	132.0	138.0	138.0	146.0	116.0
5	Morning Secions	52.0	50.0	64.0	62.0	66.0	61.0
6	Afternoon Sections	38.0	44.0	39.0	38.0	45.0	35.0
7	Evening Sections	36.0	34.0	35.0	32.0	28.0	15.0
8	Arranged Sections	1.0	3.0				
9	Weekend Sections				4.0	5.0	
10	Short Term Sections			4.0	6.0	10.0	8.0
11	DistanceEd Full-Term Sections	3.0	1.0		2.0	2.0	5.0
12	DistanceEd Short-Term Sections						
13	Enrollment	4042	3916	4118	4376	4842	4440
14	Weekly Student Contact hours (WSCH)	17231.7	16274.1	17098.4	16886.5	25108.3	21814.7
15	Full-Time Equivalent Students (FTES)	590.8	558.0	586.2	521.1	774.8	673.1
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	36.8	36.7	37.9	34.7	48.6	37.3
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	468.9	443.6	451.7	486.8	517.1	585.5
19	FTES/FTEF	16.1	15.2	15.5	15.0	16.0	18.1
20	Fill Rate at Census	86.3	82.4	81.7	79.5	82.6	92.3
<b>Program Success</b>							
21	Course Retention	84.5	85.9	84.3	90.2	89.2	89.2
22	Course Success	53.0	51.8	52.6	53.2	55.6	59.2

	Key Performance Indicators				Winter08	Winter09	Winter10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
	<b>Program Access</b>						
1	Majors (total)						
2	New Majors						
3	Courses Offered				12.0	12.0	8.0
4	Sections Offered				24.0	21.0	12.0
5	Morning Secions				10.0	9.0	6.0
6	Afternoon Sections				9.0	8.0	6.0
7	Evening Sections				5.0	4.0	
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections				24.0	21.0	12.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections						
13	Enrollment				797	767	482
14	Weekly Student Contact hours (WSCH)				3997.1	4021.1	2362.2
15	Full-Time Equivalent Students (FTES)				123.3	124.1	72.9
	<b>Program Resources</b>						
16	Full-Time Equivalent Faculty (FTEF)				7.9	7.1	3.8
17	Credit Reimbursement Rate				<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
	<b>Program Operation</b>						
18	WSCH/FTEF				507.9	564.8	615.1
19	FTES/FTEF				15.7	17.4	19.0
20	Fill Rate at Census				85.2	91.0	100.8
	<b>Program Success</b>						
21	Course Retention				93.9	92.6	93.6
22	Course Success				73.5	73.1	75.7

	<b>Key Performance Indicators</b>	Spring05	Spring06	Spring07	Spring08	Spring09	Spring10
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	19.0	21.0	22.0	22.0	21.0	18.0
4	Sections Offered	132.0	137.0	133.0	127.0	111.0	102.0
5	Morning Sections	50.0	59.0	62.0	57.0	58.0	53.0
6	Afternoon Sections	36.0	43.0	44.0	38.0	30.0	29.0
7	Evening Sections	39.0	29.0	24.0	26.0	19.0	13.0
8	Arranged Sections	5.0	3.0				
9	Weekend Sections			2.0	4.0	1.0	
10	Short Term Sections		1.0	5.0	4.0	8.0	6.0
11	DistanceEd Full-Term Sections	2.0	3.0	1.0	2.0	2.0	7.0
12	DistanceEd Short-Term Sections					1.0	
13	Enrollment	3649	3764	3711	3736	3937	3898
14	Weekly Student Contact hours (WSCH)	15710.0	15984.2	15538.0	16323.0	20455.9	18843.9
15	Full-Time Equivalent Students (FTES)	538.6	548.0	532.7	503.7	631.2	581.5
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	37.9	38.6	36.7	36.2	37.2	28.9
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	414.3	414.5	423.5	451.0	549.9	651.4
19	FTES/FTEF	14.2	14.2	14.5	13.9	17.0	20.1
20	Fill Rate at Census	77.6	73.6	72.9	72.5	85.9	92.9
<b>Program Success</b>							
21	Course Retention	82.9	83.7	84.5	88.7	89.3	90.8
22	Course Success	49.6	52.2	51.0	53.8	54.3	57.1

	<b>Key Performance Indicators</b>	Summer04	Summer05	Summer06	Summer07	Summer08	Summer09
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Program Access</b>							
1	Majors (total)						
2	New Majors						
3	Courses Offered	8.0	8.0	10.0	10.0	11.0	12.0
4	Sections Offered	29.0	31.0	35.0	35.0	30.0	20.0
5	Morning Secions	8.0	12.0	15.0	14.0	11.0	9.0
6	Afternoon Sections	10.0	11.0	11.0	11.0	10.0	7.0
7	Evening Sections	10.0	8.0	9.0	9.0	9.0	2.0
8	Arranged Sections						
9	Weekend Sections						
10	Short Term Sections	28.0	31.0	35.0	34.0	30.0	18.0
11	DistanceEd Full-Term Sections						
12	DistanceEd Short-Term Sections	1.0			1.0		2.0
13	Enrollment	915	875	959	1045	947	765
14	Weekly Student Contact hours (WSCH)	3887.0	3752.9	4089.2	4501.0	4749.3	3567.7
15	Full-Time Equivalent Students (FTES)	133.3	128.7	140.2	154.3	146.6	110.1
<b>Program Resources</b>							
16	Full-Time Equivalent Faculty (FTEF)	8.2	9.0	9.8	9.9	10.1	6.1
17	Credit Reimbursement Rate	<b>\$2,922.30</b>	<b>\$3,259.71</b>	<b>\$3,476.34</b>	<b>\$3,668.28</b>	<b>\$3,834.46</b>	<b>\$3,834.46</b>
<b>Program Operation</b>							
18	WSCH/FTEF	471.7	416.5	417.7	456.5	470.2	585.8
19	FTES/FTEF	16.2	14.3	14.3	15.7	14.5	18.1
20	Fill Rate at Census	83.9	70.3	66.8	71.7	83.5	93.3
<b>Program Success</b>							
21	Course Retention	93.1	93.8	92.4	88.6	100.0	91.5
22	Course Success	70.5	72.8	68.9	69.8	78.5	66.5

			04-05		05-06		06-07		07-08		08-09		09-10	
			Year1		Year2		Year3		Year4		Year5		Year6	
<b>Gender</b>														
	MATH	Female	3499	55.2%	3500	55.8%	3451	54.4%	3772	54.1%	3932	52.5%	3728	53.5%
	MATH	Male	2844	44.8%	2769	44.2%	2897	45.6%	3145	45.1%	3368	45.0%	3098	44.5%
	MATH	Missing	1	0.0%					58	0.8%	192	2.6%	141	2.0%
	MATH	Total	6344	100.0%	6269	100.0%	6348	100.0%	6975	100.0%	7492	100.0%	6967	100.0%
<b>Age</b>														
	MATH	19 or younger	2535	40.0%	2566	40.9%	2751	43.3%	2933	42.1%	3269	43.6%	2853	41.0%
	MATH	20-24	2457	38.7%	2440	38.9%	2399	37.8%	2753	39.5%	2885	38.5%	2786	40.0%
	MATH	25-29	607	9.6%	591	9.4%	557	8.8%	606	8.7%	639	8.5%	656	9.4%
	MATH	30-34	246	3.9%	211	3.4%	225	3.5%	263	3.8%	264	3.5%	265	3.8%
	MATH	35-39	179	2.8%	168	2.7%	160	2.5%	169	2.4%	173	2.3%	168	2.4%
	MATH	40-49	230	3.6%	227	3.6%	193	3.0%	184	2.6%	191	2.5%	170	2.4%
	MATH	50 and above	88	1.4%	66	1.1%	59	0.9%	65	0.9%	69	0.9%	69	1.0%
	MATH	Missing	2	0.0%			4	0.1%	2	0.0%	2	0.0%		
	MATH	Total	6344	100.0%	6269	100.0%	6348	100.0%	6975	100.0%	7492	100.0%	6967	100.0%
<b>Ethnicity</b>														
	MATH	Asian	848	13.4%	715	11.4%	694	10.9%	643	9.2%	609	8.1%	344	4.9%
	MATH	Black or African American	354	5.6%	335	5.3%	341	5.4%	390	5.6%	399	5.3%	281	4.0%
	MATH	Hispanic/Latino	2777	43.8%	2923	46.6%	3022	47.6%	3318	47.6%	3421	45.7%	2494	35.8%
	MATH	American Indian or Alaska Native	42	0.7%	45	0.7%	46	0.7%	48	0.7%	47	0.6%	36	0.5%
	MATH	Native Hawaiian or Other Pacific Islander							40	0.6%	58	0.8%	32	0.5%
	MATH	White	1872	29.5%	1826	29.1%	1813	28.6%	1806	25.9%	1706	22.8%	1178	16.9%
	MATH	Two or More Races											28	0.4%
	MATH	Unknown/Non-Respondent	451	7.1%	425	6.8%	432	6.8%	730	10.5%	1252	16.7%	2574	36.9%
	MATH	Total	6344	100.0%	6269	100.0%	6348	100.0%	6975	100.0%	7492	100.0%	6967	100.0%
<b>Educational Goal</b>														
	MATH	Degree & Transfer	3198	50.4%	3293	52.5%	3372	53.1%	1112	15.9%	2199	29.4%	2766	39.7%
	MATH	Transfer	1823	28.7%	1761	28.1%	1757	27.7%	307	4.4%	503	6.7%	767	11.0%
	MATH	AA/AS	310	4.9%	297	4.7%	312	4.9%	804	11.5%	1471	19.6%	1043	15.0%
	MATH	License	255	4.0%	213	3.4%	223	3.5%	56	0.8%	89	1.2%	67	1.0%
	MATH	Certificate	227	3.6%	233	3.7%	228	3.6%	42	0.6%	76	1.0%	81	1.2%
	MATH	Job Skills	117	1.8%	97	1.5%	86	1.4%	139	2.0%	312	4.2%	303	4.3%
	MATH	Basic Skills							104	1.5%	199	2.7%	95	1.4%
	MATH	Personal								2	0.0%	57	0.8%	
	MATH	Undecided							334	4.8%	686	9.2%	915	13.1%
	MATH	Not Reported	414	6.5%	375	6.0%	370	5.8%	4077	58.5%	1955	26.1%	873	12.5%
	MATH	Total	6344	100.0%	6269	100.0%	6348	100.0%	6975	100.0%	7492	100.0%	6967	100.0%



	<i>Key Performance Indicators</i>	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10
		Year1	Year2	Year3	Year4	Year5	Year6
<b>Program Resources</b>							
23	Revenue: FTES*Reimbursement Rate	\$3,668,393.25	\$4,005,433.86	\$4,359,365.12	\$4,769,571.02	\$6,340,816.43	\$5,462,878.47
24	Total District Adopted Program Budget	2,181,947	2,350,293	2,575,938	2,742,340	3,325,744	3,261,357
25	Support Personnel (wage without benefit, 2200 and 2400 in budget)	25,414	30,936	27,199	44,057	28,068	28,068
26	Supplies (4300 in budget)	3,929	6,950	5,407	12,542	14,159	12,494
27	Cost	2,165,100	2,325,297	2,557,923	2,612,209	3,290,999	
28	Total FTES for the year	1256.17	1228.77	1254.01	1300.22	1653.64	1424.68
29	Cost per FTES	\$1,723.57	\$1,892.38	\$2,039.79	\$2,009.05	\$1,990.15	
<b>Degrees and Certificates</b>							
30	Degree: Biological and Physical Scienc	111	124	123	108	146	147
31	Certificates						
32	Skill Awards						
33	Licenses (reported by department)						
<b>Career Technical Education Programs</b>							
34	VTEA Grant						
35	Industry Contributions to Program Resources						
36	Available Jobs						
37	Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
38	Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						
39	Labor market data						

## **Attachment B: Mathematics Course-Level Student Learning Outcomes**

### **Math 020 Arithmetic Fundamentals**

Use standard form and techniques in calculations involving whole numbers, fractions, decimals, ratios, proportions, and percents with all of its related applications and demonstrate scholarly behavior in all class interactions.

### **Math 029 Pre-Algebra**

Use standard form and techniques in calculations involving a review of arithmetic and a study of signed numbers as well as showing adequacy with an introduction to fundamental algebraic concepts, solving equations, and solving applied problems while simultaneously demonstrating scholarly behavior in all class interactions.

### **Math 030 Elementary Algebra**

Use standard form and techniques in working with fundamental operations with polynomials and rational expressions, products and factoring, linear and quadratic equations in one variable, inequalities, exponents, radicals, graphing linear equations, systems of equations, applications and an introduction to functions and simultaneously demonstrate scholarly behavior in all class interactions.

### **Math 131 Plane Geometry**

Use standard form and techniques in working with elementary logic, properties of geometric figures, parallel and perpendicular lines, ratio and proportion, congruence, area, and volume along with simultaneously demonstrating scholarly behavior in all class interactions.

### **Math 148 Intermediate Algebra I**

Use standard form and techniques in working with real number properties, first degree equations and inequalities, absolute value equations and inequalities, formulas, applications, exponents, polynomials, the binomial theorem, factoring, linear systems, and functions and simultaneously demonstrate scholarly behavior in all class interactions.

### **Math 149 Intermediate Algebra II**

Use standard form and techniques in working with rational expressions, variation, radicals, complex numbers, quadratic equations, applications, conics, inverse functions, and exponential and logarithmic functions and simultaneously demonstrate scholarly behavior in all class interactions.

### **Math 150 Intermediate Algebra**

Use standard form and techniques in working with real number properties, first degree equations and inequalities, absolute value equations and inequalities, formulas, applications, exponents, polynomials, the binomial theorem, factoring, linear systems, functions, rational expressions, variation, radicals, complex numbers, quadratic equations, conics, inverse functions, and exponential and logarithmic functions and simultaneously demonstrate scholarly behavior in all class interactions.

**Math 151 Plane Trigonometry**

Use standard form and techniques in working with functions, the trigonometric functions, their graphs and identities, laws of sines and cosines, solutions of triangles, trigonometric equations, inverse trigonometric functions, polar coordinates, and DeMoivre's Theorem along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 160 Survey of Mathematics**

Use standard form and techniques in working with sets and logic, problem solving, numeration systems, consumer applications, geometry, probability, and statistics along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 162 Introductory Mathematical Analysis**

Use standard form and techniques while demonstrating proficiency with limits, differentiation, and integration with its associated applications and demonstrate scholarly behavior in all class interactions.

**Math 165 Introductory Statistics**

Use standard techniques in working with statistics and probability, descriptive analysis, and presentation of data, hypothesis testing, statistical inference, normal curve, chi square, and applications in diverse disciplines along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 168 Mathematics for Elementary Teachers I**

Use standard form and practices in working with sets, number systems, number theory and algebra functions as well as exploring techniques in instructional delivery and simultaneously demonstrate scholarly behavior in all class interactions.

**Math 169 Mathematics for Elementary Teachers II**

Use standard form and techniques in working with measurement, geometry, probability, statistics, and the design of instruction delivery along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 170 College Algebra**

Use standard techniques in working with polynomial, rational, exponential, and logarithmic functions, matrices and determinants, theory of equations, analytic geometry, and mathematical induction along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 175 Pre-Calculus**

Use proper notation and standard techniques in working with polynomial, rational, exponential, logarithmic, and trigonometric functions, analytic geometry, and mathematical induction along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 190 Calculus with Analytic Geometry I**

Use standard form and techniques in working with differential and integral calculus with applications, functions, limits, continuity, techniques of differentiation, exponential, logarithmic, and inverse trigonometric functions along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 191 Calculus with Analytic Geometry II**

Use standard form and techniques in working with vectors, calculus of functions of more than one variable, partial derivatives, multiple integration, vector calculus, Green's Theorem, Stokes' Theorem, and the divergence theorem along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 210 Calculus with Analytic Geometry III**

Use standard form and techniques in working with vectors, calculus of functions of more than one variable, partial derivatives, multiple integration, vector calculus, Green's Theorem, Stokes' Theorem, and the divergence theorem along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 211 Differential Equations**

Use standard form and techniques in working with modeling applications, numerical methods, basic linear algebra, systems of linear and non-linear differential equations and their applications, application of linear algebra to systems, and power series methods along with simultaneously demonstrating scholarly behavior in all class interactions.

**Math 212 Linear Algebra**

Use proper notation and standard techniques in working with systems of linear equations, matrix operations, determinants, vectors and vector spaces, eigenvalues, eigenvectors, and linear transformations along with simultaneously demonstrating scholarly behavior in all class interactions.

## **Attachment C: Mathematics Program Impact Report**

Mathematics courses and the certificate and degree programs they impact:

### MATH 030 (formerly 130)

1. ADVANCED DRAFTING TECHNOLOGY - CAD Certificate of Achievement \*Program Inactivation\*
2. ADVANCED DRAFTING TECHNOLOGY - CAD Certificate of Achievement \*New Program\*
3. Automotive Service, Diagnosis & Repair - Master Technician Certificate of Achievement \*New Program\*
4. Automotive Service, Diagnosis and Repair - Toyota/Lexus/Scion Technician Certificate of Achievement \*modification\*
5. Automotive Service, Diagnosis and Repair - Toyota/Lexus/Scion Technician Certificate of Achievement \*New Program\*
6. Automotive Service, Diagnosis, and Repair - Master Technician Certificate of Achievement \*Program Modification\*
7. HIGH PERFORMANCE INSTITUTE Certificate of Achievement \*New Program\*

### MATH 115

1. Automotive Service, Diagnosis & Repair - Master Technician Certificate of Achievement \*New Program\*
2. Automotive Service, Diagnosis and Repair - Toyota/Lexus/Scion Technician Certificate of Achievement \*New Program\*
3. Automotive Service, Diagnosis and Repair - Toyota/Lexus/Scion Technician Certificate of Achievement \*modification\*
4. Automotive Service, Diagnosis, and Repair - Master Technician Certificate of Achievement \*Program Modification\*
5. HIGH PERFORMANCE INSTITUTE Certificate of Achievement \*New Program\*
6. PUBLIC WORKS I Certificate of Achievement \*Program Modification\*
7. PUBLIC WORKS I Certificate of Achievement \*New Program\*
8. WATER TECHNOLOGY Certificate of Achievement \*Program Modification\*
9. WATER TECHNOLOGY Certificate of Achievement \*New Program\*
10. WATER TECHNOLOGY Certificate of Achievement \*Program Modification\*
11. WATER TECHNOLOGY Certificate of Achievement \*Program Modification\*

### MATH 148

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*

### MATH 149

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*

### MATH 150

1. Automotive Research and Development Certificate of Achievement \*New Program\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
3. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
4. Drafting Technology A.S. Degree \*New Program\*
5. PUBLIC WORKS II Certificate of Achievement \*Program Modification\*

### MATH 151

1. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
2. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
3. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*

### MATH 160

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
3. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
4. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
5. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
6. Liberal Studies - Elementary Teacher Preparation Path A.A. Degree Major \*New Program\*
7. Liberal Studies - Elementary Teacher Preparation Path A.A. Degree Major \*New Program\*

### MATH 162

1. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
2. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
3. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*

### MATH 165

1. Administration of Justice A.S.-Transfer Degree \*New Program\*
2. Biological Sciences A.S. Degree \*Program Modification\*
3. Biological Sciences A.S. Degree \*New Program\*
4. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
5. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
6. Business A.S. Degree \*New Program\*
7. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
8. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
9. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
10. Psychology A.A.-Transfer Degree \*New Program\*
11. Sociology A.A.-Transfer Degree \*New Program\*

### MATH 168

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
3. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
4. Liberal Studies - Elementary Teacher Preparation Path A.A. Degree Major \*New Program\*
5. Liberal Studies - Elementary Teacher Preparation Path A.A. Degree Major \*New Program\*

### MATH 169

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
3. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
4. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
5. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
6. Liberal Studies - Elementary Teacher Preparation Path A.A. Degree Major \*New Program\*

### MATH 170

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*

3. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
4. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
5. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*

### MATH 175

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
3. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
4. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
5. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*

### MATH 190

1. Biological Sciences A.S. Degree \*New Program\*
2. Biological Sciences A.S. Degree \*Program Modification\*
3. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
4. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
5. Earth Science A.S. Degree \*New Program\*
6. Earth Science (Geology) A.S. Degree \*New Program\*
7. Earth Science (Geophysics) A.S. Degree \*New Program\*
8. Earth Science (Oceanography) A.S. Degree \*New Program\*
9. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
10. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
11. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
12. Mathematics A.S. Degree \*New Program\*
13. Mathematics A.S.-Transfer Degree \*Program Modification\*
14. Physics A.S.-Transfer Degree \*New Program\*
15. Psychology A.A.-Transfer Degree \*New Program\*
16. Sociology A.A.-Transfer Degree \*New Program\*

### MATH 191

1. Biological Sciences A.S. Degree \*Program Modification\*
2. Biological Sciences A.S. Degree \*New Program\*
3. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
4. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
5. Earth Science A.S. Degree \*New Program\*
6. Earth Science (Geophysics) A.S. Degree \*New Program\*
7. Earth Science (Oceanography) A.S. Degree \*New Program\*



8. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
9. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
10. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
11. Mathematics A.S.-Transfer Degree \*Program Modification\*
12. Mathematics A.S. Degree \*New Program\*
13. Physics A.S.-Transfer Degree \*New Program\*

#### MATH 210

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
3. Earth Science A.S. Degree \*New Program\*
4. Earth Science (Geophysics) A.S. Degree \*New Program\*
5. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
6. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
7. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
8. Mathematics A.S.-Transfer Degree \*Program Modification\*
9. Mathematics A.S. Degree \*New Program\*
10. Physics A.S.-Transfer Degree \*New Program\*

#### MATH 211

1. Earth Science A.S. Degree \*New Program\*
2. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
3. Mathematics A.S.-Transfer Degree \*Program Modification\*
4. Mathematics A.S. Degree \*New Program\*

#### MATH 212

1. Biological and Physical Sciences (and Mathematics) A.S. Degree \*New Program\*
2. Biological and Physical Sciences (and Mathematics) A.S. Degree \*Program Modification\*
3. Liberal Arts with areas of Emphasis A.A. Degree Major \*New Program\*
4. Liberal Arts with areas of Emphasis A.A. Degree Major \*Program Modification\*
5. Liberal Arts: Emphasis in Math and Science A.A. Degree Major \*New Program\*
6. Mathematics A.S.-Transfer Degree \*Program Modification\*
7. Mathematics A.S. Degree \*New Program\*

## 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 approve A & B Warrants for May 2012. (Page )
- d. Authorization is requested to approve purchase orders for May 2012. (Page )
- e. Authorization to approve the 2012-2013 institutional membership list. (Page )
- f. Authorization is requested to approve the award of bid #09-1112, Golf Range Netting Project to Judge Netting, Inc. of Costa Mesa, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$127,500.00 is within budget and will be funded from Fund 41, Capital Projects. (Page )
- g. Authorization is requested to approve Change Order Number One in the amount of \$18,728.00 and add zero days to the time for completion for project number 04-1112, Pool Replaster Project. (Page )

**(CONTINUED)**

## **H. ACTION ITEMS – 1. Consent Items (continued)**

- h. Authorization is requested to approve Change Order Number Two in the amount of \$7,472.00 and add zero days to the time for completion for project number 04-1112, Pool Replaster Project. (Page )

### **Academic Affairs**

- i. Authorization is requested to approve a field trip for three (3) students and one (1) faculty to attend the NASA Advanced Rocketry Workshop, Huntsville, Alabama, July 17-21, 2012. (Page )
- j. Authorization is requested to approve the new course, modified courses, inactivated courses, new programs, modified programs and inactivated programs. (Page )
- k. Authorization is requested to approve contracts between Citrus College and Mt. San Antonio College in the amount of \$90,000 and between Citrus College and Rio Hondo College in the amount of \$95,000. Contracts will be in effect July 1, 2011 to November 30, 2013 for the San Gabriel Valley Career Technical Education Community Collaborative - Round Five. (Page )

### **Personnel Recommendations**

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

Independent contractor/consultant agreements within budget.

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

**RECOMMENDATION**

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

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

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

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

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

Item No. \_\_\_\_\_ H.1.a. \_\_\_\_\_

**INDEPENDENT CONTRACTOR AGREEMENT**  
**Board of Trustees Meeting – June 19, 2012**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Ariane Lehew Associates	\$20,000.00max	District	7/1/12-6/30/13	Bond Consultant
Cannon, Merle	\$6,000.00max	District	7/1/12-6/30/13	Five Year Plan
Cannon, Merle	\$6,000.00max	District	7/1/12-6/30/13	Space Inventory
Construction Testing & Engineering Inc.	\$18,000.00max	Bond	4/6/11-12/30/12 <i>Revision</i>	Special Testing & Inspection East Campus Restroom Building
Fagen, Friedman & Fulfroost, LLP	\$270.00per hour	District	7/1/12-6/30/13	Legal Services
School Services of California, Inc.	\$5,000.00max	District	7/1/12-6/30/12	Community College Updates
<u>BRIDGES TO SUCCESS GRANT</u>				
Solano, Dr. Alberto	\$8,500.00max	Grant	7/1/12-12/31/12	External Evaluator HSI Title V Bridges to Success Grant
<u>CENTER FOR TEACHER EXCELLENCE</u>				
Solano, Dr. Alberto	\$8,500.00max	Grant	7/1/12-9/30/12	External Evaluator HSI Title V Coop Grant
<u>COMMUNITY EDUCATION</u>				
Lewis, Jeremy	40% of fees	Fees	7/10/12-7/19/12	Summer Acting Intensive for High School Students
<u>FOSTER CARE EDUCATION</u>				
Dixon, Karen	\$3,180.00max	Grant	7/1/12-9/30/12	Trainer for Foster Youth
Dixon, Karen	\$12,100.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Facilitation for Foster Parent Training
Dixon, Karen	\$5,148.00max	Grant	8/16/11-7/31/12 <i>Revision</i>	Training for Foster Parents
Maldonado, Omar	\$30,000.00max	Grant	7/1/12-9/30/12	Outreach Advisor for Foster Youth
Matthews, Elitia	\$2,650.00max	Grant	7/1/12-9/30/12	Trainer for Foster Youth
Mitjans, Aurelio	\$2,750.00max	Grant	7/1/12-9/30/12	Trainer for Foster Youth
Paddock, LeeAnn	\$9,760.00max	Grant	7/1/11-6/30/12 <i>Revision</i>	Facilitation for Foster Parent Training
<u>GOLF DRIVING RANGE</u>				
Bristol, Dan	\$25.00 per ½ hr	Fees	7/1/12-6/30/13	Private Golf Lessons
Ingraham, Jeffrey M.	\$35.00 per hr	Fees	7/1/12-6/30/13	Private Golf Lessons
Ingraham, Jeffrey M.	\$25.00 per student	Fees	7/1/12-6/30/13	Group Golf Lessons
Saint, Matthew W.	\$30.00 per ½ hr	Fees	7/1/12-6/30/13	Private Golf Lessons
Saint, Matthew W.	\$50.00 per hr	Fees	7/1/12-6/30/13	Private Golf Lessons
Saint, Matthew W.	\$25.00 per student	Fees	7/1/12-6/30/13	Group Golf Lessons
<u>HEALTH SCIENCES</u>				
Heneise, John	\$5,000.00max	Grant	7/1/12-12/31/12	Upgrading/Revising ADN Database
Kindred Transitional Care and Rehabilitation – Foothill	no fee	no fee	6/20/12-6/19/13	Clinical Education
<u>KINESIOLOGY, HEALTH &amp; ATHLETICS</u>				
Oaks, Gina	\$3,000.00max	District	6/20/12-7/31/12	Pitching Instructions/Lessons
Valenzuela, Ralph	\$500.00max	District	6/20/12-7/31/12	Batting Lessons
Zipin, Jerrett MD	\$8,000.00max	District	7/1/12-6/30/13	Athletic Physicals, Consultant AED Program, Football Game Coverage, Weekly Injury Clinic

FINE AND PERFORMING ARTS

Barr, Michelle	\$150.00max	District	7/1/12-6/30/13	Photography Services
Behm, Griffin	\$1,500.00max	District	7/1/12-6/30/13	Moving Lights
Booth, Michael	\$1,500.00max	District	7/1/12-6/30/13	Video Editing
Borges, Jimmy	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Castillo, Brenda	\$1,000.00max	District	7/1/12-6/30/13	Choreography Services
Chou, Yihsin	\$500.00max	District	7/1/12-6/30/13	Production Stage Manager
Copland, Patrick	\$2,000.00max	District	7/1/12-6/30/13	Music Arranging
Corrigan, Amanda	\$500.00max	District	7/1/12-6/30/13	Guest Artist Performance
Delk, Gary	\$500.00max	District	7/1/12-6/30/13	Bell Maintenance
Ealy, Phil	\$2,000.00max	District	7/1/12-6/30/13	Lighting Services
Egan, Kelly	\$1,500.00max	District	7/1/12-6/30/13	Theatrical Services
French, Monica	\$2,400.00max	District	7/1/12-6/30/13	Costume Design
Furusawa, Dayna	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Gaolran, Romee Wizza	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Gochenouer, James	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Goetz, John Douglas	\$1,000.00max	District	7/1/12-6/30/13	Director Services
Hall, Cecelia	\$1,000.00max	District	7/1/12-6/30/13	Director Services
Inda, Eduardo	\$1,000.00max	District	7/1/12-6/30/13	Theatrical Services
Jim Lindsay Productions, Inc.	\$1,000.00max	District	7/1/12-6/30/13	Video Production Services
Kaniski, David	\$3,000.00max	District	7/1/12-6/30/13	Lighting Services
Kittrell, Christopher	\$1,000.00max	District	7/1/12-6/30/13	Sound Design
Krinke, Jordan	\$2,500.00max	District	7/1/12-6/30/13	Choreography Services
Krinke, Lynda	\$4,500.00max	District	7/1/12-6/30/13	Costume Design
Lambert, Benjamin	\$1,000.00max	District	7/1/12-6/30/13	Director Services
Leach, Kristina	\$1,000.00max	District	7/1/12-6/30/13	Playwright
Lee, Richard	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Lewis, Jeremy	\$1,200.00max	District	7/1/12-6/30/13	Stage Manager
Limadibrata, Victoria	\$1,000.00max	District	7/1/12-6/30/13	Body Rolling Workshop
Liu, Calvin	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Martino, Leanora	\$4,500.00max	District	7/1/12-6/30/13	Choreography Services
Masaki, Elton	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Mathias, Zane	\$4,500.00max	District	7/1/12-6/30/13	Photography Services
Mercks, Kenneth	\$200.00max	District	7/1/12-6/30/13	Theatrical Services
Miller, David	\$1,250.00max	District	7/1/12-6/30/13	Lighting Design
Mosaic Films	\$2,500.00max	District	7/1/12-6/30/13	Production Services
Ramage, Brian	\$500.00max	District	7/1/12-6/30/13	Photography Services
Sanders, Cameron	\$1,000.00max	District	7/1/12-6/30/13	Photography Services
Scarpino, Matthew	\$1,500.00max	District	7/1/12-6/30/13	Set Designer (Theatre)
Scarpino, Matthew	\$1,500.00max	District	7/1/12-6/30/13	Set Designer (Music)
Sears, Anthony	\$1,300.00max	District	7/1/12-6/30/13	Photography Services
Senior, Jenny	\$2,500.00max	District	7/1/12-6/30/13	Costume Design
Slack, Thomas	\$4,500.00max	District	7/1/12-6/30/13	Video Production Services
Slay, Kevin	\$1,000.00max	District	7/1/12-6/30/13	Director Services
Starkey, Michael	\$1,000.00max	District	7/1/12-6/30/13	Photography Services
Stevenson, Myra	\$500.00max	District	7/1/12-6/30/13	Photography Services
Stowells, Kelli	\$1,000.00max	District	7/1/12-6/30/13	Photography Services
Stratton, Summer	\$500.00max	District	7/1/12-6/30/13	Costume Design
Tessier, Jean-Tves	\$2,000.00max	District	7/1/12-6/30/13	Lighting Design
Tornow, Christopher	\$1,500.00max	District	7/1/12-6/30/13	Set Design
Tsunoda, Kevin	\$1,500.00max	District	6/20/12-6/30/12	Musician Services
Volonte, Vanessa	\$3,500.00max	District	7/1/12-6/30/13	Theatrical Services
Williams, Jason	\$1,000.00max	District	7/1/12-6/30/13	Stage Manager
Woodbury, Ray	\$2,000.00max	District	7/1/12-6/30/13	Production Services

STEM GRANT

Bhandari, Subodh Ph.D.	\$2,400.00max	Grant	6/18/12-7/26/12	Guide Student Researchers
Cheng,Wen	\$1,900.00max	Grant	6/18/12-7/26/12	Guide Student Researchers
Dong, Winny Ph. D.	\$1,900.00max	Grant	6/18/12-7/26/12	Guide Student Researchers
Ewers, Marcia Murray Ph.D.	\$1,900.00max	Grant	6/18/12-7/26/12	Guide Student Researchers
Leong, Joan Ph.D.	\$1,900.00max	Grant	6/18/12-7/26/12	Guide Student Researchers
Marshall, Jeff Ph.D.	\$1,900.00max	Grant	6/18/12-7/26/12	Guide Student Researchers
Raheja, Amar Ph.D.	\$2,400.00max	Grant	6/18/12-7/26/12	Guide Student Researchers

MUSIC DEPARTMENT – Musician services from July 1, 2012 through June 30, 2013 to be reimbursed by ASO accounts: # 26-352, 90-358, 96-358, 67-358, 87-358, 53-352, 32-358.

Acevedo, John	Christensen, Tim	Hilera, Geraldo
Acosta, John	Cleveland, Jerry	Hill, David
Acosta, Sai-Ly	Coosaia, Rachel	Hinrichsen, Barbara
Adamson, Greg	Damiani, David	Hirsch, Cory
Adkins, Richard	D'Antonio, Franklyn	Hofsfeld, Scott
Aiken, Patricia	De La Garza, James	Hong, Jiyoun
Albrecht, Karl	DeSantis, Marko	Hooper, Alison
Alvarez, Rodolfo Nick	Duenas, Armando	Hopkins, Michelle
Arnold, Mike	Duffy, Ryan	Huckins, Greg
Avila, John	Durnin, Steven	Jacobsen, Peter
Bacon, Vicky	Dutz, Brad	Jeremiah Productions, Inc.
Bandy, Briana	Dysart, John	Johnson, Marilyn
Barrett, Sean	Easdale, John	Johnson, Ruth B.
Bartek, Steve	Edwards, Michael	Jurgensen, Chris
Batten, Jennifer	Elster, Stuart	Kaatz, Jeffrey
Bauer, Alisha	Elsworth, Alan	Kahn, Zain
Beaver, Barbara	Englander, Rachel	Kaufmann, Ronn
Beavers, Julie	Erhardt, Ernie	Kelem, Larry
Beltran, Marius	Estaniel, Anton	Kelly, Joseph
Benning, Brian P.	Everett, Charles	Kennedy, Carrie
Bernard, Eric	Fabiero, Eugene	Kettner, Jaroslav
Berry, Rachel S.	Feather, Phillip	Kim, Jenny
Beukelman, Brian	Fedor, Daniel	Kimpel, Dan
Biagini, Cathy	Ferguson, Steven	Kip, John
Birnbryer, Michael	Fischer, Samuel	Knox, Ardale
Bishop, Keith	Foard, Aubrey	Kristen, Dale
Bland, Chase	Fong, Weihang	Kugler, Kenneth G.
Bleth, Chris	Formicola, Sam	Lak, Karen
Boatman, Timm	Franz, Sean	Lamoureux, David
Boito, Charles	Furuken, Gavin	Lanier, Cameron
Borg, Bobby	Gaolran, Romee Wizza	Lanier, Nathan
Bosler, Greg	Garrett, Harold	Lanier, Victoria
Bowman, Robert	Geller, Ilona	LaVette, Allen
Braheny, John	Geller, Valerie	Lee, Andrew
Brigstock, Colin	Glansbeek, Ira	Lee, Bang Eunn
Brinton, Randall	Gonzales, Alberto	Lee, Hui-Ping
Brown, Holly	Gonzales, Michael	Lee, Richard
Brunelle, David	Gordy, Marvin B.	Leys, John
Bryant, George	Grant, Nick	Liston, Bill
Budman, Alex	Grants, Lynn L.	Liu, Calvin
Busteed, Alan	Grants, Maurice A.	LoGerfo, Anthony
Calderon, Joe	Green, James	Lopez, Joel
Campbell, John Curtis Jr.	Greene, Frederick	Lopez, Julius
Cani, Roberto	Griffin-Casey, Laura	Luther, Cosima
Carbone, Joey	Gyurgchyan, Sarkis	Lyman, Kevin
Cardenas, Stephen	Hall, Larry	Maloney, Ryan
Carey, Richard	Hallman, Rhoni J.	Malpede, William
Carl, Johnnie	Hamon, Timothy	Manaster, Paul
Carr, Robert	Hansen, Tricia Ann	Manoukian, Marina
Carrol, John	Harrison, Michael	Maramba, John Paul
Carter, Teryn	Hart, Erik	Marbach, Erich
Casale, Maria	Harville, Arianah	Markese, Don
Casillas, Mark	Hasin, Melisa	Marshall, Ryan
Catalan, David	Hayrikyan, Vahe	Masaki, Elton
Centeno, Carlos	He, Xiao	Mason, Jay
Cervanates, Emmanuel	Hebenstreit, Charles	Mason, Teri
Champion, Kyle	Herbig, Gary	Massey, Genea
Chatman, Susan G.	Higgins, Scott	Matsuda, Robert

Matthews, Martin  
Mautner, Alan  
Mazzela, Rory  
McCormick, Corey  
McCracken, Douglas  
McEvelly, Tom  
McIntyre, George  
McKinley, Anne  
Mechtovich, Eugene  
Merrick, Stephen  
Mijanovich, Stephanie  
Minasian, David Mark  
Molchan, Dennis  
Molle, Joshua  
Montminy, James  
Moody, Joshua  
Moreno, Michael  
Mullins, David  
Murphy, Mary  
Newman, Nancy  
Oikawa, Jennifer  
O'Leary, Maxwell  
Oliver, Rufus  
Ongaro, Cheryl  
Ono, Ayako  
Osborne, LeRoy  
Pagosyan, Sevan  
Papikian, Anna  
Pargman, Joel  
Payne, Bob  
Pelev, Todor  
Persi, Edward  
Persi, Roxie  
Peterson, Robert  
Plunkett, Kevin  
Polimatidi, Vladimir  
Prescott, Karie  
Quinn, Karges  
Reddish, Kate  
Reese, Scott

Reinebach, Lydia  
Reinebach, Ray  
Reyes, Andrew  
Reynosa, Enrique  
Riley, Carolyn  
Robertson, Kathleen  
Rowe, Amy  
Rufino, Vladimir  
Russell, Caleb  
Sakharov, Alice  
Sanchez, Sam  
Sandoval, Edgar  
Sayedoff, Alan  
Schindler, Jeffrey  
Scott, Leslie  
Selezinka, Roman  
Selezinka, Victoria  
Shackleton, Phil  
Shahnazarian, Robert  
Shin, James  
Sindoni, Daniela  
Skiles, Ryan  
Snyder, Kurt  
Solomon, Audrey  
Squire, Barry  
Stafford, Anna  
Stein, Rudolph  
Stenske, David  
Stenske, Lynn  
Stewart, Candace  
Stone, Cameron  
Stone, David  
Strand-Polyak, Lindsey  
Suzuki, Jacqueline  
Tada, Akane  
Takahashi, David  
Takahashi, Jennifer  
Templin, Ray  
Thomasson, David  
Thompson, Joy Song

Thorpe, Nick  
Tischer, Ray  
Tsunoda, Kevin  
Vaccaro, Mike  
Vallardes, Allan  
Vargas, William  
Velasco, Edmond  
Vellatti, Sergio  
Vitucci, Simone  
Volodarsky, Roman  
Voloshina, Irina  
Walker, James  
Wang, Jing  
Wang, John  
Wang, Jonathan  
Wang, Zheng  
Ware, Craig  
Waterman, Andy  
Watts, Michael  
Weber, Dynell  
Weinstein, Lisa  
Wentworth, Jenny  
Weston, Bill  
Whittenberg, John  
Wilis, James  
Wills, Christopher  
Wilson, Elizabeth  
Wing, Gret  
Wirtz, Rodney  
Wood, Michele  
Wright, Steven  
Xiong, Francis  
Yamazaki, Masashi  
Yu-Lou, Jong  
Zaho, Yao  
Zidow, Amanda  
Zuckerman, Daniel  
Zuniga, Jorge

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



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	Facility Usage/Rentals	Information	
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

Authorization is requested to approve facility rentals and usage.

Carol R. Horton  
Recommended by

                    /                      
Moved            Seconded

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

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

Item No.           H.1.b.

**Use of Facilities  
June 19, 2012**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
Up on the Roof	Recording Arts Studio	Vocal Overdubbing	5/17/2012	\$700.00
Westwind Musical Productions	Recording Arts Studio	Brass and Vocal Overdubbing	5/17 & 5/18/12	\$640.00
Bishop Amat High School	East Softball Field	Softball Game	5/22/2012	\$375.00 plus additional labor if required
Gartner	Stadium	Commercial Filming	5/22/2012	\$5,550.00 plus additional labor if required
Spill Films	Stadium	Commercial Filming	5/25/2012	\$3,500.00 plus additional labor if required
FLS International	LH102	Staff Training	6/18/2012	\$50.00 plus additional labor if required
Rusty Miller Tennis	Tennis Courts	Tennis Practice	6/18/12 through 7/27/12	\$450.00 plus additional labor if required
FLS International	P3-105	Training Session	6/27/2012	\$50.00 plus additional labor if required
Stacy G Athletics	Tennis Courts	Fitness Boot Camp	7/2/12 through 12/21/12	\$1,220.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Graduation	7/20 & 8/10/12	\$1,050.00 plus additional labor if required
Azusa Pacific University	Tennis Courts	Tennis Tournament	7/21 & 7/22/12	\$150.00 plus additional labor if required
Rusty Miller Tennis	Tennis Courts	Tennis Tournament	10/13, 10/14 & 10/20/12	\$450.00 plus additional labor if required
Charter Oak Youth Football and Cheer	Stadium	Cheer Competition	12/1/2012	\$4,450.00 plus additional labor if required
Diamond Bar High School	Performing Arts Center and PA192	Show Choir Competition	2/1/2013	\$3,875.00 plus additional labor if required

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	A & B Warrants	Information	_____
		Enclosure(s)	X

**BACKGROUND**

A & B Warrants for May 2012 "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

**RECOMMENDATION**

Authorization is requested to approve A & B Warrants for May 2012.

Carol R. Horton  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.c. \_\_\_\_\_

<b>CITRUS COMMUNITY COLLEGE DISTRICT</b>		
<b>APPROVAL OF A &amp; B WARRANTS</b>		
<b>May, 2012</b>		
<b>B WARRANT AMOUNT PAID TO VENDORS</b>		\$2,427,876.34
<b>GRANT AMOUNT PAID TO STUDENTS</b>		\$3,983,795.95
<b>NUMBER OF A WARRANTS ISSUED TO EMPLOYEES</b>	<b>REGISTER NUMBER</b>	<b>AMOUNT</b>
1	108-C	\$2,229.85
10	108-N	\$2,824.62
185	C1J-C	\$1,639,704.19
376	C3J-C	\$566,074.64
462	C3J-N	\$273,990.42
5	130-C	\$2,616.23
11	130-N	\$5,081.60
2	137-C	\$1,204.02
2	137-N	\$1,209.04
2	143-C	\$840.09
5	143-N	\$11,806.24
1	C2K-C	\$2,993.00
326	C2K-N	\$1,410,015.60
<b>1,388</b>		<b>\$3,920,589.54</b>
ske		
6/14/2012		

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	Purchase Orders	Information	
		Enclosure(s)	X

BACKGROUND  
Purchase orders for May 2012.

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

RECOMMENDATION  
Authorization is requested to approve purchase orders for May 2012.

Carol R. Horton  
Recommended by

/

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

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

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

Item No. \_\_\_\_\_ H.1.d. \_\_\_\_\_

**Includes 05/01/2012 - 05/31/2012**

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/Object</b>	<b>Amount</b>
11-17453	Avaz Construction	9375	Construction - RR East Campus	42-6200	577,074.63
12-19776	Avid Technology Inc	3370	ALP Software for Recording Tech	01-4300	1,000.00
12-19942	Avid Technology Inc	3370	Train the Trainer - Recording Arts	01-5800	7,500.00
12-19950	LBI-Boyd Wallcoverings	9680	Markerboards - Math 223	01-6400	380.63
12-19957	Plaza Produce	9290	Food	01-4300	197.75
12-19958	Dell Computer Corp	9100	Computer Supplies	01-4300	728.08
12-19960	Grainger Inc.	3020	Pico Scope Adapter	01-4300	337.13
12-19977	Dell Computer Corp	9100	Keyboards	01-4300	291.23
12-19978	Amazon.com Corporate Credit	9100	Flash Drives	01-4300	91.22
12-19979	Amazon.com Corporate Credit	9100	Computer Supplies	01-4300	291.32
12-19980	Dell Computer Corp	9100	Computer	01-6400	1,961.53
12-19981	Chegg, Inc.	9310	Advertising	01-5830	9,500.00
12-19992	California Stage & Lighting	0080	Stage lighting	01-6400	2,093.96
				71-6400	1,200.00
12-19996	CDW-G	9099	Scanner Repair Parts	01-4300	155.20
12-19997	Medical Equipment Affiliates	3200	Supplies	01-4300	954.39
12-19998	CDW-G	3100	Laser Printer Repair Parts	01-4300	175.71
12-19999	Ontario Convention Center	9182	Vet. Resource Fair-Rental	01-5610	295.00
12-20000	Southern Aluminum	0280	Portable Stage Decks	01-6410	1,935.60
12-20001	Reel Link Films	3160	AV Media	01-6300	438.76
12-20002	Owl Bookshop	9590	Blanket PO	01-7600	2,149.17
12-20003	Owl Bookshop	9081	Blanket PO	01-4300	8,849.00
12-20004	Macmillan Publishing Services	9680	Supplies	01-4300	1,267.60
12-20005	Duarte Unified School District	3340	Classroom Rental	01-5800	27,872.18
12-20006	Follett Library Resources	3160	AV Media	01-6300	519.39
12-20007	Hi-Tech Lamps, Inc.	3160	AV supply	01-4300	144.32
12-20008	Caster City, Inc.	0010	Hardware	01-4300	588.18
12-20009	Union Electronic Distributors	3160	AV Lamps	01-4300	375.19
12-20010	Amazon.com Corporate Credit	3070	Games ESL	01-4300	283.53
12-20011	California State University San Marcos	9151	Registration Fees	01-5200	175.00
12-20012	Board of Governors Ca Colleges	9151	Registration Fees	01-5200	100.00
12-20013	Board of Governors Ca Colleges	9151	Registration Fees	01-5200	1,200.00
12-20014	California Industrial	9040	Raypak Boiler PC	01-6400	11,369.56
12-20015	Custom Signs Inc	9290	Outdoor Vinyl Banners	01-4300	489.38
12-20016	California Stage & Lighting	0280	Stage Lighting	01-6410	3,436.50
12-20017	California Stage & Lighting	9030	Theatre Lighting Equipment	01-6400	8,038.72
12-20018	Apple Inc	0281	Server	01-6400	1,497.49
12-20019	Full Compass Systems, LTD.	0281	Audio Equipment	01-4300	4,215.06
				01-6400	1,710.00
12-20020	Journey Education	0281	Software	01-4300	320.76
12-20021	Other World Computing	0281	Hard Drive	01-4300	429.56
12-20022	Data Impressions	3370	Network Access Points	01-6400	4,506.60
12-20023	Amazon.com Corporate Credit	9673	Textbooks	01-4300	195.14
12-20024	Fitness Anywhere	0060	Kinesiology Equipment	01-4300	1,010.00
12-20025	McMurry Stern	9320	Service Agreement	01-5810	924.99
12-20026	Chipman Corporation	9370	Blanket PO	41-5800	1,200.00
12-20027	Jimenez Communications	9680	Spanish Translation	01-5800	120.00
12-20028	Sergio's Restaurant	3370	Refreshments	01-5800	295.52
12-20029	Plaza Produce	3370	Refreshments	01-5800	236.14
12-20030	SC Fuels	9190	Gasoline	01-4360	12,820.50
12-20031	BV Powersports, LLC	3370	Go Carts CTE Summer Program	01-6400	12,171.30
12-20032	LBI-Boyd Wallcoverings	9680	Markerboards	01-6400	1,046.00
12-20033	Clarion At Citrus	9220	Advertising	01-5790	880.00
12-20034	Owl Bookshop	9081	Textbooks for Spring 2012	01-7600	73,598.31
12-20035	Owl Bookshop	9081	Textbooks for Spring 2012	01-7600	1,286.00
12-20036	Oracle America	9100	License & Support Fees	01-5840	77,402.72
12-20037	Luna Imaging Inc.	9260	Digital Imaging	01-5880	68.73
12-20038	Hewlett Packard Company	9100	Software Support Agreement	01-5840	422.82

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-20039	Toshiba Direct	3370	Tablet Computers-Voc Ed	01-6400	3,804.40
12-20040	Toshiba Direct	3370	Tablet Computers-Voc Ed	01-6400	4,755.50
12-20041	Guardian Power Protection	9100	APC UPS Battery Replacement	01-4300	3,856.25
12-20042	ATM Concrete, Inc.	9370	Concrete Work Near E6	41-5800	3,200.00
12-20043	Amazon.com Corporate Credit	9250	Emergency Supplies	01-4300	368.21
12-20044	Daisy I.T.	9081	Printer	01-6400	210.98
12-20045	Daisy I.T.	9590	Printers	01-6400	421.95
12-20046	SVM, LP	9081	Gas Cards for Students	01-7600	2,478.13
12-20047	Owl Bookshop	9081	Blanket PO	01-7600	2,066.25
12-20048	Albertsons/SuperValue	9230	Food	01-4300	500.00
12-20049	Office Depot BSD Div	9081	Blanket PO	01-7600	500.00
12-20050	Geil Kiln Company	0010	Kiln Repair	01-4300	350.00
12-20051	Duarte Chamber of Commerce	9230	Space Rental	01-5800	150.00
12-20052	Climatec Building Technologies	9370	HVAC Controller Repair	41-6100	42,111.49
12-20053	Dumbell Man Fitness Equipment	0060	Fitness Equipment	01-4300	2,295.00
12-20054	Discount Two-Way Radio	9250	Emergency Supplies	01-4300	1,334.78
12-20055	Lion Express	0280	Transportation-Music	01-4300	2,106.63
12-20056	Division Of State Architect	9375	Voc Tech - DSA Fees	42-5800	5,811.93
12-20057	Construction Testing & Engineering	9375	Admin Building - Inspection	42-5800	15,640.00
12-20058	LBI-Boyd Wallcoverings	9680	Markerboards	01-6400	2,809.60
12-20059	KI	9680	Furniture	01-6400	9,014.29
12-20060	Spaghetti Eddies's	9151	Food For Retreat	01-4300	556.00
12-20061	Dell Computer Corp	9081	Computer - EOPS	01-6400	1,124.95
12-20062	Dell Computer Corp	9590	Computers	01-6400	2,249.89
12-20063	School Outfitters	9680	Markerboards - Math 223	01-6400	2,857.95
12-20064	J H Mitchell	9190	Diesel Fuel	01-4360	509.60
12-20065	A-1Event Party Rentals	9350	Griddle Rental for CSEA Breakfast	01-5800	400.00
12-20066	Academic Senate CA Colleges	9550	Conference Registration	01-5200	725.00
12-20067	Petroleum Marketing Equipment	9040	Keys for Gas Pump	01-4300	600.90
12-20068	CSS/Rancho Janitorial Supplies	3040	Supplies	01-4300	866.30
12-20069	KI	9230	Furniture-Campus Center	71-6400	421.95
12-20070	Airdraulics	3020	Safety Inspection on Lifts	01-5600	237.50
12-20071	Goodson Shop Supplies	3020	Tool for Auto Lab	01-4300	71.22
12-20072	Atlantic West Publisher, Inc.	9220	Chamber Directory Ad	01-5790	1,040.00
12-20073	Jeff's Sporting Goods	0060	Baseball Equipment	01-4300	846.51
12-20074	Clarion At Citrus	9420	Clarion Advertising	01-5830	2,640.00
12-20075	Oracle America	9100	Software Support	01-5840	25,846.98
12-20076	Glendora Trophy	0250	Medallions	01-4300	87.00
12-20077	San Gabriel Tribune	9370	Ad for Golf Range Netting Bid	41-5800	2,028.32
12-20078	DLT Solutions	9100	Software License TOAD	01-5840	418.97
12-20079	CSS/Rancho Janitorial Supplies	9270	Supplies	01-4300	4,135.22
12-20080	Case Subscription Dept	9350	Registration	01-5200	125.00
12-20081	Amazon.com Corporate Credit	3370	Supplies	01-4300	934.79
12-20082	Dell Computer Corp	9170	Computers - Faculty	01-6400	10,315.55
12-20083	Coit Carpet Cleanng	9040	Services at SS Bldg	01-5800	265.00
12-20084	Toshiba Direct Gov	3370	Tablet Computers-Voc Ed	01-6400	14,266.50
12-20085	Lego Education	3370	Instructional Supplies	01-4300	927.18
12-20086	LBI-Boyd Wallcoverings	0310	White Boards HH	01-6400	475.00
12-20087	Southern California Edison Co.	9370	Service	41-5800	400.00
12-20088	Pump Man	9140	Repair Irrigation Pump	01-5630	3,994.00
12-20089	Nadar, Inc.	9370	Bid #04-1112 Pool Replaster	41-5100	219,500.00
12-20090	Prize Possessions	0060	Fighting Owl Golf Cassic	01-4300	420.75
12-20091	R & D Business Interiors	9182	Moving Service-Veteran Center	01-5800	200.00
12-20092	Wizehive, Pivotpoint Software	9099	Professional Services	01-5800	700.00
12-20093	Albertson/Super Value	9580	Blanket PO	01-5220	225.00
				01-7600	225.00
12-20094	Landscape Structions	3120	Sign for Playground	33-4300	4.75
12-20095	Owl Cafe	9230	Rental for Parent Night	01-5600	144.50
12-20097	Getinge /Castle Inc.	0030	Autoclave Replacement Pump	01-4300	788.67

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
12-20099	Caliber Pool & Spa Service	9195	Spa Leak Emergency Repair	01-5600	875.00
13-20200	Office Depot BSD Div	9170	Blanket PO	01-4300	3,000.00
13-20201	AT & T	9210	Blanket PO	01-5800	300.00
13-20202	Glendora Trophy	9210	Blanket PO	01-4300	500.00
13-20203	Office Depot BSD Div	9210	Blanket PO	01-4300	5,000.00
13-20204	Costco Wholesale	9099	Blanket PO	01-4300	150.00
13-20205	Office Depot BSD Div	0040	Blanket PO	01-4300	800.00
13-20206	Owl Bookshop	0040	Blanket PO	01-4300	800.00
13-20207	Office Depot BSD Div	3180	Blanket PO	01-4300	2,000.00
13-20208	Iparidigms	3180	Blanket PO	01-5810	13,407.20
13-20209	Owl Bookshop	3180	Blanket PO	01-4300	300.00
13-20210	Office Depot BSD Div	3130	Blanket PO	01-4300	1,500.00
13-20211	Office Depot BSD Div	9099	Blanket PO	01-4300	2,000.00
13-20212	Owl Bookshop	9099	Blanket PO	01-4300	200.00
13-20213	The Shredders	9090	Blanket PO	01-5800	1,200.00
13-20214	Owl Bookshop	9170	Blanket PO	01-4300	1,500.00
13-20215	ESRI	0310	GIS Software Maintenance Kit	01-4300	815.63
13-20216	CCLC	9210	Policy/Procedure Membership	01-5800	1,500.00
13-20217	Owl Bookshop	9210	Blanket PO	01-4300	2,500.00
13-20218	Office Depot BSD Div	0030	Blanket PO	01-4300	700.00
13-20219	Office Depot BSD Div	0311	Blanket PO	01-4300	700.00
13-20220	Owl Cafe	9210	Blanket PO	01-4300	5,000.00
13-20221	Office Depot BSD Div	0310	Blanket PO	01-4300	700.00
13-20222	Owl Bookshop	0030	Blanket PO	01-4300	300.00
13-20223	Sanofi Pastuer Inc.,	9160	Influenza Vaccine	01-4300	2,943.88
13-20224	Blackboard Learning Systems	3180	Blackboard Renewal Agreement	01-5840	191,324.00
13-20225	Owl Bookshop	0310	Blanket PO	01-4300	300.00
13-20226	Office Depot BSD Div	9010	Blanket PO	01-4300	2,000.00
13-20227	Monrovia Reproduction	9375	Blanket PO - Admin Bldg Project	42-5800	2,500.00
13-20228	Owl Bookshop	9010	Blanket PO	01-4300	500.00
13-20229	Sprint	9375	Blanket PO	42-5800	2,500.00
13-20230	Office Depot BSD Div	9375	Blanket PO	42-4300	1,000.00
13-20231	San Tribune Valley Tribune	9210	Subscription Renewal	01-4300	99.84
13-20232	Monrovia Reproduction	9375	Blanket PO	42-5800	1,000.00
13-20233	Monrovia Reproduction	9375	Blanket PO - Student Svr Project	42-5800	500.00
13-20234	Monrovia Reproduction	9375	Blanket PO - Fine Arts Project	42-5800	500.00
13-20235	Monrovia Reproduction	9375	Blanket PO - CC Project	42-5800	2,500.00
13-20236	Costco Wholesale	3120	Blanket PO	33-4300	87.50
				33-4700	262.50
13-20237	Monrovia Reproduction	9375	Blanket PO Tech C Remodel	42-5800	2,000.00
13-20238	Monrovia Reproduction	9375	Blanket PO - Voc Tech (TD/TE)	42-5800	500.00
13-20239	El Pollo Loco	3120	Blanket PO	33-4700	450.00
13-20240	Governet	9170	Service Agreement CurricUNET	01-5800	16,050.00
13-20241	Owl Bookshop	0020	Blanket PO	01-4300	500.00
13-20242	Office Depot BSD Div	9300	Blanket PO	01-4300	1,500.00
13-20243	Owl Bookshop	9300	Blanket PO	01-4300	100.00
13-20244	Albertsons/Super Value	3120	Blanket PO	33-4300	500.00
13-20245	West Lite Supply	9030	Blanket PO	01-4300	1,000.00
13-20246	Production Wireless Services	9030	Blanket PO	01-5630	3,500.00
13-20247	Tool-Team	9030	Blanket PO	01-5630	500.00
13-20248	Office Depot BSD Div	0020	Blanket PO	01-4300	2,000.00
13-20249	Carl Rowe	9030	Blanket PO	01-5810	1,000.00
13-20250	Intrix Technology Inc.	9030	Blanket PO	01-5810	1,000.00
13-20251	Tessitura Network Inc.	9030	Blanket PO	01-5810	7,200.00
13-20252	Pop/Wordfly	9030	Blanket PO	01-5830	1,800.00
13-20253	Whalen Bindery & Mailing	9030	Blanket PO	01-5850	6,000.00
13-20254	Office Depot BSD Div	9550	Blanket PO	01-4300	500.00
13-20255	Owl Bookshop	9550	Blanket PO	01-4300	100.00



PO Number	Vendor Name	Site	Description	Fund/Object	Amount
13-20256	Glendora Trophy	9550	Blanket PO	01-4300	170.00
13-20257	Office Depot BSD Div	9020	Blanket PO	01-4300	4,000.00
13-20258	Office Depot BSD Div	9050	Blanket PO	01-4300	8,000.00
13-20259	Owl Bookshop	9020	Blanket PO	01-4300	500.00
13-20260	Office Depot BSD Div	9350	Blanket PO	01-4300	2,000.00
13-20261	Owl Bookshop	9350	Blanket PO	01-4300	500.00
13-20262	Owl Cafe	9350	Blanket PO	01-4300	700.00
13-20263	Sparkletts	9350	Blanket PO	01-4300	500.00
13-20264	Zee Medical Inc.	9030	Blanket PO	01-4300	500.00
13-20265	Office Depot BSD Div	3120	Blanket PO	01-4300	10,000.00
13-20266	OWL BOOKSHOP	3120	Blanket PO	01-4300	7,000.00
13-20267	Office Depot BSD Div	3120	Blanket PO	01-4300	1,000.00
13-20268	Subway	3120	Blanket PO	01-4700	1,750.00
13-20269	Albertsons/Super Value	3120	Blanket PO	01-4700	1,000.00
13-20270	Albertsons/Super Value	3120	Blanket PO	01-4300	250.00
13-20271	Albertsons/Super Value	3120	Blanket PO	01-4700	800.00
13-20272	Positive Promotions	3120	Blanket PO	01-4300	7,500.00
13-20273	El Pollo Loco	3120	Blanket PO	01-4700	500.00
13-20274	Office Depot BSD Div	3120	Blanket PO	01-4300	500.00
13-20275	Office Depot BSD Div	3120	Blanket PO	01-4300	300.00
13-20276	Wards Natural Science	0030	Blanket PO	01-4300	81.35
13-20277	Owl Bookshop	0260	Blanket PO	01-4300	200.00
13-20278	Owl Bookshop	3120	Blanket PO	01-4300	1,000.00
13-20279	Owl Bookshop	3120	Blanket PO	01-4300	75.00
13-20280	Positive Promotions	3120	Blanket PO	01-4300	3,000.00
13-20281	Subway	3120	Blanket PO	01-4700	700.00
13-20282	Glendoran Magazine	9210	Blanket PO	01-4210	25.00
13-20283	Daisy I.T.	9250	Blanket PO - Toner Cartridges	01-4300	50,000.00
13-20284	Pitney Bowes	9250	Blanket PO	01-5850	6,000.00
13-20285	Purchase Power Pitney Bowes	9250	Blanket PO	01-4300	1,500.00
13-20286	Pitney Bowes Credit Corp.	9250	Blanket PO	01-5850	13,000.00
13-20287	San Gabriel Valley Tribune	9250	Blanket PO	01-5790	1,000.00
13-20288	Costco Wholesale	9250	Blanket PO	01-4300	1,000.00
13-20289	Home Depot	9250	Blanket PO	01-4300	1,000.00
13-20290	Covian Office Equipment	9250	Blanket PO	01-5630	200.00
13-20291	Grainger Inc.	9250	Blanket PO	01-4300	1,000.00
13-20292	The Shredders	9250	Blanket PO	01-5800	1,500.00
13-20293	Best Buy	9250	Blanket PO	01-4300	100.00
13-20294	Chase Card Services	9250	Blanket PO	01-4300	500.00
13-20295	Toypta-Lift of Los Angeles	9250	Blanket PO	01-4300	500.00
13-20296	Toyota-Lift of Los Angeles	9250	Blanket PO	01-4300	800.00
13-20297	R & D Business Inc.	9250	Blanket PO	01-5800	1,200.00
13-20298	Costco Wholesale	9250	Blanket PO	01-4300	700.00
13-20299	Jan's Towing	9240	Blanket PO	01-5630	500.00
13-20300	VIP Center	9240	Blanket PO	01-5630	2,000.00
13-20301	Alosta Smog Test Only Center	9240	Blanket PO	01-5630	1,500.00
13-20302	Lion Express	9240	Blanket PO	01-5610	3,000.00
13-20303	Signature Tire	9240	Blanket PO	01-5630	2,500.00
13-20304	Central Drug Systems, Inc.	9240	Blanket PO	01-5800	400.00
13-20305	A-Z Bus Sales, Inc.	9240	Blanket PO	01-5630	10,000.00
13-20306	German Auto Repair	9240	Blanket PO	01-5630	4,000.00
13-20307	B & K Electric Wholesale	9030	Blanket PO	01-4300	500.00
13-20308	California Stage & Lighting	9030	Blanket PO	01-4300	4,000.00
13-20309	Home Depot	9030	Blanket PO	01-4300	5,000.00
13-20310	King Bolt Co.	9030	Blanket PO	01-4300	300.00
13-20311	McMaster-Carr	9030	Blanket PO	01-4300	2,500.00
13-20312	Mission Ace Hardware	9030	Blanket PO	01-4300	1,000.00
13-20313	Office Depot BSD Div	9030	Blanket PO	01-4300	1,000.00

<b>PO Number</b>	<b>Vendor Name</b>	<b>Site</b>	<b>Description</b>	<b>Fund/Object</b>	<b>Amount</b>
13-20314	Patton Steel	9030	Blanket PO	01-4300	2,000.00
13-20315	Prax Air	9030	Blanket PO	01-4300	1,500.00
13-20316	Rose Brands Textile Fabrics	9030	Blanket PO	01-4300	5,000.00
13-20317	VER Sales, Inc.	9030	Blanket PO	01-4300	500.00
13-20318	Visions in Color	9030	Blanket PO	01-4300	3,500.00
13-20319	Midwest Library Service	9260	Blanket PO	01-6300	15,000.00
13-20320	Amazon.com Corporate Credit	9260	Blanket PO	01-6300	3,000.00
13-20321	Office Depot BSD Div	9260	Blanket PO	01-4300	4,000.00
13-20322	Owl Bookshop	9260	Blanket PO	01-4300	100.00
13-20323	Glae Group	9260	Blanket PO	01-6300	4,100.00
13-20324	OCLC Western	9260	Blanket PO	01-5840	5,400.00
13-20325	Office Depot BSD Div	0260	Blanket PO	01-4300	1,000.00
13-20326	Office Depot BSD Div	0060	Blanket PO	01-4300	3,000.00
13-20327	Owl Bookshop	0060	Blanket PO	01-4300	200.00
13-20328	Western States Design	0060	Blanket PO	01-5630	2,000.00
13-20329	Just Do It Fitness Equipment	0060	Blanket PO	01-5810	2,000.00
13-20330	IMS Commercial Ice System Inc	0060	Blanket PO	01-5630	1,000.00
13-20331	3 M Library Systems	9260	Service Agreement	01-5810	1,620.00
13-20332	El-Rey Applications	9195	Blanket PO	01-5800	6,000.00
13-20333	Caliber Pool & Spa Service	9195	Blanket PO-Service Agreement	01-5800	17,400.00
13-20334	Just Do It Fitness Equipment	9195	Blanket PO-Service Agreement	01-5600	16,000.00
13-20335	Home Depot	9195	Blanket PO	01-4300	1,000.00
13-20336	Arrowhead Puritas	9470	Blanket PO	59-4300	550.00
13-20337	Altaware, Inc	9100	Hardware Support- Juniper	01-5810	1,665.00
13-20338	Educause	9100	Domain Renewal	01-5840	40.00
13-20339	P & R Paper Supply	9195	Blanket PO	01-4300	800.00
				01-4370	7,200.00
13-20340	Midwest Library Service	9260	Blanket PO	01-6300	1,100.00
13-20341	Office Depot BSD Div	0080	Blanket PO	01-4300	200.00
13-20342	Millie's Dance	0282	Blanket PO	01-4300	1,000.00
13-20343	Office Depot BSD Div	0282	Blanket PO	01-4300	200.00
13-20344	Sammy Camera	3260	Blanket PO	01-4300	500.00
13-20345	Owl Bookshop	3260	Blanket PO	01-4300	125.00
13-20346	Home Depot	0010	Blanket PO	01-4300	400.00
13-20347	Office Depot BSD Div	0010	Blanket PO	01-4300	500.00
13-20348	Rusty's Signs	0010	Blanket PO	01-4300	200.00
13-20349	Office Depot BSD Div	0250	Blanket PO	01-4300	700.00
13-20350	Arrowhead Puritas	0080	Blanket PO	01-5600	500.00
13-20352	Home Depot	0080	Blanket PO	01-4300	200.00
13-20353	Owl Bookshop	3070	Blanket PO	01-4300	700.00
13-20354	Office Depot BSD Div	3070	Blanket PO	01-4300	2,750.00
13-20355	Office Depot BSD Div	0230	Blanket PO	01-4300	500.00
13-20356	Office Depot BSD Div	0050	Blanket PO	01-4300	300.00
				<b>Total</b>	<b>271</b>
					<b>1,861,345.74</b>

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
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Fund Summary				
Fund	Description		PO Count	Amount
01	General Fund		247	977,902.67
33	Child Development Fund		5	1,304.75
41	Capital Outlay Projects Fun		6	268,439.81
42	Revenue Bond Construction F		12	611,526.56
59	Golf Driving Range		1	550.00
71	Associated Student Trust Fu		2	1,621.95
<b>Total</b>			<b>271</b>	<b>1,861,345.74</b>

**PO Changes**

	New PO Amount	Fund/ Object	Description	Change Amount
12-19122	361.05	01-4300	General Fund/Materials and Supplies	.00
12-19575	93.18	01-4300	General Fund/Materials and Supplies	11.62
12-19682	5,187.30	01-5630	General Fund/Repairs	1,033.44
12-19817	1,000.00	01-4300	General Fund/Materials and Supplies	200.00
12-19895	536,003.77	41-6400	Capital Outlay Projects Fun/Equipment-Capitalized	1,269.93
12-19908	33,106.88	01-6400	General Fund/Equipment-Capitalized	449.25
12-19916	2,296.00	01-5630	General Fund/Repairs	1,296.00
12-19954	55.91	01-4300	General Fund/Materials and Supplies	10.40
12-19955	269.19	01-4300	General Fund/Materials and Supplies	55.00
12-19965	750.00	01-5800	General Fund/Oth Contracted Services	750.00-
12-19965	750.00	41-5800	Capital Outlay Projects Fun/Oth Contracted Services	750.00
				<b>4,325.64</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Institutional Membership	Information	_____
		Enclosure(s)	<u>X</u>

**BACKGROUND**

The Board of Trustees annually approves institutional memberships as an action item at the June meeting for payment, effective July 1, 2012, as required by Education Code.

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

**RECOMMENDATION**

Authorization to approve the 2012-2013 institutional membership list.

Carol R. Horton  
Recommended by

                    /                      
Moved            Seconded

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

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

Item No.         H.1.e.

## 2012-2013 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Academic Senate for California Community Colleges	2,423.50
Accrediting Commission for Community and Junior Colleges	18,326.00
American Association of Community Colleges	13,760.00
American Choral Directors Association	110.00
American College Health Association	915.00
American Council on International Intercultural Education	595.00
Associated Collegiate Press	139.00
Association for Institutional Research	125.00
Association for Student Advancement Programs	115.00
Association of Community and Continuing Education (ACCE)	120.00
Association of Fundraising Professionals	350.00
Association of Performing Arts Presenters	986.50
Automatic Transmission Rebuilders Association	232.00
Automotive Engine Builders Association	200.00
Automotive Service Councils, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	280.00
California Association of College Stores	528.00
California Association of Community Colleges Registrars & Admissions Officers	200.00
California Association of Postsecondary Educators of the Disabled	240.00
California Association of School Business Officials (CASBO)	572.00
California Child Development Administrators Association	600.00
California Colleges for International Education	450.00
California Community College Chief Instructional Officers	300.00
California Community College Council for Staff & Organizational Development	125.00
California Community College Cross Country & Track Coaches Association	100.00
California Community College Ladies Golf Association	150.00
California Community College Women's Basketball Coaches Association	200.00
California Community Colleges Chief Student Services Administrators Association	300.00
California Community Colleges Men's Basketball Coaches Association	350.00
California Community College Soccer Coaches Association	75.00
California Organization of Associate Degree Nursing Program Directors	100.00
California Presenters	150.00
Child Care Food Program Roundtable	35.00
Claremont Chamber of Commerce	151.98
College Band Directors National Association	75.00
Commission on Athletics (California Community College Athletic Association)	6,902.50
Community College Facility Coalition	825.00
Community College Leadership Development Initiatives Foundation	1,000.00
Community College League of California	19,132.00
Community College Public Relations Organization	175.00
Community College Survey of Student Engagement (CCSSE)	9,925.00
Connect <sub>2</sub> One	1,400.00
Consortium of Southern California Colleges and Universities (CSCCU)	250.00
Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	1,750.00
Council of Chief Librarians, California Community Colleges	150.00
Covina Chamber of Commerce	110.00
Duarte Chamber of Commerce	219.00
Education Mandated Cost Network	2,000.00
Educause	1,830.00
Foundation for California Community Colleges	450.00
Glendora Chamber of Commerce	1,250.00
Glendora Community Coordinating Council	40.00

## 2012-2013 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Health Services Association -California Community Colleges	150.00
Hispanic Association of Colleges and Universities	7,650.00
Honors Transfer Council of California (HTCC)	90.00
Independent College Bookstore Association	2,000.00
Innovative Users Group	100.00
International Consortium for Education and Economic Development	800.00
International Ticketing Association, Inc.	195.00
Irwindale Chamber of Commerce	235.00
ISSA/Interclean	275.00
Journalism Association of Community Colleges	700.00
Learning Resources Network (LERN)	595.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District	50.00
Monrovia Chamber of Commerce	418.00
NAFSA Association of International Educators	360.00
National Association for Community College Entrepreneurship	500.00
National Association of College Stores, Inc.	975.00
National Association of Colleges and Employers	400.00
National Association of EMS Educators	105.00
National Association of Student Financial Aid Administrators	1,409.00
National Association of Veterans' Program Administrators	200.00
National Athletic Trainers Association (NATA)	200.00
National Business Incubation Association	425.00
National Collegiate Honors Council	500.00
National Council for Workforce Education (NCWE)	295.00
National League for Nursing	200.00
National Network 2	200.00
National Student Clearinghouse	644.75
Network of California Community College Foundations	350.00
Recording for the Blind & Dyslexic Learning Through Listening	350.00
San Gabriel Valley Economic Partnership	2,500.00
San Gabriel Valley/Foothill Association of Community Colleges	500.00
School Services of California, Inc.	3,420.00
Society for News Design	105.00
Society of Professional Audio Recording Services	350.00
South Coast Higher Education Council	50.00
Southern California Broadcasters Association	35.00
Southern California Football Association (SCFA)	1,800.00
Southern California Golf Association	1,105.00
Southern California Intersegmental Articulation Council	75.00
Southern California Library Cooperative	200.00
Southern California Regional Transit Training Consor	500.00
Specialty Equipment Market Association	150.00
State Community College Organization of Physical Educators	400.00
The Research & Planning Group for California Community Colleges	350.00
Travel Adventure Cinema Society (TRACS)	100.00
Western Arts Alliance (WAA)	350.00
Western Association for College Admission Counseling	50.00
Western Association of Veteran Educational Specialists	75.00
Western Region Honors Council	75.00
Western States Conference (WSC)	5,200.00
	128,674.23

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO: BOARD OF TRUSTEES Action  X   
DATE June 19, 2012 Resolution \_\_\_\_\_  
SUBJECT: Award of Contract, Bid# 09-1112, Golf Range Netting Project Information \_\_\_\_\_  
Enclosure(s)  X

BACKGROUND

The Board of Trustees approves the award of all contracts for construction. One bid was received for bid #09-1112, Golf Range Netting Project on June 6, 2012. The responsive and responsible bid was submitted by Judge Netting, Inc. of Costa Mesa, California. The bid price of \$127,500.00 is within budget and will be funded from Fund 41, Capital Projects. Staff has verified Judge Netting, Inc.'s contractor license, bid security 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 #09-1112, Golf Range Netting Project to Judge Netting, Inc. of Costa Mesa, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$127,500.00 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.1.f. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

**BID RESULTS**

**#09-1112, Golf Driving Range Project**  
**Bid Opening: Wednesday, June 6, 2012, 2:00 p.m.**  
**Purchasing Office**

	Bidder	Base Bid
1	Judge Netting	\$127,500



## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	Approval of Change Order Number One for Project 04-1112, Pool Replaster Project	Information	
		Enclosure(s)	X

**BACKGROUND**

At its meeting of December 6, 2011, the Board of Trustees awarded project number 04-1112, Pool Replaster Project to Nadar, Inc. of Altadena, California. During the course of construction the District has identified some additional requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order Number One. The increase is \$18,728.00. The revised total of the contract after Change Order Number One is \$238,228.00. The change will add zero days to the construction time.

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

**RECOMMENDATION**

Authorization is requested to approve Change Order Number One in the amount of \$18,728.00 and add zero days to the time for completion for project number 04-1112, Pool Replaster Project.

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

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

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

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

Item No. \_\_\_\_\_ H.1.g. \_\_\_\_\_



P.O. BOX 94235  
PASADENA, CA 91109-4235  
(626) 791-9751 FAX (626) 398-0471  
CONTRACTOR'S LICENSE NO. 214554

**CHANGE ORDER PROPOSAL # 1**

Date: May 15, 2012

To: Citrus Community College District  
Attn: Fred Diamond

Re: Citrus College Swimming Pool Replaster

As requested, following is our proposal for installation of caulking at the pool deck:

<u>Item</u>	<u>Qty</u>	<u>\$ / Unit</u>	<u>Total \$</u>
Pool Deck Caulking	2,341 LF	8.00 / LF	18,728.00
<b>TOTAL</b>			<b>\$ 18,728.00</b>

Please call us if you have any questions regarding this item.

Thank you.

Respectfully,  
NADAR, INC.

Eric Fraer  
Project Manager

ACCEPTED BY:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Nadar will not commence work described herein until this proposal has been acknowledged and returned, or a Change Order issued.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	Approval of Change Order Number Two for Project 04-1112, Pool Replaster Project	Information	
		Enclosure(s)	X

**BACKGROUND**

At its meeting of December 6, 2011, the Board of Trustees awarded project number 04-1112, Pool Replaster Project to Nadar, Inc. of Altadena, California. During the course of construction the District has identified some additional requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order Number Two. The increase is \$7,472.00. The revised total of the contract after Change Order Number Two is \$245,700.00. The change will add zero days to the construction time.

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

**RECOMMENDATION**

Authorization is requested to approve Change Order Number Two in the amount of \$7,472.00 and add zero days to the time for completion for project number 04-1112, Pool Replaster Project.

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

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

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

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

Item No. \_\_\_\_\_ H.1.h. \_\_\_\_\_



P.O. BOX 94235  
 PASADENA, CA 91109-4235  
 (626) 791-9751 FAX (626) 398-0471  
 CONTRACTORS LICENSE NO. 214554

**CHANGE ORDER PROPOSAL # 2**

Date: May 30, 2012

To: Citrus Community College District  
 Attn: Fred Diamond

Re: Citrus College Swimming Pool Replaster

As requested, following is our proposal for removal and replacement of the swimming pool depth markers. New deck depth markers (50M pool and therapy pool) shall be fabricated from 1" x 1" unglazed white tile with black numerals. New coping face depth markers (50M pool) shall be 4-1/4" x 4-1/4" glazed white tile with black numerals and 1/4-round trim at top and bottom.

Item	Qty	\$ / Unit	Total \$
Labor – Remove Deck Depth Markers	25 ea.	60.00	1,500.00
Labor – Remove Coping Depth Markers	21 ea.	60.00	1,260.00
Material – Deck Depth Markers	25 ea.	25.00	625.00
Material – Coping Depth Markers	21 ea.	30.00	630.00
Material – Coping Depth Marker Trim	21 ea.	10.00	210.00
Material – Setting Materials			200.00
Labor – Install Deck Depth Marker	25 ea.	40.00	1,000.00
Labor – Install Coping Depth Marker and Trim	21 ea.	45.00	945.00
		Subtotal	6,370.00
Liability Insurance (2%)			127.00
		Subtotal	6,497.00
Overhead and Profit (15%)			975.00
		<b>TOTAL</b>	<b>\$ 7,472.00</b>

Please call us if you have any questions regarding this proposal.

Respectfully,  
 NADAR, INC.

Eric Fraer  
 Project Manager

ACCEPTED BY:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Nadar will not commence work described herein until this proposal has been acknowledged and returned, or a Change Order issued.

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	Citrus Team Travel and Participation in NASA's Advanced Rocketry Workshop, Huntsville, AL, July 17-21, 2012	Information	
		Enclosure(s)	X

**BACKGROUND**

The NASA University Student Launch Initiative (USLI) is a program in which a team of 5+ students organize, design, build, and launch a large-scale model rocket with the objective of carrying a scientific payload to an altitude of 1 mile above ground level while remaining recoverable and reusable. The objectives of the scientific payload may be of a student design, or follow criteria set forth by the NASA Science Mission Directorate (SMD).

Participation in the USLI program requires that the student team create and submit a proposal to NASA. If their proposal is selected, the USLI requires a NASA review of the team's preliminary and critical designs. The project also requires flight readiness and safety reviews before the rockets and payloads are approved for launch. Teams complete a Post-Launch Assessment Review to include conclusions from their science or engineering experiment and the overall flight performance. The Preliminary Design Review, Critical Design Review and Flight Readiness Review are conducted by a panel of scientists and engineers from NASA, NASA contactors and external partners. The teams have several months (November 2012-April 2013) to complete all of the above requirements. At the end of this period, if all requirements are completed, the team will travel to Huntsville, AL to launch their rocket in the USLI competition.

Citrus College's team is formed of five (5) students: Andrew Ferguson, Phoebe Sulzen, Yu-Han Chiang, Benjamin Wicket, and Carey Gunter and one (1) faculty advisor, Lucia Riderer, Physics faculty. While the team has five students, we only request that three of them participate in the Advanced Rocketry Workshop this summer. Upon their return, the three students who will participate in the workshop will share their learning with the rest of the team.

Attendance at the Advanced Rocketry Workshop the summer before the proposal is to be written and submitted is *highly recommended* for beginner teams. The workshop will provide entry-level rocketry instruction conducted by NASA engineers, along with a detailed description of the



## Citrus College participation in the NASA University Student Launch Initiative (USLI) Competition

### What is USLI?

NASA USLI is a competition that challenges university-level students to design, build and launch a reusable rocket with a scientific or engineering payload to one mile above ground level. The project engages students in scientific research and real-world engineering processes with NASA engineers.

Students write a proposal to participate in USLI during the fall. An outreach plan on how the teams plan to raise awareness of the science of rockets in their community is an important part of the proposal. If selected, the teams design and build their rocket and payload throughout the academic year, and organize outreach events.

USLI requires a NASA review of the teams' preliminary and critical designs. The project also requires flight readiness and safety reviews before the rockets and payloads are approved for launch. Teams complete a Post-Launch Assessment Review to include conclusions from their science or engineering experiment and the overall flight performance. The Preliminary Design Review, Critical Design Review and Flight Readiness Review are conducted by a panel of scientists and engineers from NASA, NASA contactors and external partners.

**Probable timeline of events** (this is based on last year's competition, since the 2013 announcement has not yet been published)

July 17-21, 2012	Students in beginner teams attend the Advanced Rocketry Workshop (Huntsville, AL)
August	NASA solicitation for proposals is published
September	Deadline for teams to submit their proposal to NASA
October	Selected teams are announced via email
November	Preliminary Design Review is submitted to NASA and MUST be approved to continue the project
January, 2013	Critical Design Review is submitted to NASA and MUST be approved to continue the project
February	Flight Readiness and Safety Reviews are submitted to NASA and MUST be approved to continue the project
March	Testing the rocket in Lucerne Valley after receiving approval from the NAR, FAA and other state/county officials, during one of the Rocketry Organization of California regular launches, open to public.
April	NASA Competition in Huntsville, AL
May-June	Completion and submission of Post-Launch Assessment

**What does the Citrus team plan to do?**

1. In preparation for the writing of the proposal and to learn about Rocketry, some members of the team will attend the Advanced Rocketry Workshop, July 18-21, 2012 in Huntsville, AL.
2. Write the best proposal that they can during the summer and submit it to NASA in September

*If the proposal gets selected by NASA to participate in the USLI Competition*

- Continue working on the next step-by-step design and construction of the rocket, while making sure that they get the necessary approvals to test it in CA.
- Meet with Cal Poly Pomona students who participated in the competition last year to “pick their brains”-Dr. Don Edberg ( Dept. of Aerospace Engineering ) is the faculty advisor of the CPP team and has agreed to have his team “mentor” the Citrus team, should they get their proposal selected by NASA
- Fundraise for travel funds and materials to build the rocket. Outreach as planned in proposal.

ESTIMATED EXPENSES		FUNDING SOURCES		
Materials to build rocket	4,500.00	WIE Grant	1,000.00	EXISTENT
Airfare for team of six	2,500.00	Citrus Foundation	2,000.00	WILL APPLY IN SEPTEMBER
Hotel (3 rooms for 4 nights)	1,200.00	MICI Grant*	5,000.00	WILL APPLY IN JUNE
Meals	600.00	Other**	1,200.00	WILL APPLY IN FEBRUARY, 2013
Car rental	400.00	TOTAL	9,200.00	
TOTAL	9,200.00			

\*In an effort to spur more participation from Minority Serving Institutions (MSIs) in NASA University Challenges, NASA Minority Innovation Challenges Institute (MICI) has created a new grant program to complement its existing mentoring efforts. This competitive grant program will offer MSIs the opportunity to receive up to \$5,000 to compete in the 2013 NASA University Student Launch Initiative. Up to \$1,000 of each grant may be used in the form of a stipend for a faculty member who is responsible for the project AND establishes at least a one credit course around this project. Other uses of funds include: purchase of equipment and parts associated with building the rocket; travel to and from the contest for



both students and the faculty member; or costs associated with performing tests in advance of the contest. Funds *cannot* be used to compensate students or other individuals in any way (outside of the faculty stipend). Funds *cannot* be used to cover university overhead or operational costs.

Any Minority Serving Institution is eligible to apply for funds, except for those that have competed in a USLI competition during the last 5 years. The application must be submitted by a faculty member currently employed at an MSI.

\*\* Lucia Riderer, faculty advisor of the Citrus team will write a grant proposal to the MAA-Tensor Foundation for the project titled "It's Rocket Math!" in February 2013.

*If the proposal does not get selected by NASA to participate in the USLI Competition*

- The Citrus team of students will build a medium size rocket and launch it during one of the regular launches open to the public and organized by the Rocketry Organization of California (ROC) throughout the year.
- Perform at least two outreach activities to K-12 local school districts using the *Physics and Mathematics of Model Rockets (PM<sup>2</sup>R)* activity

*Note: the following students will enroll in the **PSY 250** (Honors Topics Seminar) class for both summer and fall semester. The class will be taught by Lucia Riderer, Physics faculty.*

1. William Andrew Ferguson (A00120434)
2. Phoebe Mae Sulzen (A00023383)
3. Yu-han Chiang (A00112176)
4. Benjamin Rhodes-Wicket (A00026806)
5. Carey Evan Gunter (A00042761)

## Estimated Budget

Participation in NASA's Advanced Rocketry Workshop, Huntsville, Alabama  
July 17-21, 2012

<u>Description</u>	<u>Estimated Cost</u>
Travel for 3 students roundtrip LAX--HSV	\$1,400
Hotel for 3 students/4 nights	\$800
Meals for 3 students/4 days	\$240
Registration Fee for 3 students	\$300
<u>Total</u>	<u>2,740.00</u>
ASCC will fund	-1,800.00
<u>WIE grant</u>	<u>-940.00</u>

**Cost to General Fund -0-**

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**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Approval of New, Modified, and Inactivated Courses and New, Modified and Inactivated Programs	Information	_____
		Enclosure(s)	X

BACKGROUND

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

This list represents work completed by the Curriculum Committee on April 12, 2012, May 10, 2012 and June 7, 2012.

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

RECOMMENDATION

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

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

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

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

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

Item No. \_\_\_\_\_ H.1.j. \_\_\_\_\_

**NEW COURSES**

<b>Course Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Justification</b>
MOTO	201	Motorcycle Dynamics and Chassis Systems	To prepare students for a career as a motorcycle service technician.

**MODIFIED COURSES**

<b>Course Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Justification</b>
ACCT	101	Financial Accounting	Update course SAM code, grade, MQ, DE data and SLO.
AJ	106	Patrol Procedures	Update course to describe the firearm simulation exercise conducted in class to meet the requirements of BP 3530 and AP 3530 as well as a request by our insurance underwriter.
ANTH	210	Introduction to Cultural Anthropology	Six year program review update, review SLO's, objectives, catalog description, transfer options, and textbook.
CHLD	100	Introduction to Education and Teaching Grades K-12	Update curriculum as part of program review.
CHLD	110	Early Childhood Development	Update curriculum.
CHLD	120	Literacy for Children	Course updates including Student learning outcomes, textbook, etc.
CHLD	121	Art for Children	Update Student Learning Outcomes and textbook.
CHLD	122	Music and Rhythms for Children	Update course including SLOs, textbook, required methods of assessment/instruction .
CHLD	123	Science Experiences for Children	Update course including SLOs, textbook, methods of instruction/evaluation and examples of assignments.
CHLD	124	Math for Children	Update course.
CHLD	130	Infant Development and Group Care	SLO update, list outside assignment.
CHLD	169	Managing Challenging and Disruptive Behaviors	Update course SLOs, textbook, methods of instruction/assessment and sample assignments.
CHLD	190	Administration of Early Childhood Education Programs I	Update curriculum and Student Learning Outcomes for Program Review.
CHLD	191	Administration of Early Childhood Education Programs II	Update outline as part of program review.
COS	141	Introduction to Cosmetology	To correctly reflect the units for this course as 11

			units effective Spring 2013.
COUN	145	Career/Life Planning	Update course, Student Learning Outcomes and Objectives.
ECON	100	Survey of Economics	Course outline update for program review.
ECON	101H	Principles of Macroeconomics - Honors	Update course outline as part of program review.
ENGL	098	English Fundamentals	Revise Student Learning Outcomes and Objectives.
ESCI	119	Physical Geology without laboratory	Modified catalog description to indicate students may <u>not</u> receive credit for both ESCI 119 and ESCI 120.
ESCI	120	Physical Geology	Modified catalog description to indicate students may <u>not</u> receive credit for both ESCI 119 and ESCI 120.
ESL	070	American Idioms I	Create Student Learning Outcomes.
HEAL	105	Hospital Unit Coordinator	Revise and reduce unnecessary and repetitive Student Learning Outcomes, update course objectives. Minimum qualifications review and change. Provide examples of homework assignments.
MUS	115	Voice	Change arranged hours to lab hours plus arranged hours.
MUS	118	Concert Choir I	To refine and make student learning outcomes more efficient and to restructure lecture and lab divisions.
MUS	119	Concert Choir II	To refine student learning outcomes and make them more efficient and to restructure and update lecture and lab hours.
MUS	153	Chamber Jazz	To remove co-requisites and update Student Learning Outcomes.
MUS	210	Intermediate Voice	Change lab hours to lab hours plus arranged hours.
NRS	100	Introduction to Vocational Nursing	Editing and consolidation of Student Learning Outcomes.
OFF	285	Administrative Office Procedures	Reactivate class. Course is part of current certificates. Statistics and information from the current Occupational Outlook Handbook indicates Office Procedures is necessary for business office positions.
PHYS	202	Physics B: Thermodynamics and Electromagnetism	Update content, objectives, Student Learning Outcomes and textbook.
PSY	103	Statistics for the Social and Behavioral Sciences	Update course title, grade, transfer option, prerequisite, textbook and SLO.

PSY	212	Behavioral Disorders	Change name of course to remove stigma of "abnormal", update course to include Student Learning Outcome material, and identify current textbook.
PUB	151	Street Construction and Maintenance	Six year review.
PUB	154	Soils - Trenching and Grading	Six year curriculum review.
PUB	160	Public Administration	Modify description, SLOs, content, objectives, text.
PUB	162	Traffic Control Standards, Practices, and Policies	Six year review.
PUB	164	Plan Interpretation and Cost Estimating	Six year review.
RNRS	193	Pediatric Nursing	To add a hybrid option.

### INACTIVATED COURSES

Course Subject	Course Number	Course Title	Justification
AJ	118	Police Supervision	Course has not been offered in several years.
BUS	140	International Business	Course has not been offered in past five years, with no plan to offer it in the near future.
CHLD	698A	Cooperative Education	Cooperative Education model is not currently offered due to budget restrictions.
CHLD	699A	Cooperative Education	No longer feasible.
CSIS	140	Java Programming with Game Applications	Course has not been offered in over five years, and there are no plans to offer it in the near future.
CSIS	168	Designing Web Sites	Course has not been offered in over five years, and there are no plans to offer it in the near future.
CSIS	190	Introduction to Flash Game Programming	Course has not been offered in over five years, and there are no plans to offer it in the near future.
NC	901	Water Aerobics	Course not offered.
OFF	201	Introduction to Electronic Commerce for Business	Course not offered in the past two years.
REAL	212	Real Estate Practice	Course has not been offered in over five years, and there are no plans to offer it in the near future.
REAL	214	Real Estate Finance	Course has not been offered in over five years, and there are no plans to offer it in the near future.
REAL	216	Legal Aspects of Estate Practice	Course has not been offered in over five years, and there are no plans to offer it in the near future.
WATR	152	Cross-Connection Control	Course is not part of a certificate program, and has not been offered in a few years. Will consider

			moving to NC as a stand-alone CTE course.
--	--	--	---

**NEW PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS**

<b>Program Title</b>	<b>Justification</b>
Business Administration AS-T – Transfer Degree	To set up Business Administration AS-T Transfer Degree
Elementary Education AA-T Transfer Degree	To set up Elementary Education AA-T Transfer Degree
History AA-T Transfer Degree	To set up History AA-T Transfer Degree
Kinesiology AA-T Transfer Degree	To set up Kinesiology AA-T Transfer Degree
Physics AS-T Transfer Degree	To set up Physics AS-T Transfer Degree
Theatre Arts AA-T Transfer Degree	To set up Theatre Arts AA-T Transfer Degree

**MODIFIED PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS**

<b>Program Title</b>	<b>Justification</b>
Administrative Office Occupation Certificate of Achievement	Updating certificate with current courses.
Child A.S. Degree	Reactivate Child A.S. Degree for a period of time in order to give students who have catalog rights time to complete their degree.
Dental Assisting Certificate of Achievement	Updating certificate.

**INACTIVATED PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS**

<b>Program Title</b>	<b>Justification</b>
Landscape Management Certificate of Achievement	No completers in the last 3 years.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Contracts with Mt. San Antonio College and Rio Hondo College to implement the San Gabriel Valley Career Technical Education Community Collaborative Grant – Round Five	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

The San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) grant represents a partnership between Citrus College (CC), Mt. San Antonio College (MSAC), and Rio Hondo College (RHC). In year one partners selected Citrus College as the coordinating fiscal agent and as projects continue into round five, contracts are used to divest the portion of work applicable to each college. Round five includes the Engineering & Design sector (CC & RHC) and continues investments in the Energy & Utility (MSAC) and Transportation (CC & RHC) sectors, professional development, career exploration and pathway development.

The enclosed contracts are for Mt. San Antonio College in the amount of \$90,000 and Rio Hondo College in the amount of \$95,000

This item was prepared by Marti DeYoung, CTE Supervisor.

**RECOMMENDATION**

Authorization is requested to approve contracts between Citrus College and Mt. San Antonio College in the amount of \$90,000 and between Citrus College and Rio Hondo College in the amount of \$95,000. Contracts will be in effect July 1, 2011 to November 30, 2013 for the San Gabriel Valley Career Technical Education Community Collaborative - Round Five.

Irene Malmgren  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.k. \_\_\_\_\_



**Citrus Community College District**  
Agreement #13-13405-01

This Agreement is entered into by and between Citrus Community College District (District) and **Mt. San Antonio College**. This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the **San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) Round Five** by the California Community Colleges Chancellor's Office (grant agreement #11-140-821).

1. **STATEMENT OF WORK:** Mt. San Antonio College shall exercise its best efforts to carry out the program in compliance with the Request for Application (RFA 2008), CCCC Grant Agreement Article I Career-Technical Education Pathways Initiative Program-Specific Legal Terms and conditions (effective January 1, 2012) and congruence with outcomes proposed within the Round Five application as outlined in Exhibit A, which is incorporated herein and made a part of this Agreement.
2. **PERIOD OF PERFORMANCE:** The period of performance shall be from July 1, 2012 to November 20, 2013. These dates are subject to the Chancellor's Office continued support of this funding.
3. **PAYMENTS:** District will reimburse Mt. San Antonio College actual costs for performance of work under this Agreement in the amount not to exceed \$90,000 over a 17-month period when expenditures are congruent with the budget incorporated into this Agreement. Documentation of the required 10% match will be required prior to final payment.
4. **INVOICES:** District will reimburse Mt. San Antonio College upon receipt of monthly invoices provided by Mt. San Antonio College. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Mt. San Antonio College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with the RFA, this Agreement and within the parameters of allowable expenses for this grant. Mt. San Antonio College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

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

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement #13-13405-01 and Purchase Order # (to be provided) and mailed to:

Accounts Payable  
Bertha Bobadilla  
Citrus Community College  
1000 West Foothill Boulevard

Glendora, CA 91741-1899.

District reserves the right to withhold payment of Mt. San Antonio College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement. Program information, typically provided quarterly, may be required monthly to verify expenses.

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

For programmatic or technical matters:

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

Mt. San Antonio College  
Sarah Daum, Dean, Technology & Health  
1100 N. Grand Avenue  
Walnut, CA 91789

For business matters:

Citrus Community College District  
Rosalinda Buchwald  
Director of Fiscal Services

Mt. San Antonio College  
Adrienne Price  
Director of Grants

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

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principals and Office of Management and Budget circulars, as applicable to Mt. San Antonio College. Mt. San Antonio College shall maintain records to

support identifiable charges to the project. Obligations, commitments, encumbrances, or expenditures must be made within the period of the performance (#2 of this Agreement).

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

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

**FOR** Mt. San Antonio College

By \_\_\_\_\_  
Virginia Burley, Ph.D  
Vice President, Instruction

\_\_\_\_\_  
Date:

**FOR** Citrus Community College District

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

\_\_\_\_\_  
Date:

**Citrus Community College District**  
Agreement #13-13405-02

This Agreement is entered into by and between Citrus Community College District (District) and **Rio Hondo College**. This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the **San Gabriel Valley Career Technical Education Community Collaborative (SGVCTECC) Round Five** by the California Community Colleges Chancellor's Office (grant agreement #11-140-821).

- 14. STATEMENT OF WORK:** Rio Hondo College shall exercise its best efforts to carry out the program in compliance with the Request for Application (RFA 2008), CCCCCO Grant Agreement Article I Career-Technical Education Pathways Initiative Program-Specific Legal Terms and Conditions (effective January 1, 2012) and congruence with outcomes proposed within the Round Five application as outlined in Exhibit A, which is incorporated herein and made a part of this Agreement.
- 15. PERIOD OF PERFORMANCE:** The period of performance shall be from July 1, 2012, to November 30, 2013. These dates are subject to the Chancellor's Office continued support of this funding.
- 16. PAYMENTS:** District will reimburse Rio Hondo College actual costs for the performance of work under this Agreement in the amount not to exceed \$95,000 over a 17-month period when expenditures are congruent with the budget incorporated into this Agreement. Documentation of the required 10% match will be required prior to final payment.
- 17. INVOICES:** District will reimburse Rio Hondo College upon receipt of monthly invoices provided by Rio Hondo College. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of Rio Hondo College: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with the RFA, this Agreement and within the parameters of allowable expenses for this grant. Rio Hondo College further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

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

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement #13-13405-02 and Purchase Order # (to be provided) and mailed to:

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

District reserves the right to withhold payment of Rio Hondo College's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement. Program information, typically provided quarterly, may be required monthly to verify expenses.

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

For programmatic or technical matters:

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

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

For business matters:

Citrus Community College District  
Rosalinda Buchwald  
Director of Fiscal Services

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

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

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

**21. ACCOUNTING RECORDS AND PROGRAM:**

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

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

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

**FOR** Rio Hondo Community College District – Rio Hondo College

By \_\_\_\_\_  
Teresa Dreyfuss  
Vice President, Finance and Business

\_\_\_\_\_  
Date:

**FOR** Citrus Community College District

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

\_\_\_\_\_  
Date:

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

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

RECOMMENDATION

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

Robert Sammis  
Recommended by

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

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

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

Item No. H.1.I.

**ACADEMIC EMPLOYEES  
SEPARATIONS  
JUNE 19, 2012**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Lindsey, Stephen	Dean of Business, CSIS, Distance Education, and Library	Business	Management resignation - retreat to faculty effective Fall 2012	8/23/2012
Rivadeneira, Justina	Coordinator, Career/Transfer Center	Career/Transfer Center	Resign from Coordinator - return to Counselor (10 months)	6/30/2012



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Aghyarian, Meray	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.
Allahbachayo, Salima	RN Assistant Director	Hourly as needed	Health Sciences	07/01/12	12/31/12	\$51.73 hr.
Allen, Ann	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Al-Sabea, Taha	Instructor	Hourly as needed	Economics	07/01/12	12/31/12	\$44.90 hr.
Alvarez, Oscar	Instructor	Hourly as needed	Computer Science & Information Technology	07/01/12	12/31/12	\$44.90 hr.
Amaya, Hector	Instructor	Hourly as needed	History, Humanities, Philosophy	07/01/12	12/31/12	\$44.90 hr.
Anderson-McGill, Taylor	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Aplanalp, Jane	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Au, Susana	Instructor	Hourly as needed	Architecture & Drafting	07/01/12	12/31/12	\$44.90 hr.
Avci, Tugrul	Instructor	Hourly as needed	Economics	07/01/12	12/31/12	\$44.90 hr.
Azpeitia, Maria	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.
Bakhit, Khetam	Instructor	Hourly as needed	Economics	07/01/12	12/31/12	\$44.90 hr.
Baldrige, Todd	Instructor	Hourly as needed	EMT	07/01/12	12/31/12	\$44.90 hr.
Barajas, Noemi	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Bartolf, Oscar	Instructor	Hourly as needed	Computer Science & Information Technology	07/01/12	12/31/12	\$44.90 hr.
Baxter, Susan	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Beach, Kristine	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.
Beckenham, Susan	Instructor	Hourly as needed	Computer Science & Information Technology	07/01/12	12/31/12	\$44.90 hr.
Bender, Thomas	Instructor	Hourly as needed	Automotive	07/01/12	12/31/12	\$44.90 hr.
Betancourt, Carmen	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Bobo, Michael	Instructor	Hourly as needed	Humanities	07/01/12	12/31/12	\$44.90 hr.
Bosler, Sarah	Technology Academy - three workshops	Hourly as needed	HSI Title V Cooperative Grant	07/01/12	08/24/12	\$50.00 hr.
Botma, Scott	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Boudreau, Debbie	Counselor	Hourly as needed	STEM2-CSUF Grant	07/01/12	08/23/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Bowen, Keisha	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Boyden, Pixie	Instructor	Hourly as needed	Information Technology	07/01/12	12/31/12	\$44.90 hr.
Brennan, Donna	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Briones, Arthur	Counselor	Hourly as needed	Veteran's Center	07/01/12	12/31/12	\$44.90 hr.
Brower, Cecil	Instructor	Hourly as needed	Computer Science & Information Technology	07/01/12	12/31/12	\$44.90 hr.
Buchwald, Leigh	Instructor	Hourly as needed	Information Technology	07/01/12	12/31/12	\$51.73 hr.
Burgos, Miriam	Instructor	Hourly as needed	Business	07/01/12	12/31/12	\$44.90 hr.
Burlingame, Robert	Instructor	Hourly as needed	Accounting	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Byaleero, Fred	Instructor	Hourly as needed	Computer Science & Information Technology	07/01/12	12/31/12	\$44.90 hr.
Campbell, Faye	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Cao, Alvin	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Carrillo, Michael	Instructor	Hourly as needed	Sociology	07/01/12	12/31/12	\$44.90 hr.
Cashell, Judy	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Castillo, Claudia	Counselor	Hourly as needed	Counseling	07/01/12	12/31/12	\$51.73 hr.
Chai, Janet	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.
Chan, Linda	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Chhabra, Usha	Librarian	Hourly as needed	Library	07/01/12	12/31/12	\$44.90 hr.
Christensen, Niel	Instructor	Hourly as needed	Political Science	07/01/12	12/31/12	\$44.90 hr.
Clark, Jeremy	Coordinator, Toyota Technician Education Network	Stipend	Automotive	06/24/12	08/16/12	\$1,500.00 tl.
Clark, Steve	Instructor	Hourly as needed	Political Science	07/01/12	12/31/12	\$44.90 hr.
Coson, Murniz	Instructor	Hourly as needed	Economics	07/01/12	12/31/12	\$44.90 hr.
Creamer, Frederick	Instructor	Hourly as needed	Computer Science & Information Technology	07/01/12	12/31/12	\$44.90 hr.
Culp, Jean	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.
Cusick, Tanya	Instructor	Hourly as needed	Dental	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
DeLong, Linda	Instructor	Hourly as needed	Business	07/01/12	12/31/12	\$44.90 hr.
Dery, Kenneth	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Desimone, Natalie	Counselor	Hourly as needed	Bridges to Success Grant	07/01/12	08/23/12	\$44.90 hr.
DeVries, Peter	Instructor	Hourly as needed	Biology	07/01/12	12/31/12	\$44.90 hr.
Dhillon, Dalvir	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Dillibe, Anne	Librarian	Hourly as needed	Library	07/01/12	12/31/12	\$44.90 hr.
Dingwall, Stephanie	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Dominic, Alice	Instructor	Hourly as needed	Office Technology	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Doolittle, Jan	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Elias, Brian	Instructor	Hourly as needed	Administration of Justice	07/01/12	12/31/12	\$44.90 hr.
Entus, Robert	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Farnum, Martin	Instructor - Science Summer Camp	Stipend	Race to STEM Grant	06/18/12	06/21/12	\$465.57 tl.
Farnum, Martin	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Felix, Felipe	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Ferguson, Mark	Instructor	Hourly as needed	EMT	07/01/12	12/31/12	\$44.90 hr.
Fernandez, Genevieve	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Figuroa, Irma	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Fischella, James	Instructor	Hourly as needed	Business	07/01/12	12/31/12	\$44.90 hr.
Flores, Jennifer	Counselor	Hourly as needed	CalWORKs	07/01/12	12/31/12	\$44.90 hr.
Foley, William	Instructor	Hourly as needed	Business	07/01/12	12/31/12	\$44.90 hr.
Frohman, Deborah	Instructor	Hourly as needed	Economics	07/01/12	12/31/12	\$44.90 hr.
Gerfen, Thomas	Instructor	Hourly as needed	Computer Science & Information Technology	07/01/12	12/31/12	\$44.90 hr.
Gerloff-Walker, Christine	Librarian	Hourly as needed	Library	07/01/12	12/31/12	\$44.90 hr.
Gerrard, Amanda	Instructor	Hourly as needed	Biology	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Ghandhi, Louise	Instructor	Hourly as needed	Cultural Geography	07/01/12	12/31/12	\$44.90 hr.
Ghidella, Richard	Coordinator, Learning Community	Stipend	Bridges to Success Grant and Race to STEM Grant	08/24/12	06/14/13	\$18,040.60 tl.
Goedhart, Christine	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	08/23/12	\$44.90 hr.
Goedhart, Christine	Instructor	Hourly as needed	Natural & Physical Sciences	08/24/12	12/31/12	\$51.73 hr.
Gold, Peter	Instructor	Hourly as needed	Administration of Justice	07/01/12	12/31/12	\$44.90 hr.
Gonzales, Rina	Instructor	Hourly as needed	Dental	07/01/12	12/31/12	\$44.90 hr.
Gonzalez, Juan	Instructor	Hourly as needed	Automotive	07/01/12	12/31/12	\$44.90 hr.
Graves, Buschansha	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Grinsdale, Marilyn	Instructor	Hourly as needed	Office Technology	07/01/12	12/31/12	\$51.73 hr.
Gropp, Barry	Counselor	Hourly as needed	Basic Skills Initiative Grant	07/01/12	12/31/12	\$44.90 hr.
Hadsell, Clifford	EMT Coordinator (District VN)	Stipend	Health Sciences	08/24/12	12/15/12	\$3,963.00 tl.
Han, June	Coordinator, Biology Lab	Hourly as needed	Biology	07/01/12	12/31/12	\$51.73 hr.
Harfouche, Youssef	Instructor	Hourly as needed	Biology	07/01/12	12/31/12	\$44.90 hr.
Henderson, Jeff	Instructor	Hourly as needed	Office Technology	07/01/12	12/31/12	\$44.90 hr.
Hernandez, Ernest	Instructor	Hourly as needed	Sociology	07/01/12	12/31/12	\$44.90 hr.
Hernandez, Nellie	Counselor	Hourly as needed	CalWORKs	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Heuring, Patrice	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Hollenshead, Marcia	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Holm, Daniel	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Hunt, Stephan	Instructor	Hourly as needed	Administration of Justice	07/01/12	12/31/12	\$44.90 hr.
Iott, Becky	Counselor	Hourly as needed	Race to STEM Grant	07/01/12	12/31/12	\$44.90 hr.
Jabara, Micheline	Instructor	Hourly as needed	Business	07/01/12	12/31/12	\$44.90 hr.
Jensen, Scott	Instructor	Hourly as needed	Accounting	07/01/12	12/31/12	\$44.90 hr.
Johnson, Clay	Coordinator, ESL	Hourly as needed	Non Credit	07/01/12	12/15/12	\$42.24 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Johnson, David	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Johnson, Steven	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Juncosa, Barbara	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	08/23/12	\$44.90 hr.
Juncosa, Barbara	Instructor	Hourly as needed	Natural & Physical Sciences	08/24/12	12/31/12	\$51.73 hr.
Kaisler, Denise	Instructor - Science Summer Camp	Stipend	Race to STEM Grant	06/18/12	06/21/12	\$310.38 tl.
Kaplan, Richard	Instructor	Hourly as needed	Administration of Justice	07/01/12	12/31/12	\$44.90 hr.
Kapoor, Anil	Instructor - Science Summer Camp	Stipend	Race to STEM Grant	06/18/12	06/21/12	\$310.38 tl.
Kapoor, Anil	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Kim, Grace	Counselor	Hourly as needed	Counseling	07/01/12	12/31/12	\$44.90 hr.
Lam, Wood	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.
Lau, Bernie	Instructor	Hourly as needed	Sociology	07/01/12	12/31/12	\$44.90 hr.
Lee, Monica	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Lewis, David	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.
Lipp, Greg	Instructor	Hourly as needed	Automotive	07/01/12	12/31/12	\$44.90 hr.
Logan, Stephanie	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.
Luke, Thomas Craig	Instructor	Hourly as needed	Automotive	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Mahmood, Anwar	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Malley, Jennifer	Instructor	Hourly as needed	Philosophy	07/01/12	12/31/12	\$44.90 hr.
Mallory, Roy	Instructor	Hourly as needed	Automotive	07/01/12	12/31/12	\$44.90 hr.
Marine, Constance	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Martin, Harold	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Martin, Patricia	Instructor	Hourly as needed	Business	07/01/12	12/31/12	\$44.90 hr.
Maschler, Katherine	Instructor	Hourly as needed	Office Technology	07/01/12	12/31/12	\$44.90 hr.
McCabe, Dale	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
McCrumby, Elayne	Instructor	Hourly as needed	Accounting	07/01/12	12/31/12	\$44.90 hr.
McWilliams, Stuart	Instructor	Hourly as needed	EMT	07/01/12	12/31/12	\$44.90 hr.
Medrano, Esmeralda	Lead, Math Success Center	Stipend	Race to STEM Grant	01/03/12	02/10/12	\$2,000.00 tl.
Medrano, Esmeralda	Lead, Math Success Center	Stipend	Race to STEM Grant	02/22/12	06/15/12	\$4,000.00 tl.
Mendez, Eva	Instructor	Hourly as needed	Political Science	07/01/12	12/31/12	\$44.90 hr.
Milbrandt, Dave	Instructor	Hourly as needed	Political Science	07/01/12	12/31/12	\$44.90 hr.
Miller, Mark	Instructor	Hourly as needed	Accounting	07/01/12	12/31/12	\$44.90 hr.
Montgomery, Robert	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Morrill, Eugene	Instructor	Hourly as needed	Automotive	07/01/12	12/31/12	\$44.90 hr.
Nelson, Stephen	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.
Newell, Jerry	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Nikodym, Holly	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Noonan, Benjamin	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$44.90 hr.
Norman, Scott	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$44.90 hr.
Null, Nicholas	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.
Nuttall, Adora	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Nwangwu, Helen	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Papas, Constantine	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.
Parry, Erica	Instructor	Hourly as needed	Dental	07/01/12	12/31/12	\$44.90 hr.
Parsons, Karla	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Payne, Renee	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Pecoraro, Susan	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Perez, Anissa	Instructor	Hourly as needed	Health Sciences	07/01/12	12/31/12	\$44.90 hr.
Perez, Roberto	Instructor	Hourly as needed	Sociology	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Pineda, Selene	Librarian	Hourly as needed	Library	07/01/12	12/31/12	\$44.90 hr.
Praeger, Karen	Librarian	Hourly as needed	Library	07/01/12	12/31/12	\$44.90 hr.
Provencher, Henry	Instructor	Hourly as needed	Administration of Justice	07/01/12	12/31/12	\$44.90 hr.
Ramirez, Colleen	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Ramos Bernal, Natasha	Instructor	Hourly as needed	Political Science	07/01/12	12/31/12	\$44.90 hr.
Ramos, Michael	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Randolph, Stephanie	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Ray, Jamie	College Success Center, Writing Cafe and ESL Lab	Stipend	BSI Grant	06/20/12	06/29/12	\$500.00 tl.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Resch, Amy	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Resch, Amy	Instructor	Hourly as needed	Office Technology	07/01/12	12/31/12	\$44.90 hr.
Richardson, Patricia	Instructor	Hourly as needed	Accounting	07/01/12	12/31/12	\$44.90 hr.
Richardson, Patricia	Instructor	Hourly as needed	Office Technology	07/01/12	12/31/12	\$44.90 hr.
Rickman, Tracy	Instructor	Hourly as needed	EMT	07/01/12	12/31/12	\$44.90 hr.
Riderer, Lucia	Instructor - Science Summer Camp	Stipend	Race to STEM Grant	06/18/12	06/21/12	\$465.57 tl.
Rizk, Sharon	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Rock, Eugene	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Rodriguez, Andrea	Instructor	Hourly as needed	Real Estate	07/01/12	12/31/12	\$44.90 hr.
Rodriguez, Eric	Instructor	Hourly as needed	Architecture & Drafting	07/01/12	12/31/12	\$44.90 hr.
Rodriguez, Lisa	Instructor	Hourly as needed	Anthropology	07/01/12	12/31/12	\$44.90 hr.
Rodriguez, Raul	Counselor	Hourly as needed	Race to STEM Grant	07/01/12	12/31/12	\$44.90 hr.
Rodriguez, Traci	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$44.90 hr.
Ross, Lisa	Instructor	Hourly as needed	Political Science	07/01/12	12/31/12	\$44.90 hr.
Rudd, Rebecca	Director, Bridges to Success Grant Project	50% Release time	Bridges to Success Grant	07/01/12	06/30/13	
San Antonio, Vivian	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Sanchez, Raul	Coordinator, Career/Transfer Center	11.5 months	Career/Transfer Center	07/01/12	06/30/16	\$78,361.00 yr.
Schraff, Theodore	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Schulte, Francis	Instructor	Hourly as needed	Humanities	07/01/12	12/31/12	\$44.90 hr.
Schwitkis, Kent	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Shimano, Brooke	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Shrope, Douglas	Co-Principal, Co-Producer "The Wiz"	Stipend	Music	06/24/12	07/28/12	\$2,100.00 tl.
Smyth, Nathaniel	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Soll, Debra	Instructor	Hourly as needed	Office Technology	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Swinney, Jacqueline	Librarian	Hourly as needed	Library	07/01/12	12/31/12	\$44.90 hr.
Tabata, Flint	Instructor	Hourly as needed	Architecture & Drafting	07/01/12	12/31/12	\$44.90 hr.
Tate, Erin	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Telesca, Michael	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.
Tsark, Eleanor	Instructor - Science Summer Camp	Stipend	Race to STEM Grant	06/18/12	06/21/12	\$310.38 tl.
Tucker, Gail	VN Assistant Director	Hourly as needed	Health Sciences	07/01/12	12/31/12	\$51.73 hr.
Tucker, Gail	Skills Lab Coordinator	50 % Reassigned time	Health Sciences	07/01/12	12/31/12	
Tucker, Gail	VN Assistant Director/Coordinator (District VN)	Stipend	Health Sciences	08/24/12	12/15/12	\$3,798.00 tl.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Urbick, Kristi	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$44.90 hr.
Valdez, Antonio	Instructor	Hourly as needed	Cosmetology	07/01/12	12/31/12	\$44.90 hr.
Van Citters, Beverly	Technology Academy - three workshops	Hourly as needed	HSI Title V Cooperative Grant	07/01/12	08/24/12	\$50.00 hr.
Van Leersum, Amanda	Instructor	Hourly as needed	Biology	07/01/12	12/31/12	\$44.90 hr.
Vaughan, John	Interim Director, Haugh Performing Arts Center	20% Release time	Fine and Performing Arts	08/24/12	12/15/12	
Vaughan, John	Interim Director, Haugh Performing Arts Center	20% Release time	Fine and Performing Arts	02/19/13	06/15/13	
Vaughan, John	Interim Director, Haugh Performing Arts Center	Stipend	Fine and Performing Arts	06/25/12	08/16/12	\$8,724.00 tl.
Vaughan, John	Interim Director, Haugh Performing Arts Center	Stipend	Fine and Performing Arts	08/24/12	12/15/12	\$3,468.00 tl.



**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Vaughan, John	Interim Director, Haugh Performing Arts Center	Stipend	Fine and Performing Arts	01/07/13	02/14/13	\$8,724.00 tl.
Vaughan, John	Interim Director, Haugh Performing Arts Center	Stipend	Fine and Performing Arts	02/19/13	06/15/13	\$3,468.00 tl.
Versace, Emily	Counselor/Coordinator	Hourly as needed	STEM2-CSUF Grant	07/01/12	08/23/12	\$44.90 hr.
Victor, Christopher	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$44.90 hr.
Villegas, Laura	Counselor	Hourly as needed	Basic Skills Initiative Grant	07/01/12	08/23/12	\$51.73 hr.
Villegas, Laura	Counselor	Hourly as needed	Veteran's Center	06/20/12	06/30/12	\$51.73 hr.
Villegas, Laura	Counselor	Hourly as needed	Veteran's Center	07/01/12	12/31/12	\$51.73 hr.
Villeneuve, Louisa	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Wagner, Alexander	Instructor	Hourly as needed	Natural & Physical Sciences	07/01/12	12/31/12	\$44.90 hr.
Watson, Dawn	Instructor	Hourly as needed	Real Estate	07/01/12	12/31/12	\$44.90 hr.
Weisman, Lisa	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Wheeler, Andrew	Instructor	Hourly as needed	Kinesiology	07/01/12	12/31/12	\$44.90 hr.
Wickman, Mary	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Willhite, Brandi	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Williams, Monique	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Wong, Kerwin	Instructor	Hourly as needed	Administration of Justice	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>ASSIGNMENT</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Woolsey, Ronald	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.
Wozencroft, Paulette	Instructor	Hourly as needed	Nursing	07/01/12	12/31/12	\$44.90 hr.
Yount, Michelle	Instructor	Hourly as needed	Psychology	07/01/12	12/31/12	\$44.90 hr.
Ysais, Melissa	Instructor	Hourly as needed	Child Development	07/01/12	12/31/12	\$44.90 hr.
Yu, Jane	Instructor	Hourly as needed	Architecture & Drafting	07/01/12	12/31/12	\$44.90 hr.
Zaharek, James	Instructor	Hourly as needed	Humanities	07/01/12	12/31/12	\$44.90 hr.
Zarate, Eloy	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.
Zawahreh, Luai	Instructor	Hourly as needed	Economics	07/01/12	12/31/12	\$44.90 hr.
Zeman, William	Instructor	Hourly as needed	History	07/01/12	12/31/12	\$44.90 hr.

**ACADEMIC EMPLOYEES  
SUMMER 2012 ADJUNCT  
JUNE 19, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Acosta, Jorge	Counseling	2-2	\$1,077.00
Azpeitia, Maria	English	2-2	\$1,077.00
Barajas, Noemi	Licensed Vocational Nursing	3-4	\$1,129.00
Betancourt, Carmen	Cosmetology	1-6	\$1,119.00
Bowen, Keshia	Cosmetology	1-6	\$1,119.00
Bruce-Oliver, Fred	Kinesiology	1-6	\$1,119.00
Curran, Keith	English	1-6	\$1,119.00
Dionisio-Aguilera, Mary Myra	Licensed Vocational Nursing	1-1	\$1,025.00
Dorman, Brian	Kinesiology	1-2	\$1,025.00
Entus, Robert	Chemistry	4-6	\$1,281.00
Figueroa, Irma	Cosmetology	1-6	\$1,119.00
Goedhart, Christine	Biology	4-5	\$1,234.00
Gonzalez, Juan	Automotive	1-6	\$1,119.00
Graves, Buchansha	Cosmetology	1-4	\$1,025.00
Holmes, Alison	Art	1-6	\$1,119.00
Hunt, Stephan	Administration of Justice	1-6	\$1,119.00
Jung, Shinsuck	Kinesiology	1-5	\$1,072.00
Krinke, Gary	Music	1-6	\$1,119.00
Lam, Wood	English as a Second Language	2-5	\$1,120.00
McDonald, Tamara	Kinesiology	1-3	\$1,025.00
Miramontes, Nathalie	Counseling	1-1	\$1,025.00
Noonan, Benjamin	Kinesiology	2-6	\$1,174.00
Pecoraro, Susan	Human Development	1-6	\$1,119.00
Rivas, Brandon	Kinesiology	1-3	\$1,025.00
Rivas, Crystal	Kinesiology	1-2	\$1,025.00
Romo, Emily	Counseling	1-1	\$1,025.00
Simpson, Lakisha	Human Development	1-6	\$1,119.00
Victor, Christopher	Kinesiology	1-4	\$1,025.00
Villeneuve, Louisa	Biology	4-4	\$1,183.00
Waddington, Alan	Music	1-6	\$1,119.00
Weiss, Neil	Theatre Arts	4-6	\$1,281.00
Udeozor, Valerie	Licensed Vocational Nursing	1-1	\$1,025.00

**ACADEMIC EMPLOYEES  
SUMMER 2012 OVERLOAD  
JUNE 19, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Afzali, Ana	Spanish	5-20	\$1,669
Allahbachayo, Salima	Nursing	2-8	\$1,261
Anderson, Brian	Mathematics	3-17	\$1,614
Anson, Melanie	Speech	5-29	\$1,669
Bautista, Susan	Cosmetology	1-11	\$1,355
Boquiren, Conchita	Licensed Vocational Nursing	4-21	\$1,669
Boxley, Jackie	Kinesiology	1-10	\$1,305
Brown, Cherie	Theatre Arts	4-19	\$1,669
Brown, David	Automotive	1-14	\$1,454
Brown, Ricky	Psychology	5-11	\$1,520
Clark, Jeremy	Automotive	1-16	\$1,454
Cross, Cynthia	English as a Second Language	2-12	\$1,460
Dau, Carsten	English	3-20	\$1,614
Durfield, Timothy	Business	5-11	\$1,520
Eisel, Gunnar	Music	2-28	\$1,559
Eisel, Roberta	English	3-17	\$1,614
Ellis, Jeanette	Licensed Vocational Nursing	1-11	\$1,355
Everest, Robert	Mathematics	4-18	\$1,669
Farahani, Badieh	Chemistry	2-12	\$1,460
Fincher, John	Speech	3-19	\$1,614
Flores, Richard	Computer Information Science	4-19	\$1,669
Garate, Elisabeth	Spanish	5-15	\$1,669
Ghidella, Richard	Business	4-13	\$1,619
Glover, Patty	Cosmetology	1-13	\$1,454
Gomez, Steven	Kinesiology	3-16	\$1,614
Gong, Catherine	Mathematics	4-23	\$1,669
Gonzalez, Rudy	Mathematics	2-10	\$1,360
Goodman, Robert	Biology	3-17	\$1,614
Graciano, Albert	Cosmetology	1-15	\$1,454
Grauso, Lynda	Licensed Vocational Nursing	2-18	\$1,559
Greenwell Cunningham, Maia	Anthropology	4-17	\$1,669
Gunderson, Mark	English as a Second Language	3-18	\$1,614
Gunstream, Marilyn	Kinesiology	4-36	\$1,669
Gutierrez, Jesus	Mathematics	2-9	\$1,310

**ACADEMIC EMPLOYEES  
SUMMER 2012 OVERLOAD  
JUNE 19, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Guttman, Kenneth	Psychology	5-26	\$1,669
Hartman, Steve	Kinesiology	4-30	\$1,669
Harvey, Joseph	English	4-27	\$1,669
Hernandez, Salvador	Cosmetology	1-13	\$1,454
Hester, Dana	Biology	5-19	\$1,669
Hillman, Michael	Art	4-20	\$1,669
Hoehne, William	Music	4-17	\$1,669
Jackson, Matt	Art	3-16	\$1,614
James, Rhoda	Office Technology	5-22	\$1,669
Kondo, Arnold	Biology	4-20	\$1,669
Korn, Dennis	Automotive/History	4-27	\$1,669
Langford, W. Bruce	Music	3-19	\$1,614
Low, Joyce	Mathematics	3-18	\$1,614
Lucido, Grace	Cosmetology	2-14	\$1,559
McGarry, Anna	Spanish	4-18	\$1,669
Miles, Terrence	Chemistry	4-18	\$1,669
Morrish, Maria	Cosmetology	1-7	\$1,156
Nguyenhuu, Rick	Mathematics	4-17	\$1,669
Odrich, Steve	Mathematics	4-24	\$1,669
O'Neil, Margaret	Communications	3-27	\$1,614
Overly, David	English	5-26	\$1,669
Ramos, Gloria	Physics	4-12	\$1,569
Richard, Levi	Business	5-16	\$1,669
Riderer, Lucia	Physics	4-12	\$1,569
Ross, Glen	Political Science	4-23	\$1,669
Rudd, Rebecca	English	3-11	\$1,465
Saldana, Rudy	Philosophy	1-20	\$1,454
Salwak, Dale	English	5-39	\$1,669
Shaw, Nickawanna	Kinesiology	4-11	\$1,520
Shrope, Douglas	Music	1-23	\$1,454
Smolin, Robert	Accounting	4-16	\$1,669
Solheim, Bruce	History	5-19	\$1,669
Solis, Roberto	Computer Information Science	4-18	\$1,669
Styles, Christine	Economics	4-9	\$1,420

**ACADEMIC EMPLOYEES  
SUMMER 2012 OVERLOAD  
JUNE 19, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Swan, Alfie	Mathematics	4-18	\$1,669
Swatzel, James	Mathematics	2-12	\$1,460
Telesca, Lisa	English	3-22	\$1,614
Tippins, Ralph	Mathematics	4-25	\$1,669
Trad, Mohamad	Mathematics	4-16	\$1,669
Tucker, Connie	English as a Second Language	4-26	\$1,669
Van Citters, Beverly	English	5-27	\$1,669
Van Horn, Tasha	Speech	2-15	\$1,559
Vaughan, John	Music	1-18	\$1,454
Villa, Elizabeth	Counseling	4-12	\$1,569
Villeneuve, Anna	English	4-13	\$1,619
Volonte, Daniel	Theatre Arts	3-13	\$1,564
Waddington, Brian	History	1-14	\$1,454
Walz, Sheryl	Sociology	1-12	\$1,405
White, Gailynn	Sociology	4-18	\$1,669
Wurst, Clifton	Kinesiology	2-25	\$1,559
Yee, Stephanie	Counseling	4-6	\$1,271
Zhuang, Ying	Mathematics	4-18	\$1,669

**ACADEMIC EMPLOYEES  
SUMMER 2012 NON CREDIT  
JUNE 19, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>Hourly Rate</b>
Alvarado, Taiwan	Non Credit/Duarte High School	1-1	\$38.43
Henkel, Laurie	Non Credit/Claremont High School	1-3	\$42.24
Lopez, Yadira	Non Credit/Duarte High School	1-1	\$38.43
O'Neill, Richard	Non Credit/Claremont High School	1-3	\$42.24
Salazar, Vicki	Non Credit/Claremont High School	1-3	\$42.24
Sieg, Levi	Non Credit/Claremont High School	1-3	\$42.24
Sosnovsky, Brian	Non Credit/Claremont High School	1-3	\$42.24
Truong, Fred	Non Credit/Monrovia High School	1-1	\$38.43
Yerkey, Elisa	Non Credit/Claremont High School	1-1	\$38.43



**ACADEMIC EMPLOYEES  
FALL 2012 ADJUNCT  
JUNE 19, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
DeVries, Peter	Biology	1-1	\$1,025.00
Gerrard, Amanda	Biology	1-1	\$1,025.00
Harfouche, Youssef	Biology	1-1	\$1,025.00

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

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

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II.

**RECOMMENDATION**

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

Robert Sammis  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.m. \_\_\_\_\_

**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPT.</b>	<b>MOS.</b>	<b>PRCT.</b>	<b>BEGIN</b>	<b>END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Dizon, Amie	Payroll Technician	Temporary Upgrade	Fiscal Services		100%	7/1/12	12/4/12	35-6 (34-6+1A)	\$4,520.22
Lopez, Fe	Payroll Coordinator	Temporary Upgrade	Fiscal Services	12	100%	7/1/12	6/30/13	44-7 (40-7+2A+2I)	\$5,927.40
Macias, Benjamin	Campus Security Supervisor	Temporary Upgrade	Security	12	100%	7/1/12	12/31/12	9-1	\$4,878.00
Michel, Frank	Food Service Team Leader	During Unassigned Time	Cafeteria			7/1/12	8/12/12	27-7	\$22.47/hr
Quick-Cone, Amber	Payroll Technician	Temporary Upgrade	Fiscal Services		100%	7/1/12	7/25/12	34-4	\$3,999.97
Vazquez, Jaclyn	Administrative Assistant	Temporary Upgrade	Instruction		100%	7/1/12	6/30/13	43-6	\$5,507.46
Weller, Danielle	Account Clerk/Cashier	Temporary Upgrade	Fiscal Services		100%	6/20/12	12/31/12	30-6 (29-6+1I)	\$3,995.22
Weller, Danielle	Account Clerk II	Temporary Upgrade	Fiscal Services		100%	7/15/12	12/31/12	29-7	\$4,092.00

**CLASSIFIED EMPLOYEES  
SEPARATIONS/LEAVES  
JUNE 19, 2012**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Reason</b>	<b>Date(s) of Separation</b>
Allen, Mickie	Director of CDC	CDC	Resignation	6/15/12
Bradley, Jacqueline	Secretary	DSP&S	Resignation	6/8/12
Medina, Lilia	Director of Financial Aid	Financial Aid	Retirement	8/1/12

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	June 19, 2012	Resolution	_____ _____
SUBJECT:	Short-term, Substitutes, and Professional Experts	Information	_____ _____
		Enclosure(s)	X _____

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, hourly employees, substitutes and professional experts approved by the Director responsible for the supervision of the specific area.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II, and Sandra Coon, Administrative Assistant.

RECOMMENDATION

Authorization is requested to approve the employment of short-term, non-academic employees and substitutes.

Robert Sammis  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.n. \_\_\_\_\_

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Alvarez, Carmelita	Bookstore Operations Coordinator	Substitute for employee absences	Bookstore	7/1/12	12/31/12	\$20.94/hr
Ayala, Ava	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Banks, Elvester	Custodian	Substitute for rotating absences for various custodians	Facilities/Custodial	7/1/12	12/31/12	14.82/hr
Batcheller, Sarah	Student Services Support	Primary role in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$14.00/hr
Beatty, Denise	Student Services Support	Process student registration, parking permits, reconcile student accounts and financial aid distribution	Fiscal Services	7/1/12	8/14/12	\$14.00/hr
Benjamin, Stacy	Fiscal Support	Snack Bar Concessionaire or Ticketing Box Office Support	Performing Arts	7/1/12	9/30/12	\$14.00/hr.
Bollinger, Daniel		Volunteer	Recording Arts	6/25/12	8/16/12	

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Boyden, Pixie	Stipend	A one week summer program for middle school students	Career, Technical and Continuing Education	7/1/12	8/15/12	\$2000/tl
Briones, Art	Stipend	Men's Basketball	Community Education	7/1/12	8/12/12	\$100/tl
Braggins, Andrew	Student Services Support	Primary role in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$14.00/hr
Carganillo, Frank	Custodian	Substitute for rotating absences for various custodians	Facilities/Custodial	7/1/12	12/31/12	14.82/hr
Christian, Michelle	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Ciru, Teresa	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	6/20/12	6/30/12	\$9.00/hr
Ciru, Teresa	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Clark, Jeremy	Stipend	A three week summer program for middle school students	Career, Technical and Continuing Education	7/1/12	8/23/12	\$6000/tl.

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Colindres, David	Warehouse Coordinator	Substitute for advertised position	Purchasing	7/1/12	8/15/12	17.72/hr.
Cordova, Stacy	Fiscal Support	Snack Bar Concessionaire or Ticketing Box Office Support	Performing Arts	7/1/12	9/30/12	\$14.00/hr.
Coulter, Wendy	Student Services Support	Permanent Record Cards Project	Admissions	7/1/12	8/6/12	\$14.00/hr
Cruz, Carmen	Custodian	Substitute for rotating absences for various custodians	Facilities/Custodial	7/1/12	12/31/12	14.82/hr
Dauden, Cecilia	Campus Safety Officer I	Substitute while position is advertised	Campus Safety	7/1/12	9/1/12	14.82/hr
Diliberto Jr., Angelo	Custodian	Substitute for rotating absences for various custodians	Facilities/Custodial	7/1/12	12/31/12	14.82/hr
Egbert, Ida	Student Services Support	Process student registration, parking permits, reconcile student accounts and financial aid distribution	Fiscal Services	7/1/12	8/14/12	\$14.00/hr
Ferrer, Martin	Instructional Support	Implementation of technical support in the preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$12.00/hr



**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Flores, Nathaniel	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Franks Jr., Larry	Custodian	Substitute for rotating absences for various custodians	Facilities/Custodial	7/1/12	12/31/12	14.82/hr
Gagliano, Stephanie	Fiscal Support	Snack Bar Concessionaire or Ticketing Box Office Support	Performing Arts	7/1/12	9/30/12	\$14.00/hr.
Geleris, Daniel		Volunteer	Recording Arts	6/25/12	8/16/12	
Gomez, Paula	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Gutierrez, Arnoldo	Skilled Maintenance Technician	Substitute for rotating absences	Facilities	7/1/12	12/31/12	\$22.00/hr.
Gutierrez, Herman	Student Services Support	Process student registration, parking permits, reconcile student accounts and financial aid distribution	Fiscal Services	7/1/12	8/14/12	\$14.00/hr
Guzman, Stacy	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/26/12	\$20.00/hr

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Hill, Matthew	Instructional Support	Implementation of technical support in the preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$12.00/hr
Herzfeld, Maxwell	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Hoffman, Jennifer	Campus Services	Facility Rentals	Facility Rentals	7/1/12	12/31/12	\$14.00/hr
Hughes, Andrew	Campus Services	Facility Rentals	Facility Rentals	7/1/12	12/31/12	\$14.00/hr
Jackson, Byron	Campus Services	Facility Rentals	Facility Rentals	7/1/12	12/31/12	\$14.00/hr
Jacob, Erin	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Jauregui, Joanna	Custodian	Substitute for rotating absences for various custodians	Facilities/Custodial	7/1/12	12/31/12	14.82/hr
Johnson, Patrick	Camp Director	Basketball Camp	Kinesiology	6/18/12	7/19/12	Salary dependent on number of campers (Not to exceed \$6,000)

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Johnson, Kara	Instructional Support	Implementation of technical support in the preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$12.00/hr
Jontz, James	Student Services Support	Primary role in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$14.00/hr
Khalil, Karim	Instructional Support	Implementation of technical support in the preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$12.00/hr
Kohmehl, Jocelyn	Student Services Support	Primary role in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$14.00/hr
Koulos, Patricia	Student Services Support	Process student registration, parking permits, reconcile student accounts and financial aid distribution	Fiscal Services	7/1/12	8/14/12	\$14.00/hr
Landeros, Michael	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/26/12	\$20.00/hr
Lefler, Abigail	Student Services Support	Permanent Record Cards Project	Admissions	7/1/12	8/6/12	\$14.00/hr

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Leung, Christopher	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/31/12	\$20.00/hr
Lewis, Scott	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/31/12	\$20.00/hr
Lockwood, Chris	Campus Safety Officer I	Substitute while position is advertised	Campus Safety	7/1/12	9/1/12	14.82/hr
Lofthouse, Peter	Camp Director	Youth Camp	Kinesiology	6/18/12	8/2/12	Salary dependent on number of campers (Not to exceed \$15,000)
Lopez, Erick	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Macias, Lorenzo	Campus Services	Facility Rentals	Facility Rentals	7/1/12	12/31/12	\$14.00/hr
Madaris, Mary	Student Services Support	Permanent Record Cards Project	Admissions	7/1/12	8/6/12	\$14.00/hr
Mangum, Bethany		Volunteer	Community Education	7/10/12	7/19/12	

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Matzen, Cerise	Student Services Support	Permanent Record Cards Project	Admissions	7/1/12	8/6/12	\$14.00/hr
Medley, Tara	Account Clerk/Cashier	Substitute for absences	ASO	7/1/12	8/31/12	\$17.62/hr
Medley, Tara	Fiscal Support	Rush coverage	ASO	7/2/12	7/12/12	\$14.00/hr.
Mineros, Christopher		Volunteer athletic trainer	Kinesiology	6/20/12	8/30/12	
Moore-Wooten	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/31/12	\$20.00/hr
Mubiala, Jay	Campus Safety Officer I	Substitute for advertised position	Campus Safety	7/1/12	9/1/12	\$14.82/hr.
Muraya, Charity	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/31/12	\$20.00/hr
Nunez, Jesus	Campus Safety Officer I	Substitute for advertised position	Campus Safety	7/1/12	9/1/12	\$14.82/hr.

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Orozco, Nichole	Campus Safety Officer I	Substitute for advertised position	Campus Safety	7/1/12	9/1/12	\$14.82/hr.
Pacheco, Eduardo	Camp Director	Youth Camp	Kinesiology	6/18/12	8/2/12	Salary dependent on number of campers (Not to exceed \$15,000)
Ponciano, Lisa	Camp Director	Youth Camp	Kinesiology	6/20/12	8/2/12	Salary dependent on number of campers (Not to exceed \$15,000)
Ponciano, Ron	Camp Director	Youth Camp	Kinesiology	6/20/12	7/31/12	Salary dependent on number of campers (Not to exceed \$15,000)
Radcliffe, John	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	6/30/12	\$20.00/hr
Ramirez, Jose	Custodian	Substitute for rotating absences for various custodians	Facilities/Custodial	7/1/12	12/31/12	14.82/hr

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Ramos, Julio	Student Services Support	Primary role in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$14.00/hr
Riggs, Ariana	Fiscal Support	Snack Bar Concessionaire or Ticketing Box Office Support	Performing Arts	7/1/12	9/30/12	\$14.00/hr.
Rodarte-Saldana, Elizabeth	Instructional Support	Provide ancillary services that bridge the learning experience	Curriculum, Career/Technical and Continuing Education	7/2/12	8/16/12	\$12.00/hr
Rodriguez, Tony		Volunteer	Golf Range	1/1/13	6/30/13	
Rodriguez, Vanessa	Performing Arts Support	Backstage assistance in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$9.00/hr
Romanello, Frances	Student Services Support	Permanent Record Cards Project	Admissions	7/1/12	8/6/12	\$14.00/hr
Ross, Vicki	Student Services Support	Permanent Record Cards Project	Admissions	7/1/12	8/6/12	\$14.00/hr
Roth, Michelle	Administrative Support	Complete the closing process of the FKCE ACCESSS database	Foster Kinship Program	6/20/12	6/30/12	\$13.00/hr

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Sanchez, Victor	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/31/12	\$20.00/hr
Smith, Megan	Fiscal Support	Snack Bar Concessionaire or Ticketing Box Office Support	Performing Arts	7/1/12	9/30/12	\$14.00/hr.
Smith, Nathaniel	Campus Safety Officer I	Substitute while position is advertised	Campus Safety	7/1/12	9/1/12	14.82/hr
Smith, Susan	Student Services Support	Permanent Record Cards Project	Admissions	7/1/12	8/6/12	\$14.00/hr
Sorteberg, Rachel	Fiscal Support	Snack Bar Concessionaire or Ticketing Box Office Support	Performing Arts	7/1/12	9/30/12	\$14.00/hr.
Torres, Albert		Volunteer student trainer	Kinesiology	7/1/12	6/30/13	
Torres, Vanessa	Student Services Support	Primary role in preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$14.00/hr



**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Urbick, Kristy	Camp Director	Youth Camp	Kinesiology	6/20/12	8/2/12	Salary dependent on number of campers (Not to exceed \$15,000)
Vasquez, Pablo	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/31/12	\$20.00/hr
Victor, Christopher	Camp Director	Basketball Camp	Kinesiology	6/18/12	7/19/12	Salary dependent on number of campers (Not to exceed \$6,000)
Villanueva, Miguel	Technical Support	Work in a research lab as the Citrus Race to STEM Cal Poly Summer Research Program	Race to STEM Grant	6/18/12	7/26/12	\$20.00/hr
Walls, Christopher	Campus Services	Facility Rentals	Facility Rentals	7/1/12	12/31/12	\$14.00/hr
Ward, Jared	Campus Safety Officer I	Substitute while position is advertised	Campus Safety	7/1/12	9/1/12	14.82/hr

**SHORT-TERM, HOURLY,  
SUBSTITUTES  
JUNE 19, 2012**

<b>NAME</b>	<b>CLASSIFICATION</b>	<b>REASON</b>	<b>DEPARTMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>HOURLY RATE/TOTAL</b>
Williams, Derrick		Volunteer	Recording Arts	6/25/12	8/16/12	
Worman, James	Instructional Support	Implementation of technical support in the preparation, rehearsal and performances of events	Performing Arts	7/1/12	9/30/12	\$12.00/hr

## VOLUNTEER COACHES 2012/2013

### Volunteer Coaches

	SPRING		DATE
Bruce-Oliver, Fred	M. Soccer	Assistant	1/1/13 thru 6/30/13
Bunten, Mike	M. Water Polo	Assistant	12/11/12 thru 6/30/13
Dean, Rebecca	W.Volleyball	Assistant	8/1/12 thru 6/30/13
Deguzman, Franki	W. Basketball	Assistant	8/1/12 thru 6/30/13
Dorman, Brian	W. Soccer	Assistant	12/11/12 thru 6/30/13
Fink, Kelly	W.Volleyball	Assistant	12/11/12 thru 6/30/13
Landers, Cordell	Football	Assistant	12/11/12 thru 6/30/13
Franklin, Mario	Football	Assistant	12/11/12 thru 6/30/13
Giannone, Anthony	Football	Assistant	12/11/12 thru 6/30/13
Joyce, Michael	M. Water Polo	Assistant	12/11/12 thru 6/30/13
Jung, Shin	W.Volleyball	Assistant	1/1/13 thru 6/30/13
Kaji, Manabu	M. Soccer	Assistant	8/1/12 thru 6/30/13
Randall, Steve	Football	Assistant	12/11/12 thru 6/30/13
Read, Chris	Football	Assistant	8/1/12 thru 6/30/13
Rivas, Brandon	W. Water Polo	Assistant	12/11/12 thru 6/30/13
Rivas, Brandon	M. Water Polo	Assistant	1/1/2013 thru 6/30/13
Rivas, Crystal	W. Water Polo	Assistant	1/1/13 thru 6/30/13
Roehrenbaeck, Stephen	Football	Assistant	8/1/12 thru 6/30/13
Schmelzeisen, Jason	M. Soccer	Assistant	12/11/12 thru 6/30/13
Torres, Rigo	M. Soccer	Assistant	8/1/12 thru 6/30/13
Vargas, Ruben	W.Volleyball	Assistant	6/20/12 thru 11/30/12
Williams, Darren	W. Soccer	Assistant	8/1/12 thru 6/30/13
Yorba, Elena	W. Water Polo	Assistant	8/1/12 thru 6/30/13

**SPRING 2012/2013  
COMMUNITY EDUCATION  
CLASSIFIED EMPLOYEES  
JUNE 19, 2012**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>PLACEMENT</b>	<b>HOURLY RATE</b>
Bigley-Cronin, Mary	Community Education	1-1	\$38.43
Moore, Elanie	Community Education	1-3	\$42.24
Arredondo, Dora	Community Education	1-3	\$42.24
Bender, Tom	Community Education	1-3	\$42.24
Gerfen, Thomas	Community Education	1-3	\$42.24
Jaquette, Tim	Community Education	1-3	\$42.24

**PROFESSIONAL EXPERT**

**June 19, 2012**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>	
Allen, Melea	Bus Driver	Transportation	07/01/12	06/30/13	\$20.94	hr.
Atmadja, Angelina	PAGE Professional Development Leader	Race to STEM Grant	06/09/12	08/02/12	\$42.00	hr.
Bowser, Deborah	Mental Health Therapist	Veteran's Center	07/01/12	12/31/12	\$40.00	hr.
Boylan, John	Musician Services	Music	06/25/12	06/25/12	\$200.00	day
Bruins, Allison	Writing Café Facilitator	Bridges to Success Grant	06/20/12	12/31/12	\$11.50	hr.
Cervantes, Ebut	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day
Christianson, Monica	Operation VETS Mental Health Therapist	Veteran's Center	07/01/12	12/31/12	\$35.00	hr.
Christianson, Monica	Operation VETS Project Director	Veteran's Center	07/01/12	07/31/12	\$2,993.00	mt.
Clement, Scott	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day
Cope, James	EH&S Supervisor	Risk Management	07/01/12	06/30/13	\$45.63	hr.
Curtis, Allison	Nurse Practitioner	Student Health Center	07/01/12	12/31/12	\$40.00	hr.
Deatrick, Steven	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day
D'Emilio, Michael	Lifeguard	Community Education	06/11/12	08/31/12	\$11.00	hr.
Diaz, Alondra Guzman	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$38.00	hr.
Diez, Aracely	Activity Lead I	HSI Title V Cooperative Grant PT5	07/01/12	12/31/12	\$22.00	hr.
Eden, Kyle	Lifeguard	Community Education	06/11/12	08/31/12	\$11.00	hr.
Escoto, Daniel	Bus Driver	Transportation	07/01/12	06/30/13	\$20.94	hr.
Everman, Lowell Allen	Accompanist	Music	07/01/12	12/31/12	\$25.00	hr.
Faradineh, Regina	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$40.00	hr.
Garcia, Gustavo	Writing Café Facilitator	Bridges to Success Grant	06/30/12	12/31/12	\$11.50	hr.
Garcia, Raelynn	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$38.00	hr.
Giannone, Anthony	Football Program Assistant	Kinesiology	08/01/12	12/10/12	\$50.49	hr.
Grace, Adrienne	Nurse Practitioner	Student Health Center	07/01/12	12/31/12	\$40.00	hr.
Harrington, Michael	Facilities Planning	Facilities	07/01/12	06/30/13	\$79.60	hr.
Henry, Fiona	Lifeguard	Community Education	06/11/12	08/31/12	\$11.00	hr.
Henry, Fiona	Swim Instructor	Community Education	06/11/12	08/31/12	\$16.00	hr.
Hodge, Michael	Lifeguard	Community Education	06/11/12	08/31/12	\$11.00	hr.
Hodge, Michael	Swim Instructor	Community Education	06/11/12	08/31/12	\$16.00	hr.
Hodge, Victoria	Lifeguard	Community Education	06/11/12	08/31/12	\$11.00	hr.
Hodge, Victoria	Swim Instructor	Community Education	06/11/12	08/31/12	\$16.00	hr.
Hodgin, David	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$40.00	hr.
Hoffman, Jennifer	Certified Food Manager	Concessions	07/01/12	12/31/12	\$17.00	hr.
Hury, Eric	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day

**PROFESSIONAL EXPERT**

**June 19, 2012**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>	
Jones, Frances	PS-MAPP Assistant	Foster Kinship & Adoption Education Care	07/01/12	12/31/12	\$14.82	hr.
Keslake, Gregory	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day
Lopez, Ana	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$40.00	hr.
Lopez, Sujae	Skills Lab Support	Health Sciences	7/1/2012	12/31/12	\$15.00	hr.
Marsh, Brian	Videographer	Career/Technical	07/01/12	12/31/12	\$25.00	hr.
Martin, Joseph	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day
Martinez, Suzanne	Grant Project/College Success Coordinator	Bridges to Success and College Success Grants	07/01/12	06/30/13	\$6,280.17	mth.
McCarns-Yolland, Jonathan	Audio Engineer	Fine & Performing Arts	06/20/12	12/31/12	\$250.00	day
McGuigan, William	Studio Technician	Fine & Performing Arts	07/01/12	12/31/12	\$13.76	hr.
Medina, Kaitlyn	Lifeguard	Community Education	06/11/12	08/31/12	\$11.00	hr.
Monaster, Patricia	Writing Café Facilitator	Bridges to Success Grant	06/20/12	12/31/12	\$11.50	hr.
Montgomery, Mark	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day
Neubert, Leisel	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$38.00	hr.
Nguyen, Tracy	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$40.00	hr.
Ornelas, Rachel	Skills Lab Support	Health Sciences	07/01/12	12/31/12	\$30.00	hr.
Ortiz, Frank	Aerobic Leader	Community Education	06/25/12	08/16/12	\$30.33	hr.
Ortiz, Frank	Fitness Center Attendant	Community Education	06/25/12	08/16/12	\$24.00	hr.
Pacheco, Eduardo	Football Program Assistant	Kinesiology	08/01/12	12/10/12	\$5,563.00	ttl.
Pacheco, Eduardo	Football Program Assistant	Kinesiology	01/02/13	06/15/13	\$5,563.00	ttl.
Patino, Cynthia	Activity Lead II	HSI Title V Cooperative Grant PT5	07/01/12	12/31/12	\$22.00	hr.
Peek, MD, Corbett Grant	Physician	Student Health Center	07/01/12	12/31/12	\$65.00	hr.
Phan-Yamada, Tuyetdong	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$40.00	hr.
Pierce, James	Chief Engineer	Maintenance	07/01/12	12/31/12	\$50.56	hr.
Pila, Jose Martinez	Veteran Peer Support Mentor	Veteran's Center	07/01/12	12/31/12	\$20.00	hr.
Powell, Jennifer	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$38.00	hr.
Puhawan, Erica	Workshop Presenter	Race to STEM Grant	07/05/12	08/02/12	\$38.00	hr.
Rogers, Danielle	Women's Basketball Assistant	Kinesiology	08/15/12	06/15/13	\$4,418.00	ttl.
Rostker, Vivion	Administrative Citation Reviewer	Campus Safety	07/01/12	06/30/13	\$50.00	hr.
Sanchez, Paula	Skills Lab Support	Health Sciences	07/01/12	12/31/12	\$21.50	hr.
Sherlock, Robert	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day
Stallard, Claire	Research Analyst	Center for Teacher Excellence	06/20/12	12/31/12	\$28.87	hr.

**PROFESSIONAL EXPERT**

**June 19, 2012**

<b>Name</b>	<b>Classification</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Rate</b>	
Trujillo, Ana	Workshop Presenter	Race to STEM Grant	06/09/12	08/02/12	\$40.00	hr.
Tsark, Eleanor	Supplemental Instruction (SI) Coordinator (30% time)	Race to STEM Grant	07/01/12	08/17/12	\$2,360.41	nth.
Tsark, Eleanor	Supplemental Instruction (SI) Coordinator (50% time)	Race to STEM Grant	08/20/12	12/31/12	\$3,776.66	nth.
Turk, Wendi	Accompanist	Music	07/01/12	12/31/12	\$25.00	hr.
Walker, MD, Ann	Physician	Student Health Center	07/01/12	12/31/12	\$65.00	hr.
Waugh, Christine	Activity Lead III	HSI Title V Cooperative Grant PT5	07/01/12	12/31/12	\$22.00	hr.
Wenzel, Robert	Bus Driver	Transportation	07/01/12	06/30/13	\$20.94	hr.
Whittington, Kelly	Musical Event Librarian/Organizer	Music	07/01/12	12/31/12	\$13.00	hr.
Younghans, David	Audio Engineer	Fine & Performing Arts	07/01/12	12/31/12	\$250.00	day

## **H. ACTION ITEMS (continued)**

### **Business Services**

2. Authorization is requested to approve the 2012-2013 tentative budget. (Page )
3. Authorization is requested to approve Resolution 2011-12-11 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2012-2013 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. (Page )
4. Authorization is requested to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2011-2012 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. (Page )
5. Authorization is requested to approve Resolution 2011-12-12 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2012-2013 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$45,479,173. (Page )

### **Student Services**

6. Authorization is requested to increase the parking fee for regular students to \$50.00 per semester and \$25.00 per intersession and to increase the parking citation amount to \$35.00 beginning in fall 2012. (Page )
7. Authorization is requested to approve the proposed 2013-14 Academic Calendar. (Page )

### **Personnel Recommendations**

8. Authorization is requested to approve the employment of Ms. Victoria Dominguez effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Mathematics, at a salary placement of Class 2 Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually plus \$26,122.73 in health and statutory benefits. (Page )



## H. ACTION ITEMS (continued)

9. Authorization is requested to approve the employment of Ms. Ann Everett effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Cosmetology (Esthetician), at a salary placement of Class 1 Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$51,732.00 annually plus \$25,730.80 in health and statutory benefits. (Page )
10. Authorization is requested to approve the employment of Ms. Michelle Hernandez effective July 1, 2012, in a full-time tenure track position (a first year contract of 175 days over the twelve month period) in the discipline of Counseling DSPS/Learning Disabilities, at a salary placement of Class 3 Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$57,665.00 annually plus \$26,514.55 in health and statutory benefits. (Page )
11. Authorization is requested to approve the employment of Mr. Eric Odegaard effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of English, at a salary placement of Class 3 Step 4, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$60,354.00 annually plus \$26,869.76 in health and statutory benefits. (Page )
12. Authorization is requested to approve the employment of Mr. Mariano Rubio effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Automotive, at a salary placement of Class 1 Step 4, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,419.00 annually plus \$26,085.75 in health and statutory benefits. (Page )

### General

13. Authorization is requested to approve the first reading of the Citrus College midterm report to the Accrediting Commission for Community and Junior Colleges (ACCJC). (Page )
14. Authorization is requested to select Susan M. Keith and Patricia Rasmussen as the Board of Trustees ad-hoc committee in support of Governor Brown's November 2012 Ballot Initiative. (Page )
15. Authorization is requested to approve Resolution 2011-12-10 in support of Governor Brown's November 2012 Ballot Initiative, "Temporary Taxes to Fund Education, Guaranteed Local Public Safety Funding." (Page )

## **H. ACTION ITEMS (continued)**

16. Authorization is requested to approve the first reading of Board Policy 3501 Campus Security and Access and Board Policy 5510 Off-Campus Student Organizations. (Page )
17. Authorization is requested to approve the first reading of Board Policy 1200 Mission. (Page )
18. Authorization is requested to approve the first reading of the following Board Policies: BP 2100 Board Elections and BP 2745 Board Self-Evaluation. (Page )

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

## **I. BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION**

## **J. ADJOURNMENT**

### **Dates to Remember:**

June 25, 2012	First Day of Summer Session
July 4, 2012	HOLIDAY – Fourth of July
July 17, 2012	Board of Trustees Meeting
August 15, 2012	Last Day of Summer Session
August 21, 2012	Board of Trustees Meeting & Goal Setting Work Session
August 24, 2012	Convocation
August 27, 2012	First Day of Fall Semester

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Approval of 2012-2013 Tentative Budget for All Funds	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

Title 5 requires that the District adopt a tentative budget prior to June 30<sup>th</sup>. The enclosed budget provides estimated revenues and expenditures by cost center and major object code for all District Funds. The tentative budget has been developed using the budget assumptions provided to the Board at the April 3, 2012, regular board meeting.

This item was prepared by Carol Cone, Budget Supervisor, Administrative Services.

**RECOMMENDATION**

Authorization is requested to approve the 2012-2013 tentative budget.

Carol R. Horton  
Recommended by

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

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

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

Item No.     H.2.

# CITRUS COMMUNITY COLLEGE DISTRICT

2012 - 2013

## TENTATIVE BUDGET

GENERAL FUND UNRESTRICTED REVENUES	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>FEDERAL REVENUE</b>				
8150 PELL ADMIN ALLOWANCE	20,000	20,000	20,000	0
8199 ARRA STATE STABILIZATION FUNDS	0	0	0	0
8160 VETERANS EDUCATION	1,500	1,500	1,500	0
<b>TOTAL FEDERAL REVENUE</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>0</b>
<b>STATE REVENUE</b>				
8610 GENERAL APPORTIONMENT	42,831,385	43,412,790	42,544,291 *	-868,499
8610 GEN APPORTIONMENT PRIOR YEAR(08800)	0	987,023	0	-987,023
8612 ENROLL FEE ADMIN	62,966	62,966	62,966	0
8624 Return to Title IV PY (08800)	0	0	0	0
8628 PART TIME FAC COMPENSATION FUND (01600)	252,321	252,321	252,321	0
8650 PART TIME FAC HEALTH/OFFICE HOURS	0	0	0	0
8650 PART TIME FAC HEALTH/OFFICE HRS(08800)	0	0	0	0
8660 INTEREST	0	0	0	0
8670 TAX RELIEF HOMEX	34,452	34,452	34,452	0
8679 TAX OTHER	0	0	0	0
8681 LOTTERY NON PROP 20	1,354,752	1,353,744	1,353,744	0
8681 LOTTERY PRIOR YEAR NON PROP 20 (08800)	0	48,238	0	-48,238
8682 LOTTERY PROP 20 (00000)	0	0	0	0
8682 LOTTERY PRIOR YEAR PROP 20 (08800)	0	0	0	0
8683 MANDATED COST-MANDATED REIMB	0	0	0	0
8684 MANDATED COST-COLL BARGAINING	0	0	0	0
8685 MANDATED COST-OPEN MEETINGS	0	0	0	0
8686 MANDATED COST-HEALTH FEE	0	137,806	0	-137,806
8687 MANDATED COST-AGENCY FEE ARRANGE	0	0	0	0
8688 MANDATED COST-ENROLMT FEE COL&WAIVER	0	0	0	0
8689 MANDATED COST - INTEGRATED WASTE	0	0	0	0
8691 MOTOR VEHICLE FUEL REFUND	0	0	0	0
8692 MANDATED COST - ABSENTEE BALLOT	0	0	0	0
8693 MANDATED COST - INVESTMENT REPORTS	0	0	0	0
8699 OTHER STATE REVENUE	0	0	0	0
<b>TOTAL STATE REVENUE</b>	<b>44,535,876</b>	<b>46,289,340</b>	<b>44,247,774</b>	<b>-2,041,566</b>
<b>LOCAL REVENUE</b>				
8811 SECURED TAXES	3,359,504	3,159,246	3,159,246	0
8812 SUPPLEMENTAL TAXES	35,572	35,572	35,572	0
8813 UNSECURED TAXES	95,312	95,312	95,312	0
8816 PRIOR YEAR TAXES	330,522	330,522	330,522	0
RECEIPTS FROM PROP TAX JPA	99,229	99,229	99,229	0
PAYMENT TO PROP TAX JPA	-197,397	-197,397	-197,397	0
8817 ERAF TAXES	0	0	0	0
8818 OTHER TAXES	22,942	22,942	22,942	0
<b>TOTAL TAXES</b>	<b>3,745,686</b>	<b>3,545,426</b>	<b>3,545,426</b>	<b>0</b>

<b>GENERAL FUND UNRESTRICTED REVENUES</b>	<b>ADOPTED BUDGET 11-12</b>	<b>OPERATING BUDGET 11-12</b>	<b>TENTATIVE BUDGET 12-13</b>	<b>BUDGET INCREASES DECREASES</b>
<b>LOCAL REVENUE - CONTINUED</b>				
8860 INTEREST	196,690	196,690	196,690	0
8874 ENROLLMENT FEE	4,667,955	3,253,027	3,253,027	0
8879 TRANSCRIPTS	25,000	25,000	25,000	0
8880 NON-RES TUITION FOREIGN (01800)	1,518,660	1,518,660	1,589,520	70,860
8880 NON-RES TUITION OUT-OF-STATE (01900)	371,700	371,700	245,230	-126,470
8880 NON-RES TUITION Prior Year (08800)	0	0	0	0
<b>TOTAL NON-RES TUITION</b>	<b>1,890,360</b>	<b>1,890,360</b>	<b>1,834,750</b>	<b>-55,610</b>
8885 OTHER STUDENT FEES	0	0	0	0
8885 REFUND CHARGE/RETAINER (03000)	0	0	0	0
8885 Exam by Credit (03100)	0	0	0	0
8885 QUILL ACCOUNT (03300)	0	0	0	0
8885 PHOTO ID CARDS (03600)	0	0	0	0
<b>TOTAL FEES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
8889 OTHER LOCAL INCOME	0	0	0	0
8890 OTHER LOCAL INCOME	26,000	26,000	26,000	0
8891 REG CASH OVER SHORT	0	0	0	0
8893 IOU PROCESSING FEE	0	0	0	0
8894 RETURN CHECKS SERVICE	0	0	0	0
8895 PARKING FINES	178,782	178,782	178,782	0
8896 OTHER LOCAL-JOURNEYS	18,000	18,000	18,000	0
8897 COSMETOLOGY INCOME	95,000	95,000	95,000	0
8898 SUBPOENA RECORDS	300	300	300	0
8899 LIBRARY FINES	7,000	7,000	7,000	0
<b>TOTAL OTHER LOCAL REVENUE</b>	<b>325,082</b>	<b>325,082</b>	<b>325,082</b>	<b>0</b>
8910 SALES OF EQUIPMENT	0	0	0	0
8911 LIBRARY BOOK SALES	50	50	50	0
<b>TOTAL LOCAL REVENUE</b>	<b>10,850,823</b>	<b>9,235,635</b>	<b>9,180,025</b>	<b>-55,610</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>55,408,199</b>	<b>55,546,475</b>	<b>53,449,299</b>	<b>-2,097,176</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>58,142,896</b>	<b>58,361,437</b>	<b>54,986,305</b>	<b>-3,375,132</b>
<b>EXCESS/(DEFICIENCY)ofREVENUEoverEXPENDITURES</b>	<b>-2,734,697</b>	<b>-2,814,962</b>	<b>-1,537,006</b>	<b>1,277,957</b>
<b>OTHER FINANCING</b>				
7210 TRANSFER TO FUND 01.3	-1,351,439	-1,356,950	-1,368,701	-11,751
7312 TRANSFER TO FUND 33.0-PROG MATCH	-466,099	-617,933	0	617,933
7312 TRANSFER TO FUND 33.0-FEDERAL BACKFILL	0	0	0	0
7313 TRANSFER TO FUND 39.0	0	0	-21,172	-21,172
7314 TRANSFER TO FUND 41.0	0	0	0	0
7317 TRANSFER TO FUND 59.0	-50,000	-50,000	-25,000	25,000
8981 TRANSFER FROM FUND 01.3 Various Programs	53,742	67,318	63,385	-3,933
8982 TRANSFER FROM FUND 33.0	0	0	0	0
8983 TRANSFER FROM FUND 39.0	0	0	0	0
8989 TRANSFER FROM FUND 74.0 FWS 00000	39,000	39,000	50,000	11,000
TRANSFER FROM FUND 74.0 FWS 90100 Admin.	11,724	11,724	12,083	359
8989 TRANSFER FROM FUND 74.0 SEOG 90300 Admir	11,492	11,492	12,585	1,093
8990 TRANSFER FROM FUND 72.0	0	0	2,100	2,100
<b>TOTAL OTHER FINANCING</b>	<b>-1,751,580</b>	<b>-1,895,349</b>	<b>-1,274,720</b>	<b>620,629</b>
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>-4,486,277</b>	<b>-4,710,311</b>	<b>-2,811,726</b>	<b>1,898,585</b>
<b>BEGINNING BALANCE JULY 1, 2012</b>	<b>10,379,472</b>	<b>10,379,472</b>	<b>5,669,161</b>	<b>-4,710,311</b>
<b>ENDING BALANCE JUNE 30, 2013</b>	<b>3,000,522</b>	<b>3,019,316</b>	<b>2,820,059</b>	<b>-199,257</b>
<b>RESERVE FOR CONTINGENCIES</b>	<b>2,892,671</b>	<b>2,649,845</b>	<b>37,376</b>	<b>-2,612,469</b>

**GENERAL FUND UNRESTRICTED  
EXPENDITURE BY DEPARTMENT**

		ADOPTED	OPERATING	TENTATIVE	BUDGET
		BUDGET	BUDGET	BUDGET	INCREASES
DEPARTMENT		11-12	11-12	12-13	DECREASES
PAGE 5	00011 FORESTRY	21,438	21,438	20,601	-838
PAGE 6	00020 BIOLOGICAL SCIENCE	1,287,612	1,289,267	1,211,527	-77,740
PAGE 8	00028 BUSINESS	984,878	972,125	991,799	19,674
PAGE 10	00050 LANG ARTS COMMUNICATIONS	292,658	299,112	279,023	-20,089
PAGE 12	00057 COMPUTER SCIENCE/INFO SERV	655,999	613,073	540,306	-72,767
PAGE 14	00065 KINESIOLOGY	1,872,616	1,833,136	1,957,960	124,824
PAGE 17	00072 INFO TECH/ENGINEERING	158,763	168,773	160,175	-8,598
PAGE 18	00076 ELECTRONICS	-1	-1	-1	0
PAGE 19	00077 HEATING/AIR CONDITIONING	1	0	0	0
PAGE 20	00097 AUTOMOTIVE TECHNOLOGY	616,880	698,687	710,940	12,253
PAGE 22	00116 DRAFTING TECHNOLOGY	253,942	281,124	267,953	-13,171
PAGE 23	00130 WATER TECHNOLOGY	27,100	27,100	30,482	3,381
PAGE 24	00137 ART	885,191	892,357	858,049	-34,308
PAGE 26	00142 MUSIC	1,865,308	1,864,618	1,705,312	-159,306
PAGE 30	00145 RECORDING TECHNOLOGY	459,679	463,414	450,159	-13,255
PAGE 32	00146 THEATRE ARTS	351,923	366,086	335,371	-30,715
PAGE 34	00148 DANCE	175,715	229,736	213,977	-15,759
PAGE 36	00151 PHOTOGRAPHY	150,031	149,089	139,754	-9,336
PAGE 37	00159 FOREIGN LANGUAGE	620,064	655,592	551,728	-103,864
PAGE 38	00181 NURSING - VOCATIONAL	1,217,698	1,366,480	1,232,803	-133,678
PAGE 40	00182 NURSING - RN	529,439	486,719	622,826	136,106
PAGE 42	00188 DENTAL ASSISTING	296,421	307,878	300,096	-7,782
PAGE 44	00221 CHILD DEVELOPMENT	378,809	368,966	330,256	-38,710
PAGE 46	00236 ENGLISH	1,574,580	1,563,924	2,110,878	546,954
PAGE 50	00266 SPEECH, DEBATE, FORENSIC SCN	511,771	526,728	522,956	-3,772
PAGE 52	00268 PHILOSOPHY	288,267	278,796	275,422	-3,374
PAGE 53	00272 LIBRARY TECHNOLOGY - INSTR	0	0	0	0
PAGE 54	00274 MATHEMATICS	3,104,569	3,188,115	2,834,553	-353,562
PAGE 58	00280 PHYSICAL SCIENCE	550,928	523,997	426,405	-97,592
PAGE 60	00283 CHEMISTRY	821,705	823,080	737,495	-85,585
PAGE 62	00286 GEOLOGY	168,067	161,973	172,078	10,105
PAGE 64	00290 PSYCHOLOGY	704,242	731,121	685,355	-45,766
PAGE 66	00295 PUBLIC WORKS	47,353	36,909	40,208	3,299
PAGE 67	00299 ADMIN of JUSTICE	138,613	134,595	103,228	-31,367
PAGE 68	00312 SOCIAL SCIENCE	591,292	625,665	516,350	-109,315
PAGE 70	00318 HISTORY	626,608	667,744	512,068	-155,675
PAGE 72	00322 SOCIOLOGY	521,454	505,080	498,614	-6,466
PAGE 74	00326 COSMETOLOGY	1,993,090	2,028,463	1,799,373	-229,090
PAGE 77	00331 CITRUS SUBSTITUTE COSTS	128,023	200,105	972,344	772,239
PAGE 78	00332 CLAREMONT SUMMER SCH	156,180	156,180	155,787	-393
PAGE 79	00333 MONROVIA SUMMER SCH	142,646	142,646	142,280	-366
PAGE 80	00336 AZUSA UNIFIED SUMMER SCH	140,692	140,692	140,299	-393
PAGE 80	00337 DUARTE SUMMER SCHOOL	70,850	70,850	70,644	-207
PAGE 81	00341 HUMANITIES	25,503	37,861	41,287	3,425
PAGE 82	00346 COUNSELING INSTRUCTIONAL	114,442	130,003	93,884	-36,119

**EXPENDITURE BY DEPARTMENT**

		ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
PAGE 83	00362 READING SKILLS	541,853	641,234	0	-641,234
PAGE 84	00364 LEARNING CENTER INSTR	273,726	273,726	245,453	-28,273
PAGE 86	00365 ENGLISH AS A SECOND LANGUAGE	426,950	457,746	430,509	-27,236
PAGE 88	00371 NON-CREDIT/INSTRUCT	442,840	386,235	366,910	-19,325
PAGE 89	00372 DISTANCE EDUCATION	456,055	456,055	495,915	39,860
PAGE 90	00373 INTERNATIONAL EDUCATION	167,897	167,897	155,374	-12,523
PAGE 91	00375 STUDENT LEARNING OUTCOMES	83,436	83,436	84,818	1,382
PAGE 92	00380 RETIREES BENEFITS INSTR	468,653	329,548	392,751	63,203
PAGE 93	00381 INSTRUCTION V P	611,611	557,773	548,780	-8,993
PAGE 94	00382 INSTRUCTION DEANS	2,280,151	2,278,953	2,145,498	-133,455
PAGE 96	00390 ACADEMIC SENATE	193,932	200,407	198,231	-2,176
PAGE 97	00391 CTE WORKFORCE DEV	5,800	5,800	3,022	-2,778
PAGE 98	00392 EVENING OFFICE/CONTINUING ED	58,664	58,664	0	-58,664
PAGE 99	00393 NON-CREDIT	158,650	158,650	119,701	-38,949
PAGE 100	00400 LEARNING CENTER NON-INSTR	263,096	263,096	246,523	-16,572
PAGE 102	00401 LIBRARY	1,034,942	1,035,540	958,720	-76,820
PAGE 104	00402 LIBRARY MEDIA	157,839	157,839	150,476	-7,364
PAGE 106	00410 ADMISSIONS	1,225,684	1,225,684	1,225,663	-21
PAGE 108	00412 LIBRARY - PHOTO ID	21,133	17,133	5,000	-12,133
PAGE 110	00420 COUNSELING	1,304,725	1,315,961	1,322,971	7,009
PAGE 112	00422 TRANSFER CENTER	341,080	341,080	310,641	-30,438
PAGE 113	00423 CAREER CENTER	227,107	227,107	194,988	-32,119
PAGE 114	00428 STUDENT SERVICES VP	318,210	321,259	323,791	2,531
PAGE 115	00431 STUDENT EMPLOYMENT SERVICES	211,422	211,422	0	-211,422
PAGE 116	00433 INTERNATIONAL STUDENTS	278,309	278,309	281,575	3,266
PAGE 117	00434 TRANSPORTATION	119,542	109,542	97,327	-12,215
PAGE 118	00439 OUTREACH	123,929	142,826	125,820	-17,007
PAGE 120	00440 BUILDINGS/MAINTENANCE	1,160,373	1,160,373	1,136,618	-23,755
PAGE 122	00441 CUSTODIAL	1,967,310	1,967,310	1,936,386	-30,924
PAGE 126	00442 GROUNDS	983,598	979,786	942,662	-37,124
PAGE 128	00443 UTILITIES	1,870,000	1,870,000	1,620,000	-250,000
PAGE 129	00444 FACILITIES-M&O	886,658	886,658	843,166	-43,492
PAGE 130	00445 FACILITIES - PE MAINTENANCE	115,000	115,000	109,000	-6,000
PAGE 131	00446 PRESIDENT	1,118,913	877,595	882,097	4,502
PAGE 132	00447 ADMIN SERVICES VP	521,479	521,479	492,668	-28,811
PAGE 133	00448 ADM SERV TRUSTEES	128,612	128,612	133,869	5,257
PAGE 134	00449 COLLEGE ADV/DEVELOPMENT	499,083	502,453	230,912	-271,541
PAGE 136	00450 COLLEGE ADV/EXT RELATIONS	559,759	548,522	659,250	110,728
PAGE 137	00451 FISCAL SERVICES	1,620,549	1,615,927	1,540,033	-75,894
PAGE 138	00452 HUMAN RESOURCES	396,290	396,290	400,882	4,592
PAGE 139	00453 HUM RESOURCES-PERSONNEL	787,836	787,697	733,450	-54,246
PAGE 140	00454 RETIREES BENEFITS NON-INSTR	681,210	754,368	1,520	-752,848
PAGE 141	00457 PURCHASING / WAREHOUSE	1,161,350	1,161,350	1,080,182	-81,168
PAGE 142	00458 COLLEGE ADV/REPOGRAPHICS	706,079	706,079	688,637	-17,442
PAGE 143	00459 INSTITUTIONAL RESEARCH	245,285	250,520	259,789	9,269
PAGE 144	00460 RISK MANAGEMENT	727,923	730,179	712,367	-17,812
PAGE 145	00462 CAMPUS SAFETY	175,931	175,931	172,341	-3,590
PAGE 146	00463 TECHNOLOGY & COMPUTER SERVICES	2,460,404	2,467,519	2,275,067	-192,452
PAGE 148	00485 STUDENT AFFAIRS	274,321	278,384	286,639	8,255
PAGE 150	00486 CO-CURRICULAR COACHES	725,766	714,203	682,444	-31,759
PAGE 152	00488 CO-CURRICULAR CLARION	51,738	51,738	46,353	-5,385
PAGE 154	00490 PERFORMING ARTS CENTER	997,154	981,247	926,914	-54,333
<b>TOTAL EXPENDITURES</b>		<b>58,142,896</b>	<b>58,361,437</b>	<b>54,986,305</b>	<b>-3,375,132</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET 2012 - 2013**

**GENERAL FUND UNRESTRICTED  
FUND 01**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	11,715,218	11,873,068	12,255,211	382,143
1200 SALARY NONINSTR FACULTY REG	3,966,975	3,982,522	3,862,259	-120,262
1300 SALARY FACULTY	350,275	300,275	300,275	0
1310 SALARY FACULTY OVERLOAD	1,570,668	1,533,041	1,307,195	-225,846
1320 SALARY FACULTY ADJUNCT	2,244,457	2,697,460	2,365,388	-332,072
1370 SALARY FACULTY EXTRA DUTY	341,927	235,427	207,927	-27,500
1380 SALARY SUMMER	1,085,819	1,086,051	1,020,858	-65,193
1385 SALARY WINTER	573,213	627,846	497,782	-130,064
1390 SALARY APPLIED MUSIC TUTORS	140,000	140,000	120,000	-20,000
1400 SALARY NONINSTR FACULTY HRLY	334,408	355,168	287,869	-67,299
	<b>22,322,961</b>	<b>22,830,857</b>	<b>22,224,764</b>	<b>-606,093</b>
2100 SALARY CLASSIFIED REGULAR	13,061,627	13,024,973	12,786,843	-238,130
2200 SALARY INSTR AIDES REGULAR	344,789	344,789	298,761	-46,029
2300 SALARY CLASSIFIED HOURLY	955,712	993,500	479,627	-513,873
2400 SALARY CLASSIFIED INSTR HOURLY	260,033	290,775	156,541	-134,234
	<b>14,622,161</b>	<b>14,654,038</b>	<b>13,721,772</b>	<b>-932,266</b>
3100 STRS	1,820,570	1,838,744	1,830,799	-7,945
3200 PERS	1,397,536	1,394,335	1,434,462	40,127
3300 OASDI	971,781	987,554	911,453	-76,102
3350 MEDICARE	516,247	524,506	506,669	-17,837
3400 H&W	6,935,095	7,038,334	7,541,088	502,755
3500 UN EMP INSURANCE	596,177	603,895	397,378	-206,517
3600 WK COMP	703,502	713,108	686,641	-26,467
3700 RETIREMENT BENEFITS	217,107	65,125	-811,143	-876,268
3800 RETIREMENT INCENTIVE	25,000	25,000	10,000	-15,000
	<b>13,183,015</b>	<b>13,190,601</b>	<b>12,507,347</b>	<b>-683,252</b>
4300 SUPPLIES	1,394,827	1,344,285	1,233,877	-110,408
	<b>1,394,827</b>	<b>1,344,285</b>	<b>1,233,877</b>	<b>-110,408</b>
5100 CONSULTANTS	287,919	127,272	115,380	-11,892
5200 CONFERENCE/TRAVEL	37,000	62,000	62,000	0
5300 DUES/MEMBERSHIPS	121,881	121,881	101,881	-20,000
5400 INSURANCE LIABILITY	375,000	375,000	375,000	0
5500 UTILITIES	1,885,000	1,885,000	1,635,000	-250,000
5600 RENTS, LEASES & REPAIRS	530,066	528,066	475,609	-52,457
5700 LEGAL, ELECTION & AUDIT EXPENSE	456,100	340,830	333,830	-7,000
5800 OTHER SERVICES	2,293,478	2,323,508	2,048,391	-275,117
	<b>5,986,444</b>	<b>5,763,557</b>	<b>5,147,091</b>	<b>-616,466</b>
6100 SITE IMPROVEMENTS	35,000	35,000	10,000	-25,000
6200 BUILDINGS	3,812	3,812	538	-3,274
6300 LIBRARY BOOKS	38,252	38,252	35,382	-2,870
6400 EQUIPMENT	556,424	501,036	105,535	-395,501
	<b>633,488</b>	<b>578,100</b>	<b>151,455</b>	<b>-426,645</b>
	<b>58,142,896</b>	<b>58,361,437</b>	<b>54,986,305</b>	<b>-3,375,130</b>



**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2012 - 2013**

<b>GENERAL RESTRICTED FUND 01.3</b> 00000.0-XXX00-00000-XXXX-0000000	<b>ADOPTED BUDGET 11-12</b>	<b>OPERATING BUDGET 11-12</b>	<b>TENTATIVE BUDGET 12-13</b>	<b>BUDGET INCREASES DECREASES</b>
<b>FEDERAL REVENUE</b>				
8120 ULV STEM GRANT	11100	0	0	0
8120 ULV STEM GRANT Y2	11102	49,348	39,699	-39,699
8120 HSI SOLO GRANT Y5	11205	0	0	0
8120 HSI Bridge to Success Y1	11300	0	0	0
8120 HSI Bridge to Success Y2	11302	225,493	225,493	0
8120 HSI Bridge to Success Y3	11303	425,935	425,935	261,440
8120 HSI Bridge to Success Y4	11304	0	0	432,903
8120 HSI Coop Grant Y5	11405	0	0	0
8120 HSI PT5Coop Grant Y1	11412	0	700,000	520,747
8120 HSI PT5Coop Grant Y2	11413	0	0	775,000
8120 STEM Grant YR2	11502	173,931	173,931	0
8120 RACE 2STEM Grant Y1	11512	0	870,000	692,473
8120 RACE 2 STEM Grant Y2	11513	0	0	863,700
8120 STEM2-CSUF COOP	12300	0	147,091	102,002
8120 STEM2-CSUF COOP Y2	12302	0	0	147,091
8130 ALLIED HEALTH CARE	14000	0	0	0
8130 ALLIED HEALTH CARE	14011	27,081	27,081	0
8140 TANF - FEDERAL SHARE	11800	66,903	63,558	63,558
8160 VETERANS SERVICES YR 1	10000	56,114	56,114	0
8160 VETERANS SERVICES YR 2	10002	133,333	133,333	88,886
8160 VETERANS SERVICES YR 3	10003	0	0	133,333
8170 VTEA	13000	486,890	489,478	489,478
8170 CTE TRANSITIONS	14100	42,000	46,970	49,389
8170 TECH PREP REG COORD PROJ	14200	0	0	0
8170 TECH PREP REG COORD PROJ	14209	0	0	0
8190 ARRA FUNDS	00081	0	0	0
8190 DIGITAL RESOURCES	18000	5,000	5,000	2,800
8190 CDC YESS PROGRAM	28400	0	0	98,322
8199 TANF WORK STUDY/JOB DEV	11900	0	0	0
<b>TOTAL FEDERAL REVENUE</b>		<b>1,692,028</b>	<b>3,403,683</b>	<b>4,721,122</b>
<b>STATE REVENUE</b>				
8613 FINANCIAL AID	00000	354,568	362,253	362,253
8613 FIN AID PRIOR YR	12009	0	0	0
8613 FIN AID PRIOR YR	12010	0	0	0
8622 EOPS	12100	590,207	590,207	590,207
8622 EOPS - PRIOR YR	12109	0	0	0
8622 EOPS - PRIOR YR	12110	0	0	0
8623 DSPS	16100	470,281	466,358	466,358
8623 DSPS (08800)	08800	0	1,452	0
8627 MATRICULATION	10700	307,360	395,037	395,037
8624 MATRICULATION PY	10707	0	0	0
8627 MATRICULATION-NONCREDIT	10800	87,872	0	0
8624 MATRICULATION-NCR PRIOR YR	10809	0	0	0
8624 CAHSEE	10900	0	0	0
8627 CARE	12200	112,914	113,797	113,797
8624 CARE - PRIOR YR	12210	0	0	0
8625 CALWORKS	12800	229,861	215,624	215,624
8626 CDC MAPP PROGRAM	29600	0	0	22,563
8628 CDC FOSTER PROGRAM	28000	0	0	471,193
8654 CITD	10500	0	0	0
8654 CITD 2007	10507	0	0	0
8654 CITD 2009	10509	0	0	0
8654 EQUAL EMPLOYMT OPPORTNY FUND	11600	6,693	6,693	6,693
8654 FACULTY/STAFF DEVELOPMENT	11700	0	0	0
8654 CTE - Community Collaborative	13400	0	0	0
8654 CTE - Community Collaborative	13401	0	0	0

GENERAL RESTRICTED FUND 01.3		ADOPTED	OPERATING	TENTATIVE	BUDGET	
00000.0-XXX00-00000-XXXX-0000000		BUDGET	BUDGET	BUDGET	INCREASES	
		11-12	11-12	12-13	DECREASES	
<b>STATE REVENUE</b>						
8654	CTE - Community Collaborative	13402	127,640	127,640	0	-127,640
8654	CTE - Community Collaborative	13404	400,000	400,000	355,005	-44,995
8654	CTE - Community Collaborative	13405	0	348,000	348,000	0
8654	REGIONAL Consortia Partnership 08-09	13809	0	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13901	0	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13902	0	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13903	0	0	0	0
8654	ASSOCIATE DEGREE NURSING-RN	13904	135,287	135,287	0	-135,287
<b>STATE REVENUE - CONTINUED</b>						
8654	BASIC SKILLS One Time 07-08	14508	0	0	0	0
8654	BASIC SKILLS One Time 08-09	14509	0	0	0	0
8654	BASIC SKILLS One Time 09-10	14510	219,425	219,425	0	-219,425
8654	BASIC SKILLS One Time 10-11	14511	175,541	175,541	175,541	0
8654	BASIC SKILLS One Time 11-12	14512	175,541	162,042	162,042	0
8654	BASIC SKILLS One Time 11-12	14513	0	0	162,042	162,042
8654	INSTR EQUIP BLOCK GRANT	15600	73,474	73,474	73,474	0
8654	INSTR EQUIP ON-GOING	15700	246,023	246,023	246,023	0
8654	TELECOM/TECH	16200	0	0	0	0
8654	TELECOM/TECH LIBR AUTO	16200	0	0	0	0
8682	LOTTERY PROP 20	00000	217,728	217,566	217,566	0
8682	LOTTERY PROP 20 PRIOR YR	08800	0	35,993	35,993	0
8689	CAN SYSTEM	10300	0	0	0	0
8690	CAN SYSTEM	10301	0	0	0	0
<b>TOTAL STATE REVENUE</b>			<b>3,930,415</b>	<b>4,292,413</b>	<b>4,419,411</b>	<b>126,999</b>
<b>LOCAL REVENUE</b>						
8850	AUDITORIUM FACILITY RENTAL	15200	50,000	50,000	50,000	0
8876	HEALTH FEE	15400	483,000	452,202	451,000	-1,202
8881	PARKING FEE	17700	576,759	573,321	615,583	42,262
8881	PARKING FEE - COMM ED	17739	5,000	8,438	8,438	0
8882	PARKING TOKENS	17700	110,000	110,000	110,000	0
8890	OTHER LOCAL REVENUE-CITD	10500	0	0	0	0
8890	STEM/W ULV	11199	0	9,649	0	-9,649
8890	DPSS CalWorks Program	12700	53,000	53,000	53,000	0
8890	REGIONAL CONSORTIUM	13310	0	0	0	0
8890	MATHEMATICS GRANT	17900	0	0	0	0
8890	MATHEMATICS GRANT	17902	5,025	5,025	0	-5,025
8890	ENGINEERING GRANT	18100	0	18,851	16,551	-2,300
8890	CHILD DEV TNG CONSORTIUM	18600	36,500	34,000	34,000	0
<b>TOTAL LOCAL REVENUE</b>			<b>1,319,284</b>	<b>1,314,486</b>	<b>1,338,572</b>	<b>24,086</b>
<b>TOTAL REVENUE</b>			<b>6,941,727</b>	<b>9,010,582</b>	<b>10,479,105</b>	<b>1,468,524</b>
<b>TOTAL EXPENDITURES</b>			<b>8,792,141</b>	<b>10,917,898</b>	<b>11,807,406</b>	<b>889,507</b>
<b>EXCESS/(DEFICIENCY) OF REV. OVER EXPEND.</b>			<b>-1,850,413</b>	<b>-1,907,317</b>	<b>-1,328,300</b>	<b>579,016</b>

GENERAL RESTRICTED FUND 01.3		ADOPTED	OPERATING	TENTATIVE	BUDGET
00000.0-XXX00-00000-XXXX-0000000		BUDGET	BUDGET	BUDGET	INCREASES
		11-12	11-12	12-13	DECREASES
<b>OTHER FINANCING SOURCES</b>					
7210 INTRAFUND TFR TO FUND 01.0	10900	0	0	0	0
7210 INTRAFUND TFR	12800	23,169	20,669	20,669	0
7210 CTE-Community Collaborative	13401	0	0	0	0
7210 CTE-Community Collaborative	13402	4,909	4,909	0	-4,909
7210 CTE-Community Collaborative	13404	14,384	14,384	13,658	-726
7210 CTE-Community Collaborative	13405	0	13,384	13,384	0
7210 ADN/RN PROGRAM Yr 2	13902	0	0	0	0
7210 ADN/RN PROGRAM Yr 3	13903	0	0	0	0
7210 ADN/RN PROGRAM Yr 4	13904	5,203	5,203	0	-5,203
7210 ALLIED HEALTH CARE	14000	0	0	0	0
7210 ALLIED HEALTH CARE	14011	2,462	2,462	0	-2,462
7210 CTE TRANSITIONS	14100	1,615	1,807	1,900	93
7210 CHILD DEV TNG. Transfer	18600	2,000	2,000	2,000	0
7310 CDC FOSTER KINSHIP CARE ED	28000	0	0	11,774	11,774
7311 CALWORKS TFR TO FUND 01.3	12800	8,000	8,000	17,351	9,351
7312 CALWORKS CDC TRFR TO FUND 33.0	12800	50,000	50,000	0	-50,000
7312 CWSSTUDY TFR TO FUND 33.0	12800	20,000	9,351	0	-9,351
7314 CWSSTUDY TFR TO FUND 41.0	12800	0	1,000	1,000	0
7315 CWSSTUDY TFR TO FUND 51.0	12800	1,500	4,000	4,000	0
7318 CWSSTUDY TFR TO FUND 71.0	12800	2,250	0	0	0
7500 GRANTS CARE	12200	10,363	11,246	11,246	0
7500 MATHEMATICS GRANT	17900	0	0	0	0
7500 MATHEMATICS GRANT	17902	1,500	1,500	0	-1,500
7600 OTHR OUTGO TO STEM	11502	0	0	0	0
7600 OTHR OUTGO TO STU-TANF	11800	6,958	11,417	11,417	0
7600 OTHR PYMTS STUDENT BOOKS	12100	151,417	154,416	151,133	-3,283
7600 OTHR PYMTS TO/FOR STU-CARE	12200	14,500	14,500	14,500	0
7600 OTHR PYMTS TO/FOR STU-ENGIN	18100	0	3,000	3,000	0
7600 OTHR PYMTS TO/FOR STU-CDEV	18600	22,000	20,000	20,000	0
7610 OTHER PYMNTS TO STUDENT/AIDE	18600	400	200	200	0
7900 CONTINGENCY-AUDITORIUM	15200	257,415	238,965	238,965	0
7900 CONTINGENCY-HEALTH CENTER	15400	599,766	558,541	523,216	-35,325
8980 NCR MATRIC INTERFUND TFR-IN	10800	87,872	0	0	0
8980 STAFF DEV TRANSFER-IN	11700	0	0	0	0
8980 STATE FINANCIAL AID	12000	469,972	469,972	469,972	0
8980 EOPS INTERFUND TRANSFER - IN	12100	86,902	86,902	86,902	0
8980 FEDERAL BACKFILL Interfund Tfr-in	00081	0	0	0	0
8980 ADDITIONAL CATEGORICAL TFR IN		706,693	794,564	811,827	17,263
8980 INSTR EQUIP one-time INTERFUND TFR	15600	0	0	0	0
8980 INSTR EQUIP INTERFUND TFR-IN	15700	0	0	0	0
8980 DSPS INTERFUND TRANSFER - IN	16100	0	0	0	0
8989 FEDERAL WORK STUDY	12000	67,112	67,112	48,750	-18,362
<b>TOTAL OTHER FINANCING SOURCES</b>		<b>218,740</b>	<b>267,596</b>	<b>358,038</b>	<b>90,442</b>
<b>INCREASE/DECREASE IN FUND BALANCE</b>		<b>-1,631,673</b>	<b>-1,639,718</b>	<b>-970,262</b>	<b>669,458</b>
<b>BEGINNING BALANCE:</b>		<b>1,063,474</b>	<b>1,010,010</b>	<b>970,262</b>	<b>-39,748</b>
<b>ENDING BALANCE</b>		<b>1,010,010</b>	<b>-629,708</b>	<b>0</b>	<b>629,708</b>

## GENERAL RESTRICTED FUND - 01.3

### EXPENDITURE BY PROGRAM

PROGRAM	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
00081 ARRA ACT OF 2010	0	0	0	0
02000 DISTANCE EDUCATION	143,750	171,752	171,752	0
02000 TECH SERVICES	73,978	81,807	81,807	0
10000 VETS	56,114	56,114	0	-56,114
10002 VETs Yr 2	133,333	133,333	94,886	-38,446
10003 VETs Yr 3	0	0	135,208	135,208
10500 CITD LOCAL 00475	0	0	0	0
10700 MATRICULATION	392,543	575,493	603,691	28,198
10800 MATRIC-NCR DM 9150	92,479	0	0	0
10800 MATRIC-NCR 9151	92,479	0	0	0
11100 ULV STEM GRANT	0	0	0	0
11102 ULV STEM GRANT YR 2	49,348	39,699	0	-39,699
11199 STEM GRANT W/ULV	0	9,649	0	-9,649
11300 HSI BRIDGE TO SUCCESS Y1	0	0	0	0
11302 HSI BRIDGE TO SUCCESS Y2	225,493	225,493	0	-225,493
11303 HSI BRIDGE TO SUCCESS Y3	425,935	425,935	261,440	-164,494
11304 HSI BRIDGE TO SUCCESS Y4	0	0	432,903	432,903
11404 HSI COOP GRANT YEAR 4	0	0	0	0
11405 HSI COOP GRANT YEAR 5	0	0	0	0
11412 HSI PT5 COOP GRANT YEAR 1	0	700,000	520,747	-179,253
11413 HSI PT5 COOP GRANT YEAR 2	0	0	775,000	775,000
11502 STEM GRANT YR 2	173,931	173,931	0	-173,931
11512 RACE TO STEM YEAR 1	0	870,000	692,473	-177,527
11513 RACE TO STEM YEAR 2	0	0	863,700	863,700
11600 EQUAL EMPLOYMENT OPPORTUN	6,693	6,693	6,693	0
11700 STAFF DEV - GEN 00455	11,450	11,450	3,450	-8,000
11700 STAFF DEV - MGMT 01455	2,855	2,855	1,855	-1,000
11700 STAFF DEV - FACULTY 02455	31,408	31,408	19,408	-12,000
11700 STAFF DEV - CLASSIFIED 03455	8,566	8,566	5,566	-3,000
11700 STAFF DEV - SUPRVS 04455	2,828	2,828	1,828	-1,000
11800 TANF	59,945	52,141	52,141	0
12000 FINANCIAL AID	593,276	593,276	641,373	48,097
12000 FINANCIAL AID BFAP	354,568	362,253	363,753	1,499
12010 FIN AID PRIOR YR	0	0	0	0
12000 FEDERAL WORK STUDY	67,112	67,112	28,875	-38,237
12100 EOPS	438,789	435,790	452,647	16,856
12100 EOPS - DISTRICT MATCH	146,698	146,698	151,496	4,798
12110 EOPS - PRIOR YR	0	0	0	0
12200 CARE	88,051	88,051	94,120	6,070
12210 CARE - PRIOR YR	0	0	0	0
12300 STEM 2-CSUF COOP	0	147,091	102,002	-45,089
12302 STEM 2-CSUF COOP YR 2	0	0	147,091	147,091
12700 CALWORKS DPSS	53,000	53,000	53,000	0
12800 CALWORKS COORD	124,942	122,604	172,604	49,999
13000 VTEA	486,891	489,479	489,477	0

**EXPENDITURE BY PROGRAM**

	<b>ADOPTED BUDGET 11-12</b>	<b>OPERATING BUDGET 11-12</b>	<b>TENTATIVE BUDGET 12-13</b>	<b>BUDGET INCREASES DECREASES</b>
13401 CTE Community Colla/Energy	0	0	0	0
13402 CTE Community Colla/Energy	122,731	122,731	0	-122,731
13404 CTE Community Colla/Energy	385,616	385,616	341,347	-44,270
13405 CTE Community Colla/Energy	0	334,616	334,616	1
13500 NURSING/LA HEALTHCARE	15,222	15,222	14,242	-980
13902 AND/RN PROGRAM Yr 2	0	0	0	0
13903 AND/RN PROGRAM Yr 4	0	0	0	0
13904 AND/RN PROGRAM Yr 4	130,084	130,083	0	-130,083
14000 ALLIED HEALTH CARE	0	0	0	0
14011 ALLIED HEALTH CARE	24,619	24,619	0	-24,619
14100 CTE TRANSITIONS	40,385	45,163	47,489	2,327
14509 BASIC SKILLS 08/09	0	0	0	0
14510 BASIC SKILLS 09/10	219,425	219,425	0	-219,425
14511 BASIC SKILLS 10/11	175,541	175,541	175,541	0
14512 BASIC SKILLS 11/12	175,541	162,042	162,042	0
14513 BASIC SKILLS 12/13	0	0	162,042	162,042
15200 AUDITORIUM FACILITY RENTAL	0	18,450	18,450	0
15400 HEALTH CENTER	532,002	542,429	540,784	-1,645
15600 INSTR EQUIP ON-GOING	97,966	97,966	97,965	-1
15700 INSTR EQUIP ON-GOING	328,031	328,031	328,031	0
16100 DSPTS	820,497	816,574	813,894	-2,680
17700 SECURITY	745,739	749,004	741,521	-7,483
17900 MATHEMATICS GRANT	0	0	0	0
17902 MATHEMATICS GRANT	3,526	3,526	0	-3,526
18000 DIGITAL RESOURCES	5,000	5,000	2,800	-2,200
28000 CDC FOSTER KINSHIP CARE ED	451,373	459,419	459,419	0
28400 CDC YESS - LA	147,789	147,789	98,322	-49,467
29600 CDC MAPP	22,500	22,500	22,563	64
18100 ENGINEERING GRANT	0	15,851	13,550	-2,300
18600 CHILD DEV TRNG CONSORTIUM	12,100	11,800	11,800	1
<b>TOTAL EXPENDITURES</b>	<b>8,792,141</b>	<b>10,917,898</b>	<b>11,807,406</b>	<b>889,507</b>

**GENERAL RESTRICTED FUND 01.3  
TENTATIVE BUDGET 2012-2013**

	<b>ADOPTED BUDGET 11-12</b>	<b>OPERATING BUDGET 11-12</b>	<b>TENTATIVE BUDGET 12-13</b>	<b>BUDGET INCREASES DECREASES</b>
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	1,004,529	1,137,968	1,141,530	3,562
1300 SALARY FACULTY HOURLY	83,079	87,841	75,500	-12,341
1400 SALARY NONINST FACULTY HOURLY	615,332	1,045,861	1,139,977	94,116
	<b>1,702,940</b>	<b>2,271,670</b>	<b>2,357,007</b>	<b>85,337</b>
2100 SALARY CLASSIFIED REGULAR	2,098,359	2,228,258	2,212,755	-15,503
2200 SALARY INSTR'L AIDES REGULAR	116,946	98,358	132,812	34,454
2300 SALARY CLASSIFIED HOURLY	648,365	914,815	841,651	-73,164
2400 SALARY INSTR'L AIDES HOURLY	206,532	355,025	396,484	41,459
	<b>3,070,203</b>	<b>3,596,456</b>	<b>3,583,702</b>	<b>-12,755</b>
3100 STRS	123,859	171,212	181,543	10,330
3200 PERS	239,040	265,597	288,560	22,963
3300 OASDI/MEDICARE	251,805	298,763	300,792	2,029
3400 H & W	672,009	696,597	789,476	92,879
3500 UN EMP INSURANCE	72,904	90,365	62,363	-28,002
3600 WK COMP	87,677	108,981	110,289	1,308
	<b>1,447,295</b>	<b>1,631,516</b>	<b>1,733,022</b>	<b>101,506</b>
4000 SUPPLIES	232,669	358,482	419,041	60,559
5100 CONSULTANTS	400,103	487,923	615,686	127,763
5200 CONFERENCE/TRAVEL	148,457	161,506	206,286	44,780
5300 DUES/MEMBERSHIPS	24,174	20,674	7,674	-13,000
5400 INSURANCE LIABILITY	26,412	28,050	26,050	-2,000
5500 UTILITIES	6,950	6,950	6,950	0
5600 RENTS, LEASES & REPAIRS	7,550	4,675	6,550	1,875
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	990,876	1,529,020	2,002,591	473,571
	<b>1,604,522</b>	<b>2,238,798</b>	<b>2,871,787</b>	<b>632,988</b>
6100 SITE IMPROVEMENTS	0	0	0	0
6200 BUILDINGS	0	0	0	0
6400 EQUIPMENT	734,512	820,975	842,845	21,870
	<b>734,512</b>	<b>820,975</b>	<b>842,845</b>	<b>21,870</b>
<b>TOTAL EXPENDITURE</b>	<b>8,792,141</b>	<b>10,917,898</b>	<b>11,807,404</b>	<b>889,505</b>
7210 INTRAFUND TRANSFERS-OUT	53,742	64,818	51,611	-13,207
7300 INTERFUND TRANSFERS - OUT	81,750	72,351	34,125	-38,226
7500 GRANTS	11,863	12,746	11,246	-1,500
7600 OTHER PAYMENTS TO/FOR STUDENTS	195,275	203,533	200,250	-3,283
7900 RESERVE FOR CONTINGENCIES	857,181	797,506	762,181	-35,325
<b>TOTAL APPROPRIATIONS</b>	<b>9,991,952</b>	<b>12,068,852</b>	<b>12,866,817</b>	<b>797,964</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET 2012-2013**

**COMMUNITY EDUCATION FUND REVENUES FUND 39.0**

		ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>39.0-00000.0-XXXX-00000-XXXX-0000000</b>					
<b>LOCAL REVENUE</b>					
8830 CONTRACT EDUCATION	30100	122,475	122,475	0	-122,475
8830 CONTRACT SERVICES	30101	0	0	0	0
8830 CONTRACT SERVICES - Kenshu	30200	75,000	75,000	75,000	0
8860 INTEREST		3,000	3,000	200	-2,800
8872 COMM ED - GENERAL	31000	69,865	69,865	0	-69,865
8872 COMM ED - General Studies	31100	0	0	69,865	69,865
8872 COMM ED - BUS/COMP	31200	0	0	0	0
8872 COMM ED - LANGUAGE	31300	0	0	0	0
8872 COMM ED - MONEY MANAGEMENT	31500	0	0	0	0
8872 COMM ED - SWIM LESSONS	31500	60,000	60,000	60,000	0
8872 COMM ED - FITNESS CENTER	31600	67,000	67,000	67,000	0
8872 COMM ED - VOCATIONAL	31700	0	0	0	0
8872 COMM ED - SPECIAL INTERESTS	31800	0	0	0	0
8872 COMM ED - SELF IMPROVEMENT	31900	0	0	0	0
8872 COMM ED - SAFETY	32000	0	0	0	0
8872 COMM ED - ONLINE	32100	20,000	20,000	20,000	0
8891 REFUND SERVICE CHARGE		100	100	0	-100
<b>TOTAL LOCAL REVENUE</b>		<b>417,440</b>	<b>417,440</b>	<b>292,065</b>	<b>-125,375</b>
<b>TOTAL REVENUE</b>		<b>417,440</b>	<b>417,440</b>	<b>292,065</b>	<b>-125,375</b>
<b>TOTAL EXPENDITURES</b>		<b>391,439</b>	<b>391,440</b>	<b>313,237</b>	<b>-78,202</b>
<b>EXCESS/(DEFICIENCY) OF REV OVER EXPEND</b>		<b>26,001</b>	<b>26,000</b>	<b>-21,172</b>	<b>-47,173</b>
<b>OTHER FINANCING</b>					
7300 INTERFUND TRANSFER IN	30100	500	500	0	-500
7600 OTHER OUTGO	30100	25,500	25,500	0	-25,500
7900 CONTINGENCY-Kenshu	30200	0	0	0	0
7900 CONTINGENCY-COMM ED	31000	0	0	0	0
8980 INTERFUND TRANSFER IN	00000	0	0	21,172	21,172
<b>TOTAL OTHER FINANCING</b>		<b>26,000</b>	<b>26,000</b>	<b>-21,172</b>	<b>-47,172</b>
<b>INCREASE/DECREASE IN FUND BALANCE</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>-1</b>
<b>BEGINNING BALANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING BALANCE</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**COMMUNITY EDUCATION FUND**  
**FUND 39.0**

**EXPENDITURE BY DEPARTMENT**

		<b>ADOPTED BUDGET 11-12</b>	<b>OPERATING BUDGET 11-12</b>	<b>TENTATIVE BUDGET 12-13</b>	<b>BUDGET INCREASES DECREASES</b>
<b>DEPARTMENT</b>					
PAGE 271	30100 CONTRACT ED	97,251	97,249	0	-97,249
PAGE 272	30101 CONTRACT ED	0	0	0	0
PAGE 273	30200 CONTRACT ED - KENSHU	54,540	54,542	54,438	-104
PAGE 274	31000 COMMUNITY ED ADMIN	128,156	128,156	139,199	11,043
PAGE 275	31100 COMMUNITY ED GEN	25,116	25,116	33,431	8,315
PAGE 275	31500 COMMUNITY ED SWIM LESSONS	48,464	48,464	48,260	-204
PAGE 276	31600 COMMUNITY ED FITNESS CTR	28,313	28,313	28,310	-3
PAGE 276	32100 COMMUNITY ED ONLINE	9,600	9,600	9,600	0
<b>TOTAL EXPENDITURES</b>		<b>391,439</b>	<b>391,440</b>	<b>313,237</b>	<b>-78,202</b>



**COMMUNITY EDUCATION FUND 39.0- EXPENDITURE TOTALS**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	38,804	38,804	14,356	-24,448
1300 SALARY FACULTY HOURLY	28,980	28,980	0	-28,980
1400 SALARY NONINST FACULTY HOURLY	23,300	23,300	15,000	-8,300
	<b>91,084</b>	<b>91,084</b>	<b>29,356</b>	<b>-61,728</b>
2100 SALARY CLASSIFIED REGULAR	52,968	52,968	60,072	7,104
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	15,000	15,000	33,500	18,500
2400 SALARY INSTR'L AIDES HOURLY	77,000	77,000	44,500	-32,500
	<b>144,968</b>	<b>144,968</b>	<b>138,072</b>	<b>-6,896</b>
3100 STRS	7,514	7,511	2,422	-5,089
3200 PERS	8,735	8,735	9,370	635
3300 OASDI/MEDICARE	17,950	17,952	12,260	-5,692
3400 H & W	24,586	24,586	26,869	2,283
3500 UN EMP INSURANCE	3,800	3,802	1,842	-1,960
3600 WK COMP	4,485	4,485	3,181	-1,304
	<b>67,071</b>	<b>67,071</b>	<b>55,944</b>	<b>-11,128</b>
4000 SUPPLIES	<b>19,505</b>	<b>19,505</b>	<b>15,705</b>	<b>-3,800</b>
5100 CONSULTANTS	13,750	13,750	20,929	7,179
5200 CONFERENCE/TRAVEL	2,000	2,000	2,000	0
5300 DUES/MEMBERSHIPS	1,000	1,000	1,000	0
5400 INSURANCE	0	0	0	0
5600 RENTS/LEASE/REPAIR	0	0	0	0
5800 OTHER SERVICES	50,262	50,262	50,231	-31
	<b>67,012</b>	<b>67,012</b>	<b>74,160</b>	<b>7,148</b>
6200 SITE IMPROVEMENT	0	0	0	0
6400 EQUIPMENT	1,800	1,800	0	-1,800
	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>-1,800</b>
<b>TOTAL EXPENDITURES</b>	<b>391,440</b>	<b>391,440</b>	<b>313,237</b>	<b>-78,204</b>
7300 INTERFUND TRANSFERS-OUT	500	500	0	-500
7600 OUTGO FOR/TO STUDENTS	25,500	25,500	0	-25,500
7900 RESERVE FOR CONTINGENCIES	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>	<b>417,440</b>	<b>417,440</b>	<b>313,237</b>	<b>-104,204</b>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2012-2013**

**CAPITAL PROJECTS FUND - 41.0**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>41.0-00000.0-XXXXX-00000-XXXX-0000000</b>				
<b>STATE REVENUE</b>				
8651 CP - Voc Tech Bldg	40300	0	0	0
8651 CP - Std Svcs Bldg	40600	0	0	0
8652 Sustainability Plan	40012	0	0	0
8652 SM-Block Grant One-time	45200	0	0	0
<b>TOTAL STATE REVENUE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LOCAL REVENUE</b>				
8818 REDEVELOPMENT	0	0	0	0
8840 CONCESSIONS	35,000	45,150	45,150	0
8850 RENTS/LEASES	125,000	91,000	91,000	0
8851 RECORDING ARTS RENTAL	63,339	63,339	63,339	0
8852 GYM RENTAL	13,000	24,170	24,170	0
8853 STADIUM RENTAL	125,000	125,000	125,000	0
8854 POOL RENTAL	6,000	10,925	10,925	0
8855 FLS RENTAL	115,000	115,000	115,000	0
8856 AUDITORIUM RENTAL	85,000	62,000	62,000	0
8857 BUILDING RENTAL	0	9,500	9,500	0
8858 GROUNDS RENTAL	175,000	153,000	153,000	0
8858 GROUNDS RENTAL	08800	0	-2,000	0
8859 STUDENT CENTER	400	2,521	2,521	0
8860 INTEREST	100,000	89,000	89,000	0
8880 NON-RESIDENT TUITION	356,500	382,269	382,269	0
8890 OTHER LOCAL REVENUE	0	8,100	8,100	0
8890 EDISON/KWH INCENTIVE	49000	3,307	3,307	0
8891 OVER/SHORT	0	0	0	0
8892 REDEVELOPMENT	0	100,562	100,562	0
<b>TOTAL LOCAL REVENUE</b>	<b>1,199,239</b>	<b>1,282,843</b>	<b>1,282,843</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>1,199,239</b>	<b>1,282,843</b>	<b>1,282,843</b>	<b>0</b>

**CAPITAL PROJECTS FUND - 41.0**

41.0-00000.0-XXXXX-00000-XXXX-0000000

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>OTHER FINANCING SOURCES</b>				
7900 Contingency	0	0	0	0
8980 INTERFUND TFR	00000	0	0	0
8980 INTERFUND TFR - SM UPGRADE HVAC	45100	0	0	0
8980 INTERFUND TFR	45200	0	0	0
8980 INTERFUND TFR	45300	0	0	0
8981 INTERFUND TFR FROM FD 01.3 CWS	0	0	0	0
8989 INTERFUND TFR FROM FD 74.0 FWS	1,000	1,000	4,994	3,994
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>1,000</b>	<b>1,000</b>	<b>4,994</b>	<b>3,994</b>
<b>TOTAL AVAILABLE</b>	<b>1,200,239</b>	<b>1,283,843</b>	<b>1,287,837</b>	<b>3,994</b>
<b>TOTAL EXPENDITURES</b>	<b>9,378,852</b>	<b>9,462,457</b>	<b>9,466,450</b>	<b>3,993</b>
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>-8,178,613</b>	<b>-8,178,614</b>	<b>-8,178,613</b>	<b>1</b>
<b>BEGINNING BALANCE</b>	<b>8,178,613</b>	<b>8,178,613</b>	<b>8,178,613</b>	<b>0</b>
<b>ENDING BALANCE</b>	<b>0</b>	<b>-1</b>	<b>0</b>	<b>1</b>

CAPITAL PROJECTS FUND - 41.0

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	68,084	68,084	75,201	7,117
2300 SALARY CLASSIFIED HOURLY	108,226	219,413	219,413	0
	<u>176,310</u>	<u>287,497</u>	<u>294,614</u>	<u>7,117</u>
3220 PERS CLASSIFIED	10,441	11,806	13,153	1,346
3320 OASDI CLASSIFIED	10,849	17,741	18,182	441
3360 MEDICARE CLASSIFIED	2,600	8,662	8,765	103
3420 H&W CLASSIFIED	14,844	14,844	18,289	3,446
3520 UN EMP INS CLASSIFIED	2,817	4,607	3,226	-1,382
3620 WK COMP CLASSIFIED	3,325	5,437	5,572	135
	<u>44,875</u>	<u>63,097</u>	<u>67,187</u>	<u>4,089</u>
4000 SUPPLIES	57,511	65,511	65,511	0
	<u>57,511</u>	<u>65,511</u>	<u>65,511</u>	<u>0</u>
5100 CONSULTANTS	50,000	203,520	203,520	0
5200 TRAVEL	0	0	0	0
5400 INSURANCE LIABILITY	5,790	5,790	5,790	0
5500 UTILITIES ELECTRICAL	1,000	1,000	1,000	0
5600 RENTS, LEASES & REPAIRS	113,623	108,623	108,623	0
5700 LEGAL FEES	20,584	22,480	22,480	0
5800 OTHER SERVICES	6,240,929	6,064,649	5,857,435	-207,214
	<u>6,431,926</u>	<u>6,406,062</u>	<u>6,198,848</u>	<u>-207,214</u>
6100 SITE IMPROVEMENTS	1,568,200	1,510,260	1,710,260	200,000
6200 BUILDINGS	516,530	516,530	516,530	0
6400 EQUIPMENT	583,500	613,500	613,500	0
	<u>2,668,230</u>	<u>2,640,290</u>	<u>2,840,290</u>	<u>200,000</u>
<b>TOTAL EXPENDITURES</b>	<b>9,378,852</b>	<b>9,462,457</b>	<b>9,466,450</b>	<b>3,992</b>
7900 CONTINGENCY	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>	<b>9,378,852</b>	<b>9,462,457</b>	<b>9,466,450</b>	<b>3,993</b>

**CAPITAL PROJECTS FUND - 41.0**  
**EXPENDITURE BY DEPARTMENT**

DEPARTMENT		ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
PAGE 282	00000 FACILITIES USAGE	157,751	158,251	169,305	11,054
PAGE 283	00000 RECORDING ARTS RENTAL	63,339	63,339	64,010	671
PAGE 284	00000 CONCESSIONS	25,260	54,441	54,437	-4
PAGE 285	40000 ADMINISTRATIVE SERVICES	7,408,195	7,406,599	7,198,900	-207,699
PAGE 286	40001 LITTLE THEATER ALTERATIONS	238,200	238,200	238,200	0
PAGE 286	40002 REPROGRAPHICS ROOF	260,000	260,000	260,000	0
PAGE 286	40003 LIBRARY ROOF	260,000	260,000	260,000	0
PAGE 286	40004 MAIN SWITCH GEAR	50,000	50,000	50,000	0
PAGE 287	40005 PARKING METERS	120,000	120,000	120,000	0
PAGE 287	40006 STADIUM RESTROOMS	0	50,000	50,000	0
PAGE 287	40008 FOUNTAIN REDESIGN/WALKWAY	150,000	150,000	150,000	0
PAGE 287	40009 COMPUTER TECHNOLOGY	100,000	100,000	100,000	0
PAGE 287	40010 ACQUISITIONS	0	5,520	5,520	0
PAGE 288	40011 GENERATORS	0	0	0	0
PAGE 288	40012 SUSTAINABILITY PLAN	215,726	215,727	215,701	-27
	40013 CONTROL RETRO FITS	0	0	200,000	200,000
PAGE 289	40300 CP VOC TECHNOLOGY	0	0	0	0
PAGE 289	40600 CP Student Services Building	0	0	0	0
PAGE 290	49900 CAMPUS EMERGENCY	50,000	50,000	50,000	0
PAGE 290	42100 KINESIOLOGY/FITNESS CENTER/POOL	208,312	208,312	208,310	-2
PAGE 290	42500 NETWORK REFRESH	50,000	50,000	50,000	0
PAGE 291	42600 TELEPHONE EXPANSION	5,000	5,000	5,000	0
PAGE 291	43200 SCH MAINT - REPL CAMPUS LOCKS	538	538	538	0
PAGE 291	45100 SCH MAINT - Library DDC	0	0	0	0
PAGE 292	45200 SCH MAINT - PC, TC Roof Recoating	0	0	0	0
PAGE 292	45300 SCH MAINT - Campus Walkway Replcmnt II	0	0	0	0
PAGE 292	45400 SCH MAINT - 2011	16,530	16,530	16,530	0
	<b>TOTAL EXPENDITURES</b>	<b>9,378,852</b>	<b>9,462,457</b>	<b>9,466,450</b>	<b>3,993</b>

**CITRUS COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET 2012-2013**

**REVENUE BOND CONSTRUCTION FUND - 42.0**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
42.0-00000.0-00000-00000-XXXX-0000000				
<b>LOCAL REVENUE</b>				
8860 INTEREST	200,000	120,000	120,000	0
<b>TOTAL LOCAL REVENUE</b>	<b>200,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>
<b>OTHER FINANCING SOURCES</b>				
7900 Contingency	0	0	0	0
8940 SALE OF BONDS	0	0	0	0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL AVAILABLE</b>	<b>200,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>7,081,293</b>	<b>8,168,392</b>	<b>5,669,010</b>	<b>-2,499,381</b>
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>-6,881,293</b>	<b>-8,048,392</b>	<b>-5,549,010</b>	<b>2,499,381</b>
<b>BEGINNING BALANCE</b>	<b>10,982,405</b>	<b>10,982,405</b>	<b>7,500,000</b>	<b>-3,482,405</b>
<b>ENDING BALANCE</b>	<b>4,101,112</b>	<b>2,934,013</b>	<b>1,950,990</b>	<b>-983,024</b>

**REVENUE BOND CONSTRUCTION FUND - 42.0**  
**EXPENDITURE BY DEPARTMENT**

42.0-00000.0-XXXXX-00530-XXXX-7100000			ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
DEPARTMENT						
PAGE 296	00000	ADMINISTRATIVE SERVICES	468,729	323,516	327,150	3,634
PAGE 297	80100	FIELD HOUSE/CONCESSION	0	7,620	0	-7,620
PAGE 297	80500	ENTERPRISE SYSTEM	475,420	475,420	230,040	-245,380
PAGE 298	80600	CENTER FOR INNOVATION	0	0	0	0
PAGE 298	80700	STUDENT SVCS BLDG	600,422	764,685	0	-764,685
PAGE 299	80800	FINE ARTS/COMMUNICATION COMPLEX	53,748	81,741	0	-81,741
PAGE 299	80900	VOCATIONAL TECH COMPLEX	0	39,660	39,660	0
PAGE 300	81000	MAIN GYM REMODEL	0	500	0	-500
PAGE 300	81100	RESTROOM BLDG EAST CAMPUS	331,154	403,621	41,131	-362,490
PAGE 301	81500	CENTRAL PLANT	0	0	0	0
PAGE 301	81600	ADMIN REMODEL	5,061,820	5,930,064	4,941,029	-989,035
PAGE 302	82500	CAMPUS SAFETY	0	0	0	0
PAGE 302	82700	HAYDEN HALL	0	10,375	0	-10,375
	83100	Campus Center	0	38,837	0	-38,837
PAGE 303	83200	CAMPUS SIGNAGE	90,000	90,000	90,000	0
PAGE 303	83300	EAST QUAD	0	0	0	0
PAGE 303	83500	TECH C REMODEL	0	2,352	0	-2,352
PAGE 304	83700	SOFTBALL FIELD	0	0	0	0
PAGE 304	83901	CAMPUS LANDSCAPE	0	0	0	0
PAGE 305	84000	TELEPHONE UPGRADE	0	0	0	0
PAGE 305	84100	CAMPUS WIDE EMS UPGRADE	0	0	0	0
<b>TOTAL EXPENDITURES</b>			<b>7,081,293</b>	<b>8,168,392</b>	<b>5,669,010</b>	<b>-2,499,381</b>

REVENUE BOND CONSTRUCTION FUND - 42.0

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
1400 SALARY CERTIFICATED HOURLY	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	308,740	308,740	308,740	0
2300 SALARY CLASS HOURLY	5,000	5,000	5,000	0
	<u>313,740</u>	<u>313,740</u>	<u>313,740</u>	<u>0</u>
3100 STRS	0	0	0	0
3200 PERS	33,724	33,724	35,249	1,525
3300 OASDI	19,452	19,452	19,452	0
3350 MEDICARE	4,549	4,549	4,549	0
3400 H & W	58,752	58,752	64,135	5,383
3500 UN EMP INSURANCE	5,051	5,051	3,451	-1,600
3600 WK COMP	5,961	5,961	5,961	0
	<u>127,489</u>	<u>127,489</u>	<u>132,797</u>	<u>5,309</u>
4000 SUPPLIES	65,460	52,181	6,000	-46,181
	<u>65,460</u>	<u>52,181</u>	<u>6,000</u>	<u>-46,181</u>
5100 CONSULTANTS	415,600	480,632	46,850	-433,782
5200 TRAVEL	4,000	4,000	4,000	0
5400 INSURANCE LIABILITY	0	0	0	0
5500 UTILITIES ELECTRICAL	0	0	0	0
5600 RENTS, LEASES & REPAIRS	0	0	0	0
5700 LEGAL FEES	0	0	0	0
5800 OTHER SERVICES	737,618	804,335	544,661	-259,674
	<u>1,157,218</u>	<u>1,288,967</u>	<u>595,511</u>	<u>-693,456</u>
6100 SITE IMPROVEMENTS	40,000	74,786	40,000	-34,786
6200 BUILDINGS	4,269,141	5,447,221	3,986,268	-1,460,953
6400 EQUIPMENT	1,108,245	864,008	594,694	-269,314
	<u>5,417,386</u>	<u>6,386,015</u>	<u>4,620,962</u>	<u>-1,765,053</u>
<b>TOTAL EXPENDITURES</b>	<b>7,081,293</b>	<b>8,168,392</b>	<b>5,669,010</b>	<b>-2,499,381</b>
7100 DEBT RETIREMENT	0	0	0	0
7900 CONTINGENCY	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>	<b>7,081,293</b>	<b>8,168,392</b>	<b>5,669,010</b>	<b>-2,499,381</b>



# CITRUS COMMUNITY COLLEGE DISTRICT

## TENTATIVE BUDGET 2012-2013

### BOOKSTORE - 51.0

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES	
<b>51.0-00000.0-XXXXX-00000-XXXX-0000000</b>					
<b>LOCAL REVENUE</b>					
8840 SALES NEW BOOKS	50100	2,585,000	2,585,000	2,750,000	165,000
8840 SALES USED BOOKS	50200	585,000	585,000	545,000	-40,000
8840 SALES TRADE BOOKS	50300	20,000	20,000	25,000	5,000
8840 SALES SUPPLIES & ART	50400	300,000	300,000	350,000	50,000
8840 SALES CANDY & COFFEE	50500	350,000	350,000	450,000	100,000
8840 SALES SOFTWARE	50600	20,000	20,000	20,000	0
8840 SALES DRUGS	50700	6,000	6,000	7,000	1,000
8840 SALES COSMETOLOGY	50800	20,000	20,000	20,000	0
8840 SALES NONTAXABLE	50900	10,000	10,000	10,000	0
8860 INTEREST		2,000	2,000	3,000	1,000
8890 OTHER LOCAL REVENUE	50800	6,500	6,500	6,000	-500
8890 COMMISSIONS		20,000	20,000	20,000	0
8890 COMMISSIONS Book Rentals	51000	3,000	3,000	8,000	5,000
8891 SALES OVER/SHORT		0	0	0	0
8891 SALES OVER/SHORT	50800	0	0	0	0
<b>TOTAL LOCAL REVENUE</b>		<b>3,927,500</b>	<b>3,927,500</b>	<b>4,214,000</b>	<b>286,500</b>
<b>TOTAL REVENUE</b>		<b>3,927,500</b>	<b>3,927,500</b>	<b>4,214,000</b>	<b>286,500</b>
<b>TOTAL EXPENDITURES</b>		<b>3,805,185</b>	<b>3,805,185</b>	<b>4,036,899</b>	<b>231,714</b>
<b>EXCESS/(DEFICIENCY) of REV. OVER EXPENDITURE</b>		<b>122,315</b>	<b>122,315</b>	<b>177,101</b>	<b>54,786</b>
<b>OTHER FINANCING</b>					
7316 INTERFUND TRANSFER TO CAFETERIA		104,523	104,523	77,496	-27,027
7318 INTERFUND TRANSFER TO ASO		190,000	190,000	190,000	0
7600 OTHER OUTGO TO/FOR STUDENTS		0	0	0	0
7600 OTHER OUTGO TO/FOR STUDENTS	50800	10,000	10,000	10,000	0
7900 CONTINGENCY		542,525	542,525	469,880	-72,645
8981 INTERFUND TRANSFER FROM Cal Works Study		1,500	1,500	1,500	0
8989 INTERFUND TRANSFER FROM FWS		11,250	11,250	26,250	15,000
<b>TOTAL OTHER FINANCING</b>		<b>-834,298</b>	<b>-834,298</b>	<b>-719,626</b>	<b>114,672</b>
<b>INCREASE/DECREASE IN FUND BALANCE</b>		<b>-711,983</b>	<b>-711,983</b>	<b>-542,525</b>	<b>169,458</b>
<b>BEGINNING BALANCE</b>		<b>711,983</b>	<b>711,983</b>	<b>542,525</b>	<b>-169,458</b>
<b>ENDING BALANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**GENERAL RESTRICTED FUND - 51.0  
EXPENDITURE BY PROGRAM**

			ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
6910000	BOOKSTORE	9500	3,805,185	3,805,185	4,036,899	231,714
<b>TOTAL EXPENDITURES</b>			<b>3,805,185</b>	<b>3,805,185</b>	<b>4,036,899</b>	<b>231,714</b>

# BOOKSTORE

FUND 51.0

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
1400 SALARY NONINST FACULTY HOURLY	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	405,958	405,958	409,457	3,499
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	195,000	195,000	245,000	50,000
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	<u>600,958</u>	<u>600,958</u>	<u>654,457</u>	<u>53,499</u>
3100 STRS	0	0	0	0
3200 PERS	44,343	44,343	46,748	2,405
3300 OASDI/MEDICARE	44,826	44,826	47,388	2,563
3400 H & W	98,746	98,746	98,267	-479
3500 UN EMP INSURANCE	9,434	9,434	6,814	-2,620
3600 WK COMP	11,418	11,418	12,435	1,016
	<u>208,767</u>	<u>208,767</u>	<u>211,652</u>	<u>2,885</u>
4000 SUPPLIES	<u>28,000</u>	<u>28,000</u>	<u>55,000</u>	<u>27,000</u>
5100 CONSULTANTS	0	0	0	0
5200 CONFERENCES	1,500	1,500	1,500	0
5300 DUES/MEMBERSHIPS	3,300	3,300	4,500	1,200
5500 UTILITIES	3,500	3,500	0	-3,500
5600 RENTS/LEASES/REPAIRS	0	0	0	0
5700 LEGAL/AUDIT	0	0	0	0
5800 OTHER SERVICES	2,952,160	2,952,160	3,102,790	150,630
	<u>2,960,460</u>	<u>2,960,460</u>	<u>3,108,790</u>	<u>148,330</u>
6100 SITE IMPROVEMENT	0	0	0	0
6200 BUILDINGS	0	0	0	0
6400 EQUIPMENT	7,000	7,000	7,000	0
	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>0</u>
<b>TOTAL EXPENDITURE</b>	<b>3,805,185</b>	<b>3,805,185</b>	<b>4,036,899</b>	<b>231,714</b>
7300 INTERFUND TRANSFER OUT	294,523	294,523	267,496	-27,027
7600 OTHER OUTGO TO/FOR STUDENTS	10,000	10,000	10,000	0
7900 CONTINGENCY	542,525	542,525	469,880	-72,645
<b>TOTAL APPROPRIATIONS</b>	<b>4,652,233</b>	<b>4,652,233</b>	<b>4,784,275</b>	<b>132,042</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET 2012-2013**

**CAFETERIA - 52.0**

		ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>52.0-00000.0-XXXXX-00000-XXXX-0000000</b>					
<b>LOCAL REVENUE</b>					
8840 SALES CAFETERIA	60100	355,000	355,000	355,000	0
8840 SALES CONCESSIONS	60200	0	0	0	0
8840 SALES BANQUET	60300	45,000	45,000	45,000	0
8840 SALES VENDING	60500	0	0	0	0
8840 SALES NONTAXABLE	60600	40,000	40,000	40,000	0
8840 SALES CAMPUS GRIND	60700	0	0	0	0
8860 INTEREST		500	500	500	0
8890 OTHER LOCAL INCOME		0	0	0	0
8890 OTHER LOCAL INCOME	60500	50,000	50,000	50,000	0
8891 SALES OVER/SHORT		0	0	0	0
<b>TOTAL LOCAL REVENUE</b>		<b>490,498</b>	<b>490,500</b>	<b>490,500</b>	<b>0</b>
<b>TOTAL REVENUE</b>		<b>490,498</b>	<b>490,500</b>	<b>490,500</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>		<b>606,273</b>	<b>607,186</b>	<b>579,246</b>	<b>-27,940</b>
<b>EXCESS/(DEFICIENCY) of REV. OVER EXPENDITURE</b>		<b>-115,775</b>	<b>-116,686</b>	<b>-88,746</b>	<b>27,940</b>
<b>OTHER FINANCING</b>					
8981 INTERFUND TRANSFER FROM Cal Works Stud		0	0	0	0
8985 INTERFUND TRANSFER FROM BOOKSTORE		104,523	104,523	77,496	-27,027
8989 INTERFUND TRANSFER IN-FWS		11,250	11,250	11,250	0
<b>INCREASE/DECREASE IN FUND BALANCE</b>		<b>-2</b>	<b>-913</b>	<b>0</b>	<b>913</b>
<b>BEGINNING BALANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING BALANCE</b>		<b>-2</b>	<b>-913</b>	<b>0</b>	<b>913</b>

**CAFETERIA  
FUND 52.0**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	175,925	176,673	181,389	4,716
2300 SALARY CLASSIFIED HOURLY	105,708	105,708	69,708	-36,000
	<u>281,633</u>	<u>282,381</u>	<u>251,097</u>	<u>-31,284</u>
3100 STRS	0	0	0	0
3200 PERS	19,216	19,298	20,709	1,411
3300 OASDI/MEDICARE	21,545	21,602	19,209	-2,393
3400 H & W	38,303	38,303	41,607	3,305
3500 UN EMP INSURANCE	4,534	4,546	2,762	-1,784
3600 WK COMP	5,351	5,365	4,771	-594
	<u>88,949</u>	<u>89,114</u>	<u>89,058</u>	<u>-55</u>
4000 SUPPLIES	15,620	15,620	15,620	0
5000 OTHER SERVICES	217,071	217,071	220,471	3,400
6000 CAPITAL OUTLAY	3,000	3,000	3,000	0
<b>TOTAL EXPENDITURE</b>	<b>606,273</b>	<b>607,186</b>	<b>579,246</b>	<b>-27,940</b>
7900 CONTINGENCY	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>	<b>606,273</b>	<b>607,186</b>	<b>579,246</b>	<b>-27,940</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET 2012-2013**

**GOLF DRIVING RANGE**

FUND 59.0

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>59.0-00000.0-XXXXX-00000-XXXX-0000000</b>				
<b>LOCAL REVENUE</b>				
8830 CONTRACTED SERVICES	0	0	0	0
8831 LESSONS Youth	2,200	2,200	2,200	0
8832 LESSONS PGA Pro	0	0	0	0
8833 LESSONS Range Pro	10,195	10,195	10,195	0
8834 LESSONS FLS	0	0	0	0
8840 SALES - BALLS	70100 119,235	119,235	119,235	0
8840 SALES - PRO SHOP MERCHANDISE	70200 28,337	28,337	28,337	0
8840 SALES - CONCESSIONS	70300 2,382	2,382	2,382	0
8840 SALES - LABOR	70400 267	267	267	0
8840 SALES - CONSIGNMENT	70500 0	0	0	0
8840 SALES - CONCESSIONS NON TAXABLE	70600 9,389	9,389	9,389	0
8850 RENTAL	24,000	24,000	24,000	0
8850 RENTAL - PY	08800 2,000	2,000	0	-2,000
8860 INTEREST	1,275	1,275	1,275	0
8885 GOLF - LOCAL DUES	330	330	330	0
8870 RETURN CHECK SERVICE	0	0	0	0
8890 LOCAL REVENUE	0	0	0	0
8891 LOCAL REVENUE	19	19	19	0
<b>TOTAL LOCAL REVENUE</b>	<b>199,629</b>	<b>199,629</b>	<b>197,629</b>	<b>-2,000</b>
<b>TOTAL REVENUE</b>	<b>199,629</b>	<b>199,629</b>	<b>197,629</b>	<b>-2,000</b>
<b>TOTAL EXPENDITURES</b>	<b>249,629</b>	<b>261,819</b>	<b>262,483</b>	<b>664</b>
<b>EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES</b>	<b>-50,000</b>	<b>-62,190</b>	<b>-64,854</b>	<b>-2,664</b>
<b>OTHER FINANCING SOURCES</b>				
7900 CONTINGENCY	146,401	134,211	94,146	-40,065
8980 INCOMING TRANSFER FROM 01.0	50,000	50,000	25,000	-25,000
8989 INTERFUND TRANSFER FWS	0	0	4,000	4,000
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>-146,401</b>	<b>-146,401</b>	<b>-130,000</b>	<b>16,401</b>
<b>BEGINNING BALANCE</b>	<b>146,401</b>	<b>146,401</b>	<b>130,000</b>	<b>-16,401</b>
<b>ENDING BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

GOLF DRIVING RANGE FUND 59.0  
 EXPENDITURES BY PROGRAM

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>59.0-00000.0-00000-00470-XXXX-6810000</b>				
GOLF DRIVING RANGE	249,629	261,819	262,483	664
TOTAL EXPENDITURES	<b>249,629</b>	<b>261,819</b>	<b>262,483</b>	<b>664</b>

## GOLF DRIVING RANGE

### FUND 59.0

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	65,667	65,667	66,335	667
2300 SALARY CLASSIFIED HOURLY	50,000	50,000	50,000	0
2400 SALARY CLASSIFIED HOURLY	8,000	8,000	8,000	0
	<u>123,667</u>	<u>123,667</u>	<u>124,335</u>	<u>667</u>
3100 STRS	0	0	0	0
3200 PERS	8,047	8,047	8,487	440
3300 OASDI/MEDICARE	9,461	9,461	9,512	51
3400 H & W	2,506	2,506	2,622	116
3500 UN EMP INSURANCE	1,991	1,991	1,368	-623
3600 WK COMP	2,350	2,350	2,362	12
	<u>24,354</u>	<u>24,354</u>	<u>24,350</u>	<u>-3</u>
4000 SUPPLIES	<u>31,778</u>	<u>43,968</u>	<u>43,968</u>	<u>0</u>
5100 CONSULTANTS	10,640	10,640	10,640	0
5200 CONFERENCE/TRAVEL	1,700	1,700	1,700	0
5600 RENTS, LEASES & REPAIRS	5,125	5,125	5,125	0
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	42,365	42,365	42,365	0
	<u>59,830</u>	<u>59,830</u>	<u>59,830</u>	<u>0</u>
6400 EQUIPMENT	10,000	10,000	10,000	0
	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>
<b>TOTAL EXPENDITURE</b>	<b>249,629</b>	<b>261,819</b>	<b>262,483</b>	<b>664</b>
7900 CONTINGENCY	146,401	134,211	94,146	-40,065
<b>TOTAL AVAILABLE</b>	<b>396,030</b>	<b>396,030</b>	<b>356,629</b>	<b>-39,401</b>



**CITRUS COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET 2012-2013**

**ASSOCIATED STUDENT ORGANIZATIONS**  
**FUND 71.0**

71.0-00000.0-00000-LLLLL-XXXX-0000000	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>LOCAL REVENUE</b>				
8830 CONTRACTED SERVICES-ASO	00485	98,559	98,559	111,050 12,491
8830 ACTIVITIES	02703	0	0	0
8830 MEN'S BASKETBALL	07352	12,728	12,728	12,669 -59
8830 WIND SYMPHONY	13352	483	483	482 -1
8830 PASSPORTS TO TRAVEL	16352	3,998	3,998	3,980 -18
8830 SAT SERIES FOR KIDS	18352	5,127	5,127	5,104 -23
8830 EVENINGS AT EIGHT	19352	22,087	22,087	22,084 -3
8830 VOC NURSING	22350	391	391	389 -2
8830 PAC RENAISSANCE FUND	24352	3,494	3,494	3,478 -16
8830 WOMEN'S ENSEMBLE	25352	1,512	1,512	1,505 -7
8830 VOCAL MUSIC	26352	0	0	0
8830 CITRUS SINGERS RECORDINGS	26358	3,600	3,600	3,600 0
8830 RDA EXAM HEALTH OCCUP	28352	5,336	5,336	5,311 -25
8830 SUMMER CONSERVATORY	29352	18,269	18,269	18,203 -66
8830 FOOTBALL FUNDRAISING	30352	4,108	4,108	4,090 -18
8830 BATTLE OF THE BANDS	31358	0	0	0
8830 NIGHT OF MUSIC FROM FILM	32358	4,379	4,379	4,370 -9
8830 JAZZ TOUR	33358	0	0	0
8830 MEN'S SOCCER	40352	278	278	277 -1
8830 SOFTBALL	41352	0	0	0
8830 NURSING	44350	0	0	0
8830 THEATER	48352	39,534	39,534	39,393 -141
8830 DANCE	49352	5,320	5,320	5,311 -9
8830 WOMEN'S VOLLEYBALL	52352	1,000	1,000	996 -4
8830 INSTRUMENTAL MUSIC	53352	750	750	750 0
8830 CAMPUS CENTER EQUIPMENT	62352	677	677	677 0
8830 SPRING MUSICAL	67352	4,459	4,459	4,446 -13
8830 CHRISTMAS SHOW	87358	48,360	48,360	48,201 -159
8830 SPRING POP SHOW	90358	2,905	2,905	2,893 -12
8830 CITRUS SINGERS TOUR	96358	0	0	0
8860 INTEREST		35,000	35,000	35,000 0
8861 INVESTMENT		0	0	0
8885 OTHER STUDENT FEES/CHARGES		0	0	0
8890 OTHER LOCAL REVENUE		0	0	0
<b>TOTAL LOCAL REVENUE</b>	<b>322,354</b>	<b>322,354</b>	<b>334,259</b>	<b>11,905</b>
<b>TOTAL REVENUE</b>	<b>322,354</b>	<b>322,354</b>	<b>334,259</b>	<b>11,905</b>
<b>TOTAL EXPENDITURES</b>	<b>492,854</b>	<b>493,768</b>	<b>504,759</b>	<b>10,991</b>
<b>EXCESS/(DEFICIENCY) of REVoverEXPENDITURES</b>	<b>-170,500</b>	<b>-171,414</b>	<b>-170,500</b>	<b>914</b>
<b>OTHER FINANCING SOURCES</b>				
8981 INTERFUND TRANSFER CalWorks Study		2,000	2,000	2,000 0
8985 INTERFUND TRANSFER BOOKSTORE		190,000	190,000	190,000 0
8989 INTERFUND TRANSFER FWS		13,500	13,500	13,500 0
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>35,000</b>	<b>34,086</b>	<b>35,000</b>	<b>914</b>
<b>BEGINNING BALANCE</b>	<b>2,678,328</b>	<b>2,678,328</b>	<b>2,712,414</b>	<b>34,086</b>
<b>ENDING BALANCE</b>	<b>2,713,328</b>	<b>2,712,414</b>	<b>2,747,414</b>	<b>35,000</b>

**ASSOCIATED STUDENT ORGANIZATION - 71.0  
EXPENDITURE BY PROGRAM**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
00485 STU ACTIVITIES	302,033	302,946	314,525	11,579
02703 ACTIVITIES	0	0	0	0
07352 MEN'S BASKETBALL	12,728	12,728	12,669	-58
13352 WIND SYMPHONY	483	483	482	-2
16352 PASSPORTS TRVL	4,298	4,298	4,280	-18
18352 THEATER/YOUTH	5,502	5,502	5,479	-23
19352 EVENINGS AT EIGHT	22,581	22,581	22,578	-2
22350 VOCATIONAL NURSING	391	391	389	-2
24352 PAC RENAISSANCE FUND	3,494	3,494	3,478	-16
25352 WOMEN'S ENSEMBLE	1,512	1,512	1,505	-7
26352 VOCAL MUSIC	0	0	0	0
26358 CITRUS SINGERS RECORDINGS	3,600	3,600	3,600	0
28352 RDA EXAM HEALTH	5,336	5,336	5,311	-24
29352 SUM CONSERVATRY	18,794	18,794	18,728	-66
30352 FOOTBALL FUNDRAISING	4,108	4,108	4,090	-19
31358 BATTLE OF THE BANDS	0	0	0	0
32358 NIGHT OF MUSIC FROM FILM	4,379	4,379	4,370	-8
33358 JAZZ TOUR	0	0	0	0
40352 MEN'S SOCCER	279	279	277	-2
41352 SOFTBALL	0	0	0	0
44350 NURSING ASSOCIATION	0	0	0	0
48352 FA YOUTH SHAKES	39,675	39,675	39,534	-141
49352 DANCE	5,320	5,320	5,311	-9
52352 WOMEN'S VOLLEYBALL	1,000	1,000	996	-5
53352 INSTRUMENTAL MUSIC	750	750	750	0
62352 CAMPUS CENTER EQUIP	677	677	677	0
67352 MUSIC COORD	4,649	4,649	4,636	-13
87358 MUSIC COORD	48,360	48,360	48,201	-159
90358 MUSIC COORD	2,905	2,905	2,893	-13
96358 CITRUS SINGERS TOUR	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>492,854</b>	<b>493,768</b>	<b>504,759</b>	<b>10,990</b>

## ASSOCIATED STUDENT ORGANIZATIONS

FUND 71.0	ADOPTED	OPERATING	TENTATIVE	BUDGET
	BUDGET	BUDGET	BUDGET	INCREASES
	11-12	11-12	12-13	DECREASES
1400 SALARY NONINST FACULTY HOURLY	10,700	10,700	10,700	0
	<u>10,700</u>	<u>10,700</u>	<u>10,700</u>	<u>0</u>
2100 SALARY CLASSIFIED REGULAR	167,117	167,865	175,651	7,786
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	183,972	183,972	183,972	0
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	<u>351,089</u>	<u>351,837</u>	<u>359,623</u>	<u>7,786</u>
3100 STRS	883	883	883	0
3200 PERS	19,947	20,029	21,824	1,795
3300 OASDI/MEDICARE	25,400	25,457	26,052	595
3400 H & W	26,442	26,442	28,755	2,313
3500 UN EMP INSURANCE	5,454	5,467	3,821	-1,646
3600 WK COMP	6,849	6,863	7,010	148
	<u>84,975</u>	<u>85,141</u>	<u>88,345</u>	<u>3,203</u>
4000 SUPPLIES	3,600	3,600	3,600	0
5000 CONSULTANTS	36,813	36,813	36,813	0
	<u>36,813</u>	<u>36,813</u>	<u>36,813</u>	<u>0</u>
6400 EQUIPMENT	5,677	5,677	5,677	0
	<u>5,677</u>	<u>5,677</u>	<u>5,677</u>	<u>0</u>
<b>TOTAL EXPENDITURE</b>	<b>492,854</b>	<b>493,768</b>	<b>504,759</b>	<b>10,989</b>
7900 CONTINGENCY	0	0	0	0
<b>TOTAL APPROPRIATIONS</b>	<b>492,854</b>	<b>493,768</b>	<b>504,759</b>	<b>10,989</b>

\*Contingency is equal to beginning balance plus interest.

## 2012-2013 ASCC BUDGET

### INCOME

501	<u>Student Service Fees</u>	\$385,101.00
506	<u>IOU's</u>	\$222.00
507	<u>Bookstore Dividend</u>	\$190,000.00
508	<u>Interest Income</u>	\$45,000.00
509	<u>Athletics</u>	\$7,600.00
510	<u>Video Games</u>	\$0.00
511	<u>Miscellaneous</u>	<u>\$1,500.00</u>
TOTAL INCOME		\$629,423.00

### EXPENSES

#### CAMPUS SERVICE ACCOUNTS

701	<u>Athletic Support Meals</u>	
01-701	Athletic Trainers	\$732.00
02-701	Sports Information	\$168.00
702	<u>Drama</u>	\$5,341.00
703	<u>Social Activities</u>	
01-703	Club Activities	\$5,000.00
02-703	Activities	\$19,000.00
03-703	Football Games	\$500.00
04-703	Leadership Institution	\$5,000.00
704	<u>Community Relations</u>	\$16,000.00
705	<u>Instrumental Music</u>	\$7,775.00
706	<u>Vocal Music</u>	\$7,617.00
707	<u>Memberships</u>	\$0.00
708	<u>Printing &amp; Subscriptions</u>	\$0.00
709	<u>Baseball (28: 44 games maximum) 3 coaches</u>	\$8,376.00
710	<u>Men's Basketball (18: 28 games maximum)</u>	\$6,641.00
711	<u>Women's Basketball (18: 28 games maximum)</u>	\$6,641.00

## 2012-2013 ASCC BUDGET

<u>712</u>	<u>Men's Cross-Country (7.5: 9 meets maximum)</u>	\$1,807.00
<u>713</u>	<u>Women's Cross-Country (7.5: 9 meets maximum)</u>	\$1,807.00
<u>714</u>	<u>Football (80: 10 games maximum)</u>	\$11,454.00
<u>715</u>	<u>Men's Golf (8: 22 matches maximum) 2 coaches</u>	\$2,781.00
<u>716</u>	<u>Women's Golf (8: 22 matches maximum)</u>	\$2,781.00
<u>718</u>	<u>Men's Soccer (20: 22 games maximum)</u>	\$4,885.00
<u>719</u>	<u>Women's Soccer (20: 22 games maximum)</u>	\$4,885.00
<u>720</u>	<u>Softball (24: 52 games maximum) 3 coaches</u>	\$8,068.00
<u>721</u>	<u>Women's Swimming</u>	\$2,944.00
<u>725</u>	<u>Men's Track &amp; Field (25: 14 meets maximum) 2 coaches</u>	\$4,659.00
<u>726</u>	<u>Women's Track &amp; Field (25: 14 meets maximum) 2 coaches</u>	\$4,659.00
<u>727</u>	<u>Volleyball (15: 24 games maximum)</u>	\$4,414.00
<u>728</u>	<u>Men's Water Polo (18: 21 games maximum)</u>	\$4,096.00
<u>729</u>	<u>Women's Water Polo (18: 21 games maximum)</u>	\$4,096.00
<u>730</u>	<u>Haugh P.A.C.</u>	\$6,273.00
<u>731</u>	<u>Vocational Technology</u>	
01-731	Automotive	\$972.00
02-731	Cosmetology	\$750.00
03-731	Dental Assisting	\$1,325.00
04-731	Vocational Nursing	\$1,767.00
05-731	Evening Cosmetology	\$750.00
06-731	Recording Arts	\$1,237.00
07-731	Registered Nursing	\$1,767.00
<u>732</u>	<u>Accounting Supplies</u>	\$1,000.00
<u>735</u>	<u>Campus Improvements</u>	\$45,000.00
<u>736</u>	<u>Salaries</u>	\$309,525.00
<u>737</u>	<u>Scholarships &amp; Grants</u>	\$24,300.00
	ASCC Scholarship           18,900	
	ASCC StudGov Grant       8,000	
<u>739</u>	<u>Dance</u>	\$3,800.00
	TOTAL CAMPUS SERVICE ACCOUNTS	\$550,593.00

## 2012-2013 ASCC BUDGET

### ASCC ACTIVITIES ACCOUNTS

801	<u>Awards &amp; Championships (Awards @ \$57.60)</u>	
01-801	Athletic Awards	\$4,000.00
02-801	Achievement Awards/Banquet	\$6,800.00
802	<u>Campus Center Maintenance</u>	\$14,000.00
803	<u>Conferences</u>	\$6,000.00
805	<u>Equipment &amp; Repairs</u>	\$1,000.00
806	<u>Public Relations</u>	\$5,000.00
807	<u>Supplies</u>	\$10,559.00
808	<u>Contingencies</u>	\$31,471.00
	TOTAL ASCC ACTIVITIES ACCOUNTS	\$78,830.00
	TOTAL EXPENSES + CONTINGENCIES	\$629,423.00
	TOTAL INCOME LESS EXPENSES	\$0.00

### 2012-2013 ASCC BUDGET ADDENDUM

1. This budget does not provide additional funds for out-of-state travel by any of the programs it funds.
2. No funds provided from this budget are to be used for the purchase of alcohol.
3. The allocations for the athletics accounts are maximum figures based on teams having at least the maximum number of players and coaches the COA identifies in the guidelines for postseason competition. That number will be reviewed following the fourth week of that team's season and will either remain at the maximum allowed or be reduced to reflect the actual size of the team and district-authorized coaching staff.

Adopted:

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET 2012-2013**

**STUDENT REPRESENTATION FEE**  
**FUND 72.0**

72.0-00000.0-00000-00485-XXXX-69900000	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>LOCAL REVENUE</b>				
8860 Interest	0	0	50	50
8884 Student Representation Fee	25,000	25,000	30,000	5,000
8890 OTHER LOCAL REVENUE	0	0	0	0
<b>TOTAL LOCAL REVENUE</b>	<b>25,000</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>
<b>TOTAL REVENUE</b>	<b>25,000</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>
<b>TOTAL EXPENDITURES</b>	<b>23,250</b>	<b>23,250</b>	<b>27,900</b>	<b>4,650</b>
<b>EXCESS/(DEFICIENCY) of REVENUE over EXPENDITURES</b>	<b>1,750</b>	<b>1,750</b>	<b>2,100</b>	<b>350</b>
<b>OTHER FINANCIAL SOURCES</b>				
7310 INTERFUND TRANSFER OUT	1,750	1,750	2,100	350
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**STUDENT REPRESENTATION FEE - 72.0  
EXPENDITURE BY PROGRAM**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>11/12 Carryover not estimated.</b>				
00485 STUDENT REPRESENTATION	23,250	23,250	27,900	4,650
<b>TOTAL EXPENDITURES</b>	<b>23,250</b>	<b>23,250</b>	<b>27,900</b>	<b>4,650</b>

**STUDENT REPRESENTATION FEE  
FUND 72.0**

	ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>72.0-00000.0-00000-00485-XXXX-6990000</b>				
4300 SUPPLIES	3,250	3,250	7,900	4,650
5200 TRAVEL	10,000	10,000	10,000	0
5800 OTHER SERVICES	10,000	10,000	10,000	0
<b>TOTAL EXPENDITURE</b>	<b>23,250</b>	<b>23,250</b>	<b>27,900</b>	<b>4,650</b>
7310 INTERFUND TRANSFER OUT	1,750	1,750	2,100	350
<b>TOTAL APPROPRIATION</b>	<b>25,000</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>



**CITRUS COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET 2012 - 2013**

**STUDENT FINANCIAL AID FUND 74.0**

		ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>74.0-00000.0-XXXXX-00000-XXXX-0000000</b>					
<b>FEDERAL REVENUE</b>					
8120 FWS	90100	187,586	187,586	193,327	5,741
8150 PELL	90200	16,000,000	16,000,000	16,000,000	0
8150 FSEOG	90300	183,870	183,870	201,355	17,485
8150 DIRECT LOAN	90400	3,750,000	3,750,000	3,750,000	0
<b>TOTAL FEDERAL REVENUE</b>		<b>20,121,456</b>	<b>20,121,456</b>	<b>20,144,682</b>	<b>23,226</b>
<b>STATE REVENUE</b>					
8653 CAL GRANT	90500	1,050,000	1,050,000	1,050,000	0
<b>TOTAL STATE REVENUE</b>		<b>1,050,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>0</b>
<b>TOTAL REVENUE</b>		<b>21,171,456</b>	<b>21,171,456</b>	<b>21,194,682</b>	<b>23,226</b>
<b>TOTAL EXPENDITURES</b>		<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>0</b>
<b>EXCESS/(DEFICIENCY) of REV over EXP</b>		<b>21,148,956</b>	<b>21,148,956</b>	<b>21,172,182</b>	<b>23,226</b>
<b>OTHER OUTGO</b>					
7300 TFR ACA FWS to FD 01.0	90100	11,724	11,724	12,083	359
7300 TFR ACA FSEOG to FD 01.0	90300	11,492	11,492	12,585	1,093
7310 TFR TO FD 01.0 FWS	90100	39,000	39,000	50,000	11,000
7311 TFR TO FD 01.3 FWS	90100	67,112	67,112	48,750	-18,362
7312 TFR TO FD 33.0 FWS	90100	11,250	11,250	0	-11,250
7314 TFR TO FD 41.0 FWS	90100	0	0	4,994	4,994
7315 TFR TO FD 51.0 FWS	90100	11,250	11,250	26,250	15,000
7316 TFR TO FD 52.0 FWS	90100	11,250	11,250	11,250	0
7317 TFR TO FD 59.0 FWS	90100	0	0	4,000	4,000
7318 TFR TO FD 71.0 FWS	90100	13,500	13,500	13,500	0
7510 PELL	90200	16,000,000	16,000,000	16,000,000	0
7510 SEOG	90300	172,378	172,378	188,770	16,392
7510 DIRECT LOAN	90400	3,750,000	3,750,000	3,750,000	0
7510 CAL GRANT	90500	1,050,000	1,050,000	1,050,000	0
<b>INCREASE/DECREASE IN FUND BALANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING BALANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING BALANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

		ADOPTED BUDGET 11-12	OPERATING BUDGET 11-12	TENTATIVE BUDGET 12-13	BUDGET INCREASES DECREASES
<b>STUDENT FINANCIAL AID FUND 74.0</b>					
<b>74.0-00000.0-90100-00429-XXXX-7320000</b>					
<b>FWS - OFF CAMPUS</b>					
5800 OTHER SERVICES	90100	22,500	22,500	22,500	0

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	X
SUBJECT:	Temporary Cash Loans Between District Funds	Information	
		Enclosure(s)	X

**BACKGROUND**

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

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

**RECOMMENDATION**

Authorization is requested to approve Resolution 2011-12-11 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2012-2013 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000.

Carol Horton  
Recommended by

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

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

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

Item No.     H.3.

**CITRUS COMMUNITY COLLEGE DISTRICT**

**RESOLUTION  
2011-12-11**

**TEMPORARY INTERFUND CASH BORROWING**

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

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

**WHEREAS**, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$5,000,000.
2. For fiscal year 2012-2013
3. Amount shall not exceed 75 percent of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

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

Passed and Adopted by the Board of Trustees of Citrus Community College District this 19<sup>th</sup> day of June 2012, by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_  
Joanne Montgomery  
President  
Board of Trustees

Date: June 19, 2012

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Appropriation Transfers	Information	_____
		Enclosure(s)	X

**BACKGROUND**

Education Code 42601 requires each District, annually, to not overspend in each major object code. Therefore, authorization is given to Los Angeles County Office of Education to move budgetary money from one major object to another.

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

**RECOMMENDATION**

Authorization is requested to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2011-2012 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601.

Carol R. Horton  
Recommended by

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

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

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

Item No.     H.4.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	X
SUBJECT:	Cash Borrowing from the Los Angeles County Treasurer	Information	
		Enclosure(s)	X

**BACKGROUND**

Temporary borrowing of cash from the County Treasurer to meet cash flow shortages in fiscal year 2012-13, may occur through April 25, 2013, per Article XVI, Section 6, of the California Constitution. Districts must be cash self-sufficient from April 26, 2013, through June 30, 2013. There is no direct interest expense to borrow from the Treasurer; however, negative cash balances will automatically reduce the interest earnings in the district's general fund. Due to lack of a state budget apportionment dollars are not being paid to Community College Districts; it will be necessary by late September or early October without legislative action for Citrus College to borrow cash.

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

**RECOMMENDATION**

Authorization is requested to approve Resolution 2011-12-12 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2012-2013 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$45,479,173.

Carol Horton  
Recommended by

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

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

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

Item No.     H.5.

**CITRUS COMMUNITY COLLEGE DISTRICT**

**RESOLUTION  
2011-12-12**

**CASH BORROWING**

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

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

**WHEREAS**, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: \$45,479,173
2. For fiscal year 2012-2013
3. Shall not exceed 85 percent of the anticipated revenues accruing to the District
4. Shall not be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.
5. Shall be repaid from revenues accruing to the District before any other obligation of the District is met from such revenue.

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

Passed and Adopted by the Board of Trustees of Citrus Community College District this 19<sup>th</sup> day of June 2012, by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

Date: June 19, 2012

\_\_\_\_\_  
Joanne Montgomery  
President  
Board of Trustees

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	Parking Fee Increase Parking Citation Amount Increase	Information	
		Enclosure(s)	

**BACKGROUND**

California Education Code Section 76360 was modified February 13, 2012 to increase the parking fee assessment in an amount not to exceed \$50.00 per semester and \$25.00 per intersession. In order to maintain the level of service provided by the Department of Campus Safety and to implement improvements and necessary updates to technology in the department, a parking increase of \$10.00 per semester has been proposed. Beginning in fall 2012, the regular student parking fee will increase from \$40.00 to \$50.00 per semester. The parking fee for summer and winter sessions will increase from \$20.00 to \$25.00. The fee for BOG students will remain at \$20.00 as stated in Board Policy BP 5030 Fees.

The authority to issue citations for parking violations is given in AP 6750 Parking, Education Code Section 76360 and Vehicle Code Section 21113. The parking citation amount has remained at \$25.00 for more than thirty years. After surveying neighboring colleges, the Department of Campus Safety has proposed raising the parking citation amount from \$25.00 to \$35.00 beginning fall 2012.

The proposal to increase the parking fee and the parking citation amount was approved by the Student Service Committee on May 17, 2012 and approved by the Steering Committee on June 11, 2012

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

**RECOMMENDATION**

Authorization is requested to increase the parking fee for regular students to \$50.00 per semester and \$25.00 per intersession and to increase the parking citation amount to \$35.00 beginning in fall 2012.

John Baker  
Recommended by

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

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

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

Item No.         H.6.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	Proposed 2013-14 Academic Calendar	Information	_____
		Enclosure(s)	X

**BACKGROUND**

A sub-committee of the Student Services Committee reviews and makes recommendations for upcoming academic calendars. The calendar subcommittee is co-chaired by a faculty member and an administrator. All campus constituencies have reviewed and approved the proposed Academic Calendar for 2013-2014. The Steering Committee approved the calendar on May 7, 2012

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

**RECOMMENDATION**

Authorization is requested to approve the proposed 2013-14 Academic Calendar.

John Baker, Ed.D.  
Recommended by

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

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

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

Item No.       H.7



**Fall Semester 2013**  
201420  
Aug 23-Dec 14

August 13						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September 13						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October 13						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November 13						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 13						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Legal/Local Holidays
- Flex Day
- Fall 2013  
Aug 23-Dec 14
- Final Exams
- Winter 2014  
Jan 6-Feb 13
- Semester Break
- Spring 2014  
Feb 19-Jun 14
- Spring Vacation  
Apr 14-19
- Commencement  
Jun 14, 2014
- Summer 2014  
Jun 23-Aug 14

**Winter Session 2014**  
201425  
Jan 6-Feb 13

January 14						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
February 14						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- Wk. 1
- Wk. 2
- Wk. 3
- Wk. 4
- Wk. 5
- Wk. 6

**Spring Semester 2014**  
201430  
Feb 19-Jun 14

February 14						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
March 14						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
April 14						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May 14						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June 14						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Wk. 1
- Wk. 2
- Wk. 3
- Wk. 4
- Wk. 5
- Wk. 6
- Wk. 7
- Wk. 8
- Wk. 9
- Wk. 10
- Wk. 11
- Wk. 12
- Wk. 13
- Wk. 14
- Wk. 15
- Wk. 16

**Summer Session 2014**  
201440  
Jun 23-Aug 14

June 14						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
July 14						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
August 14						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Wk. 1
- Wk. 2
- Wk. 3
- Wk. 4
- Wk. 5
- Wk. 6
- Wk. 7
- Wk. 8



**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	June 19, 2012	Resolution	_____
SUBJECT:	Employment of Ms. Ann Everett Cosmetology (Esthetician) Instructor	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of ten full-time faculty for the 2012-13 academic year. This recommendation is to approve the hiring of one of those positions.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Ann Everett effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Cosmetology (Esthetician), at a salary placement of Class 1 Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$51,732.00 annually plus \$25,730.80 in health and statutory benefits.

Robert Sammis  
Recommended by

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

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

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

Item No. H.9.





**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	June 19, 2012	Resolution	_____
SUBJECT:	Employment of Mr. Mariano Rubio Automotive Instructor	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the recommendation of the Faculty Needs Identification Committee, the Board of Trustees authorized the hiring of ten full-time faculty for the 2012-13 academic year. This recommendation is to approve the hiring of one of those positions.

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

RECOMMENDATION

Authorization is requested to approve the employment of Mr. Mariano Rubio effective August 24, 2012, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Automotive, at a salary placement of Class 1 Step 4, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,419.00 annually plus \$26,085.75 in health and statutory benefits.

Robert Sammis  
Recommended by

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

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

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

Item No.     H.12.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	ACCJC Midterm Report – First Reading	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

The Accrediting Commission (ACCJC) requires that a midterm report be completed to show the progress the college has made on each of the six recommendations the visiting accreditation team made in 2009 and the college’s five self identified improvement items. The Accreditation Oversight Committee has responded and is presenting a draft of the report for approval.

The deadline to submit this final report to the Accrediting Commission is October 15, 2012.

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

**RECOMMENDATION**

Authorization is requested to approve the first reading of the Citrus College midterm report to the Accrediting Commission for Community and Junior Colleges (ACCJC).

Irene Malmgren  
Recommended by

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

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

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

Item No. H.13.



## **Mid-Term Report**

**Submitted by**

**Citrus Community College District**

1000 West Foothill Boulevard • Glendora, CA 91741-1899 • 626.963.0323  
www.citruscollege.edu

**to**

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

**October 1, 2012**

**Rev 6/8/12**

**Citrus College Mid-Term Report**



## Certification Page

Date: October 1, 2012

This Mid-Term Report is submitted to the ACCJC for the purpose of assisting in the determination of the institution's accreditation status.

We certify that there was broad participation by the campus community and believe that this report accurately reflects that nature and substance of this institution.

### *Signed*

_____	Superintendent/President
Geraldine M. Perri, Ph.D.	
_____	President, Board of Trustees
Mrs. Joanne Montgomery	
_____	President, Academic Senate
James Woolum	
_____	President, Associated Students of Citrus College
Crescencio Calderon	
_____	President, Classified School Employees Association
Steve Siegel	
_____	President, Management Team
Lucinda Over, Ed.D.	
_____	President, Supervisors/Confidential
Tedd Goldstein	
_____	Accreditation Co-chair, faculty
Roberta Eisel	
_____	Accreditation Liaison Officer
Irene M. Malmgren, Ed.D.	

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## Recommendations from the 2009 Accreditation Team Site Visit

1. Over the last two years, the college has collected a significant amount of data for review and planning. In order to fully meet this Standard, the team recommends that the college build upon its existing processes and better integrate the use of data in program review, planning, budgeting, and decision-making. (Standards I.B.3, I.B.5, I.B.6)
2. Recognizing the progress the college has made in developing SLOs at the course level, the team recommends that, in order to meet the standards by the Commission's 2012 deadline, the college complete the development and use of SLOs at the course and program levels and include SLOs in all course syllabi, including distance education. (Standard II.A.1.c, II.A.2, II.A.2.b, II.A.2.i, II.A.6)
3. In order to meet the standards, the team recommends that the college accelerate the program review timeline for student support services that have yet to undergo review and assess the effectiveness of recent program initiatives to Student Services and ensure that effective practices are maintained in the base budget. (Standard II.B.2.c, d, II.B.3.a, II.B.4)
4. The team recommends that the college update all policies with respect to recruitment and hiring documents, including the revisions of the equal opportunity and diversity clauses in the hiring documents, and formalize all job descriptions. Further, the team recommends that the college review all policies and procedures with respect to evaluation of personnel, including reference to the use of student learning outcomes. (Standard III.A.1.a,b, III.A.1.c, III.A.3.a)
5. In order to meet standards, the team recommends that the college complete its stated goal in its comprehensive planning agenda to "demonstrate its commitment to continuous quality improvement through the updating and review of the effectiveness of the college's five major planning documents and be deliberate in utilizing the content with them in budget development." (Standards III.A.6, III.B.2.b, III.C.2)
6. In order to improve, the team recommends that the published final budget would be more transparent and easier to understand if it includes a more detailed analysis of budget assumptions, descriptions of various funds and sources of revenue and an outline of parameters for decision-making. (Standards III.D.1.d, III.D.2.a, b, III.D.3)

## **Self-Improvement Plans (Formerly known as Planning Agendas) from the 2009 Self-Study Report**

1. In order to fully achieve the proficiency level of the ACCJC rubric relative to student learning outcomes by the year 2012, the college will complete tasks identified in a comprehensive timeline for SLOs in the areas of courses, programs, degrees and certificates, as well as instructional support programs, student services programs, and institutional support services. The college's institutional support services will continue its work to identify SLOs where appropriate, establish assessments and use the results for improvement.

2. The director of human resources will work with classified employees and managers to review and revise classified job descriptions by July 1, 2010. The director will establish a process to ensure periodic updating of job descriptions.

3. The director of human resources will work with the board and the appropriate campus constituent groups to develop written procedures for the recruitment and selection of academic administrators, managers, supervisors and classified staff by July 1, 2010.

4. As part of the comprehensive review and update of board policies, scheduled for completion by July 1, 2010, the superintendent/president will establish procedures to ensure future systematic evaluation and updates are incorporated into the planning processes of the institution. In this way, the superintendent/president will ensure that board policies and administrative procedures are revised and updated in a systematic, periodic manner. Special attention will be given to:

- Completion of a new equal employment opportunity procedure.
- Implementation of a three-year cycle for the review of all policies.

The superintendent/president will establish procedures by July 1, 2010 to ensure that the periodic update of board policies is incorporated into the ongoing, systematic evaluation and planning processes of the institution.

5. The college will demonstrate its commitment to continuous quality improvement through updating and review of the effectiveness of the college's five major planning documents and being deliberate in utilizing the content within them in budget development.

- Mission Statement
- *Strategic Plan*
- *Educational Master Plan*
- *Technology Master Plan*
- Program Review

The superintendent/president will develop guidelines for the updating and review of major planning documents on a regularly scheduled cycle. Appropriate campus constituencies will participate in an ongoing evaluation of the effectiveness of the planning documents, processes and linkages to budget.

**IV Recommendation Responses**

**A Updates to Fall 2011 Follow-Up Report**

1.a. Follow-up: Fall 2011

b. Midterm Response: Fall 2012

3.a. Follow-up: Fall 2011

b. Midterm Response: Fall 2012

5.a. Follow-up: Fall 2011

b. Midterm Response: Fall 2012

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**Recommendation 1****Follow-up Report  
Fall 2011**

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

**Resolution of the Recommendation:**

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

**Analysis of the Results:**

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

- Strategic Plan: Data on the college's successes and needs are reviewed in an all-college meeting prior to the brainstorming that leads to the Institutional Goals and Objectives. This process is deeply institutionalized. The 2009 self study report highlighted the process followed since 2007. In the development of the current strategic plan, even greater emphasis was placed on the consideration and incorporation of data in the strategic planning process. Following study and review of external data from the Accountability Reporting for Community Colleges, the Community Colleges Survey of Student Engagement, and the California Community College's System-Wide Strategic Plan, as well as external data and development of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, the Strategic Plan Committee identified six

institutional focus areas. At convocation in 2010, nearly 1,000 comments and suggestions were generated by faculty, staff and students. These comments and suggestions were then presented in a survey to the entire college community. The results of the survey were considered and honed into the strategic goals and related objectives that are now part of the five year Strategic Plan that is referenced in the *Integrated Planning Manual*.

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

**Profile of the Community and the College.** Chapter 2 of the *Educational and Facilities Master Plan* creates a context for planning by analyzing existing conditions. This analysis begins with external scans, which describe and analyze the trends and projections in population size and demographics, employment, and enrollment followed by a summary of the characteristics of the current student population. The profile concludes with a distillation of the key facts that are relevant to educational planning and which link directly to the institutional goals. The data also informs Chapters 5 and 7, the facilities portion of the plan, and the *Technology Master Plan*.

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

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

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

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

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

- Mission, Vision, Values
- Strategic Plan
- Board Goals
- Educational and Facilities Master Plan*
- Institutional Advancement Plan*
- Human Resources Plan*
- Technology Master Plan*
- Program Review
  - Academic/Instruction
  - Instructional Support
  - Student Services
  - Institutional Support
- Resource Allocation

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

#### **Evidence of the Results:**

- Internal and external data are connected throughout the institutional planning processes. Data in the *Educational and Facilities Master Plan* and in the Strategic Plan are cross-referenced into one plan from the other.
- The college regularly applies clearly defined metrics, including outside research data, Accountability Reporting for the Community Colleges (ARCC) data, performance data, and learning outcomes data in its planning and decision making.
- Data-based recommendations and requests are prioritized in program review at the program or discipline level and at the division level. These prioritized requests are presented to the Financial Resources Committee for consideration of allocation of discretionary funds (see the *Citrus College Integrated Planning Manual*). Requests may



be referred to the Technology Committee or elsewhere if needs could possibly be met through avenues other than discretionary funds allocations.

- The President’s Cabinet considers a variety of data in its decision making process. Data sources include the Strategic Plan, the budget, enrollment data, human resources reports, program review prioritization reports, and ARCC data. Considerations for positions other than faculty are reviewed by the President’s Cabinet. Requests for staffing are supported by data developed in program review and learning outcomes assessment results.
- Faculty Needs Identification Committee (FNIC) requires that data from program review and learning outcomes assessment support all requests for new faculty (see FNIC process in R-4107 Hiring Procedures for Full-time Faculty).
- Program Review
  - Instruction. For many years, the Office of Institutional Research has provided a six-page data report to each instructional discipline for use in both the comprehensive (six year) and annual program review process. The program review templates prompt faculty to attend to indexed sections of the data report. Recommendations and budgeting requests in program review must be based on data and reflection on learning outcome assessment results. As such, data generated for the purpose of faculty analysis of program effectiveness and needs are carried forward into the planning and decision-making processes.
  - Unit-level plans for instructional support, student services, and institutional support areas carry forward recommendations supported by program review and learning outcomes data.
- Technology plans support all aspects of institutional planning.

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

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

- Program Review Coordinator
- Student Learning Outcomes and Assessment Coordinator

These two faculty leaders serve as coaches to colleagues on the interpretation and use of data prepared for each instructional discipline by the Office of Institutional Research.

- College Success (Basic Skills)

The College Success Committee is chaired by a faculty member. This committee, composed primarily of faculty, generates questions for the Office of Institutional Research and then analyzes these data and other data from the broader field. Such activity has resulted in recommendations to re-vamp curriculum in the disciplines of reading and English with the goal of accelerating student progress toward and success in college level courses. Outcome data related to these changes will be followed by these faculty researchers.

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

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

#### **Additional Plans:**

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

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

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

#### **List of Evidence**

- (1.) *Citrus College Integrated Planning Manual*  
<http://www.citruscollege.edu/admin/planning/Documents/IntegratedPlanningManual.pdf>
- (2.a.) Instructional Program Review Outline and Matrices  
<http://www.citruscollege.edu/pr/academic/Documents/forms-handbook/ProgramReviewTemplate.pdf>
- (2.b.) Instructional Annual Program Review Outline and Matrices  
<http://www.citruscollege.edu/pr/academic/Documents/forms-handbook/annual-worksheet-form.pdf>
- (3.) Faculty Needs Hiring Committee Process (within R4107 – Hiring Procedures for Full-Time Faculty)  
<http://www.citruscollege.edu/admin/bot/policiesarchive/Documents/4100/r-4107.pdf>
- (4.) Sample Data-Cube Report  
<http://www.citruscollege.edu/accreditation/Documents/Follow-up%20Report%202011/Evidence4SampleDataCube-BusProgRev.pdf>

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

### **1. Institutional Effectiveness Committee**

Building on the tradition established for annual assessment of the program review process, the college established an Institutional Effectiveness Committee (IEC) in February 2012.

The Institutional Effectiveness Committee is a standing committee of the Citrus College Steering Committee. The purpose of the Committee is to review and make recommendations on matters regarding institutional effectiveness, i.e. the review and assessment of the integrated planning process and the means by which it is linked to the budget process.

The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue based on a culture of evidence and data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate institutional effectiveness.

Findings will result in updating the Integrated Planning Manual.

### **2. Annual Instructional Program Review**

The Office of Institutional Research (IR) provides data for all Instructional Program Reviews. Beginning fall 2011, performance indicator data was uploaded by IR into all instructional program review forms. This effort provided support for faculty while ensuring accurate and equivalent data for all review processes.

In addition, areas, such as program descriptions, were pre-populated to facilitate completion of the project. The college designated the afternoon of Convocation Day for departments to work together on the annual program review.

With this level of support, completion rates jumped from 50% to 99%. Program review data is now available on the intranet, easily accessible to the campus community. This accountability has expanded awareness and use of IR data across campus. A shared server is now used to house all

completed annual program reviews. In addition, the shared server provides access to program reviews being developed, facilitating and increasing dialog between faculty, deans, and IR.

### **3. Implementation of annual instructional support and institutional support program review processes**

Both instructional support and institutional support programs have robust 6-year program review processes in place. In fall 2011, the college implemented an annual process for all departments in these areas. This step formalizes the linkage between annual budget and planning for the entire college. By replicating the process implemented in instruction and student services, increased understanding and implementation was facilitated. In the first year, completion rate was 100%.

### **4. Budget planning linkage**

All budget requests for discretionary funds are prioritized within the division (instruction, student services, instructional support, institutional support) and forwarded to the college-wide Financial Resources Committee, thus maintaining the link between planning and budget. Because the availability of discretionary funds has steadily decreased, the college has actively worked to find alternative funding sources to meet programmatic needs, including federal and state grants (Perkins/VTEA, Title V HSI, STEM, Wal-Mart) and a new college foundation mini-grant process.

### **5. Use of Educational & Facilities Master Plan (EFMP)**

The college is deliberately linking the new Educational and Facilities Master Plan (EFMP) to planning processes. Program descriptions from the EFMP are pre-populated into all annual program reviews. This increased awareness of the EFMP and drives cyclical review and updating of program descriptions. These program descriptions are repeated in the college catalog, class schedules, and program documents, standardizing the message provided to students.

### **6. Strategic Plan**

A 5-year strategic plan was completed and adopted in spring 2011. Since adoption, the college developed and implemented an annual monitoring system. In the beginning of the academic year, an Annual Implementation Plan is developed, documenting responsible parties, specific activities, and expected measurable outcomes for each of the strategic objectives. At the end of the academic year, the annual Progress Report documents the achievements made in the year for each of the strategic objectives. All segments of the college report progress on identified objectives which are reported to the college community and the Board of Trustees.

### **7. Decision Making**

The college worked to maintain increased levels of campus-wide communication regarding budget development and the links to planning. The Superintendent/President and Vice President

of Finance and Fiscal Services hosted six budget forums in 2011-2012, an increase from the single forums in previous years. Evaluations were conducted at each event and posted on the college website.

Recommendations from program reviews and financial information were integrated by Academic Affairs, yielding informed schedule development processes. Efforts focused on enrollment management, balancing numbers of seats assigned with general education categories, and maximizing goal completion within an atmosphere of shrinking resources.

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

**Resolution of the Recommendation:**

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

**Analysis of the Results:**

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

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

The institutional support areas were completed as follows.

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

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

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

#### **STEM**

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

The college will maintain the Math Success Center and the STEM Center through the reallocation of existing funds, and alternate mechanisms are being explored to maintain support of supplemental instruction. The college has submitted, and been awarded another STEM grant to build on the success of the first grant.

#### **College Success**

The College Success program includes the Fast Track program and learning communities. Fast Track pairs two courses, each 8 weeks in duration, to be completed in one semester. The college has conducted longitudinal studies since fall 2009 comparing success rates of fast track



courses to traditional semester length courses. The results are strong, and this program has already been institutionalized. The learning communities program has five years of data showing graduation rates, student satisfaction, persistence and success. This program also has good results, and the college has allocated basic skills initiative funding where appropriate and is seeking additional grant funding to maintain this program.

#### **Bridges to Success**

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

#### **Center for Teacher Excellence**

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

#### **Veterans Center**

The Veterans Center is funded by the district, a Wal-Mart grant, and a Department of Education Centers of Excellence for Veteran Student Success grant. The program began as a series of services, but nearly two years ago a physical home was provided for the program. With the move to a larger space, the Veteran's Center has three staff offices, a lounge and a study room equipped with six computers. Student surveys and focus groups cite the effectiveness of a location to gather and provide support to one another as well as tutoring support. A financial aid staff member was relocated to the center to provide support and to assist student veterans with processing their applications for benefits. The college provides mental health services, math refresher workshops, and outreach to veterans in the community as well as training for faculty and staff on serving veterans. A special course, "Boots to Books" has been offered for several years. This program has resulted in state and national recognition for the college, including being named as a "Military Friendly School" by *G.I. Jobs Magazine* and being featured in the White House Summit video on community colleges. The services funded by the most recent grant are still in their first year and will be evaluated at the end of the year for effectiveness. The federal grant will continue for two more years and most of the services provided will be maintained with district funds.

#### **Additional Plans:**

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

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

### List of Evidence

- (1.) *Citrus College Integrated Planning Manual*  
<http://www.citruscollege.edu/admin/planning/Documents/IntegratedPlanningManual.pdf>
- (5.) Program Review schedules for :
  - Instruction -  
<http://www.citruscollege.edu/pr/academic/Documents/forms-handbook/Program-review-cycle.pdf>
  - Student Services -  
<http://www.citruscollege.edu/pr/student/Pages/default.aspx>
  - Instructional Support -  
<http://www.citruscollege.edu/pr/academic/Pages/instructionalsupport.aspx>
  - Institutional Support -  
<http://www.citruscollege.edu/pr/institutional/Pages/areasinreview.aspx>
- (6.a.) STEM Grant: Internal Evaluation Report, Page 2  
<http://www.citruscollege.edu/admin/research/Documents/STEM/2011/STEM-Meeting-04-01-2011.pdf> (6.b.)  
College Success: Tracking Students from Basic Skills to College Level Math and English  
<http://www.citruscollege.edu/admin/research/Documents/IR%20Projects/TrackingStuFromBStoCollegeLevel.pdf>
- (6.c.) Bridges to Success: Writing Café Usage Report, Fall 2010  
<http://www.citruscollege.edu/academics/bridges/research/Documents/Research%20Data/Writing%20Cafe/Data>
- (6.d.) Bridges to Success: Supplemental Instruction Report, Fall 2010  
<http://www.citruscollege.edu/academics/bridges/research/Documents/Research%20Data/Supplemental%20Instruction/Data>

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

### **Resolution of the Recommendation**

The current table of Program Review Completion reflects that the College is current in all areas of program review throughout the institution. In specific response to the recommendation, all areas of student services have completed their program reviews and are current in their cycles.

As reported in the Fall 2011 Follow-Up Report, the College has assessed the effectiveness of recent program initiatives in order to maintain effective practices in the base budget. Additionally, current research projects focus on the effectiveness of grant-funded initiatives in order to assess the efficacy of their outcomes.

### **Analysis of the Results**

The Department of Institutional Research, in cooperation with grant project personnel, is engaged in analysis of grant initiatives' outcomes in an effort to determine which initiatives and strategies are most successful and effective and should be considered for continued funding.

- **STEM**

The STEM Program has maintained practices found to positively increase student outcomes and continues to build upon them. During the 2011-2012 academic year, Supplemental Instruction (SI) was provided for 54 course sections (46 science and 8 mathematics). As noted in the previous report, the district sought and received additional federal funding (Title V HIS) to expand and maintain SI over the next 5 years. Data continue to show a significant correlation between SI attendance and course success and, the positive outcomes have encouraged additional mathematics faculty to request SI for the Fall 2012 term. The Math Success Center, which provides drop-in tutoring, continues to be an important resource for Citrus students as evidenced by usage statistics and student satisfaction surveys. Current textbooks and supplementary materials have been stocked in the Center. The STEM Center where SI and the Math Success Center are housed, and which serves as a hub for STEM students, is supervised by a district-supported full-time faculty member.

The new STEM grant has added additional components intended to provide student support. SIGMA peer-mentoring began in Fall 2011 with 18 mentors interacting with 63 mentees. Initial analysis of SIGMA outcomes will not be available until Fall 2012. Framework for the new STEM Academy was put into place in Winter 2012. The Academy has enrolled 135 students to date. STEM Academy activities have been drafted for the 2012-2013 academic year and include application (e.g., transfer, internship) and career workshops as well as social and research

activities. Additionally, the new STEM grant outlines provisions to provide summer research experiences. This summer, 18 students will work in research laboratories at California State Polytechnic University at Pomona and California State University, Fullerton.

### Evidence

Faculty and Staff Time and Effort Reports  
SI attendance records  
End-of-term data analyses (pass rates, grade distributions) for SI students  
Student surveys  
CI Tracker data  
Mentor Journals/Mentee sign-in  
Calendar of events/activities  
STEM Academy enrollment

- **College Success**

Since last year's report, the College Success Fast-Track and Learning Community program has evolved into curriculum redesign for English, reading and math.

**English and Reading:** Due to several factors such as, data collected by Institutional Research which indicate high persistence and success rates for Fast-track and Learning Community courses, the new transfer degrees under AB 1440 no longer require reading courses, state CB 21 coding combined reading and writing competencies into one English course, FTES cuts, limits on units to completion, limits on financial aid, and time to completion led Citrus College faculty and administration to create the new and innovative ENGL 098 and ENGL 099 courses. These new courses reduced 18 units of English and reading coursework into 6 units of College Success (Basic Skills) coursework. ENGL 098 and ENGL 099 were developed in spring 2011 and began in fall 2011; ENGL 098 (1 unit) combines Fast-Track ENG 030(3 units) and READ 019(3 units) and ENGL 099 (5 units) combines Fast-Track ENGL 040, ENGL 100, READ 040, and READ 099 (all 3 unit courses). ENGL 098 and ENGL 099 are institutionalized and ENGL 099 is predominately taught by full-time faculty. As an additional benefit to the curriculum redesign, during this time of budget cuts, ENGL 098 and ENGL 099 allowed us to offer 15 more courses than we would have offered had the change not happened. At the same time, we were able to open up more seats in the sequence for students.

**Math:** Math has also accelerated and redesigned College Success courses. MATH 017 (3 units) and MATH 020 (3 units) have been redesigned into the new 1 unit MATH 020 lab course. The new course was developed in spring 2011 and began in fall 2011. The new MATH 020 course has reduced 6 units of math to 1 unit of Math; in addition, the basic skills math sequence has been decreased by one course which means we have only four levels below transfer rather than the previous five levels below transfer which shortens the time to completion for the students. Furthermore, similar to the English redesign, the unit and course reduction allowed us to offer more courses than we would have offered had the change not happened. At the same time, we were able to open up more seats in

the sequence for students. MATH 020 is institutionalized and taught by full-time faculty.

**Learning Communities:** College Success learning communities continue to be offered each semester; data from the learning community program has continued to show positive results in student satisfaction, persistence and success. The program is not only funded by the Basic Skills Initiative, but also by the Title V Bridges to Success grant, and Title V Race to STEM grant.

Documents that support the evidence: (documents attached to 6/7/12 Martinez email)

- Longitudinal Data: Success Rates for Learning Community and Fast Track Classes
  - English and Reading Curriculum Redesign Sections Saved
  - Learning Community Student Surveys
- **Bridges to Success**

The Bridges to Success Program focuses on improving student success in basic skills to college level, and college level to transfer level, and includes English Supplemental Instruction, Career Major Learning Communities and the Writing Café, a drop-in writing resource center. Early data on grades, usage and student satisfaction indicate that all of these efforts are effective. To work toward institutionalization of the Writing Café, Learning Center tutors (district funded) and Writing Café consultants (Bridges to Success grant funded) are being cross-trained; lab supervisors of both the Learning Center and Writing Café are also cross-trained, so that in both instances the resources are available to students under both district and grant funds, as we work toward fewer funds from the grant. In the Learning Communities, the amount of time needed for coordination has been reduced from 40% to 20% and the coordinator position model has moved to stipend rather than release time, allowing more flexibility. In addition, Learning Community faculty are working toward a model in which there will be no extra pay to teach in Learning Communities so that by the end of the grant term Learning Communities will be self-sufficient in funding, except for the coordinator stipend, which would be district funded. In Supplemental Instruction offered in basic skills courses, many of the topics covered by SI—student motivation, goal-setting, effective time management, test-taking strategies—have been incorporated into the newly designed accelerated English 098 and 099 courses, thus reducing the need for SI in those courses. The grant includes 2 more years of funding.
  - **Center for Teacher Excellence**
  - **Veterans Center**

#### **Additional Recent Initiatives since the Accreditation Visiting Team Report**

- **Center for Teacher Excellence (new)**

The new Center for Teacher Excellence is funded by an HSI Cooperative Grant Preparing Tomorrow's Teachers Today Through Technology or (PT5) with Citrus College and the University of La Verne whose purpose is to improve program completion and graduation rates of future teachers completing their lower-division coursework at Citrus College and University La Verne,

and upper division work at University La Verne. The current program has approximately 500 active students. A summary of the program's objectives are to increase the number of students in teacher education programs that will overcome technology literacy and integration deficiencies, increase the number of teacher prep Citrus College students who complete the teacher education program, provide the University of La Verne model of technology training for faculty at Citrus College, increase teacher education-related major articulation agreements, and an improvement and enhancement of instructional technology resources at the University of La Vern through a re-design of courses to include technology rich content-to-model best teaching practices.

- **STEM (Fullerton)**

California State University, Fullerton (CSUF), a four-year comprehensive university and Hispanic-Serving Institution (HSI) in Orange County, CA, and three of its feeder community colleges, Citrus College, Cyprus College and Santiago Canyon College, also HSIs, have created Strengthening Transfer Education & Matriculation in STEM (STEM)<sup>2</sup>, a multifaceted project designed to encourage STEM degrees, retain students in STEM fields, produce more community college STEM transfers to four-year institutions and, ultimately, increase the number of Hispanic/Latino and low-income students attaining STEM baccalaureates.

- **Title V STEM program title: R A C E TO S T E M (RISE ABOVE CHALLENGES EXPONENTIALLY)**

To increase the number of Hispanic and other low income students attaining degrees and/or transferring in the fields of science, technology, engineering, or mathematics, Citrus proposes to implement three components in the RACE to STEM: **Get Ready!** – Strengthening pre-collegiate preparation in STEM and data-based decision making through effective student tracking; **Get Set!** – Enhanced academic services to improve quality of teaching and learning through Faculty Inquiry Groups, STEM Learning Communities and Supplemental Instruction, and enhanced student services through Peer-to-Peer mentoring and STEM Counseling; and **Go!** – Improving articulation with four-year universities, developing a new engineering degree, and student research opportunities in STEM.

Sample key outcomes include: a) increase the number of students declaring STEM; b) transition students from developmental to college-level math and science; c) increase students completing transfer-level math and science courses; d) increase the number of students completing associates degrees in STEM and transferring in STEM fields; and e) increasing the number of articulation agreements to create a seamless transition to the four-year universities.

- **Veterans Center**

The Veterans Center is funded by the district, a Wal-Mart grant, and a Department of Education Centers of Excellence for Veteran Student Success grant. The program began as a series of services, but nearly three years ago a physical home was provided for the program. With the move to a larger space, the Veteran's Center has three staff offices, a lounge and a study room equipped with six computers. Student surveys and focus groups cite the effectiveness of a location to gather and provide support to one another as well as tutoring support, peer to peer

mentoring, academic counseling and mental health therapy. A financial aid staff member was relocated to the center to provide support and to assist student veterans with processing their applications for benefits. The college provides mental health services, math refresher workshops, and outreach to veterans in the community as well as training for faculty and staff on serving veterans. A special course, "Counseling 160 – Strategies for College Success for Student Veterans" has been offered for several years. This program has resulted in state and national recognition for the college, including being named as a "Military Friendly School" by *G.I. Jobs Magazine* and being featured in the White House Summit video on community colleges. The services funded by the most recent grant are ~~still~~ in their ~~first~~ second year and ~~will be~~ were evaluated at the end of the first year for effectiveness. The external evaluator commented that "Overall, Citrus College's Operation VETS is one of the most effectively implemented year one programs... One significant outcome of their efforts is the dramatic increase in student persistence rates." The federal grant will continue for one more year and most of the services provided will be maintained with district funds.

### **Additional Plans**

Program Review updates

### **Evidence**

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

**Resolution of the Recommendation:**

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

**Analysis of the Results:**

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

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

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

The five major planning documents of the college are:

- Citrus College Mission Statement
- Program Review



- Strategic Plan
- Educational and Facilities Master Plan*
- Technology Master Plan*

## **Mission**

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

## **Program Review**

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

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

## **Strategic Plan**

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

## Master Plan

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

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

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

## Technology Plan

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

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

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

## Additional Plans:

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

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

**Evidence:**

- (1.) *Citrus College Integrated Planning Manual*  
<http://www.citruscollege.edu/admin/planning/Documents/IntegratedPlanningManual.pdf>
- (2.a.) Instructional Program Review Outline and Matrices  
<http://www.citruscollege.edu/pr/academic/Documents/forms-handbook/ProgramReviewTemplate.pdf>
- (2.b.) Instructional Annual Program Review Outline and Matrices  
<http://www.citruscollege.edu/pr/academic/Documents/forms-handbook/annual-worksheet-form.pdf>
- (7.) Mission Statement  
<http://www.citruscollege.edu/admin/mission/Pages/default.aspx>
- (8.) Strategic Plan  
<http://www.citruscollege.edu/admin/planning/Pages/default.aspx>
- (9.) *Educational and Facilities Master Plan*  
<http://www.citruscollege.edu/info/reports/Documents/CitrusEdandFacilitiesMP2011-2020.pdf>
- (10.) *Technology Master Plan*  
<http://www.citruscollege.edu/tecs/Documents/2010CITCTechPlan.pdf>

**Self-Improvement Plan #5**

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

**Resolution of the Recommendation**

Citrus College has maintained a robust commitment to ongoing quality improvement. All planning documents have been reviewed and updated, and a revised mission statement was approved by the Steering Committee on May 21, 2012. Budget development remains linked to planning and the *Citrus College Integrated Planning Manual* is reviewed and updated annually.

**Analysis of the Results**

**I. Overall Assessment on Institutional Effectiveness**

In fall 2011, the college established the Institutional Effectiveness Committee (IEC). Co-chaired by the Director of Institutional Research and the Program Review Coordinator, IEC is a standing committee of the Citrus College Steering Committee. The purpose of the Committee is to review and make recommendations on matters regarding institutional effectiveness, i.e. the review and assessment of the integrated planning process and the means by which it is linked to the budget process.

The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue based on a culture of evidence and data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate institutional effectiveness.

With representatives from all college constituency groups, IEC began meeting in Spring 2012. Discussions included review of the Integrated Planning Manual, accreditation rubrics, and components of planning processes on campus. The committee developed an institutional fact sheet on areas of program review, planning, and SLOs. In order to establish some baseline data for gauging institutional effectiveness, the committee conducted a brief survey among shared governance attendees. A total of 62 members, from 9 committees, took part in the survey. Major findings include:

- A total of 87% agrees that the college is at the sustainable continuous quality improvement level regarding program review;
- A total of 79% agrees that the college is at the sustainable continuous quality improvement level regarding planning; and
- A total of 67% agrees that the college is at the proficiency level regarding SLO.

The Institutional Effectiveness Committee also conducted the initial annual review of the *Citrus College Integrated Planning Manual* and identified areas for update. The committee is planning on reviewing and updating the *Citrus College Integrated Planning Manual* on an annual basis.

## II. Review of the Five Major Planning Documents

### 1. Mission

In Spring 2012, the mission statement was reviewed by the Steering Committee, the highest level of shared governance on campus. Through discussions, group members identified two versions of college mission statement, which included components that addressed:

- The broad educational purpose of the college
- Its intended student population, and
- The commitment to student learning.

The final drafts of the two mission statement were distributed campus-wide through a survey for review, comment, and selection of the final mission statement. A total of 190 faculty, staff and administrators cast their vote, and 60% of them selected the following version as the new mission statement of the college:

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

This final version was brought to the Steering Committee for review and approval on May 21 and the Board of Trustees approved the new mission on **June 19, 2012.**

Although the college self-identified a five-year cycle for review of the mission statement, we feel that the cycle should be accelerated to a two-year cycle. The next formal review of the mission statement **will be initiated in 2014.**

### 2. Program Review

Starting in 2009, the instructional annual program review process underwent a comprehensive modification.

- During 2011-2012 there was a 98% annual program review completion rate among instructional programs.
- The institutional support and instructional support program review process has been modified to provide consistency in format and reporting deadlines college wide.
- In May 2012, the Academic Senate approved a plan to revise the cycle and format of the comprehensive program review. During 2012-2013, the comprehensive program review format will be modified to reflect the strength of the annual program review data in the areas of budgeting, curriculum, and SLO assessment; and to build upon long-range planning, as reflected in the Educational and Facilities Master Plan.
- During discussion of program review at the Institutional Effectiveness Committee, a recommendation was made to overlay a review of the five planning documents with the five-year comprehensive program review cycle. This will be implemented starting with a review of the comprehensive program review process as mentioned above.

### **3. Strategic Plan**

A 5-year strategic plan was completed and adopted in spring 2011. Since adoption, the college developed and implemented an annual monitoring system. In the beginning of the academic year, an Annual Implementation Plan is developed, documenting responsible parties, specific activities, and expected measurable outcomes for each of the strategic objectives. At the end of the academic year, the annual Progress Report documents the achievements made in the year for each of the strategic objectives. All segments of the college report progress on identified objectives which are reported to the college community and the Board of Trustees.

In the annual program review, links are being established between individual program recommendation/objectives and strategic plan objectives on an annual basis. Beginning the 2011-2012 annual program reviews, all recommendations and budget requests are linked to the college-wide strategic plan objectives.

### **4. Educational and Facilities Master Plan**

- [sit down with Irene, Roberta to develop the flow chart of the five-year sequence]
- In 2011-2012 instructional annual program review, the long-term discipline projections, as indicated in the Educational Master Plan, were included in the program recommendations so that faculty will keep the eye on the long-term goals. In this sense, the annual program review provides documentation of growth towards completion of the long-term goals.
- In the future, we want to establish a better integration between Master Plan and the comprehensive program reviews.

### **5. Technology Plan**

The College Information Technology Committee (CITC) developed the first version of the college Technology Master Plan during the spring of 2009. CITC conducted a SWOT (Strength-

Weakness-Opportunity-Threat) analysis and integrated the analysis with the technology needs defined in the Educational Master Plan, the Facilities Master Plan and the Strategic Plan. Five major focus areas, each with one to three goals, were developed for technology from this analysis. Based on these focus areas and goals, technology implementation objectives are created each year. These implementation objectives are taken into account during budget planning for technology for the following fiscal year.

The Technology Master Plan was designed as a five-year plan to be reviewed and updated on an annual basis. CITC reviews the plan in the spring. During this review, each implementation objective is evaluated and the work completed for the objected is documented. CITC then develops new implementation objectives for the following year. If an objective from the current year is not complete, it is added to the list for the following year. This planning provides guidance for technology budget planning each year.

The original 2009 Technology Master Plan is now in its fourth iteration, with updates being made in 2010, 2011 and most currently in 2012. Since the original plan was developed, the college has written a new 10-year Educational and Facilities Master Plan and a new five-year Strategic Plan. Both these plans took effect during the 2011- 2012 academic year. To respond to these plans and to position the Technology Master Plan to be in alignment with the Educational and Facilitates Master Plan and Strategic Plan planning cycles, a new four-year Technology Master Plan will be developed during the 2012-2013 academic year to be implemented starting in starting in 2013-2014 and completed in 2016-2017. At that time, the next five-year Technology Master Plan will be developed responding to the next five-year Strategic Plan, which takes effect in the 2016, and to the existing Educational and Facilities Master Plan. From that point forward, the Technology Master Plans development cycle will follow the Educational Master Plan and Strategic Plan development cycles by one year.

#### **List of evidence**

1. Updated planning manual with the revised planning model
2. IEC survey and IE fact sheet
3. IEC survey results
4. Cycle of review for planning documents – a flow chart/graph
5. A sample annual program review from each of the 4 areas

Table       : Citrus College Institutional Planning Cycle

	<b>Mission</b>	<b>Strategic Plan</b>	<b>Edu &amp; Facilities Master Plan</b>	<b>Program Review</b>	<b>Tech Plan</b>	<b>Accreditation Visit</b>
<b>2011-2012</b>	reviewed and updated	1st yr	yr1	old cycle, last yr	3rd yr	working on the midterm report
<b>2012-2013</b>		2nd yr	yr2	yr1	4th yr; planning for the new plan	midterm report due in fall
<b>2013-2014</b>	revisit and review	3rd yr	yr3	yr2	1st yr	start preparing for the self study report
<b>2014-2015</b>		4th yr; start planning for the new plan	yr4	yr3	2nd yr	self study report first draft due Dec 2014
<b>2015-2016</b>		5th yr; finalize the new plan	yr5; mid term review and status check	yr4	3rd yr	visit in fall
<b>2016-2017</b>	revisit and review	new plan yr1	yr6	yr5	4th yr; planning for the new plan	
<b>2017-2018</b>		yr2	yr7	yr1	1st yr	
<b>2018-2019</b>		yr3	yr8	yr2	2nd yr	midterm due in fall
<b>2019-2020</b>	revisit and review	yr4	yr9; start planning the new plan	yr3	3rd yr	
<b>2020-2021</b>		yr5	yr10; finish the new plan	yr4	4th yr; start planning for the new plan	
<b>2021-2022</b>		yr1	new plan yr1	yr5	5th yr; finalize the new plan	visit in fall

(June 2012)



**IV Recommendation Responses**

**B Responses to Remaining Recommendations**

2

4

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*Recognizing the progress the college has made in developing SLOs at the course level, the team recommends that, in order to meet the standards by the Commission's 2012 deadline, the college complete the development and use of SLOs at the course and program levels and include SLOs in all course syllabi, including distance education. (Standard II.A.1.c, II.A.2, II.A.2.b, II.A.2.i, II.A.6)*

**Resolution of the Recommendation:** Citrus College has developed and implemented SLOs and assessments for all courses offered by the college. The college utilizes course-level assessment data to inform the assessment conversation at the program, degree, certificate, and general education levels. Course-level and program-level assessment data can also be utilized during the program review process by linking resource requests to plans to improve achievement of outcomes. All syllabi for courses offered by the college, including distance education courses, include SLOs. Each division dean collects syllabi of courses offered each semester and checks for the inclusion of SLO language in addition to checking for inclusion of other syllabus best practice standards.

**Analysis of the Results:** Citrus College will continue to monitor the inclusion of SLOs and assessment in course outlines of record via CurricUNet. As a result of analyzing our process for SLO currency in the course outline of record, the Curriculum Committee developed and approved a fast-track approval process when only new SLOs and assessment are submitted for approval. In order to accurately determine if syllabi included SLO language, the college decided to utilize division deans to check for the language. They were already collecting syllabi and will also continue to identify SLOs in syllabi for courses offered each semester. Through the work of the college's campus wide SLOA committee, "Hot Shots", the process for all levels of assessment are continuously evaluated. The college will also continue to utilize the Integrated Planning Manual to assess the effective development and use of SLOs at all levels.

**Evidence of the Results:** Citrus College manages curriculum via CurricuNet. SLOs and assessments are recorded for each course on the official course outline of record. All syllabi are submitted to the appropriate dean and checked for inclusion of SLOs.

Course-level SLOs are mapped to program-level SLOs using a template called the curriculum map. Course and program level outcome assessment is utilized during comprehensive and annual program reviews for the development of recommendations and resource requests.

Discipline specific degrees and certificates are also discussed/analyzed/assessed as a part of the program review process. This is documented in the annual program review.

The college formed a General Education Committee (GE) in 2009. The committee worked to identify outcomes for the GE pattern and also created a mapping grid (GE assessment map) from courses to core competency in each of five areas within the pattern. Based on this work, the college's GE pattern is assessed in a comprehensive group analysis which focuses on course assessment by core competency. Faculty who have taught and assessed courses within our locally defined GE pattern participated in cross-discipline dialogue by core competency. Each core competency group consisted of faculty from each area. Representatives from Student Services and Instructional Support also participated in this dialogue. This is documented via a summary narrative based on comprehensive notes taken from each dialogue. The summary is posted on the SLOA website.

**Additional Plans:** Citrus College plans to continue to make use of the assessment data generated from the GE, degree, certificate, and program levels to inform the development of the strategic plan. Because the current strategic plan had already been developed at the time that this assessment strategy was employed, the college has used this data to inform the action plans of the Strategic Plan and Educational and Facilities Master Plan.

**List of Evidence:**

Course outlines of record on CurricuNet; Syllabi on the Oak server; SLOA reflection templates (currently on Catalpa server); SLOA Comprehensive Report on SLOA webpage; Annual and comprehensive program reviews; Integrated Planning Manual; GE assessment narrative summary; GE committee minutes; Hot Shots minutes; Hot Shots Purpose Statement; GE assessment map; Curriculum map.

[need to insert hyperlinks for all of the above-mentioned evidence.]

**Response**

**Planning Agenda 1:** *In order to fully achieve the proficiency level of the ACCJC rubric relative to student learning outcomes by the year 2012, the college will complete tasks identified in a comprehensive timeline for SLOs in the areas of courses, programs, degrees, and certificates, as well as instructional support programs, student services programs, and institutional support services. The college's institutional support services will continue its work to identify SLOs where appropriate, establish assessments and use the results for improvement.*

*The college will continue its work to thoroughly incorporate student learning outcomes into the curriculum and program review processes, identify systematic measureable assessments, and use the results for the improvement of student learning and institutional effectiveness.*

*Each area will develop meaningful assessments that will enhance planning, evaluation and lead to program improvement and feed seamlessly into the program review process to support college decision-making.*

*Continued progress toward integrating results of assessment in college process will assure that planning and resource allocation contribute to student-centered institutional effectiveness.*

**Resolution of the Planning Agenda:** Citrus College developed the "Plan to meet proficiency in 2012" when ACCJC released the SLO rubric. The "Plan to meet proficiency in 2012" included detailed action plans, responsible parties and a timeline for anticipated completion. The college has systematically implemented all action plans and is currently at the proficiency level of the rubric. All institutional support programs have finished at least one comprehensive program review, and each of the programs is required to do an annual review of the program. Program SLOs are identified and assessed in the program reviews for each area. The SLOA data is utilized in the program review to prioritize resource allocations in each area and has become a part of institutional effectiveness. The Integrated Planning Manual highlights the college's process.

**Analysis of the Results:** Through the work of the college's campus wide SLOA committee, "Hot Shots", the process for all levels of assessment are continuously evaluated. The college will also continue to utilize the Integrated Planning Manual to assess the effective development and use of

SLOs at all levels. The college has had important success in assessment at the institutional level. Working through the Curriculum Committee, Math and English faculty spearheaded a process to compress courses offered in the basic skills sequences within each department. This action was in response to institutional dialog conducted by the College Success Committee, including discussion of learning outcomes and achievement data in the existing sequences and review of literature in the field. Additionally, the Enrollment Management Committee analyzed student enrollment data in the local GE pattern and made the recommendation to realign the courses in each area. More students can now complete the GE coursework in a shorter timeframe.

**Evidence of the Results:** The Plan to Meet Proficiency has been updated annually, reflecting completion of each action item by proficiency bullet from the ACCJC SLO rubric. The Hot Shots committee updates the plan, and the plan is posted on the SLOA website.

All institutional support programs have finished at least one comprehensive program review, and each of the programs is required to complete an annual review of the program. Program SLOs are included/stored in the program review documents.

Program review recommendations/goals (for instruction and institutional support) are linked to strategic objectives from the Strategic Plan. Course-level SLOs are mapped to program-level SLOs using a template called the curriculum map. Course and program level outcome assessment is utilized during comprehensive and annual program reviews for the development of recommendations and resource requests.

Discipline specific degrees and certificates are also discussed/analyzed/assessed as part of the program review process. This is documented in the program reviews.

The college formed a General Education Committee (GE) in 2009. The committee worked to identify outcomes for the GE pattern and also created a mapping grid (GE assessment map) from courses to core competency in each of five areas within the pattern. Based on this work, the college's GE pattern is assessed in a comprehensive group analysis which focuses on course assessment by core competency. Faculty who have taught and assessed courses within our locally defined GE pattern participated in cross-discipline dialogue by core competency. Each core competency group consisted of faculty from each area. Representatives from Student Services and Instructional Support also participated in this dialogue. This is documented via a summary narrative based on comprehensive notes taken from each dialogue. The summary is posted on the SLOA website.

All other areas of the college have also developed and assessed SLOs; reflections on assessments and analysis are linked to resource requests in their program reviews. The college has an institutional prioritization process that is reflected in the Integrated Planning Manual.

**Additional Plans:** Citrus College plans to continue to make use of the assessment data generated from the GE, degree, certificate, and program levels to inform the development of the strategic

plan. Because the current strategic plan had already been developed at the time that this assessment strategy was employed, the college has used this data to inform the action plans of the Strategic Plan and Educational and Facilities Master Plan.

**List of Evidence:** Course outlines of record on CurricuNet; Syllabi on the Oak server; SLOA reflection templates (currently on Catalpa server); SLOA Comprehensive Report on SLOA webpage; Annual and six year program reviews; Integrated Planning manual; the Plan to Meet Proficiency; GE assessment summary narrative; GE committee minutes; Hot Shots minutes; Hot Shots Purpose Statement; GE assessment map; Curriculum map; Enrollment Management minutes; Student Success Committee minutes; Curriculum Committee minutes; Educational Master Plan Transfer Study; Citrus College Catalog.

### **Addressing the SLO Proficiency Rubric Bullets**

1. ***Student learning outcomes and authentic assessment are in place for courses, programs and degrees.***

- Development and use of SLOs at the course level
  - a. As of spring 2012, 100% of all courses have SLOs.
  - b. 100% have developed assessment in place
- Program-level SLOs
  - a. All programs have SLOs developed
  - b. About 80% of programs have curriculum maps complete
- Degrees and Certificates
  - a. Currently 100% have developed SLOs
  - b. The curriculum map for discipline-based degrees will provide assessment but the bigger degrees will need inter-disciplinary conversation. (May 17<sup>th</sup> – GE assessment conversation by local GE Area (A-E); discipline based degrees and certificates are handled by program review – umbrella degrees will be discussed in Curriculum)
  - c. For certificates and skill awards, the licensure exams represent assessment.

2. ***There is widespread institutional dialogue about the results of assessment and identification of gaps.***

- On Spring 2012 FLEX Day, there was a college wide dialogue on SLO and assessment.
- On Convocation days as part of program review, SLOA is discussed as well and the data from both semesters is utilized to develop recommendations linked to resource requests and also to strategic plan objectives.
- The development of the Strategic Plan is based on a college-wide dialogue and analysis of institutional assessments, such as: CCSSE, ARCC, fact book. The analysis and identification of gaps have led to the formation of the focus areas of the strategic plan.

- The college works to ensure that we offer courses to support the mission of the college. For example, Physical and Natural Sciences, as a group, discussed our course offerings and which courses could be cut while maintaining our commitment to the core missions of degree and transfer.
- Division meetings during spring semester will help to continue the assessment dialogue that was initiated on FLEX day.
- The college analyzed course offerings by transfer category from the institutional capacity perspective, and the Enrollment Management Committee utilized this data to realign course offerings to better support completion of the local GE pattern requirements.
- Working through the Curriculum Committee, Math and English faculty spearheaded a process to compress courses offered in the basic skills sequences within each department. This action was in response to institutional dialog conducted by the College Success Committee, including discussion of learning outcomes and achievement data in the existing sequences and review of literature in the field.

**3. *Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.***

- Program review serves as the unit-level planning tool college-wide.
- Division meeting minutes from the prioritization process document linking the results of assessment to decision-making.
- After the spring GE conversation, we will have more evidence on this. [Knowledge gained from these assessment results in the future need to be considered in the creation of long-term college plans, such as the new strategic plan.]
- The TeCS department has utilized the student survey data from CCSSE in terms of technology needs and computer usage on campus. The survey data helped us better understand how students use technology to support learning. It also helped the TeCS department make decisions to allocate resources for open labs and classrooms.
- The college analyzed course offerings by transfer category from the institutional capacity perspective, and the Enrollment Management Committee utilized this data to realign course offerings to better support completion of the local GE pattern requirements.
- Working through the Curriculum Committee, Math and English faculty spearheaded a process to compress courses offered in the basic skills sequences within each department. This action was in response to institutional dialog conducted by the College Success Committee, including discussion of learning outcomes and achievement data in the existing sequences and review of literature in the field.

**4. *Appropriate resources continue to be allocated and fine-tuned.***

- We have continued to support the SLOA coordinator at 40% reassignment and Program Review Coordinator at 20%. Curriculum Chair is at 40% too.
- Minutes from the Financial Resources Committee document the prioritization of resource allocation.
- Following by prioritization within each division, instructional deans create a prioritization document reflective of Academic Affairs as a whole.
- An institutional survey is planned to be delivered in the spring, with questions on current use and future need of SLOs and program review resources.

**5. *Comprehensive assessment reports exist and are complete and updated on a regular basis.***

- The college's Comprehensive Assessment Report is posted online on the SLOA website and is updated annually.
- The Strategic Plan Progress Report is completed annually and posted online.
- The proposed budget is reflective of institutional dialog and analysis.
- The college continually engages in discussions of ARCC data reports.
- The CCSSE is completed every two years and results analysis and summaries are shared broadly.

**6. *Course student learning outcomes are aligned with degree student learning outcomes.***

- The curriculum map aligns courses to program SLOS. Curriculum map serves as a tool for program level SLO assessment.
- Discipline-based degrees and certificates are considered as equivalent to the program and the courses will then be mapped to the degree as well.
- The interdisciplinary degrees will require a broader faculty dialogue to create the course-to-degree map. (similar to the GE conversation, this may require divisions getting together at the same time in the same place for the dialogue to happen)

**7. *Students demonstrate awareness of goals and purposes of courses and program in which they are enrolled.***

- The supplemental CCSSE questions on student awareness of SLOs provided data about students' levels of awareness. Students were shown to ...
- Some of the student services areas program reviews have analyzed data on students' level of awareness, such as the satisfaction survey at the A&R, EOP&S, and the annual graduates' counseling survey.
- Student generated content videos are produced as a part of the current awareness campaign.



Table **\_\_\_\_\_**: Standards/Recommendations Crosswalk

Response	Standards					
	IB 1	II A 2 e	II A 2 f	II B 4	II C 2	III A 1 c
Recomm. 2	Analysis section (HotShots, GE assessment, Integrated Planning Manual)	Everything	Everything	N/A	N/A	N/A
Plan. Ag. 1	Analysis; Evidence (HotShots, GE assessment, integrated planning manual)	Everything	Everything	Everything	Everything	N/A
Prof. Bullets	#1 #2 #3	#1 #2 #3 #4 #6	#1 #2 #3 #6	#2 #3 #5 (evidence) #7	#2 #3	N/A

**Recommendation 4**

*The team recommends that the college update all policies with respect to recruitment and hiring documents, including revisions of the equal opportunity and diversity clauses in the hiring documents, and formalize all job descriptions. Further, the team recommends that the college review all policies and procedures with respect to evaluation of personnel, including reference to the use of student learning outcomes.*

**Self-Improvement Plan 2**

*The director of human resources will work with classified employees and managers to review and revise classified job descriptions by July 2010. The director will establish a process to ensure periodic updating of job descriptions.*

**Self-Improvement Plan 3**

*The director of human resources will work with the board and appropriate campus constituent groups to develop written procedures for the recruitment and selection of academic administrators, managers, supervisors and classified staff by July 2010.*

**Resolution of the Recommendation:**

Citrus College has adopted comprehensive board policies and administrative procedures relating to Human Resources. More specifically, the College has adopted board polices and administrative procedures on all of the subject matter areas set forth in this recommendation.

The board policy and administrative procedure concerning the evaluation of full-time faculty specifically requires a faculty member to assess student learning outcomes as part of the faculty member's self evaluation component of the required evaluation portfolio.

All classified position job descriptions have been reviewed and updated.

## **Analysis of Results:**

In the spring of 2009, the College's Office of Human Resources implemented a process for the development of a set of comprehensive board policies and procedures related to the College's human resources.

This process included review and input from the Human Resources Advisory Committee, input from all campus constituents groups as well as negotiations with the full-time faculty association and the classified association where applicable.

The process of development of Human Resources board policies and administrative procedures was divided into three segments and timelines. The first segment was designed deal with policies and procedures relevant to all employees. In addition, this phase of the process included identifying which board policies and procedures would be subject to negotiations and a timeline for such negotiations was developed. This first phase led to the development of board policies and administrative procedures on topics such as equal employment and non-discrimination. All hiring documents refer to equal opportunity board policy and administrative procedure. Also during this phase, the District and the faculty association developed a timeline for negotiations relating to a new board policies and administrative procedures on evaluations and leaves of absence. (See Board Policies and Administrative Procedures 7100-7112).

The second phase of the project included the completion of all board policies and administrative procedures related to academic personnel. This included a revised board policy and administrative procedure on evaluation of full-time faculty and the process for recruitment and selection of full-time and adjunct faculty. (See Board Policy and Administrative Procedures 7200-7210). The administrative procedure on evaluation of full-time faculty specifically requires faculty to assess student learning outcomes as part of the self-evaluation component of the evaluation process.

The third and final phase of the project led to the development of board policies and procedures relating to classified staff, academic administrators and classified managers/supervisors/confidential employees. Specifically, revised procedures for the evaluation of classified staff, managers and supervisors/confidential employees were developed

The table below sets forth the timeline for the development of each Human Resources Board Policy and Administrative Procedure.

In fall of 2010 a joint committee comprising the management staff of the Office of Human Resources and two classified association representatives began the task of reviewing and revising all job descriptions for classified positions. The review process included receiving input from employees and managers concerning job functions currently performed, a thorough job analysis review and an opportunity for review of all proposed new job descriptions. The committee was involved at each stage of the review and gave its approval to all job descriptions. The revision of all classified position job descriptions was completed in January 2012. All job descriptions are posted on College’s web page.

**Table [redacted]: Human Resources Board Policies and Administrative Procedures**

Board Policy / Administrative Procedure	Title	Date Distributed to Constituent Group Leaders	Date Approved by Steering	Date Approved by BOT
BP 3300	Public Records	10/07/10	12/13/10	02/01/11
AP 3300	Public Records	10/07/10	12/13/10	02/01/11
BP 3310	Records Retention and Destruction	10/07/10	04/11/11	05/17/11
AP 3310	Records Retention and Destruction	10/07/10	04/11/11	05/17/11
BP 3510	Workplace Violence Prevention	10/07/10	04/25/11	07/19/11
AP 3510	Workplace Violence Prevention	10/07/10	04/25/11	07/19/11
BP 7100	Equal Employment Opportunity	10/28/09	03/22/10	05/04/10
AP 7100	Equal Employment Opportunity	10/28/09	03/22/10	05/04/10
BP 7101	Discrimination Complaint Procedure: Students, Employees, and Job Applicants	10/28/09	03/22/10	05/04/10
AP 7101	Discrimination Complaint Procedure: Students, Employees, and Job Applicants	10/28/09	03/22/10	05/04/10
BP 7102	Prohibition of Harassment: Students and Employees	10/28/09	03/22/10	05/04/10

AP 7102	Prohibition of Harassment: Students and Employees	10/28/09	03/22/10	05/04/10
BP 7103	Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program	10/28/09	03/22/10	05/04/10
AP 7103	Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program	10/28/09	03/22/10	05/04/10
BP 7104	Whistleblower Protection	10/28/09	03/22/10	05/04/10
AP 7104	Whistleblower Protection	10/28/09	03/22/10	05/04/10
BP 7106	Political Activity	10/28/09	03/22/10	05/04/10
AP 7106	Political Activity	10/28/09	03/22/10	05/04/10
BP 7107	Nepotism	10/28/09	03/22/10	05/04/10
AP 7107	Nepotism	10/28/09	03/22/10	05/04/10
BP 7108	Communicable Disease	10/28/09	03/22/10	05/04/10
AP 7108	Communicable Disease	10/28/09	03/22/10	05/04/10
BP 7109	Health Examinations	10/28/09	05/10/10	07/19/11
BP 7110	Fingerprinting	10/28/09	10/11/10	05/04/10
AP 7110	Fingerprinting	10/28/09	10/11/10	05/04/10
BP 7111	Salary Deductions	10/28/09	03/22/10	05/04/10
BP 7112	Resignations and Retirements		11/21/11	02/07/12
BP 7200	Classifications of Academic Employees	05/25/11	11/21/11	02/07/12
AP 7200	Classifications of Academic Employees	05/25/11	11/21/11	02/07/12
BP 7201	Recruitment and Selection: Full-Time Faculty	11/18/10	11/21/11	02/07/12
AP 7201	Recruitment and Selection: Full-Time Faculty	11/18/10	11/21/11	02/07/12
BP 7202	Recruitment and Selection: Adjunct Faculty	08/16/11	11/21/11	02/07/12
AP 7202	Recruitment and Selection: Adjunct Faculty	08/16/11	11/21/11	02/07/12
BP 7203	Evaluation: Full-Time Faculty		05/23/11	07/19/11
AP 7203	Evaluation: Full-Time Faculty		05/23/11	07/19/11
BP 7204	Evaluation: Adjunct Faculty	08/16/11	11/21/11	02/07/12

BP 7206	Faculty Exchange	08/16/11	11/21/11	02/07/12
AP 7206	Faculty Exchange	08/16/11	11/21/11	02/07/12
BP 7207	Minimum Qualifications and Equivalency	08/16/11	11/21/11	02/07/12
AP 7207	Minimum Qualifications and Equivalency	08/16/11	11/21/11	02/07/12
BP 7208	Tutoring	08/16/11	11/21/11	02/07/12
BP 7209	Leaves			08/16/11
AP 7209	Leaves			08/16/11
BP 7210	Sabbaticals	09/23/10	10/11/10	12/07/10
AP 7210	Sabbaticals	09/23/10	10/11/10	12/07/10
BP 7301	Recruitment and Selection: Classified Employees	08/16/11	11/21/11	02/07/12
AP 7301	Recruitment and Selection: Classified Employees	08/16/11	11/21/11	02/07/12
BP 7302	Short-Term Employees	05/25/11	11/21/11	02/07/12
AP 7302	Short-Term Employees	05/25/11	11/21/11	02/07/12
BP 7303	Professional Experts	05/25/11	11/21/11	02/07/12
AP 7303	Professional Experts	05/25/11	11/21/11	02/07/12
BP 7304	Student Employees	08/16/11	11/21/11	02/07/12
AP 7304	Student Employees	08/16/11	11/21/11	02/07/12
BP 7305	Discipline: Classified Employees		06/13/11	08/16/11
BP 7306	Lay-off			
AP 7306	Lay-off			
BP 7401	Recruitment and Selection: Academic Administrators	08/16/11	11/21/11	02/07/12
AP 7401	Recruitment and Selection: Academic Administrators	08/16/11	11/21/11	02/07/12
BP 7402	Evaluation: Academic Administrators	10/21/11	11/21/11	02/07/12
AP 7402	Evaluation: Academic Administrators	10/21/11	11/21/11	02/07/12
BP 7403	Leaves: Academic Administrators	08/16/11	11/21/11	02/07/12
AP 7403	Leaves: Academic Administrators	08/16/11	11/21/11	02/07/12

BP 7404	Vacation: Academic Administrators	08/16/11	11/21/11	02/07/12
AP 7404	Vacation: Academic Administrators	08/16/11	11/21/11	02/07/12
BP 7405	Holidays: Academic Administrators	08/16/11	11/21/11	02/07/12
BP 7406	Sabbatical Leave: Academic Administrators	08/16/11	11/21/11	02/07/12
AP 7406	Sabbatical Leave: Academic Administrators	08/16/11	11/21/11	02/07/12
BP 7407	Salary Guide: Academic Administrators	08/16/11	11/21/11	02/07/12
AP 7407	Salary Guide: Academic Administrators	08/16/11	11/21/11	02/07/12
BP 7408	Retreat Rights: Academic Administrators	08/16/11	11/21/11	02/07/12
AP 7408	Retreat Rights: Academic Administrators	08/16/11	11/21/11	02/07/12
BP 7501	Recruitment and Selection: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
AP 7501	Recruitment and Selection: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
BP 7502	Evaluation: Classified Managers and Supervisor/Confidential	10/21/11	11/21/11	02/07/12
AP 7502	Evaluation: Classified Managers and Supervisor/Confidential	10/21/11	11/21/11	02/07/12
BP 7503	Leaves: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
AP 7503	Leaves: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
BP 7504	Vacation: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
AP 7504	Vacation: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
BP 7505	Holidays: Classified Managers and Supervisor/Confidential	08/16/11	11/21/11	02/07/12
AP 7505	Holidays: Classified Managers and Supervisor/Confidential	08/16/11		02/07/12
BP 7506	Sabbatical Leave: Classified Managers	08/16/11	10/24/11	02/07/12
AP 7506	Sabbatical Leave: Classified Managers	08/16/11	10/24/11	02/07/12

BP 7507	Salary Guide: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
AP 7507	Salary Guide: Classified Managers and Supervisor/Confidential	08/16/11	10/24/11	02/07/12
BP 7508	Lay-off			
AP 7505	Lay-off			
BP 7509	Discipline: Classified Managers and Supervisor/Confidential	06/01/11	11/21/11	02/07/12
AP 7509	Discipline: Classified Managers and Supervisor/Confidential	06/01/11	11/21/11	02/07/12
BP 7510	Evaluation: Classified Managers and Supervisor/Confidential		09/27/10	11/16/10
AP 7510	Evaluation: Classified Managers and Supervisor/Confidential		09/27/10	11/16/10

**Additional Plans:**

The Director of Human Resources, in conjunction with the Human Resources Advisory Committee, is responsible for ensuring that all human resources policies and procedures are reviewed and revised as needed on an annual basis. All classified job descriptions will be reviewed at the time of recruitment and also on an annualized basis in cooperation with the classified employees' association.

**Evidence of the Results:**

- BP/AP Chapter 7-Human Resources
- BP/AP 7100 Equal Employment Opportunity
- BP/AP 7101-Non Discrimination;
- BP/AP 7102 Prohibition of Harassment: Students and Employees
- BP/AP 7201 Recruitment: Full-Time Faculty
- BP/AP 7202 Recruitment: Adjunct Faculty
- BP/AP 7203 Evaluation: Full Time Faculty
- BP/AP 7204 Evaluation: Adjunct Faculty
- BP/AP Recruitment and Selection: Classified Staff
- BP/AP 7401 Recruitment and Selection: Academic Administrators



BP/AP 7402 Evaluation: Academic Administrators  
BP/AP 7501 Recruitment and Selection: Classified Administrator/Manager and  
Supervisor/Confidential  
BP/AP 7502 Evaluation: Classified Administrators/Managers  
BP/AP 7510 Evaluation: Supervisor/Confidential Employees].

District Web page [need location description for bp/ap]

District web page [need link to job descriptions]

Steering Committee Agendas/Minutes

Board of Trustee Agenda/Minutes

*In order to improve, the team recommends that the published final budget would be more transparent and easier to understand if it includes a more detailed analysis of budget assumptions, descriptions of various funds and sources of revenue and an outline of parameters for decision-making. (Standards III.D.1.d, III.D.2.a,b, III.D.3)*

### **Resolution of the Recommendation**

This recommendation was addressed immediately upon receipt. The response to this recommendation is based on careful review of the recommendation, the context of the evaluation report, and related standards. The inclusion of budget assumptions, descriptions of various funds and sources of revenue, and an outline of parameters for decision-making is now published in one location within the larger budget document, enhancing transparency. Detailed analysis of budget assumptions is included in the published final budget as well as in regular informational updates to the College community. Budget Forums assessment data reveal overwhelming appreciation for the quality and helpfulness of the information provided to the College community.

### **Analysis of the results**

This midterm report reflects institutionalized practice of the recommended actions since the development of the 2010-2011 budget. As a result of recommendation 6, the District has developed a new format for the adopted budget that includes a special tab titled "Development." Beginning in the 2010-2011 fiscal year, all published budgets include this tabbed section. Behind the Development tab, the following documents are available to ensure fiscal transparency and to make the document easier to understand. The materials contained in this section include the following:

- Descriptions of all twelve funds
- The budget calendar
- The budget development assumptions
- The budget flowchart
- The power point budget presentation that is presented to the Board of Trustees prior to budget adoption

As of Fall 2012, the college is in the third iteration of this practice.

Additionally, detailed analysis of budget assumptions is articulated in the letter provided as part of the published final budget.

Further, eMemos from the College Superintendent/President explain budget assumptions within the broader context of California state budget concerns. In particular, these regular communications outline and discuss the parameters for decision-making given immediate and long-term concerns. EMemos are distributed to the entire college community and are posted on the College web site.

Concerning transparency, Citrus College has a history of conducting community-wide forums on the Citrus College budget and financial situation. Six of these forums have been held since February of 2009. Typically, the Budget Forum Presentations cover these topics for the given fiscal year:

- Citrus College current year actual revenues
- Citrus College current year actual expenditures
- Citrus College ending balance
- Overview of the California Community Colleges Budget issues
- Impact of statewide issues on Citrus College
- Proposed General Fund Budget
  - Revenue
  - Expenditures
  - Estimated ending balance
  - Estimated funded FTES
  - Deficit spending

Attendance at the six forums averaged 57 people from the categories of faculty, classified, management, confidential, students, and other. Attendees at these forums complete assessments that are processed by the Office of Institutional Research and shared with the Vice President of Finance and Administrative Services.

At each forum, participants were asked to provide feedback on their level of satisfaction with the event. There were five Likert scale items, which were rated on a 5-point scale that ranged from *Strongly Agree* (5) to *Strongly Disagree* (1).

1. The budget forum was well organized and informative
2. I have a better understanding of the state and college budget since attending the budget forum
3. I feel more knowledgeable talking about current budget issues
4. I would like to attend more forums in the future
5. I believe it is critical to have periodic college budget forums such as this one

Data from each of these forums are overwhelming positive with attendees indicating in both rankings of responses and written comments that the forums are helpful and informative.

Data from these assessments are reported to the President/Superintendent and the Financial Resources Committee, one of the standing shared governance committees of Steering Committee, the penultimate planning body of the College.

Parameters for Decision-making and Integrated Planning: The principles that guide the resource allocation process are explained on page 17 of the *Citrus College Integrated Planning Manual*.

Resource allocation processes link program reviews and strategic planning to the resources needed to accomplish the College's institutional goals. These processes apply only to the allocation of discretionary funds within the general fund. The *Integrated Planning Manual* demonstrates the relationships among program review, planning, and resource allocation.

### **Additional Plans**

As a result of this process, members of the Financial Resources Committee plans revision of the Budget Calendar Flowchart to include informing the broader college community of the budget processes.

Additionally, the Committee plans to increase involvement in the budget forums. As part of the review and revision of the *Integrated Planning Manual*, the Financial Resources Committee will assess its processes and revise the explanation of them in the new Manual.

### **Evidence**

#### **Need Links to ...**

Definitions of Budget Funds

Adopted budgets – (“Development” section; **letters.....**)

2010-11

2011-12

2012-13

Budget Forums power point presentations postings

Forum assessments postings

Steering reports

Board agendas and minutes (specific to budget reports and adoptions)

Financial Resources Committee purpose statement, membership, and minutes

Integrated Planning Manual (**year**)

Resource Allocation, p 17

President/ Superintendent eMemos to the Community

11/19/09

10/20/10

9/21/10

8/27/10

5/20/10

5/6/10

1/08/10

12/16/11

6/30/11

4/01/11

3/21/11

5/17/12

1/13/12

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**Self-Improvement Plan 1****Midterm Report  
Fall 2012**

*In order to fully achieve the proficiency level of the ACCJC rubric relative to student learning outcomes by the year 2012, the college will complete tasks identified in a comprehensive timeline for SLOs in the areas of courses, programs, degrees and certificates, as well as instructional support programs, student services programs, and institutional support services. The college's institutional support services will continue its work to identify SLOs where appropriate, establish assessments and use the results for improvement.*

Aligns with Recommendation 2 (see Page \_\_\_\_)

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**Self-Improvement Plan 2****Midterm Report  
Fall 2012**

*The director of Human Resources will work with classified employees and managers to review and revise classified job descriptions by July 1, 2010. The director will establish a process to ensure periodic updating of job descriptions.*

Aligns with Recommendation 4 (see page \_\_\_\_)

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**Self-Improvement Plan 3****Midterm Report  
Fall 2012**

*The director of Human Resources will work with the board and the appropriate campus constituent groups to develop written procedures for the recruitment and selection of academic administrators, managers, supervisors and classified staff by July 1, 2010.*

Aligns with Recommendation 4 (see page \_\_\_\_)

*As part of the comprehensive review and update of board policies, scheduled for completion by July 1, 2010, the superintendent/president will establish procedures to ensure future systematic evaluation and updates are incorporated into the planning processes of the institution. In this way, the superintendent/president will ensure that board policies and administrative procedures are revised and updated in a systematic, periodic manner. Special attention will be given to:*

- *Completion of a new equal employment opportunity procedure.*
- *Implementation of a three-year cycle for the review of all policies. The superintendent/president will establish procedures by July 1, 2010 to ensure that the periodic update of board policies is incorporated into the ongoing, systematic evaluation and planning processes of the institution. Regular updating of board policies will foster institutional improvement through ensuring that changes in state law, regulations or local practice are reviewed through the appropriate governance channels, and are more widely understood on campus.*

**Resolution of the Recommendation:**

Citrus College has adopted board policies and administrative procedures establishing timelines and procedures for systematic update and review of all board policies and administrative procedures. As part of the new review process, a new equal employment opportunity procedure was also created. All board policies and administrative procedures are evaluated and reviewed on a three-year cycle.

**Analysis of Results:**

As planned, Citrus College completed a comprehensive evaluation and review of all board policies and administrative procedures by July 1, 2012. The superintendent/president then worked with the Steering Committee, the governance committee for planning, to develop guidelines for an ongoing evaluation and review process resulting in a three-year completion cycle. Each standing committee of Steering – Fiscal, Facilities, Human Resources, Student Services, Technology, and Education Programs (Academic Affairs) – was designated as responsible for board policy and administrative procedure (BP/AP) review in their areas. The Board of Trustees took responsibility for their BP/APs, as well. A three-year timeline was established, ensuring completion.

The agreed-upon review process consists of two levels of review. First, the appropriate Cabinet member conducts a “desk audit” of all policies in their area. If no changes are needed, Steering is notified and has the opportunity to request additional review. If changes are required, the standing committee conducts a detailed review and drafts recommended new language, using templates provided by the Community College League of California as a resource. Drafts are circulated to all constituency groups for review and approval. Once all groups have completed their process, a final draft is approved by the standing committee and forwarded to Steering for action. All BP/APs are agendized for first and second readings prior to action, allowing time for additional consultation and dialog.

BP/APs are forwarded from the Steering Committee to the Board of Trustees. Board policies are agendized for first and second readings; administrative procedures are listed as information items on agendas.

The three-year review timeline is on schedule and has become a regular component of all constituent group meetings. Wider discussion and understanding of the relationship between BP/AP and the college planning processes has occurred.

### **LIST OF 2011-2012 DESK REVIEW BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

BP 1100	Citrus Community College District
BP 1200	Mission
BP 2000	Board Policy and Administrative Procedure
BP 2010	Board Membership
BP 2015	Student Trustee
BP 2105	Election of Student Trustee
BP 2110	Vacancies on the Board
BP 2200	Board Duties and Responsibilities
BP 2305	Annual Organizational Meeting
BP 2310	Regular Meetings of the Board
BP 2320	Special and Emergency Meetings
BP 2330	Quorum and Voting
BP 2340	Agendas
BP 2345	Public Participation at Board Meetings
BP 2350	Speakers Addressing the Board
BP 2360	Minutes
BP 2365	Recording
BP 3300	Public Records
AP 3560	Alcoholic Beverages
BP 5010	Admission and Concurrent Enrollment
AP 5010	Admission and Concurrent Enrollment
AP 6345	Bids and Contracts UPCCAA



BP 7107	Nepotism
BP 7110	Fingerprinting

The District maintains an equal opportunity Board Policy and Administrative Procedure (BP/AP 7100). These provisions set forth the District's diversity plan. The plan is in compliance with the model plan for diversity as formulated by the California Chancellor's Office. As part of the District's diversity plan the Human Resources Committee is charged with overseeing College compliance. In cooperation with the Office of Human Resources, the Human Resources Committee examines the diversity of all applicant pools to ensure that no disparate barriers have limited the number of applicants from underrepresented groups.

**Future Plans:**

The superintendent/president is responsible for ensuring that all BP/APs are evaluated and reviewed on a three-year cycle, thus incorporating the ongoing, systematic evaluation into college planning processes. Steering Committee will continue to review and approve the process used for updates, ensuring that all constituencies continue to be active participants.

**EVIDENCE:**

Desk audit procedure

**Self-Improvement Plan #5**

*The college will demonstrate its commitment to continuous quality improvement through updating and review of the effectiveness of the college's five major planning documents and being deliberate in utilizing the content within them in budget development.*

- *Mission Statement*
- *Strategic Plan*
- *Educational Master Plan*
- *Technology Master Plan*
- *Program Review*

*The superintendent/president will develop guidelines for the updating and review of major planning documents on a regularly scheduled cycle. Appropriate campus constituencies will participate in an ongoing evaluation of the effectiveness of the planning documents, processes and linkages to budget. This planning agenda will improve student learning and foster institutional improvement through dialogue about how the various planning processes and documents work together to achieve the college mission and improve student learning. This dialogue will result in a more coordinated approach to campus priorities and better use of limited resources.*

Aligns with Recommendation #5 (see page \_\_\_\_\_)

## ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

### COLLEGE STATUS REPORT ON STUDENT LEARNING OUTCOMES IMPLEMENTATION

**These data are as of Spring 2012**

**Proficiency Rubric Statement 1: *Student learning outcomes and authentic assessment are in place for courses, programs and degrees.***

The college meets this rubric. SLOs are in place for all courses, programs, and degrees. Program review is the major avenue for assessment dialogue and documentation. Comprehensive and annual program review processes exist in four major areas: Academic/Instructional Programs, Instructional Support, Student Services, and Institutional Support. In the last 6 years, the program review task force has been meeting regularly to continually refine the process. The major revision in the program review template was the integration of SLO assessment data and the addition of budget recommendations. In 2011-2012, institutional support programs completed annual program reviews and will continue to do so. Program review, including SLO and assessment as an important component, is the unit-level planning tool college wide and it is directly linked to the planning and resource allocation.

Course-level assessment has been very strong, which drives higher level assessment at the program and institutional levels. Although all certificates and degrees have SLOs in place, our larger cross-discipline degrees are an area of focus for 2012-2013. We will utilize the Curriculum Committee as the assessment team for these degrees. All other degrees, certificates, and programs are in assessment cycles. All student learning and support activities are in assessment cycles. We currently have three institutional SLOs which originated from the college's mission

statement. Recently, the college completed a mission revision, and the institutional outcomes will be revised accordingly in 2012-2013. Integration of SLO assessment results with program review and resource allocation can be demonstrated clearly at the program and/or institutional level.

(Word count: 250)

### **Evidence for Rubric Statement 1**

- Course outline of record for SLOs (CurricuNet for courses, degrees and certificates; Program Reviews for Program SLOs; Catalogue for ILOs and GE SLOs – also SLOA website)
- Annual program review template and SLO worksheets
- Degree and certificate SLOs are listed in CurricuNet; program level SLOs are in the program review document
- 2012 Flex Day SLO and Assessment Event (Reflection Templates – Instruct on Catalpa)
- GE Assessment Dialogue Report (SLOA website)
- English and Math basic skills course sequence was compressed as a result of analysis of outcome data. (Catalogue pages reflecting the change; Student Success Committee meeting minutes from early spring 2011).
- Examples of assessment include external evaluations of federal grants' objectives, such as Citrus Connect! STEM grant, the Bridges to Success grant, the Veterans' grant, and Race to STEM grant.
- Grant applications relied upon student outcome data to demonstrate competence and need.
- Matriculation Committee minutes and Academic Senate minutes regarding adoption of Mandatory Orientation Policy and the Mandatory Orientation Policy.
- Student Success Committee reviews cut scores as they pertain to basic skill placement and this information is utilized for decision making for placement policy. (Matriculation Committee minutes and formal reports – Ron Gordon).
- Admissions and Records SLO assessment in fall 2011 which resulted in a change of practice for online transcript request. (2011 retreat document for Admissions and Records).

- *Citrus College Integrated Planning Manual* – describes the program review process  
<http://www.citruscollege.edu/admin/planning/Documents/IntegratedPlanningManual.pdf>
- At Citrus College program review processes exist in four major areas:
  - a. Academic/Instructional Programs
  - b. Instructional Support
  - c. Student services
  - d. Institutional Support

For more details, see <http://www.citruscollege.edu/pr/Pages/default.aspx>

**Proficiency Rubric Statement 2: There is widespread institutional dialogue about the results of assessment and identification of gaps.**

The college meets this rubric. The SLOA reflection document in the annual program review provides all campus units the opportunity to document the dialogue that leads to identification of gaps and potential plans for improvement when necessary. All campus units participate in program review and have the opportunity to discuss and reflect on SLO assessment data. The *Integrated Planning Manual* documents the flow of information in planning process.

The primary way that course and program level SLO assessment data is integrated with planning is through program review. However, at the institutional level, assessment data focuses on broader outcomes, such as the GE assessment and the assessment of the institutional outcomes. Course level SLOs map up to the program and institutional level outcomes. Academic Affairs primarily reflects on assessments collected from the previous academic year (over fall and spring terms) by division; faculty groups meet on Convocation to discuss the data from both semesters which is utilized to develop recommendations linked to resource requests and also to strategic plan objectives. Further dialogue takes place during division meetings throughout the academic year.

Instructional Support, Student Services, and Institutional Support areas collect and reflect on assessments on an annual basis, but not necessarily by academic term. The college's five major planning documents reflect institutional level identification of gaps. Each planning document is constructed from the cooperative efforts of large committees comprised of all constituent groups. Action plans are developed to address the identified gaps.

(Word count: 241)

**Evidence for Rubric Statement 2**

- All SLO assessment and reflection is documented in the comprehensive assessment report.
- Flex Day Assessment Dialogue (Assessment Templates – Instruct on Catalpa)
- Sharing and discussing CCSSE data at the Academic Senate meetings and the Board of Trustees meeting. New data will be available in the fall semester and the college is planning

on discussing and reflecting on the new results. CCSSE data will continue to be a prompt during the planning process.

- GE Assessment Dialogue Report – SLOA website. [Gaps identified include: the need of increased communication between instructional departments and student services (counseling and library); enhanced alignment between basic skills and transfer level classes (establishment of prerequisites) ]
- Program Reviews: All program reviews include reflection on assessment data. For more details, see <http://www.citruscollege.edu/pr/Pages/default.aspx>
- *Citrus College Integrated Planning Manual*
- CTE advisory board minutes
- The development of the Strategic Plan is based on a college-wide dialogue and analysis of institutional assessments, such as: CCSSE, ARCC, the Citrus College fact book. The analysis and identification of gaps have led to the formation of the focus areas of the strategic plan. (Strategic Plan Progress Report)
- The college analyzed course offerings by transfer category from the institutional capacity perspective, and the Enrollment Management Committee utilized this data to realign course offerings to better support completion of the local GE pattern requirements. (Enrollment Management Committee minutes)
- Faculty Survey results on SLOA – Fall 2010

**Proficiency Rubric Statement 3: Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.**

The college meets this rubric. As discussed previously, the Integrated Planning Manual documents the flow of information in planning process. Course level SLOs map up to the program and institutional level outcomes. SLO assessment reflections/analyses are linked directly to resource and planning during the annual program review process. Program review data (including SLOA) are utilized to develop recommendations linked to resource requests and also to strategic plan objectives. Requests for faculty and staff positions, along with facilities and equipment go through campus-wide prioritization processes, but in order to be considered, requests need to be identified through the program review process (documented in the annual reviews). All program reviews are published and shared with the campus and community.

At the institutional level, our shared governance committees have dialogue about broader outcome assessment data. For example, the Student Success Committee worked with the math and English departments to analyze assessment data from sequential courses and decided to collapse the basic skills course sequences. Another example is the college's budget-cut decision-making process. In reaction to the current budget crisis, budget cut decision-making was based upon multiple factors including a critical examination of the college's mission and data from enrollment management. All college constituency groups were consulted in the process. A third example is the data generated from the GE Assessment Dialogue. The identified gaps have been linked to two strategic objectives and Academic Affairs, Student Services, and Instructional Support will work together to improve in these areas. (Word Count: 244)

**Evidence for Rubric Statement 3**

- Planned action items as a result of the GE forum discussion include: SLO coordinator will set up a meeting with the VP of SS to talk about the need of increased communication between instructional departments and student services (counseling and library); SLO coordinator will meet with Curriculum Chair, VP AA to discuss the need of enhanced



alignment between basic skills and transfer level classes (establishment of prerequisites)  
[documented in GE Assessment Dialogue Report – on SLOA website]

- Resource request examples: Chemistry requested fume hoods; Math requested faculty; Biology requested support staff for labs. (Program reviews)
- Faculty members are involved in departmental planning processes, such as the prioritization of the resource request in the division. [prioritized list of requests from divisions]
- FNIC memo and Academic Senate minutes
- Priority Registration Task Force: Minutes
- Supplemental Instruction (SI): based on student outcome data in math and science classes, SI was provided to students as an option to improve academic success. Program evaluations were conducted and the results show that SI had made a positive and significant impact on student success.
- Mandatory orientation for new students – Matriculation minutes and new policy
- Student Success Committee agendas and minutes for the curriculum reform of the basic skills classes (The college analyzed course offerings by transfer category from the institutional capacity perspective, and the Enrollment Management Committee utilized this data to realign course offerings to better support completion of the local GE pattern requirements.)
- Grant allocations for equipment, supplies, and personnel
- Perkins equipment requests
- The TeCS department has utilized the student survey data from CCSSE in terms of technology needs and computer usage on campus. The survey data helped us better understand how students use technology to support learning. It also helped the TeCS department make decisions to allocate resources for open labs and classrooms. (TeCS Program Review)

**Proficiency Rubric Statement 4: *Appropriate resources continue to be allocated and fine-tuned.***

The college meets this rubric. The college's original interpretation of this bullet in the rubric was focused on appropriate resource allocation related to support of SLOA efforts. As a result the *Institutional Plan to Meet Proficiency Levels by 2012* reflects this interpretation. However, we have several examples that demonstrate proficiency based on our new understanding of the rubric statement.

The college relies on the mission, vision, and values, strategic plan and other major planning documents to inform resource allocation. This pathway is highlighted in the Integrated Planning Model. All programs on campus participated in planning via program review. Our governance committees also include multiple constituencies and provide the opportunity for input.

The college has a prioritization process that is embedded in program review. In Academic Affairs, all requests generated through program review are prioritized at the division level, and then forwarded to the appropriate committee/office. In the other areas of the college, prioritization happens at the unit level. The Financial Resources Committee receives and evaluates all prioritized requests campus wide. The Office of Human Resources provides a process for analyzing and making recommendations for staff requests, and the Faculty Needs Identification Committee (FNIC) analyzes and makes recommendations for faculty position requests. Recommendations are forwarded to the President's Cabinet for final decision-making. The college is committed to assessing the effectiveness of the process and has charged the Institutional Effectiveness Committee with this task. (Word Count: 232)

**Evidence for Rubric Statement 4**

- *Institutional Plan to Meet Proficiency Levels by 2012*
- Allocation of VTEA funds
- Foundation mini grants: application and granting criteria
- VP prioritization list (classified staff, facilities, equipment, and software needs)
- FNIC – Faculty Needs Identification Committee criteria sheet and committee members
- IEC survey results

- Policy change on priority registration - Matriculation Committee minutes and policy
- Policy change on mandatory orientation- Matriculation Committee minutes and policy

**Proficiency Rubric Statement 5: Comprehensive assessment reports exist and are complete and updated on a regular basis.**

The college meets this rubric. The college has finished two comprehensive annual assessment reports. These reports include examples of SLOs, assessments and cycles for all programs of the college. In April 2010, the college developed a detailed action plan to help the college meet SLOA proficiency. The campus-wide SLOA committee (Hot Shots) constructed the plan based upon the *ACCJC Evaluating Institutional Effectiveness Rubric*, and more than 50 action items were developed with responsible parties and projected completion dates. The plan has gone through five updates. As a result of completing all action items, the college is beyond proficiency. An annual report to ACCJC has been completed and submitted every year. All reports are shared with the campus. (Word Count: 116)

**Evidence for Rubric Statement 5**

- Comprehensive assessment reports
- SLO levels and where they reside map
- Integrated Planning Manual, pages 12 through 15, documents use of assessment data as part of annual and comprehensive program reviews for all programs.
- Previous ACCJC Annual Reports
- CCSSE results (Institutional Research)
- Strategic Plan Progress Report (Institutional Research)

**Proficiency Rubric Statement 6: Course student learning outcomes are aligned with degree student learning outcomes.**

The college meets this rubric. All degrees and certificates have outcomes in place. Hot Shots approved a mapping mechanism to link course level outcomes to program/degree/certificate outcomes. This map is called the curriculum map. Course-level SLOs are mapped to higher-level SLOs in the following ways:

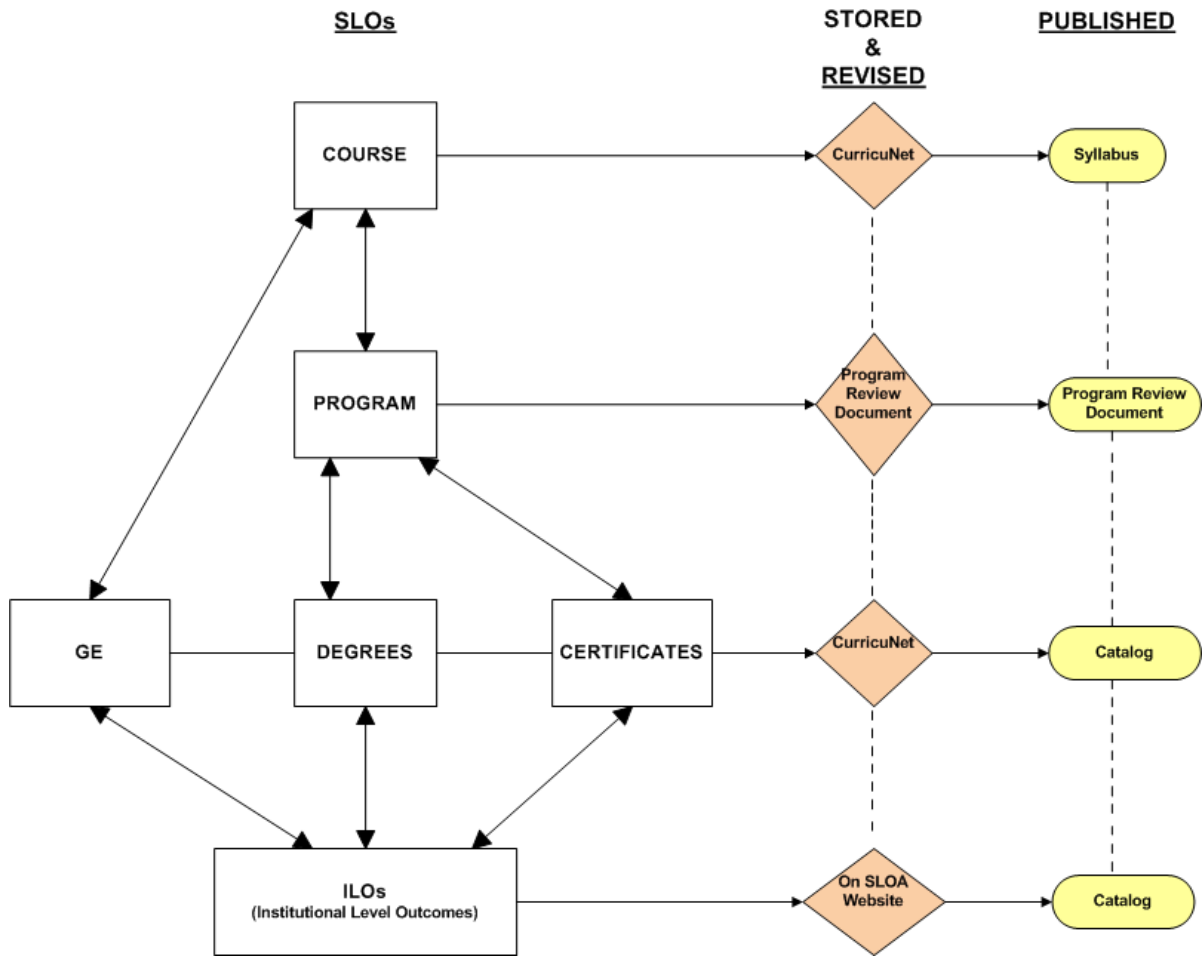
1. Via curriculum maps to program SLOs;
2. Via curriculum maps to discipline-specific degrees and certificates;
3. Via core competency to General Education (GE) pattern and broader degrees;
4. Via assignment to GE, and/or degree, and/or certificate (institutional-level outcomes) to college mission.

(Word Count: 87)

**Evidence for Rubric Statement 6**

- Curriculum maps (in program reviews)
- GE outcomes
- Institutional-level outcomes – SLOA website
- GE area course lists – SLOA website
- Degree course lists (CurricuNet and Catalogue)
- Certificate course lists (CurricuNet and Catalogue)
- The core competencies – SLOA website
- *Levels of SLOs and Where They Reside*: a flowchart

Figure 1: Levels of SLOs and where they reside



**Proficiency Rubric Statement 7: Students demonstrate awareness of goals and purposes of courses and program in which they are enrolled.**

The college meets this rubric. In order to better understand our students' level of awareness, the college will analyze quantitative data and narrative pending the receipt of CCSSE results in August, 2012. Several supplemental questions were added to the 2012 CCSSE that addressed students' perception of SLOs and assessment. This will enable the college to better identify gaps in student awareness of our SLOA process.

Citrus college makes students aware of program goals and purposes in several ways. The college publishes course-level outcomes in syllabi, program-level outcomes in program review documents; degree/certificate and GE outcomes in the catalogue; and the institutional-level outcomes in the catalogue and the college website. Some of the student services areas have utilized program review to analyze data on students' level of awareness, such as the satisfaction survey in the Admissions & Records, Extended Opportunity Programs & Services, and the annual graduates' counseling survey.

A student awareness campaign was launched in spring 2011. Posters and electronic flyers with information about institutional outcomes were displayed campus wide. Also a Success Tips! link was created on the college website which directed students to support services for academic excellence (college success resources and study tips), job and vocational skills, and lifelong dreams. The college plans a future analysis of student usage of this page. Future plans also include highlighting institutional outcomes in the mandatory orientation for all new students coming in the fall. (Word Count: 235)

**Evidence for Rubric Statement 7**

- CCSSE data
- Catalogue
- Program reviews

- *Institutional Plan to Meet Proficiency Levels by 2012*
- Mandatory orientation materials
- Report on syllabi including several examples – some from DE



### **Self-Assessment on Level of Implementation**

The college has met proficiency and is currently working at the “Sustainable Continuous Quality Improvement” level for Student Learning Outcomes. The college has a process for outcome assessment at all levels and program review is the vehicle for linking assessment results to changes in practice and resource requests. Dialogue about student learning occurs at all levels of planning and resource allocation. The college evaluates SLOA processes via the Institutional Effectiveness Committee and through oversight provided by Hot Shots and the Program Review Task Force. The college continually evaluates and fine-tunes organizational structures to support student learning. This is demonstrated by the college’s recent mission revision, basic skills course compression, comprehensive program review revision, recent organizational structure realignment, GE Assessment Dialogue results. Also, the Vice President, Student Services was recently added to the SLOA oversight committee and to Hot Shots. Citrus College demonstrates that student learning improvement is a visible priority in all practices and structures across the college. Our recent mission revision states our commitment to improvement of student learning, and this commitment is also apparent in the strategic goals as well as all grant goals and objectives. Learning outcomes are specifically linked to program reviews. Course level assessment and dialogue serves as the foundation to the higher level outcomes. As a result, institutional level assessment and dialogue is relatively new compared to course-level efforts. However the college is committed to continue to excel in this area. (Word Count: 237)

### **Evidence for Self-Assessment on Level of Implementation**

- Annual program reviews
- GE Assessment Dialogue Report
- Resource request prioritization – VP lists and FNIC list; Financial Resources Committee minutes
- Grant applications
- Mission
- Student Success Committee minutes – math and English course compression
- IEC survey

- *Citrus College Integrated Planning Manual* – describes the planning and resource allocation process and program review  
<http://www.citruscollege.edu/admin/planning/Documents/IntegratedPlanningManual.pdf>
- Hot Shots agendas and minutes
- SLOA oversight agendas and minutes

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	Jun 19, 2012	Resolution	_____
SUBJECT:	Board Ad-Hoc Committee in Support of Governor Brown's November 2012 Ballot Initiative	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

The Board of Trustees of the Citrus Community College District supports the passage of the Governor's initiative, which has the official title, "Temporary Taxes to Fund Education, Guaranteed Local Public Safety Funding," that is proposed to be placed on the November 2012 ballot, and will limit the cuts which would otherwise be made to California's community colleges and K-12 districts, while providing budget stability from the temporary increases in sales and personal income taxes for four years.

At the May 15, 2012, Board of Trustees meeting, Trustees Keith and Rasmussen volunteered to serve on a Board ad-hoc committee in support of Governor Brown's Tax Initiative that will appear on the November 2012 ballot.

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

**RECOMMENDATION**

Authorization is requested to select Susan M. Keith and Patricia Rasmussen as the Board of Trustees ad-hoc committee in support of Governor Brown's November 2012 Ballot Initiative.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No.       H.14

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	June 19, 2012	Resolution	X
SUBJECT:	Resolution in Support of Governor Brown's November 2012 Ballot Initiative, "Temporary Taxes to Fund Education, Guaranteed Local Public Safety Funding"	Information	
		Enclosure(s)	X

BACKGROUND

The Board of Trustees' Ad Hoc Committee on the Governor's Ballot Initiative, Trustee Susan M. Keith and Trustee Patricia Rasmussen, has recommended that the Board of Trustees approve Resolution 2011-12-10 in support of the Governor's initiative, which will limit the cuts that would otherwise be made and provide budget stability for the next four years to California community colleges. This resolution was developed by the Community College League of California and the content was adapted for Citrus College.

This item was prepared by Marilyn Grinsdale, Protocol and Government Relations Officer.

RECOMMENDATION

Authorization is requested to approve Resolution 2011-12-10 in support of Governor Brown's November 2012 Ballot Initiative, "Temporary Taxes to Fund Education, Guaranteed Local Public Safety Funding."

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No.     H.15.

**CITRUS COMMUNITY COLLEGE DISTRICT**  
**RESOLUTION**  
**2011-12-10**

Resolution in Support of the Governor's November 2012 Ballot Initiative

WHEREAS, California's community colleges have undergone extensive cuts in funding over recent years, while trying to educate the largest high school graduating classes in California history, and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders; and

WHEREAS, California's community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5 to 15 percent annually per district; and

WHEREAS, California's community colleges have carried an estimated 252,000 students over the last five years (2007-2008 to 2011-2012) for whom they have not received any apportionment, categorical, or student support funding; and

WHEREAS, California's community colleges are operating with \$996 million (23 percent) less in total programmatic support in 2011-2012 than in 2007-2008, including cuts to both apportionment and categorical funding; and

WHEREAS, California's community colleges have operated on per-student funding that has been reduced from \$5,659 in 2007-2008 to \$5,115 in 2011-2012, a loss of 9.6 percent over this five-year period, while the unfunded cost-of-living (2008-2009 to 2011-2012) has increased by a compounded 16.8 percent; and

WHEREAS, California's community colleges are essential for providing higher education opportunity for more than two million Californians annually; and

WHEREAS, California's community colleges are essential for providing students with the skills to be economically successful in the California economy, and

WHEREAS, without passage of the "Temporary Taxes to Fund Education" Initiative, Citrus College will likely undergo a "trigger cut" in January 2013 of approximately \$3 million, and along with other community colleges and segments of education in California, will likely have funding curtailed for years; now, therefore, be it

RESOLVED, that the Board of Trustees of the Citrus Community College District supports the passage of the Governor's initiative, which has the official title, "Temporary Taxes to Fund Education, Guaranteed Local Public Safety Funding,"

that is proposed to be placed on the November 2012 ballot, and will limit the cuts which would otherwise be made to California's community colleges and K-12 districts, while providing budget stability from the temporary increases in sales and personal income taxes for four years.

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

\_\_\_\_\_  
Joanne Montgomery  
President  
Board of Trustees

Date: June 19, 2012

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	BP 3501 Campus Security and Access and BP 5510 Off-Campus Student Organizations – First Reading	Information	
		Enclosure(s)	X

**BACKGROUND**

The District’s Board policies and procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC). BP 3501 Campus Security and Access (and the corresponding AP 3501) is a new policy that establishes and outlines procedures for security and access to District facilities. Board Policy BP 5510 Off-Campus Student Organizations (and the corresponding AP 5510) is a new policy that establishes responsibility for students engaged in activities at off-campus locations. These Board Policies have been reviewed and approved by the Steering Committee on June 11, 2012. Attached to these policies, for information only, is the related Administrative Procedure.

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

**RECOMMENDATION**

Authorization is requested to approve the first reading of Board Policy 3501 Campus Security and Access and Board Policy 5510 Off-Campus Student Organizations.

John Baker  
Recommended by

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

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

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

Item No.          H.16. \_\_\_\_\_

# CITRUS COMMUNITY COLLEGE STUDENT SERVICES

## BP 3501      Campus Security and Access

Reference:      *34 Code of Federal Regulations Part 668.46(b)(3)*

**Note:** *This is a NEW policy and is **legally required**.*

The Superintendent/President shall establish procedures for security and access to District facilities.

**NOTE:** *This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.*

Approvals:  
SSC            3/15/12  
ASCC         5/2/12  
CSEA         4/30/12  
Senate        5/23/12  
Supv/Conf    5/1/12  
Mgr            5/2/12



# CITRUS COMMUNITY COLLEGE STUDENT SERVICES

## AP 3501 Campus Security and Access

Reference: 34 Code of Federal Regulations Section 668.46(b)(3)

**Note:** *This is a NEW procedure and is **legally required**.*

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all facilities is by key/card, if issued, or by admittance via Campus Safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities without employee supervision. Should access be needed to campus facilities during non-business hours, the Department of Campus Safety must be contacted prior to entering any facility owned or operated by Citrus College. Campus Safety can be reached at (626) 914-8611.

Employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open after the closing of campus. All buildings will be secured by Campus Safety by 10:30 p.m. and will re-open at 6:00 a.m. Monday through Friday. At closing, building intruder alarms will be activated. If building access is required after hours, on holidays, or on weekends, monitored admittance is necessary and a faculty or staff I.D. will be required.

Alarm systems, communications, outdoor lighting, emergency phones in elevators and campus emergency phones are tested by campus safety on a regular basis and any necessary maintenance issues are reported to the facilities department for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities, and other concerned areas review these results. Additionally, during the academic year, the director of facilities, campus safety supervisor, and maintenance staff shall meet to discuss campus security and access issues of pressing concern.

**NOTE:** *This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.*

Office of Primary Responsibility: Dean of Students

Approvals:	
SSC	3/15/12
ASCC	5/2/12
CSEA	4/30/12
Senate	5/23/12
Supv/Conf	5/1/12
Mgr	5/2/12

# CITRUS COMMUNITY COLLEGE DISTRICT

## STUDENT SERVICES

### BP 5510            Off-Campus Student Organizations

**References:**            34 CFR 668.46 (b)(7)

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

***Note:** This is a NEW policy (7/11) and is **legally required** even if the District has no officially recognized student organizations with off-campus locations.*

***NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.*

Approvals:  
SSC                    4/26/12  
ASCC                5/15/12  
CSEA                5/15/12  
Senate               5/9/12  
Supv/Conf          5/9/12  
Mgr                   5/2/12

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5510 Off-Campus Student Organizations

**Reference:** 34 Code of Federal Regulations Section 668.46(b)(7)

Citrus Community College District, Department of Campus Safety does not provide law enforcement service to off-campus organizations nor are activities off-campus recognized by District authority.

**Note:** *This is a New procedure (7/11) and is **legally required**.*

**NOTE:** *This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.*

Approvals:	
SSC	4/26/12
ASCC	5/15/12
CSEA	5/15/12
Senate	5/9/12
Supv/Conf	5/9/12
Mgr	5/2/12

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees	Action	X
DATE	June 19, 2012	Resolution	
SUBJECT:	BP 1200 Mission – First Reading	Information	
		Enclosure(s)	X

**BACKGROUND**

Per accreditation standards, the college is required to undergo regular review of its mission statement. Specifically, standard IA requires that a college’s mission statement define the following:

1. the institution’s broad educational purposes,
2. its intended student population, and
3. Its commitment to achieving student learning

The Steering Committee devoted a series of work sessions to discussing and providing input on the college’s mission statement. At the May 7, 2012, meeting, two draft mission statements were approved for a collegewide survey that would allow the college community to vote on the language of their choice.

The survey received 190 responses, with 60% voting for the following mission statement:

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

**RECOMMENDATION**

Authorization is requested to approve the first reading of Board Policy 1200 Mission.

Lan Hao, Ph.D.  
Recommended by

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

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

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

Item No.           H.17.

# CITRUS COMMUNITY COLLEGE DISTRICT DISTRICT

## BP 1200            MISSION

Reference:            ACCJC Accreditation Standard I

The mission of the Citrus Community College District is:

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

~~We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.~~

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

The mission is evaluated and revised on a regular basis.

**NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Board Approved	11/18/08
Desk Review - No Changes	06/16/11

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	X
DATE	June 19, 2012	Resolution	_____
SUBJECT:	BP 2100 Board Elections and BP 2745 Board Self-Evaluation – First Reading	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.

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

**RECOMMENDATION**

Authorization is requested to approve the first reading of the following Board Policies: BP 2100 Board Elections and BP 2745 Board Self-Evaluation.

Geraldine M. Perri, Ph.D.  
Recommended by

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

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

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

Item No.     H.18.

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## BP 2100 BOARD ELECTIONS

**References:** Education Code Sections 5000 et seq. and 72022

The term of office of each trustee shall be four years, commencing at the first Board meeting in December following the November election. Elections shall be held every two years, in odd numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

The Board of Trustees has provided for the election of trustees by trustee areas. The trustee areas include:

Trustee Area 1 ~~Azusa/Covina/Glendora/Irwindale~~ Azusa and portions of Duarte  
Representative

Trustee Area 2 ~~Claremont/Azusa/Pomona/La Verne~~ Claremont and portions of Pomona and La Verne  
Representative

Trustee Area 3 ~~Duarte/Arcadia/Azusa/Monrovia~~ Duarte and portions of Azusa, Monrovia, Arcadia, Covina and Irwindale  
Representative

Trustee Area 4 ~~Glendora/Azusa/San Dimas~~ Glendora and portions of San Dimas  
Representative

Trustee Area 5 ~~Monrovia/Bradbury/Duarte~~ Monrovia/Bradbury and portions of Duarte  
Representative

A District Trustee Area Map with the individual Trustee Area Maps are available in the Superintendent/President's Office.

The election of a Board member residing in and registered to vote in the trustee area he or she seeks to represent shall be only by the registered voters of the same trustee areas.

The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, in pursuant to Education Code 5019.5.1., if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board of Trustees to act as required by law.

**NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by shading.

Board approved 11/18/08

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## BP 2745 BOARD SELF-EVALUATION

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

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

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

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

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

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

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

**NOTE:** This policy is **suggested as good practice**. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Board approved 01/13/09