

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Second Meeting in October

DATE: Tuesday, October 16, 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
Arvid Spor, Vice President of Student Services
Robert Sammis, Director of Human Resources
Carol Horton, Vice President of Finance and Administrative Services
James Woolum, Academic Senate President
Steve Siegel, Classified Employees
Crescencio Calderon, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. Approval of the Regular Meeting Minutes of October 2, 2012

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

1. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organizations: Citrus College Faculty Association CTA/NEA (CCFA);
2. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organizations: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352;
3. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organizations: California School Employees Association (CSEA) Citrus College Chapter Local 101.
4. Per Section 54957: Public Employee Discipline/Dismissal/Release.
5. Per Section 54956.9(a) Conference with legal Counsel - Existing Litigation:

Gil Aguirre v. Citrus Community College District Board of Trustees, Geraldine Perri. Case No. BS139800

G. INFORMATION AND DISCUSSION

1. 2012-2013 Annual Implementation Plan (AIP) – Dr. Lan Hao, Director of Institutional Research (Page)
2. 2012 CCSSE Survey Results – Dr. Lan Hao, Director of Institutional Research (Page)
3. Program Plan for Extended Opportunities Programs & Services 2012-2013 – Dr. Arvid Spor, Vice President of Student Services (Page)
4. AP 3515 Reporting of Crimes and AP 3540 Sexual and Other Assaults on Campus (Page)

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 September 2012. (Page)
- d. Authorization is requested to approve purchase orders for September 2012. (Page)

Academic Affairs

- e. Authorization is requested to approve the modified courses, inactivated courses, and the modified programs. (Page)
- f. Authorization is requested to approve a field trip/tour for thirty-one (31) students from *MUS 150 Professional Performance Techniques* and *MUS 228 Blue Note Swing Orchestra* and five (5) staff members to perform in Hawaii from June 30 through July 14, 2013. (Page)

- g. Authorization is requested to approve a field trip/tour for forty-seven (47) students from *MUS 126 Chamber Singers II* and *MUS 212 Citrus Singers Tour Ensemble (Classical)*, four (4) faculty members to perform in New York from April 16 through April 22, 2013. (Page)

Personnel Recommendations

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

H. ACTION (continued)

Business Services

- 2. Authorization is requested to reject the claim, submitted on September 12, 2012, and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). (Page)

General

- 3. Authorization is requested to grant approval for the Citrus College Foundation to apply for a one-day liquor license from the Alcoholic Beverage Control agency to serve wine at the Foundation's private reception to be held December 14, 2012, from 6 p.m. to 8 p.m. on the Citrus College campus. (Page)
- 4. Authorization is requested to approve the first reading of BP 3520 Local Law Enforcement. (Page)

5. Authorization is requested to approve the second reading of the Board's revised Goals for 2012-2013. (Page)

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

I. ADJOURNMENT

Dates to Remember:

| | |
|-------------------|--|
| November 1, 2012 | 7 th Annual Saluting Our Veterans |
| November 12, 2012 | HOLIDAY – <i>Veteran's Day</i> |
| November 20, 2012 | Board of Trustees Meeting |
| December 4, 2012 | Board of Trustees Reorganizaition Meeting |

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, for whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public hearing.

To make such a request, please contact Christine Link, the Recording Secretary to the Board of Trustees at (626) 914-8821 no later than 12 p.m. (noon) on the Monday prior to the Board meeting.

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|---------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| DATE | DATE | Resolution | _____ |
| SUBJECT: | 2012-2013 Annual Implementation Plan (AIP) | Information | _____ X |
| | | Enclosure(s) | _____ X |

BACKGROUND

The Citrus College Strategic Plan: 2011-2016 was implemented in Fall 2011. The academic year 2012-2013 marks the second year of implementation for this five-year plan. This annual implementation plan details the definitive activities and the corresponding measurable outcomes the college will complete to advance the Citrus College Strategic Plan in the six focus areas and thirteen institutional goals identified.

This item was prepared by Linda Swan, Administrative Secretary.

RECOMMENDATION

Information only, no action required.

Dr. Lan Hao
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.

**Citrus College Strategic Plan
2012-2013 Annual Implementation Plan
Strategic Objectives by Areas of Leadership**

| | Strategic Objectives | Page Number |
|-------------------------|-----------------------------|--------------------|
| Academic Affairs | 1.1.1 | P2 |
| | 1.1.2 | P3 |
| | 1.1.5 | P5 |
| | 1.2.3 | P7 |
| | 1.2.5 | P8 |
| | 2.2.1 | P11 |
| | 2.2.4 | P14 |
| | 2.2.6 | P16 |
| | 3.1.4 | P24 |
| | 5.2.1 | P40 |
| | 5.2.4 | P43 |
| | 6.1.1 | P44 |
| Student Services | 1.1.3 | P4 |
| | 1.1.8 | P6 |
| | 2.1.1 | P9 |
| | 2.1.2 | P10 |
| | 2.2.2 | P12 |
| | 2.2.3 | P13 |
| | 2.2.5 | P15 |
| | 2.3.2 | P18 |
| | 2.3.4 | P20 |
| | 2.3.7 | P21 |
| | 3.2.4 | P28 |
| | 4.1.2 | P30 |
| | 4.1.3 | P31 |

| | Strategic Objectives | Page Number |
|---|-----------------------------|--------------------|
| Finance and Admin Services | 3.1.5 | P25 |
| | 4.2.2 | P33 |
| | 4.2.3 | P34 |
| | 4.2.4 | P35 |
| | 5.2.2 | P41 |
| | 5.2.3 | P42 |
| Human Resources | 3.1.3 | P23 |
| TeCS | 2.3.3 | P19 |
| | 3.1.2 | P22 |
| | 4.1.1 | P29 |
| | 5.1.1 | P36 |
| | 5.1.3 | P38 |
| | 6.1.4 | P47 |
| Communications | 6.1.2 | P45 |
| | 6.2.1 | P48 |
| | 6.2.2 | P49 |
| Development and Alumni Relations | 6.2.3 | P50 |
| | 3.2.3 | P27 |
| | 6.1.3 | P46 |
| Institutional Research | 6.2.4 | P51 |
| | 2.3.1 | P17 |
| President | 5.1.5 | P39 |
| | 3.2.1 | P26 |
| | 4.1.5 | P32 |
| | 5.1.2 | P37 |

CITRUS COLLEGE STRATEGIC PLAN

2012-2013 Annual Implementation Plan

Focus Area One: Academic Excellence;

Focus Area Two: Student Support and Success;

Focus Area Three: College Resources;

Focus Area Four: Learning Environment;

Focus Area Five: Institutional Effectiveness;

Focus Area Six: Community/College Relations

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.1: Increase student access to courses by offering a wider range of scheduling options.

Contact: Vice President of Academic Affairs

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|---------|---------|
| I | CO | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">Assemble necessary Banner extract data in partnership with TeCS.Using new Banner extract data, develop forms that show FTES totals by transfer category. | <ul style="list-style-type: none">Banner extract is refreshed daily and incorporated into newly developed forms and reports that are available to the instructional team.FTES reports with totals by transfer category |

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.2: Assess the need to develop and implement English and mathematics skill-level advisories or pre-requisites for entry level courses in other disciplines.

Contact: Vice President of Academic Affairs

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| | P | I | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">Survey faculty to measure the level of support for adding/revising skill-level advisories or pre-requisites for entry level GE courses. | <ul style="list-style-type: none">Number and percent of faculty teaching entry level GE courses who would support adding or revising skill-level advisories or pre-requisites in English and mathematics |

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.3: Develop strategies to encourage student to complete English and mathematics courses at the associate degree level at the earliest stages in their matriculation.

Contact: Vice President of Student Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|---------|---------|
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">• Mandate Student Educational Plans for new students with math and English courses programmed into their first term.• Work with the academic deans in the fall 2012 semester to secure enough sections of math and English (reading and writing) courses to be offered in the fall 2013 semester to meet the forecasted demand of new students.• Secure funding to implement DegreeWorks in Banner so that students can complete an online educational plan. | <ul style="list-style-type: none">• Percent of new students taking math and English courses in their first semester• Number of sections of math and English offered in fall 2013• Funding to implement DegreeWorks secured in spring 2013 |

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.5: Expand curriculum development and curriculum alignment through increased collaborations with K-12 districts and four-year colleges and universities.

Contact: Vice President of Academic Affairs, Vice President of Student Services

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none"> • Educational Programs Committee and Articulation Officer (or group assigned by cabinet) will continue to define, encourage and promote program of study effectiveness, including curriculum development and alignment that results in increased attainment of certificates, degrees and transfer. • Share effective programs of study with K-12/USD, facilitate discipline/program dialogues, i.e., HS exit/college entry, encourage seamless connections. • Consult local/statewide Academic Senate and use resources congruent with national and state initiatives. Learn from programs with higher completion rates. • Integrate College of Completion outcomes and lessons learned through implementation of Transfer Degrees/model curriculum. Adopt or adapt strategies to increase completion in career technical education programs. Emphasize college preparation and timely completion of college goal. • As appropriate to intra and interagency curriculum development and alignment, include university and/or K-12 partners in professional development opportunities. | <ul style="list-style-type: none"> • Program of study effectiveness, including curriculum development and alignment, further defined and promoted. Courses effectively and efficiently sequenced and scheduled. Percentage of change in the number of certificates, degrees and transfers. • Transfer Degree programs of study shared with K-12/USD partners. Discussion facilitated between instructional personnel, which included resources, such as course-to course sequences, course outlines and CA curriculum standards/frameworks. • Local/statewide Academic Senate consulted and programs with higher completion rates studied. • College of Completion outcomes and lessons learned through implementation of Transfer Degrees/model curriculum integrated. Course sequences, outlines, and articulation for career technical programs continued. College preparation and timely completion of academic goals emphasized. • (Contingent upon the availability of STEM or CTE grant activities/funds) faculty participated in single and multiple-discipline dialogues and initiated curriculum development and alignment with secondary partners. University and K-12 partners were included in discussions when appropriate. |

Focus Area 1: Academic Excellence

Institutional Goal 1.1: Citrus College will provide high quality instructional programs in recognized and emerging fields of study that lead to successful attainment of degrees, certificates, employment and transfer.

Strategic Objective 1.1.8: Provide increased opportunities for student feedback in institutional and instructional practices.

Contact: Vice President of Student Services, ASCC, and Director of Institutional Research

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">• Form a task force in fall 2012 consisting of student affairs and academic affairs key personnel to develop options for collecting student feedback in the spring of 2013.• Review and analyze CCSSE 2012 data• Institutional Research staff will present CCSSE data and results to various shared governance committees providing the opportunity for discussion, dialogue, and feedback. | <ul style="list-style-type: none">• Documented feedback from campus community by May 2013• CCSSE data reviewed and increased understanding of the results collegewide• Number of meetings that discussed CCSSE data |

Focus Area 1: Academic Excellence

Institutional Goal 1.2: Citrus College will support teaching and learning with high quality professional development, ongoing student outcomes assessment, and thoughtful selection and application of technological support.

Strategic Objective 1.2.3: Utilize research to identify successful instructional strategies and promote interdisciplinary dialogue on assessment and excellence in teaching.

Contact: Vice President of Academic Affairs, Director of Institutional Research, Faculty Learning Institute

Timeline:

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| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none"> • Host college workshops on innovative teaching strategies for adjunct and full-time faculty members. • Provide presentations and dialogue workshops at events such as Flex Day to faculty and staff regarding SLO assessment. | <ul style="list-style-type: none"> • One workshop per year by the Faculty Learning Institute regarding innovative teaching strategies. • All faculty attending Flex Day will participate in SLO discussions. |

Focus Area 1: Academic Excellence

Institutional Goal 1.2: Citrus College will support teaching and learning with high quality professional development, ongoing student outcomes assessment, and thoughtful selection and application of technological support.

Strategic Objective 1.2.5: Develop a formal mentoring program for faculty.

Contact: Vice President of Academic Affairs, Faculty Learning Institute, Director of Human Resources

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">• Establish a formal Mentoring Committee consisting of full-time faculty and members of the management team and identify potential funding sources for program• Advertise for the program and recruit potential mentors from the full-time faculty• Pair newly hired faculty with faculty willing to serve as mentors for an academic year• Host monthly workshops for newly hired faculty focused on teaching, classroom management, assessment, and assimilation to the Citrus College environment• Survey participants regarding improvements to the program | <ul style="list-style-type: none">• Mentoring Committee established and funding sources identified• All newly hired faculty will participate in the program• All mentees and mentors will meet regularly throughout the year• Five workshops hosted throughout the 2012–2013 academic year for the participants in the program• Program participants surveyed |

Focus Area 2: Student Support and Success

Institutional Goal 2.1: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.1.1: Develop and implement an institutional student recruitment campaign to reach potential students. This plan, which will utilize various recruitment/marketing modalities, will aim to brand the college and its uniqueness.

Contact: Vice President of Student Services, Director of Communications

Timeline:

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| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none"> • Create a plan to promote the College of Completion initiative and pursue grant funding in collaboration with Academic Affairs to enable the college to support the initiative. The initiative will focus on increasing the number of transfers to universities, as well as degree and certificate completion. • Discuss the inclusion of the outreach plan in External Relations' comprehensive marketing plan with the Director of Communications. • Utilize existing college brand (logo) until new branding plan is implemented. | <ul style="list-style-type: none"> • Opportunities for grant funding identified by June 2013. • Inclusion of the outreach plan in the marketing plan by October 2012. • Consistent usage of the college logo. |

Focus Area 2: Student Support and Success

Institutional Goal 2.1: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.1.2: Develop a comprehensive outreach program to connect both high school and middle school students to the college at multiple points through the year with a variety of strategies; examine the possibility of developing a program that focuses on a more structured method for high school students to enroll at the College.

Contact: Vice President of Student Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">The vice president of student services will work with the vice president of academic affairs and dean of students to develop an outreach plan for middle school and high school students that teaches students about the benefits of a college education and informs them about how to enroll. The program will take into consideration recent budget reductions and state mandates about enrollment priorities. | <ul style="list-style-type: none">A plan developed and shared with the priority registration committee and other shared governance entities by December 2012. |

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.1: Implement best practices identified by groups such as the State Basic Skills Task Force and the RP (Research and Planning) Group with the goal of increasing the basic skills improvement rate.

Contact: Vice President of Academic Affairs, Vice President of Student Services, Director of Institutional Research

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|--|
| <ul style="list-style-type: none">• Monitor data supplied by the Office of Institutional Research that measures the success/retention/ persistence of students moving from ENGL 099 to ENGL 101 and make any necessary changes to curriculum to improve outcomes.• Participate in the College Success Advisory Committee and stay informed of progress in attaining the goals of the Basic Skills Initiative Action Plan. | <ul style="list-style-type: none">• Changes made to curriculum, if necessary• Number of College Success Advisory Committee meetings Instructional team members involved in basic skills attended and proposals made |

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.2: Evaluate the feasibility of collaborating with CSU to conduct joint assessments (e.g. Early Assessment Program) during high school in an effort to ensure that students take a single assessment for both institutions and that students have time to remedy identified deficiencies prior to college entrance.

Contact: Vice President of Student Services

Timeline:

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| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">The Matriculation/Assessment Committee is working with the Early Assessment Program Coordinator at Cal Poly Pomona about the feasibility of implementing a common assessment program on campus. | <ul style="list-style-type: none">Number of Matriculation/Assessment Committee meetings with CSU Early Assessment Coordinator's attendance by January 2013 and the outcome regarding the feasibility of moving forward. |

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.3: Increase communication between the counseling department and instructional departments utilizing program-specific counselors in areas such as: assisting students with learning disabilities, the use of the transfer guide, and providing more specific information about transfer to students.

Contact: Vice President of Student Services, Vice President of Academic Affairs

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none"> • The coordinator of the Career/Transfer Center will meet with the dean of Career Technical Education to facilitate communication between counseling and CTE faculty • Counseling faculty will work with the articulation officer to provide Flex Day training on how the Student Success Task force Recommendations (SSTF) will affect counseling for students and each student’s course of study. Following Flex Day, write a short article for <i>Citrus View</i> and post PowerPoint presentations on Citrus College website. • Counselors will be invited to provide orientations in large groups to specific divisions during the 2012-13 year • Invite program specific instructors and deans to counseling department meetings to update counselor faculty about programs and provide samples of ideal course taking patterns • Meet with CTE, athletics, STEM and nursing departments at least once each term. Information will be disseminated at department meetings. | <ul style="list-style-type: none"> • Number of times met • Number of faculty who participated in the Flex Day. Pre- and post-test regarding the SSTF recommendations administered. • Number of times counselors provided orientation • Number of meetings attended • The coordinator of the Career/Transfer Center will arrange for at least one training/update for counseling faculty and advisors regarding requirements of CTE and other careers during the 2012-13 academic year. |

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.4: Increase specialized programs to support student learning such as tutoring, online tutoring, supplemental instruction, learning communities, a writing lab, a reading center and intensive programs such as Power Math.

Contact: Vice President of Academic Affairs, Vice President of Student Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
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| <ul style="list-style-type: none">• Make budget and personnel adjustments to maintain present services even if budget cuts are implemented or grant funds are reduced• Maximize use of supplemental instruction in STEM fields utilizing external funding | <ul style="list-style-type: none">• Number of staff and lab supervisors cross-trained to improve efficiencies and maintain services in the midst of budget cuts.• Number of science and math introductory courses offered with Supplemental Instruction (SI) and results from SI evaluation |

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.5: Conduct a series of formal assessments (including student and faculty focus groups) to identify student learning needs and strategies to address those needs.

Contact: Vice President of Student Services, Director of Institutional Research

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| | P | I | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">• IRPC will analyze CCSSE and CFSSE results to identify focus areas for further inquiry• IRPC will determine appropriate groups to conduct research pertaining to those focus areas and develop corresponding methods for assessment• IRPC will establish a timeline for 2013-2014 in-depth assessment and development of strategies to address the focus areas | <ul style="list-style-type: none">• Focus areas determined and prioritized by the end of fall 2012• Methods for in-depth assessment developed by end of spring 2013• 2013-2014 timeline established for in-depth assessment and development of strategies to address the focus areas |

Focus Area 2: Student Support and Success

Institutional Goal 2.2: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.2.6: Conduct a comprehensive review of certificates, including the use and selection of advisory committees, articulation and promotion strategies.

Contact: Vice President of Academic Affairs

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| P | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">• Determine Programs on Campus meeting AP 4102 definition of CTE• Review Advisory minutes of CTE programs meeting AP 4102 definition for Title 5 compliance | <ul style="list-style-type: none">• A list of programs produced meeting AP 4102 definition of CTE; website and catalog pages revised as needed.• Recommendations to area deans/lead faculty for future advisory committee meetings/minutes |

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.3.1: Conduct ongoing research to determine how pilot programs such as the Basic Skills Initiative and the STEM grant impact student success.

Contact: Director of Institutional Research

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|---------|---------|
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">• Conduct research to examine students' progression from basic skills to college level courses in math and English.• Conduct research to evaluate effectiveness of the STEM grant component, such as SI, Math Success Center, and the STEM Center. | <ul style="list-style-type: none">• Progress rates of students from basic skills to college level courses in math and English• Results of evaluation of STEM grant components |

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.3.2: Research best practices to improve student persistence and implement the strategies that are the most promising.

Contact: Vice President of Student Services, Director of Institutional Research

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|---------|---------|
| P | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">• Implement the components of the new Student Success Act.• Secure funding to roll out the College of Completion initiative.• Secure funding to begin using the student educational plan function in DegreeWorks. | <ul style="list-style-type: none">• All facets of the Student Success Act, which can be implemented without new funding, implemented before June 2013.• Components of the College of Completion started by spring 2013.• Funding secured for a full implementation of DegreeWorks, in collaborations with the vice president of academic affairs |

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.3.3: Utilize technology to assist students in completing programs, including degree audit, online counseling and online educational plans.

Contact: Chief Information Services Officer, Vice President of Student Services

Timeline:

| | | | | |
|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | I | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">• Implement DegreeWorks to better track student progress• Transition online counseling support from pilot program in Footprints to SARS online counseling module to be used in winter 2013. Track students in Footprint pilot program in fall 2012, and transition to tracking students in new SARS module starting winter 2013. | <ul style="list-style-type: none">• Number of certificates loaded in DegreeWorks and number of students that received a degree audit by spring 2013• Number of students using online counseling by spring 2013 |

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will strengthen programs and services that address the learning needs of students.

Strategic Objective 2.3.4: Enhance faculty's knowledge of transfer issues, such as how and where classes transfer and alignment of curriculum from basic skills to transfer courses.

Contact: Vice President of Student Services, Academic Senate

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| | P | I | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">The coordinator of the Career/Transfer Center and the Articulation Officer will host a workshop for faculty during Flex Day regarding how to use the official repository for articulation, assist.org. This will help faculty understand how the courses they teach fit into a transfer program. | <ul style="list-style-type: none">Knowledge gained among participants at the February 2013 Flex Day workshop about how their classes fit into the basic skills or transfer pattern. |

Focus Area 2: Student Support and Success

Institutional Goal 2.3: Citrus College will enhance its supportive collegiate environment to enable students to persist and to achieve their goals of transfer, degree and certificate completion.

Strategic Objective 2.3.7: Identify ways to more visibly acknowledge and reward student achievement and transfer.

Contact: Vice President of Student Services, Director of Communications

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none"> The Citrus College Foundation and the Office of External Relations will continue to work with Student Services in planning the achievement and scholarship awards events and producing the program and invitations. External Relations will continue to publish all Honor Roll student names every semester in the local chambers of commerce publications, the local newspapers, the <i>Clarion</i> and on the Citrus College website. External Relations will continue to produce the printed Commencement Program, design the Commencement pin and coordinate media relations for Commencement. Student Services will provide information to External Relations that will enable them to publish the number of students transferring to four-year colleges and universities and the names of the colleges and universities on the college website, in the News Magazine and Annual Report and other appropriate media. | <ul style="list-style-type: none"> 10% increase in the percentage of achievement and scholarship awards issued in 2012-2013 compared to 2011-2012 Number of Honor Roll students recognized Number of students attending Commencement Number of transfer students recognized |

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.2: Increase technical support for Academic Affairs and Student Services, such as providing wireless access to the whole campus; expanding on-line access to one's own personnel information; incorporating into technology planning a procedure for evaluating and testing new instructional technology

Contact: Chief Information Services Officer, Vice President of Academic Affairs, Vice President of Student Services

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|--|
| <ul style="list-style-type: none">• Move career/transfer data to Banner• Start the Instruction Technology Committee in fall 2012, which will provide guidance for purchasing and implementing technology in classrooms and labs | <ul style="list-style-type: none">• Move completed by end of winter 2013; Reports developed to support data in Banner.• Recommendations from the Instructional Technology Committee |

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.3: Develop an orientation program for new hires at both college-wide and division/department levels

Contact: Director of Human Resources

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">• Meet with the Academic Senate and Faculty Association to develop ideas for a new faculty orientation program.• Meet with the Adjunct Federation to develop ideas for a new faculty orientation program.• Meet with CSEA to develop ideas for a new classified employee orientation program.• Develop any necessary Board Policy and Administrative Procedure.• Develop internal human resources operating procedures. | <ul style="list-style-type: none">• Implementation of an orientation process for all new employees. |

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.4: Develop a clearer communication process to promote program review and equipment procurement funding priorities, resulting in improved allocation of physical resources.

Contact: Vice President of Academic Affairs, Vice President of Fiscal and Administrative Services, Academic Senate

Timeline:

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|----------|----------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">• Program Review Task Force will review current communication processes used to promote program review and equipment procurement funding priorities and recommend improvements. Improvements will include a process that starts with program review led by faculty and staff and is prioritized through voting at each level until the highest ranked program review recommendations goes through the Finance Committee for funding approval. All program review leaders will be informed as to whether or not they received funding.• Program Review outcomes will be documented annually. | <ul style="list-style-type: none">• A documented process that promotes program review and equipment procurement funding priorities implemented by June 2013• Program Review outcomes documented annually |

Focus Area 3: College Resources

Institutional Goal 3.1: Citrus College will maximize the use of existing fiscal, physical, personnel and technical resources via effective planning and resources management.

Strategic Objective 3.1.5: Seek input from various constituencies on how to use current resources more efficiently.

Contact: Vice President of Fiscal and Administrative Services, Director of Institutional Research, Director of Human Resources, Chief Information Services Officer

Timeline:

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|---------|----------|----------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">• Solicit input from various standing committees on how to use current resources more efficiently• Solicit input on how to use current resources more efficiently by e-mail• Solicit input on how to use current resources more efficiently by webpage links on the District's intranet | <ul style="list-style-type: none">• Receipt of input from standing committees• Receipt of input from those emailed• Receipt of input from those responding to District intranet webpage links |

Focus Area 3: College Resources

Institutional Goal 3.2: Citrus College will expand the college resources base by cultivating new avenues of funding and pursuing opportunities to enhance existing resources.

Strategic Objective 3.2.1: Centralize and integrate grant development with institutional planning.

Contact: President

Timeline:

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|---------|----------|----------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--------------------------------------|
| On hold due to budget/staffing reductions | n/a |

Focus Area 3: College Resources

Institutional Goal 3.2: Citrus College will expand the college resources base by cultivating new avenues of funding and pursuing opportunities to enhance existing resources.

Strategic Objective 3.2.3: Develop corporate sponsorships for both academic programs and vocational programs.

Contact: Director of Development and Alumni Relations

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none"> • Obtain new funding by identifying and soliciting businesses for corporate sponsorships (establishing the Presidents Circle) • Comprise a committee to establish funding priorities and mechanics for obtaining foundation funding. • Obtain new funding by identifying and soliciting private foundations for educational support • Enhance donor relations with existing resources through personal connections and visits to thank and steward current donors at the \$500 level and above and send personal notes to all donors. • Create and implement a new process that tracks, monitors and furthers a donor’s charitable giving • Create collateral/marketing materials for display on campus • Develop relationships with allied professionals who will recommend Citrus College to their clients who need to enhance their charitable giving profile • Host an on-campus seminar (spring 2013) bringing licensed professionals to the college constituency and community for an educational seminar related to estate planning services. • Establish the Gift and Estate Planning Function in the Foundation | <ul style="list-style-type: none"> • 40 businesses identified; 30 of those businesses solicited; funding obtained from 15-20 of those businesses, which is dedicated to the Citrus College Completion Campaign (4C) • Committee formed • 40 private foundations identified; 30 of those foundations solicited; funding obtained from 10-15 of those private foundations for various on-campus projects established by the Committee referenced above. • Number of personal connections made, including visits and notes • New tracking and monitoring process implemented • Marketing materials created and displayed • Number of relationships developed • College seminar held in spring 2013 • Foundation Gift and Estate Planning Function established |

Focus Area 3: College Resources

Institutional Goal 3.2: Citrus College will expand the college resources base by cultivating new avenues of funding and pursuing opportunities to enhance existing resources.

Strategic Objective 3.2.4: Increase on-campus retail services to better serve the students' needs.

Contact: Vice President of Student Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|--|
| <ul style="list-style-type: none">Bookstore staff will work with the Cosmetology and Esthetician Departments to increase product and service sales | <ul style="list-style-type: none">Cosmetology and esthetician product and service sales increased by 10%; increase of at least four additional training classes offered by Redkin and Dermalogica to cosmetology and esthetician students. |

Focus Area 4: Learning Environment

Institutional Goal 4.1: Citrus College will enhance student learning by providing a safe, accessible and attractive campus with classrooms, labs, equipment/technology and parking adequate to meet student needs.

Strategic Objective 4.1.1: Continue to maintain and improve buildings and classrooms on campus with a focus on cleanliness and repairs; keep classrooms and technical equipment up-to-date with new instructional technologies when appropriate.

Contact: Chief Information Services Officer, Vice President of Fiscal and Administrative Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">As budget allows, replace technology equipment in classes based on need. | <ul style="list-style-type: none">Number of updates made to classroom computers, classroom AV equipment, and central servers. |

Focus Area 4: Learning Environment

Institutional Goal 4.1: Citrus College will enhance student learning by providing a safe, accessible and attractive campus with classrooms, labs, equipment/technology and parking adequate to meet student needs.

Strategic Objective 4.1.2: Improve student access to information by various means such as textbook loan programs, e-readers/texts, extended library hours and a personalized Wingspan page.

Contact: Vice President of Student Services, Chief Information Services Officer, Vice President of Academic Affairs

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">The Educational Technology workgroup (aka Gizmo) or other group assigned by the cabinet will deliver a comprehensive recommendation for student portal, degree/certificate audit, electronic SEPs and the synthesis of all three to EPC, SS & CITC by the end of the spring 2013 semester | <ul style="list-style-type: none">Recommendation for student portal, degree/certificate audit, electronic SEPs and the synthesis of all three to EPC, SS & CITC by the end of the Spring 2013 semester developed and delivered |

Focus Area 4: Learning Environment

Institutional Goal 4.1: Citrus College will enhance student learning by providing a safe, accessible and attractive campus with classrooms, labs, equipment/technology and parking adequate to meet student needs.

Strategic Objective 4.1.3: Improve parking conditions by encouraging alternative transportation options such as the creation of a carpool program and increased access to bike racks, bus schedules and passes.

Contact: Vice President of Student Services, Vice President of Fiscal and Administrative Services

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|--|
| <ul style="list-style-type: none">Work with Physical Resources Committee to develop a plan to address parking conditions and encourage alternative transportation. | <ul style="list-style-type: none">Number of meetings with the committee during 2012-2013 academic year; follow up done on bike rack order prior to the end of the fall 2012 semester |

Focus Area 4: Learning Environment

Institutional Goal 4.1: Citrus College will enhance student learning by providing a safe, accessible and attractive campus with classrooms, labs, equipment/technology and parking adequate to meet student needs.

Strategic Objective 4.1.5: Support opportunities associated with the creation of the new Gold Line Station.

Contact: President, Vice President of Fiscal and Administrative Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">• Monitor updates and information on the progress of the Gold Line and take any appropriate action, such as writing letters or attending meetings.• Raise student awareness of the importance of advocating for Gold Line extension• Remain accessible and open to opportunities to collaborate with the Gold Line Construction Authority, cities within the college district and other colleges to further promote the extension of the Gold Line from Azusa to Montclair. | <ul style="list-style-type: none">• Number of letters written and meetings attended• Number of activities in which student awareness was raised• Collaboration opportunities with other stakeholders |

Focus Area 4: Learning Environment

Institutional Goal 4.2: Citrus College will increase ecological responsiveness through enhanced measures for utilities conservation, recycling and promotion of alternative transportation strategies.

Strategic Objective 4.2.2: Incorporate efficient methods of heating, ventilating and air conditioning (HVAC), lighting technologies, electrical distribution and alternative generation, and/or usage reduction for campus facilities, such as passive or active solar technologies, advanced lighting devices, occupancy sensors and integrated load-shedding into facilities construction, renovation and maintenance.

Contact: Vice President of Fiscal and Administrative Services

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | P | I | I | I |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|--|
| <ul style="list-style-type: none"> • Upgrade IS Building HVAC system and Infrastructure • Continue to upgrade the Energy Management System (EMS) • Investigate retro-commissioning (RCx) of the Central Plant | <ul style="list-style-type: none"> • Quantitative reduction in the total amount of degree days above the maximum allowable set-point, which will reduce server shutdown and lapse in delivery of technology. • Quantitative reduction in the total amount of controller failures and work orders for service on actuators and VAV's supplying conditioned air to campus facilities. • Quantitative reduction in the daytime run-time of the chillers and cooling tower at the central plant; and, overall improved functionality of the central plant thereby resulting in less electrical usage. |

Focus Area 4: Learning Environment

Institutional Goal 4.2: Citrus College will increase ecological responsiveness through enhanced measures for utilities conservation, recycling and promotion of alternative transportation strategies.

Strategic Objective 4.2.3: Improve water conservation efforts through measures such as drought tolerant landscaping, drip irrigation and more cost-effective bathroom fixtures.

Contact: Vice President of Fiscal and Administrative Services

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | I | I | I |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">• Install water efficient toilets, urinals and faucets in all new buildings• Plant water-wise or drought tolerant fauna at new planting locations | <ul style="list-style-type: none">• Quantitative delivery and verification of water-wise and/or water consumption efficient devices, which reduces the usage of water on campus.• Quantitative delivery and verification of drought tolerant planting, which reduces the usage of water used for irrigation on campus. |

Focus Area 4: Learning Environment

Institutional Goal 4.2: Citrus College will increase ecological responsiveness through enhanced measures for utilities conservation, recycling and promotion of alternative transportation strategies.

Strategic Objective 4.2.4: Improve recycling efforts on campus through the addition of recycling bins, recycling incentives and competitions for students and staff, and electronic waste collection for items such as computers, batteries and printer cartridges.

Contact: Vice President of Fiscal and Administrative Services, Vice President of Academic Affairs, Vice President of Student Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">• Implement the Sustainability Plan• Report progress on meeting the objectives of Sustainability Plan annually to the Board of Trustees• Evaluate the DEEP Program | <ul style="list-style-type: none">• Steering Committee and Board Approval of the Sustainability Plan• Annual progress reported to the Board of Trustees• Student evaluation of DEEP Program |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.1: Make data needed for decision making readily available and easily accessible for broader understanding, including enhancing data used in program review and promoting communications and data sharing options within and across departments.

Contact: Chief Information Services Officer, Director of Institutional Research, Vice President of Academic Affairs, Vice President of Student Services

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | I | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none"> Automate annual program review data entry Provide WorkFlow in Banner to automate communication when data changes Develop 320 reporting with an integrated team (SS, AA, Fiscal, IT, IR) to improve apportionment reporting for college Create a Legislative Website for the college that can assist members of the college community in researching, tracking and managing bills and propositions | <ul style="list-style-type: none"> Pilot for data entry developed in spring 2013 and tested in summer 2013 Six workflow processes developed, tested and implemented by the end of spring 2013 Improved accuracy for enrollment projection and apportionment reporting Legislative website created |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.2: Continue to expand communications regarding shared governance and decision making to all levels of divisions and departments.

Contact: President

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none"> • Meet with ASCC student leaders to review college organization and governance structure • Coordinate orientation for ASCC leaders with Superintendent/President and cabinet • Visit academic department and share college completion goals • Cabinet members will make periodic visits to the Academic Senate, Classified Staff, Supervisor/Confidential Team and Management Team to provide updates and to discuss shared governance issues • Update the college Shared Governance Handbook | <ul style="list-style-type: none"> • Number of meetings with ASCC • Number of ASCC leaders in attendance at orientation • Visits made to departments • Visits made to constituency groups • Shared Governance Handbook updated |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.3: Automate data collection for routine and repetitive tasks to enhance productivity whenever possible.

Contact: Chief Information Services Officer

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| | P | I | I | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">Automate noncredit application and related data entry. | <ul style="list-style-type: none">Noncredit application automated and related data entry tested in spring 2013 and in production in summer 2013 |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.1: Citrus College will strengthen the campus culture of planning and informed decision making by maximizing the use of research, program review and student outcomes assessment.

Strategic Objective 5.1.5: Expand Institutional Research resources to provide more opportunity for interactions and collaborations with divisions and departments.

Contact: Director of Institutional Research

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|---------|---------|
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">IR staff will provide tailored program review data upon requestAttend department meetings and present CCSSE data for review and discussion | <ul style="list-style-type: none">Number of ad hoc reports producedNumber of department meetings attended |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.2: Citrus College will focus on integrating and institutionalizing planning and budget development through ongoing and systematic review and evaluation.

Strategic Objective 5.2.1: Continue to update planning processes to ensure that program review and other relevant data are incorporated and that planning is linked to budgeting.

Contact: Vice President of Academic Affairs, Director of Institutional Research

Timeline:

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|----------|----------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">• Complete all annual program reviews• Divisions will hold prioritization meetings• Host annual data workshops on Flex Day; IR staff will work with divisions for specific data.• Gain consensus on a college-wide timeline for all annual program reviews | <ul style="list-style-type: none">• All annual program reviews completed by September 30, 2012• Division budget priorities forwarded to VPs by October 31, 2012• Requests made for additional data and depth of analysis in 2012-2013 program review documents.• Consensus gained on a college-wide timeline for all annual program reviews by the end of the fall semester |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.2: Citrus College will focus on integrating and institutionalizing planning and budget development through ongoing and systematic review and evaluation.

Strategic Objective 5.2.2: Develop strategies to enhance communication, discussion and understanding of the budget across all levels of divisions and departments.

Contact: Vice President of Fiscal and Administrative Services, President

Timeline:

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| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| | P | I | I | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">• Create and promote an electronic method for stakeholders to communicate budgetary issues and concerns.• Survey cost center managers to measure level of use of financial information on the intranet | <ul style="list-style-type: none">• Stakeholder e-mail reviewed and responded to and a summary of data provided to Financial Resources Committee for their review• Percentage of cost center managers using intranet financial information and the percentage of cost center managers who require additional training to make full use of electronic tools. |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.2: Citrus College will focus on integrating and institutionalizing planning and budget development through ongoing and systematic review and evaluation.

Strategic Objective 5.2.3: Automate process for budget development and submission.

Contact: Vice President of Fiscal and Administrative Services

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|---|
| <ul style="list-style-type: none">Work with Deans via Live Oak to improve reliability of Lecture Hour Equivalency data extract. | <ul style="list-style-type: none">Decreased variance between budget and actual spending |

Focus Area 5: Institutional Effectiveness

Institutional Goal 5.2: Citrus College will focus on integrating and institutionalizing planning and budget development through ongoing and systematic review and evaluation.

Strategic Objective 5.2.4: Expand the use of student learning outcomes assessments including incorporating assessment results into the course and program improvement and development.

Contact: Vice President of Academic Affairs, Academic Senate

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
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| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
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| <ul style="list-style-type: none">• Support SLOA coordinator, curriculum chair, program review coordinator and academic senate in facilitating, defining and establishing processes and practices for SLOA linkage to program and course development and/or modification• Explore new technologies that will help streamline the process. | <ul style="list-style-type: none">• Program level SLO's available stored and accessed on an electronic database.• New online comprehensive program review cycle initiated |

Focus Area 6: Community/College Relations

Institutional Goal 6.1: Citrus College will enhance the college’s public image and prominence in the educational community through the cultivation of effective partnerships and collaboration with business, industry, education, and governmental and service organizations.

Strategic Objective 6.1.1: Advise, assist and support outreach efforts and partnerships such as local K-12 districts, San Gabriel Valley/Foothill Association of Community Colleges, and local four-year colleges and universities.

Contact: Vice President of Academic Affairs

Timeline:

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|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | I | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none"> Continue building secondary to postsecondary career pathways will with local K-12 districts. Support instructional program outreach and partnership building with local K-12 districts. CTE Advisory Committees will receive important Citrus College, regional and state community college promotional materials (the mission, value and education opportunities). | <ul style="list-style-type: none"> At least one summer middle school event will integrate CTE with Math and Science. At least one summer 8th grade Science Camp will occur at Citrus College. At least ten visits to local schools will be conducted. When invited, CTE will attend and participate in USD planning/implementation meetings. Ten or more CTE Advisory Councils will receive the “California’s Economic Payoff <i>Investing in College Access & Completion</i>” publication to inform the business/industry partnership about investments in public education and initiatives to increase completion of Certificates, Degrees and Transfer. |

Focus Area 6: Community/College Relations

Institutional Goal 6.1: Citrus College will enhance the college’s public image and prominence in the educational community through the cultivation of effective partnerships and collaboration with business, industry, education, and governmental and service organizations.

Strategic Objective 6.1.2: Develop an external relations/advancement plan that includes marketing, communication, public relations and resource development strategies.

Contact: Director of Communications

Timeline:

| | | | | |
|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| I | CO | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|---|--|
| <ul style="list-style-type: none">• Create a communications matrix and project catalogue that includes all marketing efforts, publications, events and public relations efforts• Consolidate and develop an annual plan that incorporates all of the aforementioned items and provides a more detailed overview of the elements of the communications matrix and project catalogue, such project details and objectives. | <ul style="list-style-type: none">• The matrix and project catalogue will be published in spring of 2013• The annual marketing plan will be completed in spring of 2013 |

Focus Area 6: Community/College Relations

Institutional Goal 6.1: Citrus College will enhance the college’s public image and prominence in the educational community through the cultivation of effective partnerships and collaboration with business, industry, education, and governmental and service organizations.

Strategic Objective 6.1.3: Develop strategies to strengthen partnerships with external constituent groups, such as chambers of commerce; federal, state and local government officials; business and industry; and service organizations

Contact: Director of Development and Alumni Relations, Chief Information Services Officer

Timeline:

| | | | | |
|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none"> • Develop an internal committee that will that will follow a shared governance model and will meet quarterly to determine the range of events in which Citrus College would benefit and to plan, advise and strategize events. • Attend events to enhance and develop networking opportunities with local service groups and chambers of commerce • Increase contact with various local government and school board officials to develop relationships • Augment visibility and advertising in community and local publications by placing targeted advertisement and messages of support in various local community group event programs and community magazines. • Make contact will all new elected officials in the district schedule college visits. • Support the Superintendent/President as chair of SanFACC for the 2012-2013 year, including developing a SanFACC legislative program, coordinating SanFACC meetings, updating the SanFACC website and scheduling visits with SanFACC legislators in Sacramento. • Complete the draft for a Citrus College Docent Program. | <ul style="list-style-type: none"> • Advisory committee established. • At least three chamber of commerce events per month in each of the district trustee areas attended • At least two community and school district events attended • Placement of at least two advertisements or messages • Number of contacts made with newly elected officials and visits scheduled • Number of SanFACC accomplishments in 2012-2013 • Draft of docent program completed |

Focus Area 6: Community/College Relations

Institutional Goal 6.1: Citrus College will enhance the college’s public image and prominence in the educational community through the cultivation of effective partnerships and collaboration with business, industry, education, and governmental and service organizations.

Strategic Objective 6.1.4: Develop and recommend a process of determining the feasibility, purpose and outcome of community events sponsored and/or hosted by the college.

Contact: Chief Information Services Officer

Timeline:

| | | | | |
|----------|----------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">Develop standards and written procedure for hosting college events | <ul style="list-style-type: none">Standards and procedures for hosting campus events developed and distributed in spring 2013 |

Focus Area 6: Community/College Relations

Institutional Goal 6.2: Citrus College will enhance the sense of collegiality among members of the college through effective communication and community-building activities.

Strategic Objective 6.2.1: Enhance pride in the institution’s image by continuing to promote faculty, staff and student success stories in the community.

Contact: Director of Communications

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|---------|---------|
| I | I | I | I | I |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">• Identify additional publications and establish a relationship for disseminating information.• Utilize local, regional and national media in promoting success stories.• Expand the utilization of online and social network sources to provide additional information regarding college news, events and publications.• Continue to produce <i>Citrus College News Magazine</i> twice a year. | <ul style="list-style-type: none">• Additional vehicles identified for disseminating information to members of the college and external communities.• Opportunities for additional media coverage increased• A revamped page for External Relations on Facebook• The <i>Citrus College News Magazine</i> published twice a year. |

Focus Area 6: Community/College Relations

Institutional Goal 6.2: Citrus College will enhance the sense of collegiality among members of the college through effective communication and community-building activities.

Strategic Objective 6.2.2: Conduct research through environmental scans, focus groups and other marketing research to develop a new brand identity in conjunction with the Citrus College centennial.

Contact: Director of Communications

Timeline:

| | | | | |
|----------|----------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| P | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|--|
| <ul style="list-style-type: none">Consult with Business faculty to establish a collegewide committee responsible for developing a new brand identityPlan and develop the abovementioned research elements that will be used in creating the new brand | <ul style="list-style-type: none">Collegewide committee establishedResearch conducted |

Focus Area 6: Community/College Relations

Institutional Goal 6.2: Citrus College will enhance the sense of collegiality among members of the college through effective communication and community-building activities.

Strategic Objective 6.2.3: Revise the current college Style Guide/Graphic Identity standards to reflect consistency and accuracy of all the college's branding and graphic identity standards. Develop a protocol that is communicated and enforced among the college community.

Contact: Director of Communications

Timeline:

| | | | | |
|---------|---------|---------|---------|---------|
| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
| | I | | | |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|--|
| <ul style="list-style-type: none">• Revise the current Citrus College Style Guide to reflect the changes from a print-dependent medium to a more electronic medium• Conduct presentations and training in the college's divisions and departments | <ul style="list-style-type: none">• Style Guide will be revised for launch at the 2013 Convocation• Presentations and trainings conducted |

Focus Area 6: Community/College Relations

Institutional Goal 6.2: Citrus College will enhance the sense of collegiality among members of the college through effective communication and community-building activities.

Strategic Objective 6.2.4: Sponsor an annual networking opportunity with faculty and members of the external community, such as hosting a mixer on campus for members of the college’s faculty, Foundation board, Board of Trustees, Citizen’s Oversight Committee, advisory board members and the college’s constituency groups.

Contact: Director of Development and Alumni Relations

Timeline:

| 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 |
|---------|---------|---------|---------|---------|
| I | I | I | I | I |

| <u>Specific Activities</u> | <u>Projected Measurable Outcomes</u> |
|--|---|
| <ul style="list-style-type: none">• Increase involvement in various shared governance committees.• Plan and execute a Foundation Board retreat to develop board cohesiveness and increase effectiveness among board directors• Plan an annual mixer that will enhance relationships and collegiality among various college and community based groups. Include donors and community stakeholders to showcase college developments. | <ul style="list-style-type: none">• Level and/or percentage of increased involvement• Foundation Board retreat hosted in Spring 2013• Mixer hosted and feedback from participants |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---------------------------|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| DATE | DATE | Resolution | _____ |
| SUBJECT: | 2012 CCSSE Survey Results | Information | X |
| | | Enclosure(s) | X |

BACKGROUND

For the fourth time, Citrus College has participated in the Community College Survey of Student Engagement (CCSSE) which provides information about student engagement and the amount of time students invest in meaningful educational practices. This report provides a brief overview of the results.

This item was prepared by Linda Swan, Administrative Secretary II.

RECOMMENDATION

Information only, no action required.

Dr. Lan Hao
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.2.

Community College Survey of Student Engagement

Citrus College

2012 Key Findings

Table of Contents

| | |
|--|---|
| Key Findings: A Starting Point | 2 |
| Benchmarks of Effective Educational Practice | 3 |
| Aspects of Highest Student Engagement | 4 |
| Aspects of Lowest Student Engagement | 5 |
| 2012 <i>CCSSE</i> Special-Focus Items | 6 |
| <i>CCFSSE</i> | 8 |

Key Findings: A Starting Point

The Key Findings report provides an entry point for reviewing results from your administration of the 2012 Community College Survey of Student Engagement (CCSSE). The report provides college-specific data in an easy-to-share format including benchmark comparisons between the college, top-performing colleges, and the CCSSE cohort. It also highlights aspects of highest and lowest student engagement at the college, as well as results from five of the CCSSE special-focus items on promising educational practices. Select faculty survey data are also highlighted.

Promising Practices for Student Success

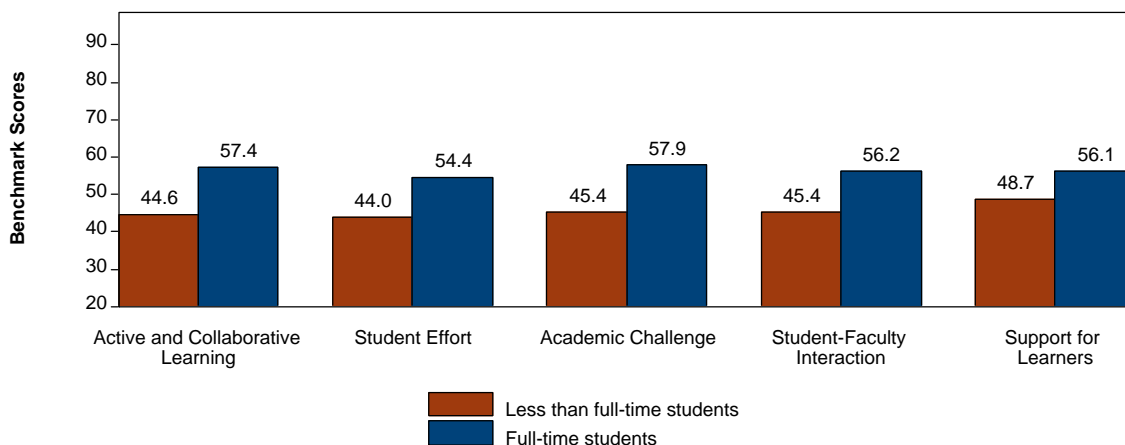
In each annual administration, CCSSE has included special-focus items to allow participating colleges and national researchers to delve more deeply into areas of student experience and institutional performance of great interest to the field. The 2012 special-focus items are part of an ongoing national research project focused on community college students' participation in a defined collection of promising practices for which there is emerging evidence of effectiveness in strengthening student learning, persistence, and attainment. This work will link data from the 2012 CCSSE special-focus items; related items on the 2012 faculty survey (CCFSSE), which explore the extent of faculty members' use of the identified promising practices in their teaching; and institutional data collected from the new Community College Institutional Survey (CCIS) that address questions about how these promising practices are implemented across varied institutions. Additionally, a corresponding special-focus module will be included in the 2012 administration of the Survey of Entering Student Engagement (SENSE).

This data collection will provide empirical confirmation of promising educational practices in community colleges; quantification of the extent to which those practices are part of the current experience of our students; and information about whether participation in these types of practices varies across subgroups of students. Ongoing data analysis will provide new evidence of how student participation in these practices is related to overall student engagement, academic progress, and college completion.

Benchmark Overview by Enrollment Status

Figure 1 below represents your institution's CCSSE benchmark scores by students' enrollment status.

Figure 1



Benchmarks of Effective Educational Practice

The *CCSSE* benchmarks are groups of conceptually related survey items that address key areas of student engagement. The five benchmarks denote areas that educational research has shown to be important to students' college experiences and educational outcomes. Therefore, they provide colleges with a useful starting point for looking at institutional results and allow colleges to gauge and monitor their performance in areas that are central to their work. In addition, participating colleges have the opportunity to make appropriate and useful comparisons between their performance and that of other groups of colleges.

Performing as well as the national average or a peer-group average may be a reasonable initial aspiration, but it is important to recognize that these averages are sometimes unacceptably low. Aspiring to match and then exceed high-performance targets is the stronger strategy.

Community colleges can differ dramatically on such factors as size, location, resources, enrollment patterns, and student characteristics. It is important to take these differences into account when interpreting benchmark scores—especially when making institutional comparisons. The Center for Community College Student Engagement has adopted the policy “Responsible Uses of *CCSSE* and *SENSE* Data,” available at www.ccsse.org.

CCSSE uses a three-year cohort of participating colleges in all core survey analyses. The current cohort is referred to as the 2012 *CCSSE* Cohort (2010-2012) throughout all reports.

CCSSE Benchmarks

★ Active and Collaborative Learning

Students learn more when they are actively involved in their education and have opportunities to think about and apply what they are learning in different settings. Through collaborating with others to solve problems or master challenging content, students develop valuable skills that prepare them to deal with real-life situations and problems.

★ Student Effort

Students' own behaviors contribute significantly to their learning and the likelihood that they will successfully attain their educational goals.

★ Academic Challenge

Challenging intellectual and creative work is central to student learning and collegiate quality. These survey items address the nature and amount of assigned academic work, the complexity of cognitive tasks presented to students, and the rigor of examinations used to evaluate student performance.

★ Student-Faculty Interaction

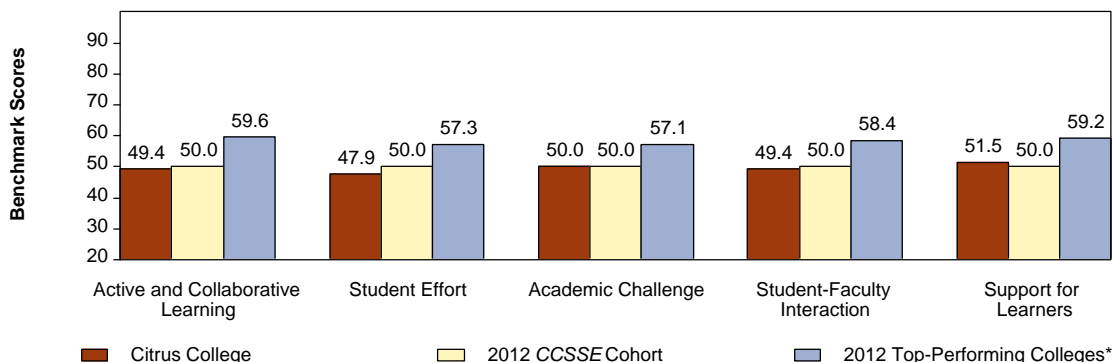
In general, the more contact students have with their teachers, the more likely they are to learn effectively and to persist toward achievement of their educational goals. Through such interactions, faculty members become role models, mentors, and guides for continuous, lifelong learning.

★ Support for Learners

Students perform better and are more satisfied at colleges that provide important support services, cultivate positive relationships among groups on campus, and demonstrate commitment to their success.

For further information about *CCSSE* benchmarks, please visit www.ccsse.org.

Figure 2



*Top-Performing colleges are those that scored in the top 10 percent of the cohort by benchmark.

Notes: Benchmark scores are standardized to have a mean of 50 and a standard deviation of 25 across all respondents. For further information about how benchmarks are computed, please visit www.ccsse.org.

Aspects of Highest Student Engagement

Benchmark scores provide a manageable starting point for reviewing and understanding *CCSSE* data. One way to dig more deeply into the benchmark scores is to analyze those items that contribute to the overall benchmark score. This section features the five items across all benchmarks (excluding those for which means are not calculated) on which the college scored highest and the five items on which the college scored lowest in comparison to the 2012 *CCSSE* Cohort.

The items highlighted on pages 4 and 5 reflect the largest differences in mean scores between the institution and the the 2012 *CCSSE* Cohort. While examining these data, keep in mind that the selected items may not be those that are most closely aligned with the college’s goals; thus, it is important to review all institutional reports on the *CCSSE* online reporting system at www.ccsse.org.

Figure 3 displays the aggregated frequencies for the items on which the college performed most favorably compared with the 2012 *CCSSE* Cohort. For instance, 25.6% of Citrus College students, compared with 23.6% of other students in the cohort, responded *often* or *very often* on item 4g.

Figure 3

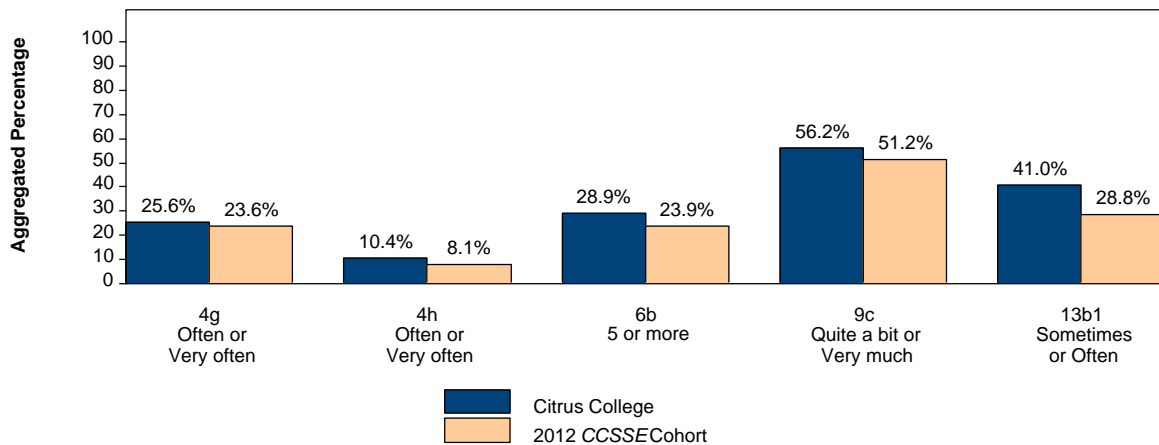


Table 1

| Benchmark | Item Number | Item |
|-----------------------------------|-------------|--|
| Active and Collaborative Learning | 4g | Worked with classmates outside of class to prepare class assignments |
| Active and Collaborative Learning | 4h | Tutored or taught other students (paid or voluntary) |
| Student Effort | 6b | Number of books read on your own (not assigned) for personal enjoyment or academic enrichment |
| Support For Learners | 9c | Encouraging contact among students from different economic, social, and racial or ethnic backgrounds |
| Support For Learners | 13b1 | Frequency: Career counseling |

Notes:

- For Item(s) 4, *often* and *very often* responses are combined.
- For Item(s) 6, *5 to 10*, *11 to 20*, and *more than 20* responses are combined.
- For Item(s) 9, *quite a bit* and *very much* responses are combined.
- For Item(s) 13, *sometimes* and *often* responses are combined.

Aspects of Lowest Student Engagement

Figure 4 displays the aggregated frequencies for the items on which the college performed least favorably compared with the 2012 CCSSE Cohort. For instance, 54.1% of Citrus College students, compared with 65.8% of other students in the cohort, responded *often* or *very often* on item 4a.

Figure 4

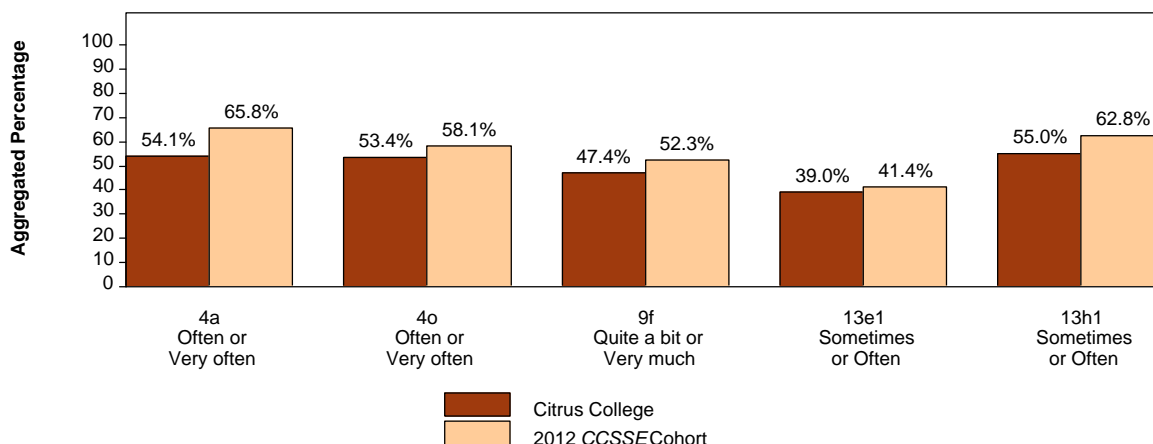


Table 2

| Benchmark | Item Number | Item |
|-----------------------------------|-------------|---|
| Active and Collaborative Learning | 4a | Asked questions in class or contributed to class discussions |
| Student-Faculty Interaction | 4o | Received prompt feedback (written or oral) from instructors on your performance |
| Support For Learners | 9f | Providing the financial support you need to afford your education |
| Student Effort | 13e1 | Frequency: Skill labs (writing, math, etc.) |
| Student Effort | 13h1 | Frequency: Computer lab |

Notes:

- For Item(s) 4, *often* and *very often* responses are combined.
- For Item(s) 9, *quite a bit* and *very much* responses are combined.
- For Item(s) 13, *sometimes* and *often* responses are combined.

2012 CCSSE Special-Focus Items

The Center adds special-focus items to *CCSSE* each year to augment the core survey, helping participating colleges and the field at large to further explore fundamental areas of student engagement. The 2012 special-focus items continue to elicit new information about students' experiences associated with promising educational practices such as early registration, orientation, freshman seminars, organized learning communities, and student success courses. Frequency results from the first five promising practices items for your college and the 2012 *CCSSE* promising practices respondents are displayed across pages 6 and 7.

Figure 5: During the current term at this college, I completed registration before the first class session(s).

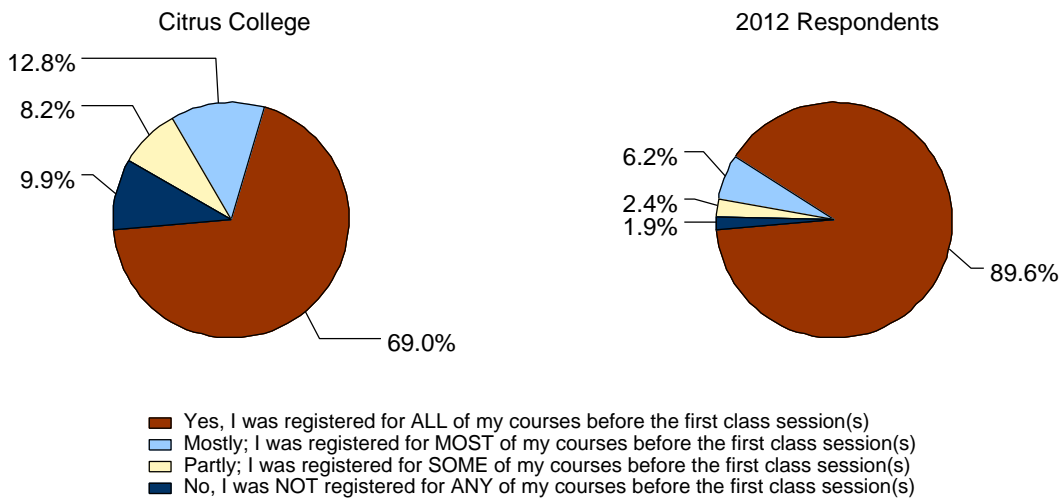


Figure 6: The ONE response that best describes my experience with orientation when I first came to this college is...

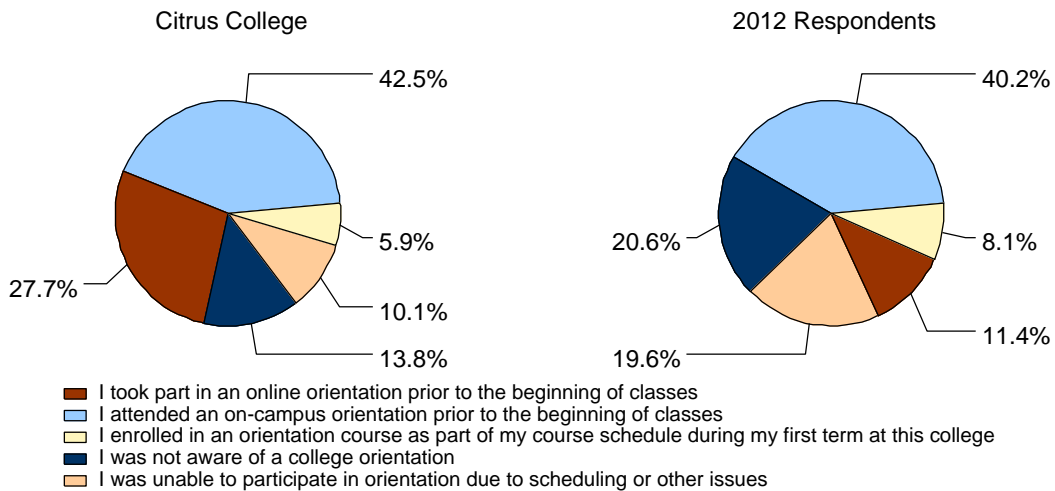


Figure 7: During my first term at this college, I participated in a structured experience for new students (sometimes called a "freshman seminar" or "first-year experience").

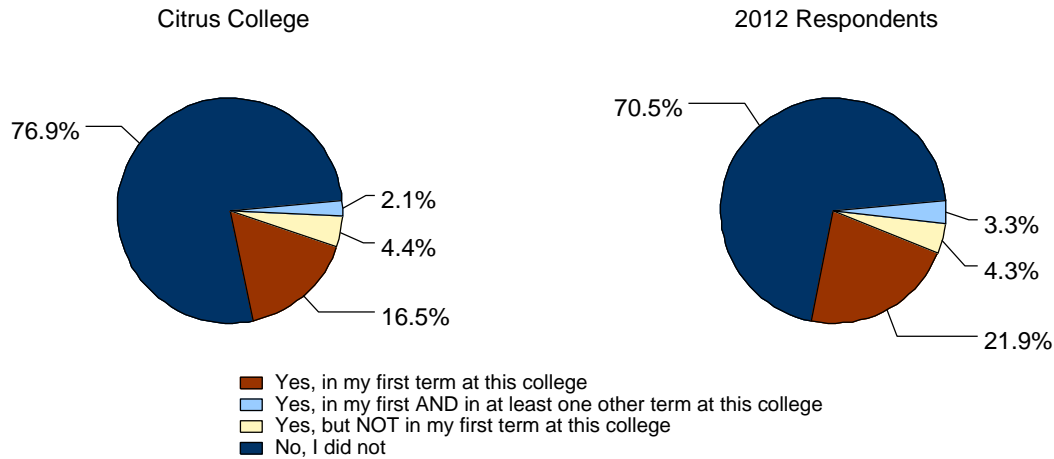


Figure 8: During my first term at this college, I enrolled in an organized "learning community" (two or more courses that a group of students take together).

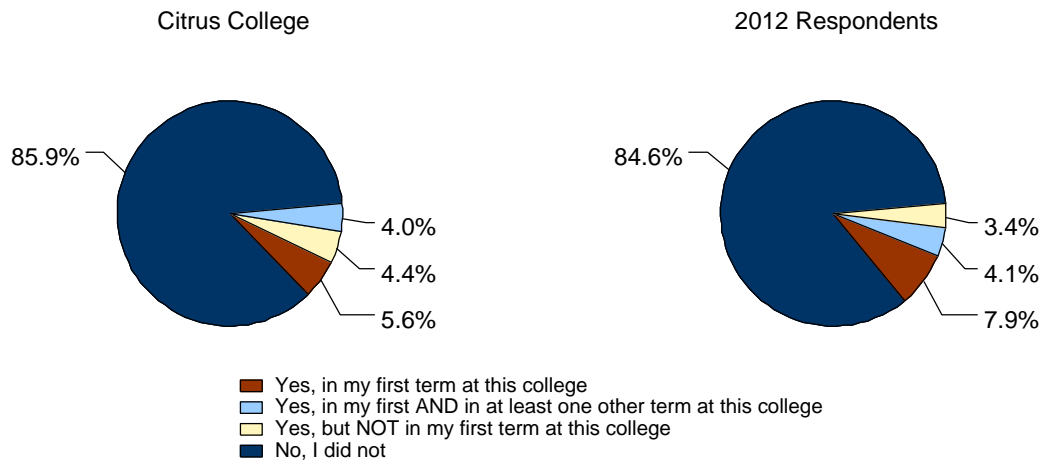
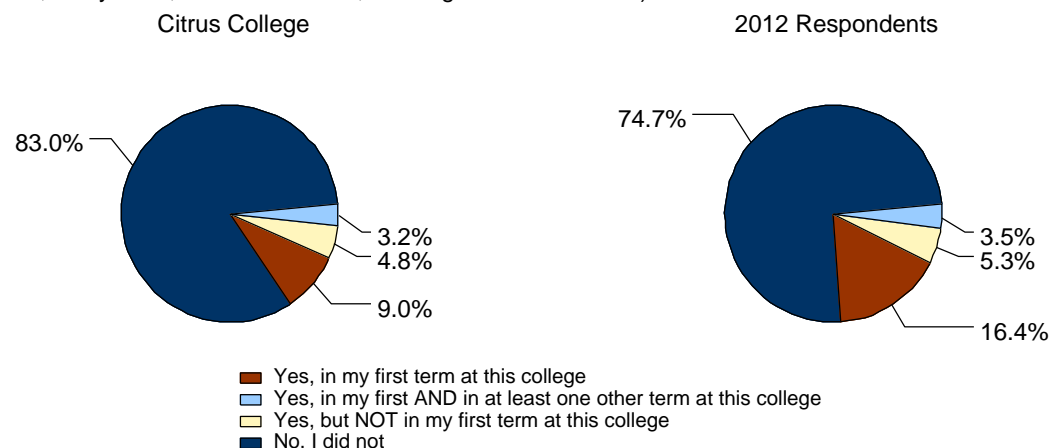


Figure 9: During my first term at this college, I enrolled in a student success course (such as a student development, extended orientation, study skills, student life skills, or college success course).



CCFSSE

The Community College Faculty Survey of Student Engagement (*CCFSSE*), designed as a companion survey to *CCSSE*, elicits information from faculty about their teaching practices; the ways they spend their professional time, both in and out of class; and their perceptions regarding students' educational experiences. *CCFSSE* data not only help participating colleges identify areas of strength, but also enable them to recognize challenges or gaps that may require further consideration. The *CCFSSE* promising practices results displayed below reveal how often full- and part-time faculty members at Citrus College assign selected group learning experiences.

Figure 10: How often during your selected course section do you ASSIGN group learning experiences that REQUIRE students to to:

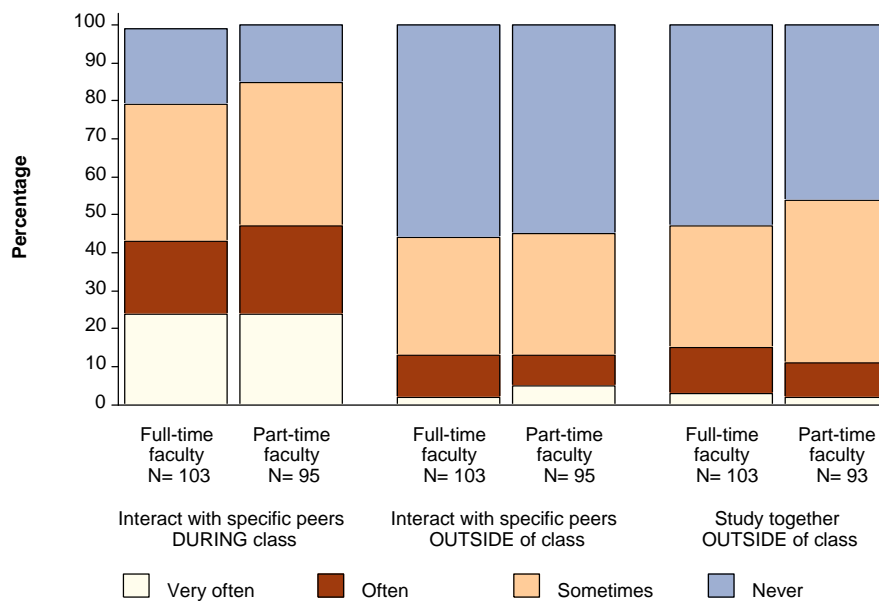


Table 3

| Response | Interact with specific peers DURING class | | Interact with specific peers OUTSIDE of class | | Study together OUTSIDE of class | |
|------------|---|-----------|---|-----------|---------------------------------|-----------|
| | Full-time | Part-time | Full-time | Part-time | Full-time | Part-time |
| Very often | 24.3% | 24.2% | 1.9% | 5.3% | 2.9% | 2.2% |
| Often | 19.4% | 23.2% | 10.7% | 8.4% | 11.7% | 8.6% |
| Sometimes | 35.9% | 37.9% | 31.1% | 31.6% | 32.0% | 43.0% |
| Never | 20.4% | 14.7% | 56.3% | 54.7% | 53.4% | 46.2% |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|---------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| DATE | October 16, 2012 | Resolution | _____ |
| SUBJECT: | Program Plan for Extended Opportunities Programs & Services 2012-2013 | Information | _____ X |
| | | Enclosure(s) | _____ X |

BACKGROUND

The California Community Colleges Chancellor’s Office requires the Extended Opportunity Programs and Services to submit an annual plan. The enclosed plan serves as a year-end report for the previous academic year and describes program goals for the current academic year. An estimated 576 Citrus College students will participate in the EOP&S program in 2012-2013. Citrus College has received a categorical allocation of \$590,207 with a local District contribution of \$151,705 to provide EOP&S services for the 2012-2013 year.

This item was prepared by Sara Gonzales-Tapia, Director of EOP&S, CARE and CalWORKs.

RECOMMENDATION

No action required. For information only

Arvid Spor, Ed.D.

Recommended by

/_____
Moved Seconded

Approved for Submittal



**PROGRAM PLAN FOR
 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
 2012-13
 SUBMIT 1 COPY**

PART 1

1.1 College: Citrus College _____
Address: 1000 W. Foothill Blvd., Glendora, CA 91741 _____

1.2 EOPS Minimum Program Standards/Activities and Waiver Requests

Colleges are required to employ a full-time EOPS Director. A waiver for less than a full-time EOPS director may be requested if the college meets the waiver criteria. Please check the appropriate box below to indicate the status of the EOPS Director. (The waiver criteria are further clarified in the *Instructions for Completing the Program Plan* on page 12.)

Full-Time EOPS Director

Part-time Director

The college is requesting a waiver for a full-time director based on **one** of the criteria below:

Served less than 500 EOPS students and received an EOPS allocation of less than \$500,000 in the prior fiscal year.

Has a full-time Assistant Director/Coordinator assigned 100% to EOPS

The district is in fiscal distress due to statewide budget cuts

Full-time Director waiver was approved in 2008-09 and/or 2009-10 and/or 2010-11 and/or 2011-12

The following services are required to be provided by the EOPS program. If the service is provided by the college and meets the needs of the EOPS students and program, the college may request a waiver. Please check the appropriate boxes below to indicate the service is provided by the EOPS program or that the college is requesting a waiver. (The waiver criteria are further clarified in the *Instructions for Completing the Program Plan* on page 12.)

Provided by EOPS

| |
|---|
| x |
| x |
| x |
| |
| x |
| |
| x |
| |
| |

Waiver requested; provided by college

| |
|-----|
| |
| |
| |
| x |
| NA* |
| x |
| |
| x |
| x |

- EOPS Recruitment/Outreach Services
- EOPS Orientation Services
- EOPS Priority Registration Services
- Testing/Assessment Services
- Counseling and Advisement Services
- EOPS Basic Skills Instructional Services
- EOPS Tutoring Services
- EOPS Transfer Services
- EOPS Career Employment Services

* no waiver allowed

1.3 Other Activities and Services

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | CARE Program |
| <input checked="" type="checkbox"/> | EOPS Advisory Committee |
| <input checked="" type="checkbox"/> | Other (please specify): A six week Summer Bridge Program for incoming high school students. |

1.4 EOP&S Allocation for 2012-13: \$ 590,207

Proposed District Contribution for 2012-13: \$ 151,705

Proposed District Backfill funds for 2012-13 (if known): \$ 0

Proposed "flexible" categorical funds for 2012-13 (if known): \$ 0

Number of EOP&S students planned to be served in 2012-13: 576

1.5 Signature of College EOP&S Director

Print Name: Sara Gonzales-Tapia _____ Phone #: (626) 914-8556

Title: Director, EOP&S/CARE and CalWORKs _____

Signature: _____ Date: _____

1.6 Signature of Administrator responsible for the supervision of the EOP&S Director

Print Name: Dr. Lucinda Over _____

Title: Dean of Counseling Programs & Services _____

Signature: _____ Date: _____

1.7 I certify, on behalf of the Board of Trustees, that funds requested herein will be expended in accordance with the provisions of Chapter 2.5 (commencing with Section 56200) of Division 7 of Part 6 of Title 5 of the *California Code of Regulations*.

Superintendent/President

Print Name: Dr. Geraldine M. Perri _____

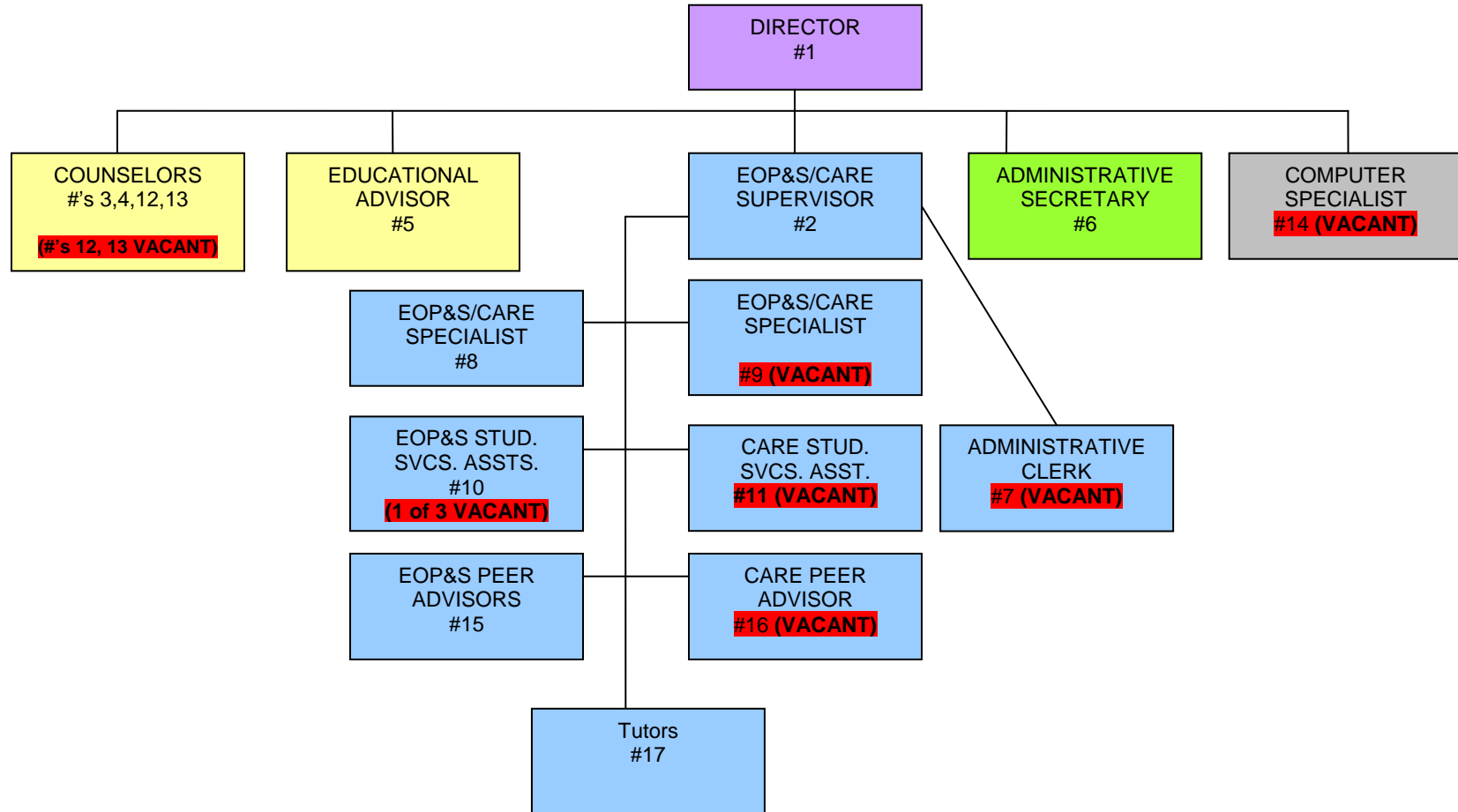
Title (if designee): _____

Signature: _____ Date: _____

College: Citrus College

Fiscal Year: 2012-2013

PART 2 EOPS/CARE Program Organizational Chart Include all positions listed in the Student Services Automated Reporting for Community Colleges (SSARCC) EOPS budget plan and include position numbers.



All vacancies, with the exception of #11, will remain unfilled in 2012-2013.

PART 3 Year-End Report for Prior Year (2011-12)

Please provide a brief narrative of your program accomplishments in 2011-12, including but not limited to the following information: number of students served, program objectives achieved; advisory committee involvement; outreach efforts; workshops and class offerings; student success; student awards/scholarship acknowledgments; any special program successes; and overall program evaluation.

Narrative of Program Accomplishments for 2011-12:

EOP&S Student Population

In the 2011-2012 academic year, EOP&S/CARE at Citrus College served a total of 581 students. Hispanic students remain the largest ethnicity represented (see chart 1). Filipino students are the lowest percentage of students served by the program at 1.13%. More females (70%) tend to participate in the program, while the majority of the students served by the program report they completed a high school education (90%). The percentage of EOP&S students also served by DSP&S decreased to 4.09% from 6.26% in the previous academic year.

Seventy-one percent (71%) of new applicants indicate their educational goal is to transfer with completion of an associate's degree. Every year, this educational goal is consistently most common amongst EOP&S/CARE students (see chart 2).

Student Academic Performance and Retention**Degrees Conferred:**

In the 2011-2012 academic year, there was a slight increase to number of EOP&S students that graduated (67) as well as the number of degrees they completed. Forty-nine (49) AA degrees, 36 AS degrees and 5 AA-T degrees were awarded to EOP&S/CARE students. Eleven students graduated with honors (3.30-3.59 GPA), three students graduated with high honors (3.6-3.79 GPA) and another eight students graduated with highest honors (3.8-4.0 GPA). In total, that is 22 students graduating with honors. Six certificates were also awarded.

Honors:

EOP&S/CARE students continue to do well academically. Thirty one percent (31%) of the population served in fall and spring had a GPA of 3.0 or higher. One hundred thirty four (134) students in fall and 150 students in spring upheld this GPA. EOP&S counselors and educational advisor continue to promote the honors program to these students.

Persistence:

The persistence rate in the EOP&S program has increased over the years, with an 11% increase in the last two years. The following table shows the persistence rate in EOP&S from fall 2009 to spring 2012.

Persistence Rates of EOP&S and CARE Students

| | Number of EOP&S/CARE students served in the fall | Number of students who registered in the following spring | Persistence rate |
|--------------------------|--|---|------------------|
| Fall 2009 to Spring 2010 | 517 | 332 | 64% |
| Fall 2010 to Spring 2011 | 367 | 271 | 74% |
| Fall 2011 to Spring 2012 | 428 | 323 | 75% |

The rise in persistence may be attributed to various policies introduced in EOP&S that enforce the completion of the Mutual Responsibilities Contract (MRC). One such policy is that students must complete the three mandated contacts or risk being dismissed from the program at the end of the semester. They must sit out one semester before reapplying to the program. With limited space available to new students, the current students in the program understand the importance of being in compliance. Completion rates for the three mandated contacts are high. The first contact (SEP completion) is averaging in the 90 percentile; second contact (progress report completion) averages in the 70 percentile, and third contact (completion of the exit interview) averages in the 80 percentile. Students consistently declare their strong satisfaction with EOP&S services in the annual EOP&S Satisfaction Survey.

Students may only be served in the EOP&S program until they complete 70 degree applicable units or received EOP&S services for 6 consecutive semesters. In addition, students who complete an associate degree have completed their educational goal and are also exited from the program. The EOP&S director reviews student's files at the end of the fall and spring semesters and determines which students have met the eligibility ceiling and are exited from the program. Twenty-three students (FA 11) and 42 students (SP 12) were exited due to reaching eligibility limitations.

Outreach and Recruitment

Outreach efforts in 2011-2012 remained weakened by the reduction in staff due to budgetary constraints. Most recruitment for the EOP&S and CARE programs was done internally where program staff worked closely with other key student services such as Financial Aid, General Counseling, DSP&S, Foster Kinship and CalWORKs. This collaboration helped to refer potentially eligible students during the publicized open application periods for both the fall and spring semesters. In the 2011-2012 academic year, EOP&S received a total of 820 applications. Of these new applicants, a total of 302 students were newly admitted into the program.

Not only did EOP&S/CARE staff engage in collaborative efforts with other departments, staff also participated in the following on-campus activities: *Welcome Day*, *Parent Night*, the *Performing Art Center's Annual Open House*, *Early Decision*, and the *High School*

Counselor Breakfast. At these events, EOP&S, CARE and Summer Bridge information and applications were made available to potential students, parents, and K-12 teachers and counselors.

In spring 2012 and despite minimal staffing, significant efforts were made to reach out to local high schools and conduct Summer Bridge presentations to potential students. In addition to visits to several local high schools, a presentation was also conducted at Claremont High School as well as at Bright Prospect- a non-profit organization in Pomona dedicated to increasing the number of low-income students who enter and graduate from four-year institutions.

Summer Bridge 2011

The purpose of the EOP&S Summer Bridge program is to assist incoming high school students with their transition to college and to provide the students with the tools and skills that help promote academic success. Students enroll in a six-week study skills course, COUN 160.

The EOP&S Summer Bridge program continues to be well received by the local high schools. Interested students were asked to complete an application that included short answer questions regarding their educational goals, experience in high school, and expectation of the program. One hundred six (106) applications were received and 60 participated in Summer Bridge. The Azusa Unified School District represented 53% of the enrollment. Other high schools from the following cities were also represented: Arcadia, Claremont, Covina, Glendora, Monrovia, Pomona, San Dimas and West Covina.

Fifty nine of the participants (98%) went on to enroll at Citrus in fall 2011 and twenty of those who enrolled (33%), became active participants in EOP&S in the 2011-2012 year (see chart 3).

A key component of Summer Bridge is to inform students of the transfer process. University tours are coordinated every summer. This year's visits were to UC Irvine and Cal State Fullerton. At both institutions, students toured the campus, attended "pre-admissions" workshops and listened to a panel of students who had successfully transferred from a community college.

Transfer Activities

In late fall, a graduate level intern began assisting the program by informing EOP&S students of transfer activities both on and off campus. The intern created an EOP&S transfer student spreadsheet that included the student's major, which universities they were interested in, and their expected graduation and transfer date. From this spreadsheet, she contacted students who had a particular interest in a university. She often would send email blasts to the students and follow up with a personal phone call in order to inform students of the events that universities were hosting. These two methods of communication made a great difference in the number of EOP&S students that participated in the many activities throughout the year. Some of the events she

promoted were: STEM program events, UCI Summer Bridge program, UCLA's Scholars program and STOMP conference, and campus specific transfer days. In addition, she coordinated a field trip to UC Riverside in which EOP&S students attended UCR's Community College Day Fair.

The EOP&S Educational Advisor was also instrumental in working with the EOP program at Cal Poly Pomona. Through her efforts, a representative from the EOP program came to campus to offer a workshop which explained the difference between EOP&S and EOP at the CSU level. Nineteen EOP&S students were in attendance. A field trip to Cal Poly Pomona was also offered a week after the workshop. The goal was to provide an opportunity for the students that were applying to visit the campus and learn more about the services and majors offered. Lastly, a second workshop was offered to assist students with completion of the EOP application. Eighteen students attended this workshop. It was an important decision to offer this comprehensive approach to EOP&S transfer students. It keeps with the philosophy of offering "above and beyond" services to EOP&S students.

The graduate intern also developed and facilitated two career workshops. One provided an overview of the nursing profession and the second focused on social work. The workshops provided information about the daily job duties of someone working in that field. Furthermore, academic coursework, salary information, and related careers were also discussed. Both a nurse and a social worker participated in the workshops and were instrumental in answering student's questions about the career.

The EOP&S/CARE director continues to attend the Transfer Task Force meetings each semester. The EOP&S/CARE counselors and advisor also attended an AA-T training in the spring semester to learn more about the legislation that created the new transfer associate degrees and the logistics regarding the degrees that are offered at Citrus.

Collaboration with other Departments/Committees

EOP&S faculty and staff work on maintaining a presence on campus by working with other departments and committees.

Admissions and Records

In October 2011, the Chancellor's Office released a list of the high unit majors students may declare and continue to receive EOP&S services passed the 70 degree applicable and 6 semester mark. The EOP&S/CARE director met with the Dean of Admissions and Records to discuss the process that students must follow to correctly declare a major. This was needed because our local policy states that the students may receive services up to 90 degree applicable units and 8 semesters if they are declared as a high unit major. The correct process was determined and qualified EOP&S students successfully updated their major in Admissions and Records and were able to remain in EOP&S.

Financial Aid

In spring 2012, the Financial Aid office at Citrus College began setting up Pell Grant accounts at the on-campus bookstore for eligible students. Setting up this account allowed students to conveniently purchase required textbooks and school supplies during the first week of the semester. With this new service in place, both the EOP&S director and program supervisor worked closely with Financial Aid staff, and the bookstore to help ensure EOP&S's book services were not impacted in any way. For the most part, the process ran smoothly and staff will continue to monitor the process each term.

Registration Task Force

In spring 2011 a Registration Task Force committee was formed to review recommendations made by the Legislative Analyst's Office regarding registration and enrollment management. The EOP&S/CARE director was an active member of this Task Force. In the 2011-2012 year, most of the meetings focused on reviewing current policy and procedures for assigning priority registration to students. Changes to the Board Policy and Administrative Procedure for priority enrollment on campus were also introduced.

Advisory Committee

The EOP&S/CARE Advisory Committee meets once a semester. In the 2011-2012 year, the committee was busy discussing impending legislation that would impact EOP&S students. In the spring of 2012 the committee discussed Assembly Bill 130 and 131, which among other provisions will allow AB 540 students to participate in EOP&S. The committee discussed proposed changes to the BOGW fee waiver with the implementation of satisfactory academic progress standards. And lastly, the committee discussed how EOP&S/CARE would be affected if they became "flexible" categorical programs. There was a healthy discussion with much input from the Financial Aid director on the implementation of these policies and what methods would be used to notify EOP&S students of the changes.

A policy change that was approved by the committee was to extend EOP&S services to students that have declared a Chancellor's Office approved high unit major with Admissions and Records even after they have completed an associate degree. The previous local policy required that EOP&S students exit the program upon completion of the associate degree, even if they were a high unit major. It is anticipated that this change will result in more EOP&S students petitioning to graduate upon completion of the associate degree requirements. Students will no longer have to be concerned about jeopardizing their participation in EOPS.

Furthermore, we welcomed three new members to our advisory. Dr. Barbara Dickerson serves as the Executive Director for Our Neighborhood Homework House in Azusa. This non-profit organization provides free afterschool homework assistance to children, ages 5-18, of families who are considered both economically and educationally challenged. Teurai Nugent and Teresa Hidalgo of Bright Prospect also joined our

advisory committee. This non-profit, located in Pomona, also promotes higher education for low-income, 1st generation college students in the community.

CARE

In recent years, CARE program staff have committed to taking extra steps to improve CARE students' academic performance. Implementing stricter program rules and sanctions for non-compliance has led to a decrease in the number of students we served. Though budget restrictions are also responsible for the decline in student numbers, students who are not fulfilling CARE program requirements and/or not passing their classes were not invited to return and participate in the program. Student access to CARE services is a privilege and not an obligation. When comparing the number of students served in 2010-2011 (51), to those served in 2011-2012 (44) we served 14% less students. Local policies resulted in the dismissal of a total of **5** students from the CARE program this academic year- 2 students were dismissed from CARE after fall 2011 and 3 students were dismissed from CARE after spring 2012. The number of students dismissed from the program decreased by 50%, where 10 students were dismissed from CARE during the 2010-2011 academic year. This serves as an indicator that students are utilizing the services and support offered through EOP&S/CARE and utilizing them to enhance their academic experience.

CARE students are required to attend workshops or receive tutoring to meet CARE program requirements. In 2011-2012, all students completed a combined total of **232** hours of tutoring and **37** hours were spent in various workshop activities. Activities included topics such as time management, healthy relationships, note-taking, memory techniques and stress management.

The CARE Program at Citrus College provided the following services to 44 students during the 2011-2012 academic year:

| Service | Total Spent on Service |
|--------------------------------|-------------------------------|
| Purchase of Required Textbooks | \$9,549 |
| Meal Tickets | \$7,960 |
| Gas Cards | \$1,060 |
| CARE Grants | \$6,920 |
| Payment of Non-BOG Fees | \$141 |
| Total: | \$25,630 |

Chart 1

EOP&S Students by Ethnicity

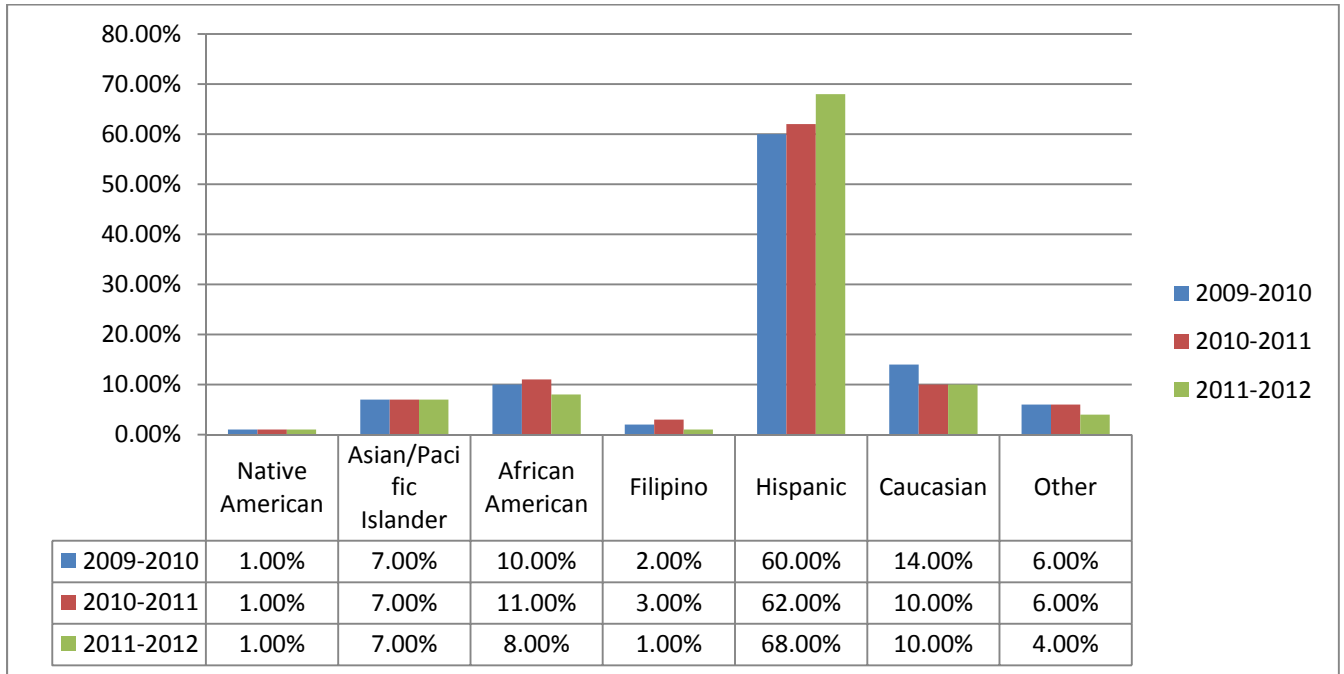


Chart 2

EOP&S Students by Educational Goal

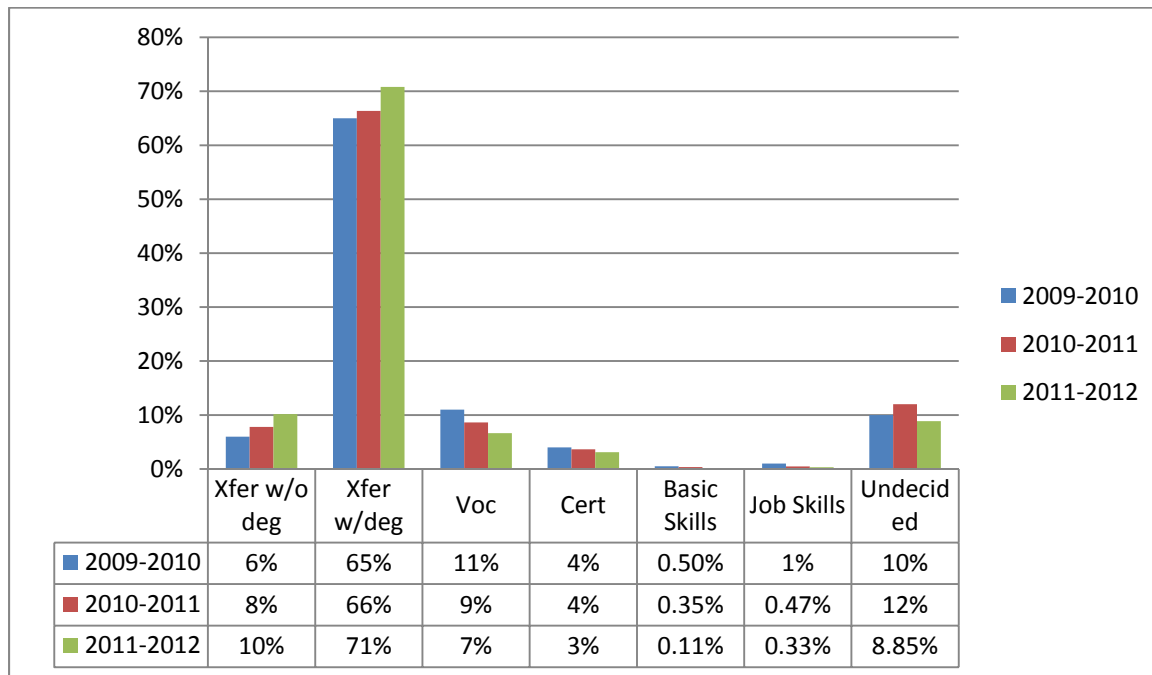
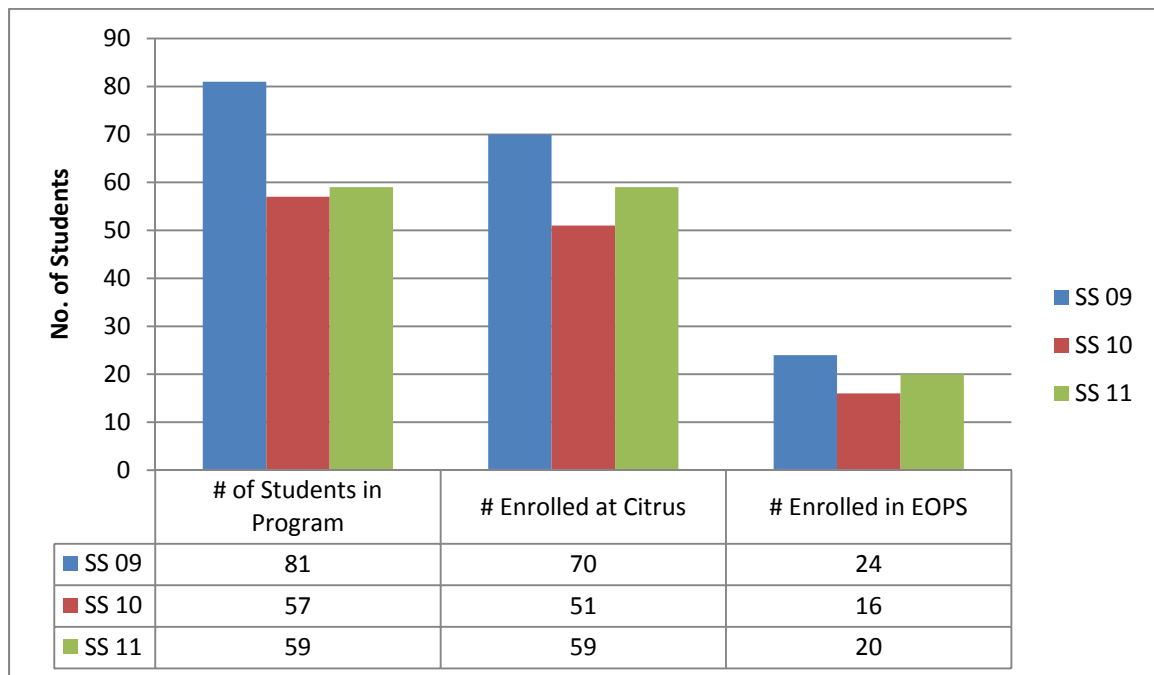


Chart 3

EOP&S Summer Bridge Program



Due to budget cuts, only two sections of COUN 160 were offered beginning summer 2010.



Student Services Program Plans – 2011-2012

EOP&S/CARE

Program: _____

1. Please briefly describe the progress made on goals from 2011-12

| GOAL | Progress |
|---|---|
| <p>1. Reinstate Peer Counseling (Educational Master Plan)</p> <ul style="list-style-type: none"> Hire one peer advisor that is receiving work-study by the start of the fall semester. <p>2. Better Inform Students About Career Paths (Educational Master Plan)</p> <ul style="list-style-type: none"> Develop two career specific workshops for EOP&S/CARE students and offer them in the spring semester. <p>3. Improve Student Persistence (Strategic Plan 2.3.2)</p> <ul style="list-style-type: none"> Create a probation caseload each semester for both EOP&S Counselors to ensure an easier method of following up with probation students to track their progress Meet with DSPS staff once a semester to continue collaborating in regards to EOP&S/DSPS policies that impact student services in EOP&S. | <p>1. A EOPS peer advisor was hired in August 2011 and continued working through-out the academic year.</p> <p>2. A Career in Nursing workshop was offered on 03/16/12. A Career in Social Work workshop was offered on 04/13/12.</p> <p>3a. Caseloads were established in fall 2011. Students were assigned to the counselor that facilitated the probation workshop they attend. That counselor was responsible for following up with the student throughout the semester.</p> <p>3b. The first EOP&S/DSPS meeting was held on March 29, 2011 and the second meeting was held January 30, 2012.</p> |

**Student Services Program Plans – 2012-2013**

Program: EOP&S/CARE

2. New goals need to reflect both program review needs and accreditation priorities. Please include goals appropriate to your area from the Strategic Plan and the Educational Master Plan.

| GOAL | Responsible Person | Due Date |
|--|---|-----------|
| <p><i>Identify ways to more visibly acknowledge and reward student achievement and transfer (Goal 2.3.7)</i></p> <p>1. Visually enhance the EOPS/CARE and CalWORKs office space to recognize student achievement.</p> | all staff | June 2013 |
| 2. Collaborate with the Transfer Center to promote transfer activities to EOPS/CARE students. | Educational Advisor, Counselors | June 2013 |
| 3. Meet with Financial Aid and Admissions and Records staff once a semester to review policies that impact EOPS/CARE students. | Director, Counselors, Educational Advisor, Supervisor | June 2013 |
| 4. Counselors will attend one Academic Senate meeting each semester to report on the EOPS/CARE program and services. | Counselors | June 2013 |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|---------|
| TO: | Board of Trustees | Action | _____ |
| DATE | October 16, 2012 | Resolution | _____ |
| SUBJECT: | AP 3515 Reporting of Crimes and AP 3540 Sexual and Other Assaults on Campus | 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).

AP 3515 Reporting of Crimes and AP 3540 Sexual and Other Assaults on Campus were revised to add and/or clarify language about reporting procedures for District employees, students, and visitors who are witnesses or victims of a crime while on campus. The revisions were approved by the Student Services Committee on May 17, 2012 and all constituent groups have approved. The revisions were reviewed by the Steering Committee on October 8, 2012.

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

RECOMMENDATION

No action required; information only.

Arvid Spor, Ed. D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.4.

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3515

REPORTING OF CRIMES

DRAFT 5-9-12

References:

Education Code Sections 212 and 87014;
Penal Code Section 245;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
Statistics Act of 1998;
20 U.S. Code Section 1232g;
34 Code of Federal Regulations (C.F.R.) 99.31(a)(13)(14) and 668.46;
Campus Security Act of 1990

District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to the Department of Campus Safety.

In the event an employee is assaulted, attacked, or menaced by a student or ~~co-worker~~, another employee, the employee shall notify his/her supervisor or the dean of students as soon as is practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to Campus Safety. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so.

The District ~~shall~~ may publish warnings to the campus community about ~~crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes.~~ the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;

- Those reported to Campus Safety or Glendora Police Department; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that in the judgment of the dean of students, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus student newspaper. The information shall be disseminated by Campus Safety in consultation with the superintendent/ president, or designee, in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the dean of students or Campus Safety supervisor may also post a notice on the campus-wide electronic bulletin board on the college website at www.citruscollege.edu, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to Campus Safety by phone (626-914-8611) or in person at the CS building.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the district shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerning crimes on campus. All District employees with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the annual Security Report can be obtained by contacting Campus Safety or at the website address published in: <http://www.citruscollege.edu/stdntsrv/security>.

To report a crime: Recommended Procedures for Reporting a Crime:

- For Life Threatening Situations: Dial 911 (9-911 from a campus phone) FIRST and Campus Safety SECOND at 626 914-8611 (8611 from a campus phone). Be prepared to provide official address, building name and room number.
- For Non-Life Threatening Situations: Call Campus Safety FIRST at 626 914-8611 (8611 from a campus phone).

Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to Campus Safety. In addition you may report a crime to the following areas.

- Vice President of Academic Affairs 626 914-8881
- Vice President of Student Services 626 914-8534
- Dean of Students 626 914-8602
- Office of Student Affairs 626 914-8601
- Student Health Center 626 914-8671
- Director of Human Resources 626 914-8550

The Department of Campus Safety encourages anyone who is the victim or witness to a crime to promptly report the incident to Campus Safety or the Glendora Police Department. Because police reports are public records under state law, the Department of Campus Safety cannot hold reports of crime in confidence. All reports filed in this manner are counted and disclosed in the annual disclosure of crime statistics for the institution.

The District may disclose the final results of a disciplinary proceeding to a victim or survivors of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District shall also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. In addition to non-forcible sex offenses, the crimes of violence that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Board Approved 05/18/10

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS DRAFT – 5-17-12

References: Education Code Section 67385;
 20 U.S. Code Section 1092(f);
 34 Code of Federal Regulations Section 668.46(b)(11)

Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property or on an off-campus site or facility maintained by the District or on grounds or facilities maintained by a student organization is a violation of District policies and regulations and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see BP 5500 titled Standards of Conduct and AP 5520 Student Discipline Procedures).

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

These written procedures and protocols are designed to ensure victims of sexual assault receive treatment and information. (For physical assaults/violence, also see AP 3500 titled Campus Safety, AP 3510 Workplace Violence Prevention and AP 3515 Reporting of Crimes).

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

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

1. A copy of the District's Board Policy and Administrative Procedures regarding sexual assault;
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
 - a. Vice President of Student Services
 - b. Campus Safety (who notifies Glendora Police Department)
 - c. Student Health Center for counseling resources

3. A description of available services, and the campus personnel available to provide those services if requested. Services shall include:
 - a. Notification of Glendora Police Department or local law enforcement by the Department of Campus Safety. Anonymous reporting is available.
 - b. Assistance in securing emergency transportation, if needed by the Department of Campus Safety.
 - c. Immediate referral to the student health center for advocacy and counseling resources or referral to the counseling center through the Office of the Vice President of Student Services.
 - d. A list of other available campus and off campus resources through the Office of the Vice President of Student Services.

4. A description of each of the following procedures:
 - a. Criminal prosecution
 - b. Civil prosecution (i.e., lawsuit)
 - c. District disciplinary procedures for both student and employee
 - d. Modification of class schedules and
 - e. Tutoring, if necessary

All alleged victims of sexual assault on District property shall be kept informed, through the Office of the Vice President of Student Services of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of sexual assault are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of sexual assault on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged sexual assaults on District property shall be referred to the District's Office of External Relations, which shall work with the Vice President of Student Services to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses
- Procedures to follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported
- Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests

- Information for students about existing counseling on and off-campus counseling, mental health, or other student services for victims of sex offenses
- Notice to students that the campus will change a victim's academic situation after an alleged sex offense and of the options for those changes, if those changes are requested by the victim and are reasonably available
- Procedures for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses

Education and Prevention Information

The Vice President of Student Services shall provide:

- Sexual assault education and prevention information, as a part of the on-campus orientation program. Additional information is available through the Sexual Violence Prevention Statement on the college website at www.citruscollege.edu. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
- Post sexual violence prevention and education information available on the campus internet website.

Board Approved 12/07/10

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | October 16, 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 – October 16, 2012

| <u>CONTRACTOR CONSULTANT/ DEPARTMENT</u> | <u>RATE</u> | <u>FUNDING SOURCE</u> | <u>PERIOD</u> | <u>SERVICE</u> |
|---|-----------------|---------------------------|------------------------------------|---|
| <u>ADMINISTRATIVE SERVICES</u> | | | | |
| Adolph Ziemba, AIA & Associates, Inc. | \$34,478.62max | District | 5/4/11-12/31/12 <i>Revision</i> | Architectural & Engineering Services –Little Theatre Alterations |
| Adolph Ziemba, AIA & Associates, Inc. | \$73,400.00max | District | 10/17/12-Project Completion | Architectural Services – Roof & HVAC Upgrades – IS Building |
| <u>COMMUNITY EDUCATION</u> | | | | |
| KGP Consulting, LLC | 40% of Fees | Fees | 9/28/12-9/27/12 | Medical Front Office Class |
| <u>FINE AND PERFORMING ARTS</u> | | | | |
| Aranda, Christopher | \$250.00max | District | 10/22/12-12/7/12 | Director for “The Christmas Box” |
| Corbett, Jennifer | \$500.00max | District | 10/17/12-10/31/12 | Prop Designer |
| Duong, Leeda | \$1,800.00max | District | 10/17/12-10/31/12 | Costume Designer |
| <u>FISCAL SERVICES</u> | | | | |
| Vangent, Inc. | \$15,000.00max | District | 10/17/12-6/30/13 | 1098T Processing |
| <u>FOSTER CARE EDUCATION</u> | | | | |
| Maldonado, Omar | \$30,000.00max | Grant | 1/1/13-6/30/13 | Outreach Advisor for Foster Youth |
| <u>HEALTH SCIENCES</u> | | | | |
| Visiting Nurse Assn. Hospice & Palliative Care of Southern Calif | no fee | no fee | 10/17/12-10/16/13 | Clinical Education |
| <u>TeCS</u> | | | | |
| Strata Information Group | \$100,000.00max | Grant | 8/1/12-6/3/13 | Support Implementation of Degree Works |
| Strata Information Group | \$35,000.00max | Grant | 7/1/12-6/3/13 | Support Implementation of Financial Aid Upgrades for Banner |
| Strata Information Group | \$60,000.00max | District | 6/1/12-6/30/13 | Support for Upgrades to Banner ERP System |
| <u>VETERAN CENTER</u> | | | | |
| Cal State Long Beach | \$500.00max | District | 10/3/12-6/30/13 | Secure Grant Funding to Initialize College of Completion Program |

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

**Use of Facilities
October 16, 2012**

| ORGANIZATION | FACILITY | ACTIVITY | DATE(S) | CHARGE |
|-----------------------------------|--|-----------------|----------------|--|
| Andy Taylor | Recording Arts Studio | Basic Tracking | 9/27/2012 | \$375.00 |
| So Cal Independent Baseball Assn. | Baseball Field | Baseball Game | 9/29/2012 | \$260.00 plus additional labor if required |
| FLS International | LH102 | Student Pick Up | 10/12/2012 | \$50.00 plus additional labor if required |
| So Cal Independent Baseball Assn. | Baseball Field | Baseball Game | 10/13/2012 | \$260.00 plus additional labor if required |
| Centre Stage Dance Academy | Performing Arts Center and PA192 & 193 | Dance Recital | 6/13 & 6/15/13 | \$3,725.00 plus additional labor if required |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|-------------------|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | October 16, 2012 | Resolution | _____ |
| SUBJECT: | A & B Warrants | Information | _____ |
| | | Enclosure(s) | X |

BACKGROUND

A & B Warrants for September 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 September 2012.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.c. _____

| CITRUS COMMUNITY COLLEGE DISTRICT | | |
|---|------------------------|----------------|
| APPROVAL OF A & B WARRANTS | | |
| September, 2012 | | |
| | | |
| B WARRANT AMOUNT PAID TO VENDORS | | \$2,245,350.51 |
| GRANT AMOUNT PAID TO STUDENTS | | \$2,652,861.37 |
| | | |
| | | |
| | | |
| NUMBER OF A WARRANTS ISSUED TO EMPLOYEES | REGISTER NUMBER | AMOUNT |
| 177 | C1B-C | \$1,612,828.90 |
| 11 | 243-N | \$7,699.89 |
| 313 | C5B-C | \$453,399.98 |
| 18 | C5B-N | \$17,679.17 |
| 103 | V2D-C | \$124,842.04 |
| 6 | V2D-N | \$5,519.80 |
| 5 | 244-C | \$3,110.58 |
| 23 | C3B-C | \$16,940.05 |
| 364 | C3B-N | \$189,980.01 |
| 4 | 251-C | \$5,412.14 |
| 16 | 251-N | \$4,990.34 |
| 9 | 256-C | \$4,525.80 |
| 5 | 256-N | \$323.58 |
| 1 | 263-C | \$8,000.00 |
| 9 | 263-N | \$11,884.38 |
| 1 | C2C-C | \$2,993.00 |
| 299 | C2C-N | \$1,343,102.16 |
| 1,364 | | \$3,813,231.82 |
| | | |
| | | |
| ske | | |
| 10/10/2012 | | |

Includes 09/01/2012 - 09/30/2012

| <u>PO Number</u> | | <u>Site</u> | <u>Description</u> | <u>Fund/Object</u> | <u>Amount</u> |
|------------------|---|-------------|---|--------------------|---------------|
| 13-20762 | Wenger Corporation Music | 0080 | Risers For Little Theatre | 41-6400 | 125,140.00 |
| 13-20886 | Braille Signs, Inc. | 9250 | Signage - Student Services | 41-6400 | 1,900.35 |
| 13-21043 | IMS Commercial Ice System Inc | 9030 | Repair - Ice Machine | 01-5630 | 308.84 |
| 13-21046 | KI | 9680 | Trapezoid tables | 01-6400 | 975.49 |
| 13-21048 | Infobase Learning/Films Media | 3160 | AV Media | 01-6300 | 157.38 |
| 13-21049 | PBS Video Customer Service | 3160 | AV Media | 01-6300 | 517.37 |
| 13-21050 | Lab Safety Supply Inc. | 311 | Flammable Labels | 01-4300 | 31.18 |
| 13-21051 | Springshare LLC | 9260 | Online Database Subscription | 01-5840 | 499.00 |
| 13-21052 | California Newsreel | 3160 | AV Media | 01-6300 | 280.10 |
| 13-21053 | Apple Inc | 9030 | Computer | 01-6400 | 1,028.78 |
| 13-21054 | Communications Center | 9100 | Two Way Radios | 01-6400 | 2,857.50 |
| 13-21055 | Bullfrog Films | 3160 | AV Media | 01-6300 | 327.81 |
| 13-21056 | Stater Bros | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 1,000.00 |
| 13-21057 | Home Depot | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 5,000.00 |
| 13-21058 | Mission Ace Hardware | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 3,000.00 |
| 13-21059 | WW Grainger Inc. | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 8,000.00 |
| 13-21060 | Alert Services | 0060 | Training Room Supplies | 01-4300 | 467.46 |
| 13-21061 | SOS Survival Products | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 4,000.00 |
| 13-21062 | Buddy's All Stars, Inc. | 0060 | Football Supplies | 01-4300 | 175.95 |
| 13-21063 | Chase Card Services | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 10,000.00 |
| 13-21064 | A-1 Event and Party Rentals | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 4,000.00 |
| 13-21065 | Walmart | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 2,000.00 |
| 13-21066 | Albertsons/Super Value | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 4,000.00 |
| 13-21067 | Plaza Produce | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 3,000.00 |
| 13-21068 | Costco Wholesale | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 5,000.00 |
| 13-21069 | Smart & Final | 9720 | Blanket PO - Emergency Supplies | 41-4300 | 1,000.00 |
| 13-21070 | North Orange County Community College | 9360 | Conference Fee | 01-5220 | 100.00 |
| 13-21071 | OCLC, Online Computer Library Center | 9260 | Online Database Renewal | 01-5840 | 260.00 |
| 13-21072 | Relyco | 9050 | Warrant Reverse Flap Envelopes | 01-4300 | 1,366.88 |
| 13-21073 | CAPED | 3270 | Registration Fee | 01-5220 | 395.00 |
| 13-21074 | Herff Jones | 9010 | Diploma Covers | 01-4300 | 12,963.00 |
| 13-21075 | www.DispenserKeys.com | 9040 | Keys | 01-4300 | 89.75 |
| 13-21076 | Plaza Produce | 9660 | Catering for event | 01-4300 | 278.00 |
| 13-21077 | Scrip-Safe International | 9010 | Maintenance Agreement For Diplomas On Demand | 01-5800 | 300.00 |
| 13-21078 | AME Shiloh Zion Church | 9230 | Outreach And School Relations | 01-5800 | 25.00 |
| 13-21080 | R & D Business Interiors | 311 | Task Chairs | 01-4300 | 473.05 |
| 13-21079 | Mailers Company | 9010 | Diploma Mailers | 01-4300 | 1,468.00 |
| 13-21081 | Kens Sporting Goods | 0060 | Football Equipment | 01-4300 | 805.88 |
| 13-21082 | MW Design | 0250 | T-Shirts | 01-4300 | 382.63 |
| 13-21083 | Child & Family Policy Institute Of California | 3120 | Conference Registration | 01-5220 | 275.00 |
| 13-21084 | Child & Family Policy Institute Of California | 3120 | Registration | 01-5220 | 225.00 |
| 13-21085 | Fisher Scientific | 0030 | Supplies | 01-4300 | 253.30 |
| 13-21086 | School Outfitters | 9676 | Room Dividers | 01-6400 | 1,136.89 |
| 13-21087 | Movies Unlimited | 3070 | Video DVD | 01-4300 | 19.29 |
| 13-21088 | Battery Sales Unlimited | 9030 | Batteries | 01-4300 | 847.92 |
| 13-21089 | Truegreen Chemlawn | 9195 | Weed Control / Fertilization | 01-5800 | 1,700.00 |
| 13-21090 | Southwest Plastic Binding Co. | 9110 | Supplies | 01-4300 | 216.80 |
| 13-21091 | Barkshire Laser Leveling | 9195 | Laser Leveling Service | 01-6100 | 1,100.00 |

| <u>PO Number</u> | | <u>Site</u> | <u>Description</u> | <u>Fund/Object</u> | <u>Amount</u> |
|------------------|--------------------------------|-------------|---|--------------------|---------------|
| 13-21092 | California Stage & Lighting | 0080 | Theatre Lighting | 01-4300 | 718.22 |
| 13-21093 | Climatec Building Technologies | 9370 | Bookstore - EMS Control | 41-5800 | 5,832.00 |
| | | | | 41-6400 | 11,412.15 |
| 13-21094 | Southwest Plastic Binding Co. | 9110 | Supplies | 01-4300 | 256.80 |
| 13-21095 | RHV Custom Athletic Uniforms | 0060 | Men's Basketball Uniforms | 01-4300 | 1,506.38 |
| 13-21096 | Quality Logo Products | 250 | Pens For Completion | 01-4300 | 316.70 |
| 13-21097 | ATM Concrete, Inc. | 9070 | Concrete Pads at SS and PA | 01-6400 | 2,800.00 |
| 13-21098 | CafePress.Com | 9673 | Posters | 01-4300 | 64.98 |
| 13-21099 | COADN-South College of Canyons | 3200 | Conference Registration | 01-5200 | 275.00 |
| 13-21100 | Mohawk Resources LTD | 3370 | CTE Grant-Auto Equipment | 01-6400 | 58,877.37 |
| 13-21101 | KI | 9347 | Work Stations | 01-6400 | 8,586.90 |
| 13-21102 | Titleist | 9250 | Golf Balls | 01-4300 | 411.59 |
| 13-21103 | Snap-On Industrial | 3370 | CTE Grant-Auto Equipment | 01-6400 | 16,769.86 |
| 13-21104 | TonerMonkey.com | 9250 | Supplies | 01-4300 | 247.58 |
| 13-21105 | Walters Wholesale Electric Co. | 9370 | Supplies for AP Lights | 41-4300 | 3,591.55 |
| 13-21106 | CCCAOE | 3370 | CCCAOE Registration | 01-5220 | 395.00 |
| 13-21107 | Primex Wireless | 9040 | Wireless Clocks Campuswide | 01-6400 | 2,963.36 |
| 13-21108 | Buddy's All Stars, Inc. | 0060 | Football Supplies | 01-4300 | 2,023.31 |
| 13-21109 | Lefty's Sports Outfitter, Inc. | 0060 | Softball Balls | 01-4300 | 1,355.90 |
| 13-21110 | Quark Software, Inc. | 0010 | Software | 01-4300 | 1,103.81 |
| 13-21111 | Glendora Trophy | 9020 | Plaques for COC Outgoing Members | 01-4300 | 138.17 |
| 13-21112 | IBM SPSS | 9673 | Software | 01-4300 | 3,920.44 |
| 13-21113 | Amazon.com Corporate Credit | 9673 | Books | 01-4300 | 99.51 |
| 13-21114 | Techsmith Corp | 9260 | Software | 01-4300 | 199.00 |
| 13-21115 | Pacific Parking Systems Inc. | 9070 | Parking Permit Vending (5) | 01-6400 | 64,316.53 |
| 13-21116 | Highland Cabinet Systems | 0080 | Custom Cabinetry/Countertops HPAC Green Rm | 01-6400 | 9,982.88 |
| 13-21117 | Claremont Courier | 9100 | Advertisement | 01-5790 | 726.00 |
| 13-21118 | Grainger Inc. | 0010 | Respirator Masks | 01-4300 | 205.21 |
| 13-21119 | BehindTheChair.com | 9260 | New Print Subscription | 01-4300 | 9.95 |
| 13-21120 | Longo Toyota | 3020 | Blanket PO | 01-4300 | 400.00 |
| 13-21121 | Management Concepts | 9660 | Conference Registration | 01-5220 | 749.00 |
| 13-21122 | Management Concepts | 9660 | Conference Registration | 01-5220 | 749.00 |
| 13-21123 | ComputerLand of Silicon Valley | 3370 | Software | 01-6400 | 1,638.00 |
| 13-21124 | Dell Computer Corp | 9010 | Computer | 01-6400 | 1,454.63 |
| 13-21126 | Sennheiser Electronic Corp. | 9030 | Repair | 01-5630 | 1,500.00 |
| 13-21127 | Ceramic Services | 0010 | Raku Kiln | 01-6400 | 1,500.00 |
| | | | | 71-6400 | 491.87 |
| 13-21128 | Cal Partitions | 9100 | Partition - TeCs | 01-6400 | 2,729.00 |
| 13-21129 | Store It Mobile LLC | 9375 | Storage Container - Tech C Remodel | 42-5800 | 195.00 |
| | | | | 42-6400 | 4,556.63 |
| 13-21130 | Lefty's Sports Outfitter, Inc. | 0060 | Softball T-Shirts & Shorts | 01-4300 | 1,401.24 |
| 13-21131 | Linco | 9030 | Supply | 01-4300 | 1,597.32 |
| 13-21132 | CCCCIO | 9170 | Conference Registration | 01-5200 | 315.00 |
| 13-21133 | D & D Sporting Goods | 0060 | Practice Uniforms | 01-4300 | 1,358.83 |
| 13-21134 | Whittier Fertilizer | 9195 | Fertilizer | 01-4300 | 1,451.81 |
| 13-21135 | Whittier Fertilizer | 9195 | Fertilizer | 01-4300 | 1,115.34 |
| 13-21136 | Best Buy | 0060 | Camcorder | 01-4300 | 326.24 |
| 13-21137 | ComputerLand of Silicon Valley | 9100 | Software Licenses - MS Campus Agreement | 01-5840 | 43,920.00 |
| 13-21138 | Monoprice, Inc. | 9100 | Supplies | 01-4300 | 69.25 |
| 13-21139 | TechSmith | 9100 | Software | 01-5840 | 54.33 |

| <u>PO Number</u> | | <u>Site</u> | <u>Description</u> | <u>Fund/Object</u> | <u>Amount</u> |
|------------------|--|-------------|--|--------------------|---------------|
| 13-21140 | Troxell Communications, Inc | 3160 | AV Equipment / Installation | 01-4300 | 2,144.55 |
| | | | | 01-6400 | 1,286.00 |
| 13-21141 | Lowes | 9250 | Cordless Drill -Ticoh | 01-4300 | 63.59 |
| 13-21142 | Western Audio Visual Corp | 3260 | LCD Display for Photo LB204 | 01-6400 | 4,427.06 |
| 13-21143 | Amazon.com Corporate Credit | 9260 | Book | 01-6300 | 31.71 |
| 13-21145 | Borlands | 0060 | Supplies | 01-4300 | 830.85 |
| 13-21146 | Grapevine Designs | 9230 | Ambassador Shirts | 01-4300 | 1,825.87 |
| 13-21147 | Grapevine Designs | 9230 | Outreach/Recruitment | 01-4300 | 224.88 |
| 13-21148 | LBI-Boyd Wallcoverings | 9370 | Markerboard | 42-5800 | 177.25 |
| 13-21149 | Los Angeles Coounty Fire Dept. | 9430 | Haz Mat Program Fees | 01-5890 | 1,598.00 |
| 13-21150 | Marx Bros Fire Extinguisher Co. | 9430 | Fire Extinguishers Supplies at SS | 01-4300 | 397.13 |
| 13-21151 | Pinpoint Industries | 0060 | Cross Country T-Shirts | 01-4300 | 561.46 |
| 13-21152 | Johnny's Pool and Spa Service | 9195 | Pool Chemical Tester | 01-4390 | 32.61 |
| 13-21153 | Al's Kubota Tractor | 9470 | Lawn Aerator | 59-6400 | 1,763.86 |
| 13-21154 | IDM Computer Solutions Inc | 9100 | Software Licenses | 01-5840 | 604.90 |
| 13-21155 | Home Depot | 9470 | Equipment - Golf Range | 59-6400 | 325.16 |
| 13-21156 | California Industrial | 9040 | Repair Air Handler Coil at LI | 01-5630 | 5,706.58 |
| 13-21157 | Indentification & Security Integrators, Inc. | 9012 | ID Supplies | 01-4300 | 5,787.11 |
| 13-21158 | Judge Netting, Inc. | 9370 | Golf Range Netting Project Bid #09-1112 | 41-6100 | 127,500.00 |
| 13-21159 | Associated Students Citrus College | 9230 | CCCSAA Conference Registration | 72-5200 | 4,410.00 |
| 13-21160 | E Evico, Inc. | 9370 | Lttle Theater Project Bid #08-1112 | 41-6200 | 96,558.00 |
| 13-21161 | All-Pro CTI | 9070 | Parking Meter Project | 01-6400 | 1,267.13 |
| 13-21162 | Glendora Trophy | 9010 | Name Plate | 01-4300 | 32.08 |
| 13-21163 | Simplex Grinnell | 3040 | Ribbon Cartridge | 01-4300 | 195.03 |
| 13-21164 | R & D Business Interiors | 9673 | Assemble Frames | 01-5800 | 250.00 |
| 13-21165 | School Outfitters | 9347 | Markerboard | 01-6400 | 637.44 |
| 13-21166 | R. R. Bowker | 9260 | Online Data Subscription | 01-5840 | 584.00 |
| 13-21167 | Owl Bookshop | 0310 | Blanket PO | 01-4300 | 1,000.00 |
| 13-21169 | RP Group | 9280 | Registration | 01-5800 | 375.00 |
| 13-21170 | Virco Manufacturing Corp | 9250 | Student Desks | 01-4300 | 1,203.10 |
| 13-21171 | Hardy Diagnostics | 0030 | Microbiology Supplies | 01-4300 | 39.81 |
| 13-21172 | www.cross.com | 9190 | Supplies | 01-4300 | 13.51 |
| 13-21173 | L'Images Photography | 9020 | Photos | 01-4300 | 225.00 |
| 13-21174 | Thomas Scientific | 0311 | Non-Harazardous Thermometers | 01-4300 | 83.30 |
| 13-21175 | Tomark Sports Inc. | 9020 | Football Side Line Marker Set | 41-6400 | 787.16 |
| 13-21176 | Fisher Scientific | 0311 | Nitrile Gloves | 01-4300 | 555.94 |
| 13-21177 | Grainger Inc. | 3020 | Caster Wheels | 01-4300 | 101.72 |
| 13-21178 | Escalera, Inc | 9250 | Copier Mover | 01-6400 | 1,910.89 |
| 13-21179 | R Iverson | 9370 | Shelving - LB204 | 41-6400 | 179.80 |
| 13-21180 | Academic Senate For California Colleges | 9550 | Registration For Conference | 01-5200 | 355.00 |
| 13-21181 | Lumens Plus AV Inc. | 3160 | AV Lamps | 01-4300 | 2,024.93 |
| 13-21182 | Environmental Equipment Supply | 3370 | CTE Grant-Truck Tech Equip | 01-6400 | 5,412.56 |
| 13-21184 | Grainger Inc. | 3020 | Battery Chargers | 01-4300 | 397.92 |
| 13-21185 | Original Watermen | 3340 | Supplies | 39-4300 | 158.33 |
| 13-21186 | Career Step, LLC | 3340 | Online Training | 39-5800 | 1,780.90 |
| 13-21187 | Career Step, LLC | 3340 | Online Training | 39-5800 | 1,555.95 |
| 13-21188 | Dell Computer Corp | 0030 | Computer Monitor | 01-6400 | 327.63 |
| 13-21189 | Hardy Diagnostics | 0030 | Microbiology Supplies | 01-4300 | 376.60 |
| 13-21190 | Rose Brands Textile Fabrics | 9370 | Little Theater | 41-6400 | 4,743.82 |
| 13-21191 | State Chemical Co. | 9190 | Supplies | 01-4300 | 1,402.88 |

| <u>PO Number</u> | | <u>Site</u> | <u>Description</u> | <u>Fund/Object</u> | <u>Amount</u> |
|------------------|---|-------------|--------------------------------|--------------------|---------------|
| 13-21192 | Nexgen | 9040 | Supplies | 01-4300 | 309.66 |
| 13-21193 | Dell Computer Corp | 0030 | Computer | 01-6400 | 1,945.32 |
| 13-21194 | Impact Specialties Inc. | 9070 | Citations Forms | 01-4300 | 1,039.00 |
| 13-21195 | Enterprise Rent-A-Car | 9230 | Car Rental for Parade | 01-5600 | 95.69 |
| 13-21196 | Associated Students Citrus College | 9230 | Reimbursement | 72-5200 | 1,926.33 |
| 13-21197 | Malmark Inc. | 0280 | Bell Repair Piece | 01-4300 | 58.94 |
| 13-21198 | Buddy's All Stars, Inc. | 0060 | Volleyball Supplies | 01-4300 | 2,214.59 |
| 13-21199 | Amazon.com Corporate Credit | 9100 | USB VGA Display Port | 01-4300 | 84.81 |
| 13-21200 | Owl Bookshop | 3270 | Blanket PO | 01-4300 | 217.50 |
| 13-21201 | Delphin Computer Supply | 9100 | Server Switch | 01-6400 | 2,391.41 |
| 13-21202 | Tomark Sports Inc. | 0060 | Softball Supply | 01-4300 | 354.62 |
| 13-21203 | Jeff's Sporting Goods | 0060 | Softball Supply | 01-4300 | 110.97 |
| 13-21204 | Southern California School Band and Orchestra Association | 0281 | Studio Rental Ad | 01-4300 | 859.13 |
| 13-21205 | DIY Golf Cart LLC | 9240 | Seat Cushion Kit | 01-4300 | 335.00 |
| 13-21206 | Mobile Mini | 9370 | Records Storage Container | 41-6400 | 12,230.69 |
| 13-21207 | Casbo Vendor Show | 9250 | Conference Registration | 01-5200 | 180.00 |
| 13-21209 | Pinpoint Industries | 9190 | Uniforms | 01-5550 | 699.57 |
| 13-21210 | Boca Systems, Inc. | 9030 | Ticket Printing | 01-6400 | 3,723.23 |
| 13-21211 | CSS/Rancho Janitorial Supplies | 9040 | Blanket PO | 01-4300 | 1,000.00 |
| 13-21213 | Pinpoint Industries | 9350 | Training RoomT-shirts | 01-4300 | 714.38 |
| 13-21214 | State Water Resources Control Division Of Water Quality | 9430 | Storm Water Annual Permit Fees | 01-5800 | 1,359.00 |

Total **166** **794,136.96**

| <u>Description</u> | <u>PO Count</u> | <u>Amount</u> |
|----------------------------|-----------------|-------------------|
| General Fund | 134 | 334,894.28 |
| Community Education | 3 | 3,495.18 |
| Capital Outlay Projects | 23 | 441,901.40 |
| Revenue Bond Construction | 2 | 4,928.88 |
| Golf Driving Range | 2 | 2,089.02 |
| Associated Student Trust | 1 | 491.87 |
| Student Representation Fee | 2 | 6,336.33 |
| Total | 166 | 794,136.96 |

| <u>PO Number</u> | <u>Site</u> | <u>Description</u> | <u>Fund/Object</u> | <u>Amount</u> |
|-------------------------|---------------------|--------------------|---|----------------------|
| PO Changes | | | | |
| New PO Amount | Fund/ Object | Description | | Change Amount |
| 13-20563 | 520.67 | 01-4300 | General Fund/Materials and Supplies | 34.64 |
| 13-20854 | 218,833.31 | 41-5800 | Capital Outlay Projects Fun/Oth Contracted Services | 26,304.31 |
| 13-20903 | 1,747.49 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-20907 | 962.56 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-20908 | 1,582.00 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-20909 | 166.69 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-20979 | 2,999.08 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-20993 | 2,663.02 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-20998 | 1,263.80 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-21002 | 490.23 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-21015 | 564.29 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-21023 | 1,656.25 | 01-4300 | General Fund/Materials and Supplies | .00 |
| 13-21028 | 340.66 | 01-4300 | General Fund/Materials and Supplies | .00 |
| Total PO Changes | | | | 26,338.95 |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | October 16, 2012 | Resolution | |
| SUBJECT: | Approval of Modified Courses and Inactivated Courses, and Modified 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 September 20, 2012.

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

RECOMMENDATION

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

Irene Malmgren
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.e. _____

| MODIFIED COURSES | | | |
|-------------------------|---------------|--|--|
| Course Subject | Course Number | Course Title | Justification |
| AUTO | 101 | Fundamentals of Automotive Service, Diagnosis and Repair | Revised LHE Lab Factor. |
| AUTO | 151 | Engine Service, Diagnosis and Repair | Revised LHE Lab Factor. |
| AUTO | 154 | Chassis Service, Diagnosis, and Repair | Revised LHE Lab Factor. |
| AUTO | 156 | Automotive Electrical/Electronic Systems I | Revised Student Learning Outcomes, course and lab content, and LHE Lab Factor. |
| AUTO | 162 | Drivetrain Service, Diagnosis and Repair | Revised LHE Lab Factor. |
| AUTO | 166 | Automotive Electrical/Electronic Systems II | Revised LHE Lab Factor. |
| AUTO | 167 | Automotive HVAC Service, Diagnosis & Repair | Revised LHE Lab Factor. |
| AUTO | 168 | Engine Control systems Service, Diagnosis and Repair | Revised LHE Lab Factor. |
| CHLD | 111 | Child Development Youth – Adolescence | Modified Student Learning Outcomes, and course objectives, added library resources and course assignments. |
| CHLD | 190 | Administration of Early Childhood Education Programs I | Modified Requisites, and updated course assignments. |
| ESCI | 118 | Physical Geography | Reactivated course and moved to GEOG. |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|-----------------------|
| AJ 698C | Cooperative Education |
| AJ 699C | Cooperative Education |
| ART 115 | Figure Drawing I |
| ART 116 | Figure Drawing II |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|---|
| ART 131 | Intermediate Painting |
| ART 141 | Intermediate Ceramics |
| ART 142 | Experimental Ceramics |
| ART 143 | Ceramic Handbuilding |
| ART 145 | Ceramic Design and Decoration |
| ART 146 | Ceramics: Tile and Mosaic |
| ART 149 | Studio Problems in Ceramics |
| ART 150 | Computer Art Basics |
| ART 153 | Digital Media Production I |
| ART 158 | Commercial Graphic Design |
| ART 162 | Computer Graphics I |
| ART 163 | Computer Graphics II |
| ART 167 | Web Design I |
| ART 168 | Animation I |
| ART 181 | Intermediate Clay Sculpture |
| ART 182 | Advanced Clay Sculpture I |
| ART 183 | Advanced Clay Sculpture II |
| ART 184 | Sculpture and Metalwork |
| ART 230 | Advanced Painting |
| ART 240 | Advanced Ceramics I |
| ART 241 | Advanced Ceramics II |
| ART 253 | Digital Media Production II |
| ART 267 | Web Design II |
| ART 268 | Animation II |
| ART 698A | Cooperative Education |
| ART 698B | Cooperative Education |
| ART 698C | Cooperative Education |
| ART 698D | Cooperative Education |
| ART 699A | Cooperative Education |
| ART 699B | Cooperative Education |
| ART 699C | Cooperative Education |
| ART 699D | Cooperative Education |
| AUTO 230A | Automotive Service and Repair Work Experience A |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|---|
| AUTO 230B | Automotive Service and Repair Work Experience B |
| AUTO 230C | Automotive Service and Repair Work Experience C |
| AUTO 230D | Automotive Service and Repair Work Experience D |
| AUTO 695A | Special Topics: Automotive Technology |
| AUTO 695B | Special Topics: Automotive Technology |
| AUTO 695C | Special Topics: Automotive Technology |
| AUTO 695D | Special Topics: Automotive Technology |
| AUTO 696A | Special Topics: Automotive Technology |
| AUTO 696B | Special Topics: Automotive Technology |
| AUTO 696C | Special Topics: Automotive Technology |
| AUTO 696D | Special Topics: Automotive Technology |
| AUTO 698A | Cooperative Education |
| AUTO 698B | Cooperative Education |
| AUTO 698C | Cooperative Education |
| AUTO 698D | Cooperative Education |
| AUTO 699A | Cooperative Education |
| AUTO 699B | Cooperative Education |
| AUTO 699C | Cooperative Education |
| AUTO 699D | Cooperative Education |
| BIOL 698A | Cooperative Education |
| BIOL 698B | Cooperative Education |
| BIOL 698C | Cooperative Education |
| BIOL 698D | Cooperative Education |
| BIOL 699A | Cooperative Education |
| BIOL 699B | Cooperative Education |
| BIOL 699C | Cooperative Education |
| BIOL 699D | Cooperative Education |
| CHEM 698A | Cooperative Education |
| CHEM 698B | Cooperative Education |
| CHEM 698C | Cooperative Education |
| CHEM 698D | Cooperative Education |
| CHEM 699A | Cooperative Education |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|--|
| CHEM 699B | Cooperative Education |
| CHEM 699C | Cooperative Education |
| CHEM 699D | Cooperative Education |
| COMM 103 | Freelance Journalism |
| COMM 230 | Desktop Publishing |
| COMM 240 | Newspaper Production Staff |
| COMM 245 | Editorial Board Workshop |
| COMM 280 | Magazine Production Staff |
| DANC 130 | Alignment and Correctives |
| DANC 158 | Hip-Hop Dance Techniques |
| DANC 159 | Beginning Tap |
| DANC 160 | Jazz Dance Techniques |
| DANC 161 | Beginning Modern Dance |
| DANC 162 | Beginning Ballet |
| DANC 172 | Composition in Group Forms |
| DANC 259 | Intermediate Tap I |
| DANC 260 | Intermediate Jazz Dance I |
| DANC 261 | Intermediate Modern Dance I |
| DANC 262 | Intermediate Ballet I |
| DANC 263 | Dance for Musical Theatre |
| DANC 264 | Popular Dance Techniques |
| DANC 265 | Musical Staging: Rehearsal and Performance |
| DANC 266 | Pop Dance: Rehearsal and Performance |
| DANC 269 | Intermediate Tap II |
| DANC 270 | Intermediate Jazz Dance II |
| DANC 271 | Intermediate Modern Dance II |
| DANC 272 | Intermediate Ballet II |
| DANC 279 | Advanced Tap I |
| DANC 281 | Advanced Jazz Dance I |
| DANC 289 | Dance Concert Production |
| DENT 698A | Cooperative Education |
| DENT 698B | Cooperative Education |
| DENT 698C | Cooperative Education |
| DENT 698D | Cooperative Education |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|--|
| DENT 699A | Cooperative Education |
| DENT 699B | Cooperative Education |
| DENT 699C | Cooperative Education |
| DENT 699D | Cooperative Education |
| DRAF 698C | Cooperative Education |
| DRAF 699A | Cooperative Education |
| DRAF 699C | Cooperative Education |
| DSPS 103L | Technical Assistance Lab: Adaptive Computer Technology |
| ELEC 698B | Cooperative Education |
| ELEC 698C | Cooperative Education |
| ELEC 698D | Cooperative Education |
| ELEC 699A | Cooperative Education |
| ELEC 699B | Cooperative Education |
| ELEC 699C | Cooperative Education |
| ELEC 699D | Cooperative Education |
| ESCI 698A | Cooperative Education |
| ESCI 698B | Cooperative Education |
| ESCI 698C | Cooperative Education |
| ESCI 698D | Cooperative Education |
| ESCI 699A | Cooperative Education |
| ESCI 699B | Cooperative Education |
| ESCI 699C | Cooperative Education |
| ESCI 699D | Cooperative Education |
| FOR 698A | Cooperative Education |
| FOR 698B | Cooperative Education |
| FOR 698C | Cooperative Education |
| FOR 698D | Cooperative Education |
| FOR 699A | Cooperative Education |
| FOR 699B | Cooperative Education |
| FOR 699C | Cooperative Education |
| FOR 699D | Cooperative Education |
| HEAT 698A | Cooperative Education |
| HEAT 698B | Cooperative Education |
| HEAT 698C | Cooperative Education |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|---|
| HEAT 698D | Cooperative Education |
| HEAT 699A | Cooperative Education |
| HEAT 699B | Cooperative Education |
| HEAT 699C | Cooperative Education |
| HEAT 699D | Cooperative Education |
| IT 698B | Cooperative Education |
| IT 698D | Cooperative Education |
| IT 699B | Cooperative Education |
| IT 699D | Cooperative Education |
| KIN 101 | Badminton |
| KIN 102 | Bowling |
| KIN 103 | Golf |
| KIN 104 | Self-Defense and Personal Safety |
| KIN 106 | Racquetball |
| KIN 108 | Tennis |
| KIN 116 | Yoga |
| KIN 130 | Basketball |
| KIN 134 | Softball |
| KIN 135 | Volleyball |
| KIN 143 | Swimming - Intermediate/Advanced |
| KIN 145 | Strength Training, Balance and Agility |
| KIN 147 | Swimming for Cardiovascular Improvement |
| KIN 151 | Body Conditioning |
| KIN 152 | Weight Training |
| KIN 153 | Walking/Jogging |
| KIN 154 | Advanced Weight Training |
| KIN 159 | Cardiovascular Training |
| MTRK 698A | Cooperative Education |
| MTRK 698B | Cooperative Education |
| MTRK 698C | Cooperative Education |
| MTRK 698D | Cooperative Education |
| MTRK 699A | Cooperative Education |
| MTRK 699B | Cooperative Education |
| MTRK 699C | Cooperative Education |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|--|
| MTRK 699D | Cooperative Education |
| MUS 107 | Jazz Ensemble |
| MUS 115 | Voice |
| MUS 116 | Chamber Singers I |
| MUS 117 | Vocal Ensemble I |
| MUS 118 | Concert Choir I |
| MUS 119 | Concert Choir II |
| MUS 120 | Opera Workshop |
| MUS 121 | Chamber Chorale |
| MUS 126 | Chamber Singers II |
| MUS 129 | Pop/Rock Ensemble I |
| MUS 132 | Music Performance for Events |
| MUS 137 | Standard Percussion Instrumentation/Techniques |
| MUS 138 | World Percussion Instrumentation/Techniques |
| MUS 139 | Pop/Rock Ensemble II |
| MUS 140 | Music Production Software/Hardware I |
| MUS 141 | Music Production Software/Hardware II |
| MUS 145 | Pop, Rock, and Jazz Performance Styles |
| MUS 146 | Pop/Cumbia Ensemble I |
| MUS 147 | Pop/Salsa Ensemble I |
| MUS 150 | Professional Performance Techniques |
| MUS 152 | Jazz Combos |
| MUS 154 | Jazz Improvisation I |
| MUS 158 | World Percussion Ensemble I |
| MUS 160 | Popular Piano Styles |
| MUS 162 | Songwriting |
| MUS 170 | Sight Reading for the Studio |
| MUS 172 | Styles, Technique, and the "Soul" of Popular Singing |
| MUS 207 | Laboratory Band |
| MUS 208 | Studio Orchestra |
| MUS 209 | Musical Theatre Academy Production |
| MUS 210 | Intermediate Voice |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|--|
| MUS 211 | Citrus Singers Tour Ensemble (Pop) |
| MUS 212 | Citrus Singers Summer Ensemble (Classical) |
| MUS 213 | Professional Performance Techniques (Vocal) |
| MUS 214 | Musical Theatre Techniques |
| MUS 215 | Musical Theatre Production |
| MUS 216 | Brass Choir I |
| MUS 217 | Chamber Winds I |
| MUS 220 | Musical Theatre Academy Techniques |
| MUS 222 | Women's Tour Ensemble |
| MUS 223 | Handbell Ensemble |
| MUS 224 | Musical Theatre Workshop Production |
| MUS 226 | Brass Choir II |
| MUS 227 | Chamber Winds II |
| MUS 228 | Jazz Ensemble Tour |
| MUS 229 | Summer Instrumental Music Academy |
| MUS 230 | Advanced Voice (Classical) |
| MUS 231 | Advanced Voice (Popular) |
| MUS 232 | Women's Ensemble I |
| MUS 233 | Men's Ensemble |
| MUS 234 | Wind Symphony I |
| MUS 237 | Jazz Ensemble II |
| MUS 242 | Women's Ensemble II |
| MUS 244 | Wind Symphony II |
| MUS 245 | Pop, Rock, and Jazz Performance Styles II |
| MUS 252 | Fusion Ensemble |
| MUS 254 | Jazz Improvisation II |
| MUS 277 | Vocal Ensemble II |
| MUS 290 | Applied Music |
| MUS 291 | Applied Music / Individual Instruction (Classical) |
| MUS 292 | Applied Music / Individual Instruction (Pop) |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|--|
| NAT 180A | Natural History Series - Deserts A |
| NAT 180B | Natural History Series - Deserts B |
| NAT 181A | Natural History Series - Coastal Mountains, Coastlines, Tropical Regions and Islands A |
| NAT 181B | Natural History Series - Coastal Mountains, Coastlines, Tropical Regions and Islands B |
| NAT 182A | Natural History Series - Inland Mountains, Valleys and Alaska A |
| NAT 182B | Natural History Series - Inland Mountains, Valleys and Alaska B |
| OFF 698A | Cooperative Education |
| OFF 698B | Cooperative Education |
| OFF 698C | Cooperative Education |
| OFF 698D | Cooperative Education |
| PHTO 101 | Basic Photography |
| PHTO 103 | Advanced Photography |
| PHTO 125 | Photography as an Art Medium |
| PHTO 126 | Advanced Photography as an Art Medium |
| PHTO 202 | Photojournalism |
| PHTO 205 | Color Photography |
| PHTO 206 | Intermediate Color Photography |
| PHTO 213 | Studio & Environmental Portraiture |
| PHTO 215 | Digital Photographic Imaging |
| PHTO 698A | Cooperative Education |
| PHTO 698B | Cooperative Education |
| PHTO 698C | Cooperative Education |
| PHTO 698D | Cooperative Education |
| PHTO 699A | Cooperative Education |
| PHTO 699B | Cooperative Education |
| PHTO 699C | Cooperative Education |
| PHTO 699D | Cooperative Education |
| PSY 250 | Honors Topics Seminar |

The following courses, previously approved as repeatable, were modified to allow the course to be taken only once for credit per the new Title 5 Repeatability Compliance Regulations.

| Course No. | Course Title |
|-------------------|--|
| THEA 104 | Voice and Movement for the Actor |
| THEA 125 | Technical Theatre Production |
| THEA 160 | Computer Aided Design for Theatre |
| THEA 200 | The Art of the Theatre |
| THEA 201 | Acting Fundamentals I |
| THEA 202 | Acting Fundamentals II |
| THEA 204 | Stage and Screenwriting |
| THEA 210 | Rehearsal and Performance I |
| THEA 211 | Acting for the Camera |
| THEA 220 | Rehearsal and Performance II |
| THEA 241 | Fundamentals of Stage Direction |
| THEA 284 | Acting Shakespeare |
| THEA 290 | Citrus Theatre Academy |
| THEA 292 | Special Techniques in Acting |
| THEA 293 | Theatre for Young Audiences |
| THEA 294 | Shakespeare in Production |
| THEA 698C | Cooperative Education |
| THEA 699A | Cooperative Education |
| WATR 155 | Water Distribution Operator Exam Preparation |
| WATR 165 | Water Systems Operations and Technology Update |
| | |

| INACTIVATED COURSES | | | |
|----------------------------|---------------|---------------------------------------|-----------------------------|
| Course Subject | Course Number | Course Title | Justification |
| CHLD | 118 | Effective Family Child Care Practices | Course no longer offered. |
| ENGL | 030 | Writing Skills I | Course replaced by ENGL 098 |
| ENGL | 040 | Writing Skills II | Course replaced by ENGL 099 |
| HEAT | 170 | Air Conditioning I | Moved to non-credit. |
| HEAT | 180 | Air Conditioning II | Moved to non-credit. |
| HEAT | 182 | Heating – Electrical and Gas | Moved to non-credit. |

| | | | |
|------|------|---|---------------------------|
| HEAT | 184 | Electricity for Heating and Air Conditioning | Moved to non-credit. |
| HEAT | 186 | Control Systems | Moved to non-credit. |
| HEAT | 188 | Trouble Shooting Heating and Air Conditioning | Moved to non-credit. |
| HEAT | 698A | Cooperative Education | Course no longer offered. |
| HEAT | 698B | Cooperative Education | Course no longer offered. |
| HEAT | 698C | Cooperative Education | Course no longer offered. |
| HEAT | 698D | Cooperative Education | Course no longer offered. |
| HEAT | 699A | Cooperative Education | Course no longer offered. |
| HEAT | 699B | Cooperative Education | Course no longer offered. |
| HEAT | 699C | Cooperative Education | Course no longer offered. |
| HEAT | 699D | Cooperative Education | Course no longer offered. |
| | | | |
| | | | |

| MODIFIED PROGRAMS | |
|---|----------------------------------|
| Administration of Justice Certificate of Achievement | Replaced ENGL 100 with ENGL 101. |
| Automotive Service, Diagnosis & Repair – Master Technician Certificate of Achievement | Replaced ENGL 100 with ENGL 101. |
| Automotive Service, Diagnosis and Repair – Toyota/Lexus/Scion Technician Certificate of Achievement | Replaced ENGL 100 with ENGL 101. |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | x |
| DATE | October 16, 2012 | Resolution | |
| SUBJECT: | Instrumental Music Field Trip/Tour June 30 – July 14, 2013 | Information | |
| | | Enclosure(s) | x |

BACKGROUND

This year the instrumental music program will be touring Hawaii from June 30 – July 14, 2013. While in Hawaii, the *MUS 228 Blue Note Swing Orchestra*, as well as *MUS 150 Night Shift* will be performing at the Hyatt Waikiki, Sheraton Waikiki, Royal Hawaiian, and the Moana Surfrider. Students perform 6-8 hours each day at various venues throughout the hotel and grounds. These travel opportunities give our students the opportunity to experience the reality of a touring musician's life. This unique, intense performance schedule hones their skills as musicians and helps to develop them as professionals.

The tour is funded by four (4) separate sources:

- 1) Performance fees generated by various ensemble events during the year;
- 2) Ticket sales from instrumental music performances at the Haugh Performing Arts Center, such as Battle of the Big Bands;
- 3) Donations; and
- 4) The annual Kenshu program developed and implemented by faculty/staff and students.

Family and chaperones will pay for their own expenses separately from our ASO tour account.

This item was prepared by Robert Slack, Dean of Fine and Performing Arts and Denise Mitchell, Secretary for Fine & Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip/tour for thirty-one (31) students from *MUS 150 Professional Performance Techniques* and *MUS 228 Blue Note Swing Orchestra* and five (5) staff members to perform in Hawaii from June 30 through July 14, 2013.

Irene Malmgren
Recommended by

Moved / Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____ H.1.f. _____

Estimated Budget
INSTRUMENTAL MUSIC
2013 HAWAII TOUR

Airline Tickets for students/staff

| | |
|---|--------------------|
| Airline: 31 students/5 staff x \$730 | \$26,280.00 |
| Baggage charges LAX to HNL (36 @ \$25) | \$900.00 |
| Baggage charges HNL to LAX (36 @ \$25) | \$900.00 |
| Estimated additional equipment shipping charges | <u>\$1,200.00</u> |
| | \$29,280.00 |

Per Diem (\$20/day x 14 days x 31 students) \$8,680.00

Hotel Accommodations

| | |
|--|--------|
| Rooms comped by Sheraton Waikiki | \$0.00 |
| 14 nights @ \$230 x 14 rooms (\$45,080.00) | |

Additional Expenses \$1,000.00
(Prep for tour, equipment, supplies & costumes)

Additional Meals \$3,000.00

Tips, Parking, Internet & Phone \$500.00

Ground Transportation (Roberts Hawaii & truck rental) \$2,000.00

Fuel \$300.00

Band & Staff Excursions \$2,000.00

Vehicle Rental (rental car) \$1,200.00

ESTIMATED GRAND TOTAL: **\$47,960.00**

PROPOSED HAWAII TOUR LIST

Instrumental Music

Oahu / June 30 – July 14, 2013

| | |
|---|--|
| <p><u>Students Musicians/ vocalist</u></p> <ol style="list-style-type: none">1. Aguiniga, Raul2. Albano, Peter3. Allen, Greg4. Baiseri, Alexander5. Barro, Ace6. Becker, Garrett7. Carter, Dametrius8. Castro, Eduardo9. Doniza, Daniel10. Gelencser, Eric11. Gonzalez, Sophie12. Guitron, Ericka13. Horn, Tyler14. Jarvis, John15. Jorge, Nathaniel16. Lawrence, Joshua17. Linares, Joshua18. Lopez, Daniel19. Loya, Briana20. Mora, Gabriel21. Morledge, Daniel22. Ortiz, Hayden23. Pacificar, Mark24. Quintana, Joseph25. Reyes, Andrew26. Ruiz, Michael27. Soto, Miranda28. Tchen, Alex29. Udave, Norberto30. Vellatti, Sergio31. Vista, Russell | <p><u>Staff</u></p> <ol style="list-style-type: none">1. Le Brun, Michael2. Slack, Robert3. Volonte, Dan4. Waddington, Alan5. To be named <p><u>Chaperones</u></p> <ol style="list-style-type: none">1. Joanne Slack |
|---|--|

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | October 16, 2012 | Resolution | |
| SUBJECT: | Vocal Music Field Trip/Tour April 16 – April 22, 2013 | Information | |
| | | Enclosure(s) | X |

BACKGROUND

This April, the members of the Citrus Singers from *MUS 126 Chamber Singers II* and *MUS 212 Citrus Singers Tour Ensemble (Classical)* will be traveling to New York, NY, leaving on April 16 and returning April 22, 2013. The group will be performing at venues such as historic St. Patrick’s Cathedral, Trinity Church, St. Paul’s Chapel, (place of worship of George Washington), 5th Avenue Presbyterian Church, and St. Bartholomew’s Church. The Citrus Singers will participate in dance classes, workshops and seminars hosted by Musical Theatre professionals, and have the opportunity to attend Broadway shows followed by backstage tours and/or question and answer sessions. In addition, they will experience sightseeing at such locations as: “Ground Zero”, The Statue of Liberty, Radio City Music Hall, Lincoln Center, Central Park, and the Empire State Building.

There will be forty-seven (47) Citrus College students participating and four (4) faculty members.

Should any Chaperones accompany the group, they will pay for their own expenses separately from our ASO tour account. A complete list of chaperones would be submitted prior to the tour.

This item was prepared by Douglas Shrope (Austin), Director of Citrus Singers and Autumn Leal, Secretary for Fine and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a field trip/tour for forty-seven (47) students from *MUS 126 Chamber Singers II* and *MUS 212 Citrus Singers Tour Ensemble (Classical)*, four (4) faculty members to perform in New York from April 16 through April 22, 2013.

Irene Malmgren
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. _____ H.1.g. _____

Estimated Budget

Citrus Singers New York Performance Tour Tuesday, April 16 – Monday, April 22, 2013

Airfare

Air

Round trip airfare arranged thru *ACFEA Tour Consultants* \$ 27,950.00
\$509 x 50 people plus \$50 baggage charge x 50 people (\$25 per flight)

Ground Transportation

California transportation

School bus arranged for transportation from Citrus College to airport
School bus arranged for transportation back to Citrus College

Ground Transportation in Manhattan

Round trip ground transportation between *airport & Sheraton Hotel* (minus tips) \$ 1,500.00
Bus for student transportation to performances & organized tours \$ 3,500.00

Cabs

Estimate for cab emergencies and meetings \$ 300.00

Additional travel related costs

Tips for bus drivers & City tour guides \$ 400.00

Total estimated ground transportation costs \$ **5,700.00**

Hotel Accommodations

Sheraton Hotel, NYC (Nights of April 16th through April 21st) Room & tax \$ 31,128.00

Additional hotel charges include:

Maids' gratuities (6 nights @ \$5.00 per room x 15 rooms) \$ 450.00
Porterage charge (\$9 per bag x 50 bags) \$ 450.00
Incidentals \$ 300.00

Total estimated Accommodations Costs \$ **32,328.00**

Student Per Diem and Additional Food Costs

47 students @ \$30.00 per day 4/16-4/22 \$ 8,460.00

Per diem checks will be issued to each student

4/19 3rd Year Dinner \$ 2,400.00

4/22 Awards breakfast \$25.00 x 50 \$ 1,250.00

Total estimated Per Diem & additional Food Costs \$ **12,110.00**

Excursions, Professional Workshops, Classes & Presentations

| | |
|--|--------------------|
| Attendance to 3 Broadway shows (50 @ \$130 per x 3 shows) | \$ 19,500.00 |
| <i>Tour of Lincoln Center</i> 50 @ \$14 per | \$ 700.00 |
| <i>Tour of 9/11 site</i> | \$ 0.00 |
| <i>Tour Statue of Liberty</i> 50 @ \$10 per | \$ 500.00 |
| <i>Total projected Workshops, Classes & Presentations cost</i> | <u>\$ 4,000.00</u> |

Total estimated excursions cost \$ **24,700.00**

Additional Expenses

| | |
|---|-------------|
| Medical, Emergency, Supplies, Dry Cleaning & Etc. | \$ 2,500.00 |
|---|-------------|

Estimated Subtotal \$ **105,288.00**

Student Financial Contribution

| | |
|--|------------------------|
| Each student is required to pay \$400 towards the cost of their trip | |
| 47 students @ \$400 per student | (\$ 18,800.00) |

Total Estimated Cost for Tour \$ **86,488.00**

Citrus Singers New York Performance Tour
Tuesday, April 16 – Monday, April 22, 2013

Roster

Students participating:

1. Nathan Patrick Alfred
2. Alexandra Francesca Sophia Almendarez
3. Zachary Alan Oster Bondoc
4. Kalin Morey Booker
5. Maelyn Segue Cacho
6. Jeremiah Dewaine Calhoun
7. Roger Chou
8. Renee Elizabeth Danner
9. Karyn Elizabeth DeAndrade
10. Max Daniel Droegemueller
11. Isaac Ian Espinosa
12. Kevin James Gasio
13. Julie Elizabeth Gongwer
14. Essence Stronja Graves
15. Aurora Nicole Hale
16. Marcos Alexander Hernandez
17. Quincey Allen Hinton
18. Garrison Lee Holder
19. Shannon Nicole Jadrich
20. Brandon Scott Jenkins
21. Gayle Marie Jett
22. Robert Raymond Johnson
23. Amanda Louise Lee
24. Madison Paige Lefebvre
25. David Adam Lentz
26. Andrew Limon
27. Lisa Marie Lopez
28. Khan May
29. Sarah Diane Miramontes
30. Lisa Ann Mooney
31. Lottie Mae Morgan
32. Sharon Ngo
33. Audrey Nieves
34. Luis Padilla
35. Jairus Judd Ramos Pecson
36. Altigracia Angelina Rodriguez Arevalo
37. Andrew Lee Rodriguez
38. David Sanjenis
39. Emil A. Savany
40. Garrett Henry Smith
41. Beda Margarita Spindola
42. Melissa Talavera
43. Brittany Ruth Tangermann
44. Joshua Philip Tangermann
45. Micah Tangermann
46. Charles Taylor
47. Madisen Venter

Faculty participating:

1. Douglas Shrope
2. John Vaughan
3. TBD
4. TBD

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
OCTOBER 16, 2012**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|------------------|--|-------------------|--------------|------------|--------------|
| Longyear, Alicia | Learning Community / Bridges to Success Grant | Stipend | 03/07/12 | 06/14/12 | \$500.00/tl. |
| Ryba, David | Maintain ChemNet Software / Chemistry | Hourly stipend | 09/01/12 | 12/31/12 | \$51.73/hr. |
| Tussy, Alan | Faculty Lead-Faculty Development / Basic Skills Initiative | Stipend | 11/01/12 | 11/30/12 | \$200.00/tl. |

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 16, 2012**

| NAME | DESCRIPTION | ASSIGNMENT | BEGIN | END | RATE |
|----------------|-----------------------------------|---------------------|--------------|------------|-------------|
| Gamboa, Robert | Counselor / Race To STEM Grant | Hourly as needed | 10/17/12 | 12/21/12 | \$44.90/hr. |

**ACADEMIC EMPLOYEES
LAB SUPERVISORS
2012-2013 (07-01-12)
OCTOBER 16, 2012**

| Name | Adjunct or Full Time | Dept. | Begin | End | Placement | Hourly Rate |
|-----------------|---------------------------------|----------------|--------------|------------|------------------|------------------------|
| Long, Stacy | A | Communications | 07/01/12 | 12/31/12 | 1-3 | \$30.90 |
| Rashidi, Waleed | A | Communications | 10/17/12 | 12/31/12 | 1-3 | \$30.90 |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|----------------------|--------------|------------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> </u> X |
| DATE | October 16, 2012 | Resolution | <u> </u> |
| SUBJECT: | Classified Employees | Information | <u> </u> |
| | | Enclosure(s) | <u> </u> X |

BACKGROUND

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of classified employees.

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.i. _____

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
OCTOBER 16, 2012**

| NAME | CLASS/DEPT/PRCT. | REASON/MOS. | BEGN/END | RANGE & STEP | MONTHLY RATE |
|---------------------|---------------------------------------|--|------------------------|-------------------------|---------------------|
| Burruel, James | Custodial Supervisor | Temporary Upgrade while supervisor is on leave | 9/28/12 thru 10/31/12 | 8-1 (7-1+1A) | \$4648/mo. |
| Dizon, Amiethel | Payroll Technician | End of Temporary upgrade | 7/1/12 thru 10/16/12 | 35-6 (34-6+1A) | \$4,520.22 |
| Martinez, Julie | Financial Aid Coordinator | Promotion | 10/17/12 | 40-5 | \$4,870.68 |
| Nguyen, Thuyanh | Laundry Assistant/ Kinesiology/49% | Employment/ 39 month laid off list | 10/17/12 | 11-7 (10-7+1A) | \$1,285.80 |
| Quick, Amber | Payroll Technician | Temporary Upgrade | 10/17/12 thru 12/31/12 | 34-4 | \$3,999.97 |
| Weller, Danielle | Account Clerk II | End of Temporary upgrade | 7/15/12 thru 10/16/12 | 29-7 | \$4,092.00 |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|--|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | October 16, 2012 | Resolution | |
| SUBJECT: | Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts | Information | |
| | | Enclosure(s) | X |

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, hourly, substitutes, volunteers, and professional experts.

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, hourly, substitutes, volunteers, and professional experts.

Robert Sammis _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.j. _____

**CLASSIFIED SUBSTITUTES
OCTOBER 16, 2012**

| | | | | | |
|---------------|------------------|-------------------------------------|---------------------|------|-------------|
| Dudley, Deryn | Research Analyst | Substitute for an approved position | 1/1/13 thru 2/28/13 | 49-1 | \$28.87/hr. |
|---------------|------------------|-------------------------------------|---------------------|------|-------------|

**SHORT-TERM, HOURLY
OCTOBER 16, 2012**

| NAME | CATEGORY | DESCRIPTION | HOURLY RATE/TOTAL | BEGIN/END |
|----------------|-----------------------------|--|------------------------------|------------------------------|
| Ferrer, Martin | Student Services Support | Assuming a primary role in the preparation, rehearsal and performances of events | \$14/hr | 10/17/12 thru 12/30/12 |

VOLUNTEER COACHES 2012/2013

Volunteer Coaches

| | SPORT | DATE |
|------------|--------------|-----------------------|
| Post, Kari | Volleyball | 10/17/12 thru 12/7/12 |

**VOLUNTEERS, NON-ACADEMIC
OCTOBER 16, 2012**

| DEPARTMENT | VOLUNTEER NAME | BEGIN DATE | END DATE |
|-------------------|-----------------------|-------------------|-----------------|
| Theatre | Maher, Jon | 11/03/12 | 11/18/12 |
| STEM | Sadiki, Amissi | 09/04/12 | 06/30/13 |
| Theatre | Swetland, Paul | 11/03/12 | 11/18/12 |
| Theatre | Walden, Paul | 11/03/12 | 11/18/12 |
| STEM | Yujuico, Kimberly | 09/04/12 | 06/30/13 |

**PROFESSIONAL EXPERT
OCTOBER 16, 2012**

| NAME | DESCRIPTION | DEPARTMENT | RATE | BEGIN/END |
|--------------------|---|---------------------------|--------------|-----------------------------|
| Brenes, Laura | Musician - French Horn | Fine & Performing Arts | \$125.00/hr. | 10/24/12 to 10/24/12 |
| Kerr, William | Musician - Woodwind | Fine & Performing Arts | \$125.00/hr. | 10/24/12 to 10/24/12 |
| Newman, Nancy | Musician - Woodwind | Fine & Performing Arts | \$125.00/hr. | 10/24/12 to 10/24/12 |
| Roth, Michelle | Curriculum and Data Assistant | Foster/Kinship | \$13.00/hr. | 11/1/12 to 06/30/13 |
| Simpson, Lisa A. | Activity Lead - Teacher for Excellence (H.S.I. Title V Cooperative Grant) | Counseling | \$20.00/hr. | 10/17/2012 to 10/16/2013 |
| Stetson, Stephanie | Musician - French Horn | Fine & Performing Arts | \$125.00/hr. | 10/24/12 to 10/24/12 |
| Waugh, Christine | Activity Lead - Teacher for Excellence (H.S.I. Title V Cooperative Grant) | Counseling | \$20.00/hr. | 10/17/2012 to 10/16/2013 |

**STIPENDS STRS NON-CREDITABLE
OCTOBER 16, 2012**

| NAME | CATEGORY | DESCRIPTION | HOURLY RATE/TOTAL | BEGIN/END |
|-------------------|-----------------|--|------------------------------|------------------------------|
| Davis, Charles L. | Stipend | Musician Services/ Contractor for Orchestra Christmas Is.....2012 | \$1500tl. | 10/17/12 thru 11/20/12 |

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|------------------------|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| DATE | October 16, 2012 | Resolution | _____ |
| SUBJECT: | One-Day Liquor License | Information | _____ |
| | | Enclosure(s) | _____ |

BACKGROUND

The Citrus College Foundation hosts a private reception in conjunction with “Christmas Is ...” each year as a way of thanking trustees, board members, donors and friends for their service and contributions. The event this year is scheduled for Friday, December 14, 2012.

The Foundation is requesting approval from the Board of Trustees to serve wine at the event. In 1998, a provision (AB 2416, Chapter 639/1998) was added to Section 256008 of the Business and Professions Code authorizing community colleges to serve alcoholic beverages under specific conditions: Section 25608 (I) “The alcoholic beverages are acquired, possessed, or used during events at a college-owned or college-operated stadium or other facility. As used in this subdivision, ‘events’ means fundraisers held to benefit a nonprofit corporation that has obtained a license pursuant to this division for the event.”

This item was prepared by Clarence D. Cernal, Administrative Assistant, Office of Development and Alumni Relations – Citrus College Foundation.

RECOMMENDATION

Authorization is requested to grant approval for the Citrus College Foundation to apply for a one-day liquor license from the Alcoholic Beverage Control agency to serve wine at the Foundation’s private reception to be held December 14, 2012, from 6 p.m. to 8 p.m. on the Citrus College campus.

Christina M. Garcia
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.3.

CITRUS COMMUNITY COLLEGE DISTRICT

| | | | |
|----------|---|--------------|-------|
| TO: | Board of Trustees | Action | X |
| DATE | October 16, 2012 | Resolution | _____ |
| SUBJECT: | BP 3520 Local Law Enforcement - 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 3520 Local Law Enforcement was revised to add and/or clarify language about reporting procedures for District employees, students, and visitors who are witnesses or victims of a crime while on campus. The Student Services Committee approved the revisions on May 17, 2012 and all campus constituents have reviewed and approved. The Steering Committee approved the revisions on October 8, 2012. Attached to the policy, for information only is the related administrative procedure AP 3520.

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 3520 Local Law Enforcement.

Arvid Spor, Ed. D. _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ H.4. _____

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

BP 3520

LOCAL LAW ENFORCEMENT

DRAFT 4-24-12

Reference: Education Code Section 67381

The District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

The Citrus Community College District encourages accurate and prompt reporting of all crimes to Campus Safety and/or the appropriate police agencies. The superintendent/president shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

See Administrative Procedure 3520.

Board Approved 05/18/10

DRAFT

**CITRUS COLLEGE
BOARD OF TRUSTEES
2012-2013 GOALS**

1. The Board of Trustees encourages the college community to work to advance the institutional goals of the Strategic Plan through the implementation of activities aimed at meeting the planning objectives.
2. The Board of Trustees will work to advocate for key legislative actions which advance and fund the mission of California community colleges.
3. The Board of Trustees will work to support the Gold Line expansion to Ontario and research strategies to ensure student safety, such as a pedestrian safety bridge or traffic light, when accessing the college from the proposed Gold Line Station.
4. The Board of Trustees supports and encourages the college's advancement of a "college of completion" agenda to facilitate students in meeting their educational goals.
5. The Board of Trustees encourages the college to consider innovative strategies and practices which support the aims and goals of the California Community Colleges Student Success Initiative.
6. The Board of Trustees supports and encourages the college in its efforts to promote a college culture committed to sustainability and the effective use of resources.

10/3/12

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

October 2, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, October 2, 2012, in the Center For Innovation Community Room.

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

TRUSTEE ROLL CALL □ Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Crescencio Calderon, Student Trustee. Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Academic Affairs, Arvid Spor, Vice President of Student Services; Robert Sammis, Director of Human Resources; James Woolum, Academic Senate President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Christina M. Garcia, Paula Green, and Martha McDonald

Faculty: Roberta Eisel and Bruce Langford

Supervisors/Confidential: Marilyn Grinsdale, Ann Heming, and Adrienne Thompson

Classified Employees: None

Adjunct Faculty: Cecil Brower and Linda Chan

Students: Erick Aguilar, Larissa Angulo, Nayiri Baghdassarian, Joe Billeter, Michael Cazares, Kyle Garza, Sean Gonzales, Chantylle Gutierrez, Tyler Hernandez, Said Lopez, Jordon Lowndes, Alyssa Martn, Alex Mohtashem, Alejandra Morales, Andy Navarro, Adrea Reid, David Tate, Marvin Trigo, Mariana Vega, and Martin Woytas

VISITORS: None

COMMENTS FROM THE AUDIENCE

Citrus College Adjunct Faculty Federation representative Ms. Linda Chan announced that the adjunct faculty will be setting up tables in the Campus Mall on October 15-18, 2012, from 10:00 a.m. to 4:00 p.m. to distribute information on Propositions 30 and 32. She will also be hosting a phone bank in her home on October 6, 2012, to get out the vote. The California Federation of Teachers will be providing phones and food.

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to share two recognitions the college received for leadership at the Green California Community College Summit on September 27, 2012. Citrus College received the Energy Award for the sustainability template that was developed by our Sustainability Committee to serve as a roadmap to guide California's community colleges toward a sustainable future. The college also received the Curriculum Award for its DEEP (Developing Energy Efficiency Professionals) Program. This is an employment development curriculum that trains and educates students in the area of energy efficiency through classroom learning. Dr. Perri acknowledged the work of Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, and the members of the Sustainability Committee. She also thanked Dr. Eric Rabitoy, Dean of Library and Physical and Natural Sciences, and Mr. Fred Diamond, Director of Facilities and Construction, for joining her at the event.

Dr. Perri announced that Dr. Brice Harris has been chosen to serve as the 15th Chancellor of the California Community Colleges. Dr. Perri said the college will be sending Chancellor Harris a letter of congratulations and information on some of the college's successes.

Dr. Perri reported on several bills that were signed into law by Governor Brown at the close of the two-year legislative session. SB 1456 (Lowenthal), The Student Success Act of 2012, is designed to improve completion rates for community college students and will be implemented over time as funding allows. Three bills impacting veterans were also signed into law. AB 2133 (Blumenfield) increases the number of years after leaving active duty that a veteran, who is a resident of California, is eligible for priority registration; AB 2462 (Block) deals with academic credit for prior military academic experience; and AB 2478 (Hayashi) expands the current exemption given to veterans from paying non-resident tuition by one year.

Arvid Spor, Ed.D., Vice President of Student Services, reported that Student Services leaders met on September 27, 2012, for their annual planning retreat. During the retreat, they reviewed and discussed program reviews for the 2012-2013 planning cycle. The retreat also provided an opportunity to identify resources and discuss how they can work together this year.

Robert Sammis, J.D., Director of Human Resources, provided an update on management training workshops for 2012-2013. Training sessions include Sexual Harassment Prevention, Working out of Classification and the Reclassification Process, Evaluation of Classified Employees, Student Workers, Child Abuse and Neglect

Reporting, Know the CSEA Contract, and What You Need to Know About Human Resources. Dr. Sammis added that additional workshops will be scheduled as issues arise.

James Woolum, Academic Senate President, provided an overview of some of the college's recent accomplishments, as well as some noteworthy activities that are planned for the year. Upcoming activities include, a literature review of student success, which is an agenda item for the Steering Committee; a Flex Day presentation on innovative instruction approaches; and discussion by the Academic Senate and the faculty regarding the Community College Survey of Student Engagement that will be initiated by Dr. Lan Hao, Director of Institutional Research.

Crescencio Calderon, Student Trustee, reported on ASCC activities. He said the Gay/Straight Alliance will be setting up booths on campus to provide information on Proposition 30 and encourage students to vote. Students were recruited to join clubs during Club Rush in September, and they also had the opportunity to register for volunteer organizations during the Volunteer Fair. Student Trustee Calderon said he enjoyed riding in Duarte's Salute to Route 66 Parade with Dr. Sammis.

Student Trustee Calderon said it is important to put faces on some of the college's student success stories. He introduced Ms. Christina Little, a Citrus College student and former foster youth. Ms. Little, who had attended 12 schools in 12 years, said she was appreciative to the college for introducing her to the Foster to Famous Club, where she was able to express problems and obtain support. She said a number of Citrus College faculty and staff had encouraged her to keep going in her educational pursuits and not to give up. Their support helped her to achieve success.

Patricia Rasmussen, Member, Board of Trustees, commented on the Accreditation Midterm Report. She said it reflects a tremendous amount of work on the part of the college, and she gave kudos to all those involved.

Trustee Rasmussen was also pleased to note that Dr. Rabitoy was recently chosen to receive an award from the Duarte Education Foundation.

Susan M. Keith, Vice President, Board of Trustees, commented that it is now possible for individuals to register to vote on the Internet. The website is: www.registertovote.ca.gov. Those wishing to register online can also go to the Los Angeles County Registrar-Recorder's website at <http://regrec.co.la.ca.us>. Trustee Keith said it is especially important for students to be aware of these online options.

Edward C. Ortell, Member, Board of Trustees, commented on local, state and federal actions that could positively impact Citrus College and the local economy. Governor Brown recently signed a bill granting a two-year extension of California's \$100 million-a-year film and television tax credit. Dr. Ortell said the entertainment industry is important to the Southern California economy, and many Citrus College Performing Arts students have or will have careers in that industry. At the federal level, \$500 million in grants will

be awarded to community colleges and universities to develop skills and employment opportunities in fields such as health care, science, technology, engineering and mathematics, through partnerships with local employers. At the local level, Dr. Ortell said the completion of the Citrus Avenue Gold Line station, located close to the Haugh Performing Arts Center, will bring people from all over the region to Citrus College. He added that it is important for our students to be involved in the political process.

Joanne Montgomery, President, Board of Trustees, reported on a number of community events she has recently attended, including, Foothill Unity Center's 14th Annual Golden Plate Awards Gala, the NAACP 27th Annual Ruby McKnight Williams Awards Dinner, the 4th Annual Red Envelope Gala, the Chairman's Round Table Event, Duarte's Salute to Route 66 Parade, the Shiloh AME Zion Church Community Festival, where Citrus College outreach hosted a table, and the Crystal's Kids Foundation Annual Fundraiser. Board President Montgomery also thanked Dr. Perri for giving of her time and energy to attend many community events throughout the year.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Woods to approve the regular meeting minutes of October 2, 2012. 5 Yes.

INFORMATION AND DISCUSSION

ASCC Executive Board Fall 2012 – Arvid Spor, Vice President of Student Services

Dr. Spor introduced Dr. Martha McDonald, Dean of Students and co-advisor to ASCC. Dr. McDonald was pleased to present the members of the ASCC executive board for 2012-2013. This is one of the largest ASCC executive boards in many years. Each officer made a self-introduction and provided information on their majors and educational goals. They received kudos from the Board for their efforts and activism on behalf of students.

Instrumental Music Hawaii Tour Report – Irene Malmgren, Vice President of Academic Affairs

Dr. Malmgren introduced Mr. Robert Slack, Dean of Fine and Performing Arts. Mr. Slack introduced three Fine and Performing Arts students, Mr. Martin Woytas, Ms. Chantylle Gutierrez, and Mr. Richard Carey. The students presented a report on the professional experience they gained as a result of this year's Hawaii tour, as well as information on the value of the skills they have acquired in the college's unique music program.

ACCJC Midterm Report – Roberta Eisel, Accreditation Co-Chair, and Irene Malmgren, Vice President of Academic Affairs

Accreditation co-chairs Dr. Malmgren and Ms. Roberta Eisel presented an overview of Citrus College's Midterm Report to the Accrediting Commission for Community and Junior Colleges (ACCJC). The Midterm Report, a collective effort of the Accreditation Oversight Committee, is mandated by ACCJC 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 actionable improvement plans. The college also prepared a Status Report on Student Learning Outcomes Implementation, which demonstrates that Citrus College meets ACCJC's expectations for student learning outcomes and assessment proficiency. Dr. Malmgren and Ms. Eisel said they are hopeful Citrus College will once again receive full accreditation at the end of the current accreditation cycle.

INDEPENDENT CONTRACTOR

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve purchase orders for August 2012. 5 Yes.

IMMUNIZATION

Item 5: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the Student Health Center to administer influenza vaccine to faculty and staff who request them and to reimburse the Student Health Center at the rate of \$17.00 per injection. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 6: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 7: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 8: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the attached budget for all District funds for the 2012-2013 fiscal year. 5 Yes.

GOALS

Item 10: Moved by Trustee Keith and seconded by Trustee Rasmussen to approve the first reading of the Board’s Goals for 2012-2013. 5 Yes.

BOARD OF TRUSTEES

Item 11: Moved by Trustee Rasmussen and seconded by Trustee Woods to select Trustee Ortell and Trustee Keith as the Board of Trustees Legislative Advisory ad-hoc committee to recommend to the Board of Trustees legislative priorities for 2012-2013. 5 Yes.

Item 12: Moved by Trustee Woods and seconded by Trustee Ortell to select Trustee Rasmussen and Board President Montgomery as the Board of Trustees advisory ad-hoc committee to recommend to the Board of Trustees an action plan in support of the Board’s 2012-2013 Goals. 5 Yes.

CLOSED SESSION PER THE FOLLOWING SECTIONS OF THE GOVERNMENT CODE:

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organizations: Citrus College Faculty Association CTA/NEA (CCFA);

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organizations: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352;

Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organizations: California School Employees Association (CSEA) Citrus College Chapter Local 101.

Per Section 54957: Public Employee Discipline/Dismissal/Release.

RECONVENE OPEN SESSION: At 5:36 p.m., Board President Montgomery reconvened the meeting with no action taken.

ADJOURNMENT: At 5:37 p.m., it was moved by Trustee Woods and seconded by Trustee Keith to adjourn the meeting.

Date

Gary L. Woods
Clerk/Secretary
Board of Trustees