

**CITRUS COMMUNITY COLLEGE DISTRICT**

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

**MEETING:** Regular Meeting in November  
**DATE:** Tuesday, November 20, 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 16, 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 Organization: Citrus College Faculty Association CTA/NEA (CCFA);
2. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352;
3. Per Section 54957.6: Conference with Labor Negotiator, Robert Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.
4. Per Section 54957.6: Conference with Designated Representatives, Warren Kinsler and Joanne Montgomery - Unrepresented Employee - Superintendent/President.
5. Per Section 54957: Public Employee Discipline/Dismissal/Release.
6. Per Section 54956.9(a) Conference with legal Counsel - Existing Litigation:

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

**G. INFORMATION AND DISCUSSION**

1. Introduction of Student Ambassadors – Arvid Spor, Ed.D., Vice President of Student Services (Page 6)
2. Veterans Grant Update – Arvid Spor, Ed.D., Vice President of Student Services (Page 7)
3. Campus Safety Report – Arvid Spor, Ed.D., Vice President of Student Services (Page 8)

## 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 34)
- b. Authorization is requested to approve facility rentals and usage. (Page 36)
- c. Authorization is requested to approve A & B Warrants for October 2012. (Page 38)
- d. Authorization is requested to approve purchase orders for October 2012. (Page 40)
- e. Authorization is requested to approve a \$300.00 membership to the Califa Group. (Page 45)

#### **Academic Affairs**

- e. Authorization is requested to approve the modified courses. (Page 46)

#### **Personnel Recommendations**

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 50)

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 70)
- i. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 72)

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

### **Business Services**

- 2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2012, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 84)
- 3. Authorization is requested to approve the attached budget revisions for fund 01.0 for the fiscal year 2012-2013. (Page 89)

### **Student Services**

- 4. Authorization is requested to approve the revised 2013-2014 Academic Calendar. (Page 97)

### **Personnel Recommendations**

- 5. Authorization is requested to approve the Tentative Agreement between the Citrus Community College District and the California School Employees Association and its Citrus College Chapter 101, effective January 1, 2012, through December 31, 2014, ratified by a majority affirmative vote of the unit membership. (Page 99)
- 6. Authorization is requested to approve the MOU between the Citrus Community College District and California School Employees Association, Citrus College Chapter 101 dated July 24, 2012, regarding the Child Development Center Layoff. (Page 102)

### **General**

- 7. Authorization is requested to approve the second reading of BP 3520 Local Law Enforcement. (Page 104)

8. Authorization is requested to approve the Superintendent/President to direct staff to draft a Board Policy and Administrative Procedure regarding the use of District computer resources and support services by members of the Board of Trustees. (Page 108)
9. Authorization is requested that the Citrus College Board of Trustees will limit eligibility for lifetime healthcare benefits to qualified Board of Trustee members who resign or retire by the end of their current term of office. This benefit program of lifetime medical benefits for Board of Trustee members will sunset at the beginning of the next term of office. (Page 109)

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

**I. ADJOURNMENT**

**Dates to Remember:**

November 22-23, 2012      HOLIDAY – *Thanksgiving*  
December 4, 2012         Board of Trustees Reorganization 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	November 20, 2012	Resolution	_____
SUBJECT:	Introduction of the Student Ambassadors	Information	X
		Enclosure(s)	_____

BACKGROUND

The student ambassadors are the official student hosts of the college, representing the college at high school outreach functions, community and Foundation events, and on-campus activities. To be considered for the position of ambassador, a student is required to submit an application, write an essay, and participate in both a group interview and an individual interview. Members of the student ambassador program represent a cross-section of the Citrus College community.

Martha McDonald, Dean of Students, will introduce student ambassadors:

- Vanessa Dillon
- Ashley Helm
- Tyler Hernandez
- Andrew Hyde
- Michelle Mockler
- Mariana Vega

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

RECOMMENDATION

No action necessary; information only.

Arvid Spor, Ed. D. \_\_\_\_\_  
Recommended by

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

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

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

Item No. \_\_\_\_\_ G.1. \_\_\_\_\_

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Veterans Grant Update	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The Fund for the Improvement of Postsecondary Education (FIPSE), Centers of Excellence for Veteran Student Success (CEVSS) grant was awarded to Citrus College in October 2010. Citrus College was one of 15 recipients of this award throughout the Nation. The grant funds several student support services that assist veterans in their transition from the military to education to civilian life, and promote student success, completion and transfer. As required by these funding sources, program updates are to be given to the superintendent/president and Board of Trustees.

This presentation will provide a brief update of the Operation Veteran Education & Transitional Services – Operation VETS grant, by Dr. Martha McDonald (Dean of Students) and Ms. Monica Christianson (Project Director) who will report on the success and progress of the grant.

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

RECOMMENDATION

Information only, no action required.

Arvid Spor, Ed.D. \_\_\_\_\_  
Recommended by

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

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

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

Item No.     G.2.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Campus Safety Report	Information	X
		Enclosure(s)	X

BACKGROUND

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

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

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

RECOMMENDATION

For information only.

Arvid Spor, Ed.D.  
Recommended by

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

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

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

Item No. G.3.





## **DEPARTMENT OF CAMPUS SAFETY**



# **ANNUAL SECURITY REPORT 2012**

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### **Our Commitment to Your Safety**

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

## Legislative History of the Clery Act

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

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

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

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

## Annual Security Report

Citrus Community College District's *Annual Security Report (ASR)* includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain non-campus facilities, such as annex parking lots; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning

campus security, such as sexual assault and other matters. A copy of this report may be obtained by contacting the Department of Campus Safety (626) 914-8611 or at [www.citruscollege.edu](http://www.citruscollege.edu).

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

Per Board Policy (BP) and Administrative Procedure (AP) 3515 Reporting of Crimes, the Department of Campus Safety prepared this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available at [www.citruscollege.edu](http://www.citruscollege.edu) under campus safety. This report is prepared in cooperation with the local law enforcement agencies surrounding Citrus College and annex parking facility. Each entity provides updated information on their educational efforts and programs to comply with the Act.

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

Copies of the ASR may be obtained at the Department of Campus Safety, located in the Campus Safety building (CS) at 1000 W. Foothill Boulevard, Glendora, CA 91741. All prospective students and employees may also obtain a copy from the Citrus College website.

### **Enforcement Authority**

Citrus College safety and security is the primary responsibility of the Citrus College Department of Campus Safety. The Department of Campus Safety is located at 1000 W. Foothill Blvd., Glendora, CA 91741 located on the south west corner of the campus in the Campus Safety (CS) building. The CS building is situated near the college's main entrance off of Citrus Avenue and Foothill Boulevard. During the fall and spring semesters, Campus Safety's office hours are Monday through Thursday, 7:00 a.m. to 8:00 p.m., and Friday 7:00 a.m. to 4 p.m. During the summer term, the office is closed on Fridays. Campus Safety Officers are on campus 24 hours a day, seven days a week, and 365 days a year.

Per BP and AP 3500 Campus Safety, the Department of Campus Safety is a non-sworn department that strives to provide a safe and secure learning and working environment for the Citrus College community. Campus Safety Officers (CSOs) receive their authority, limited to district property, from the Board of Trustees of Citrus College and the California Penal, Education, and Vehicle Code, respectively. Officers are non-sworn and do not possess peace officer status or police authority. CSO's may make, or may assist others in making, private citizen's arrest pursuant to section 837 of the Penal Code. CSO's may detain offenders for local law enforcement officers. Additionally, CSO's are authorized to enforce traffic and parking regulations on district property, under the auspices of California Vehicle Code (CVC) 21113.

Furthermore, the Department of Campus Safety has the authority to enforce Citrus College Board Policies and Administrative Procedures. They include BP 5500 Standards of Conduct and AP 6750 Parking. In addition, per the Education Code Section 72330.5, the Department of Campus Safety is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the California Penal Code must also be reported to local police. It is the responsibility of the Department of Campus Safety to make contact with the appropriate law enforcement and emergency response agencies.

In addition to providing a safe and secure learning environment, Campus Safety provides a variety of services to the college community. Services provided include safety escorts, vehicle jumpstarts, vehicle unlocks, lost and found, vehicle parking permits, as well as citation payment and citation appeal information.

The department is comprised of the following members:

- One Campus Safety Supervisor (Full Time)
- One Campus Safety Lead Officer (Full Time)
- 12 Campus Safety Officers (4 Full Time, 6 Part Time, 2 Substitutes)
- One Campus Safety Operations Assistant (Full Time)
- 11 Campus Safety Assistants (student assistants; varies by semester)

#### Citrus College Mission Statement

*The mission of Citrus College is to deliver high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society. Citrus college is dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.*

The Department of Campus Safety supports the college mission by taking a pro-active approach in providing a safe and secure campus in which higher learning can take place. Thus, physical, mental and social well-being of students is achieved, which is conducive to academic success.

#### Campus Safety Mission Statement

*The mission of the Citrus College Campus Safety Department is to strive to ensure the safety of students, faculty, staff and visitors while on property owned and operated by the college or involved in college-sponsored programs and activities, and to protect the property and facilities of the district, its students, employees and visitors.*

#### Department Goal

The goal of Campus Safety is to provide a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and personal goals.

Department Objectives

1. The Department of Campus Safety is committed to ensuring the safety of students, faculty, staff and visitors while on property owned and operated by the college, as well as protecting the property and facilities of the district, its students, employees and guest.
2. Realizing that college students are at a time of development and transition in their lives, the Department of Campus Safety promotes the continued development of responsibility by emphasizing personal accountability via enforcement of Citrus College and Campus Safety policies and procedures.

Jurisdiction

Campus Safety’s primary jurisdiction is all property owned by the Citrus Community College District as part of the academic institution. The following is a list of Citrus property falling under this department’s jurisdiction:

On Campus		
Citrus College	1000 W. Foothill Blvd. Glendora, CA 91741 (626) 914-8611	Academic and Administrative buildings

Non Campus (Annex Parking Lots)		
Citrus Annex 1 and 2 (Azusa Pacific University Parking Lot I and K)	600/700 blocks E. Foothill Blvd. Azusa, CA 91702	Parking

Annex Parking lots are provided public safety services by Azusa Pacific University Department of Campus Safety and the Azusa Police Department. Citrus College Campus Safety does not have jurisdiction in these parking lots.

**Relationships with Local Law Enforcement Agencies**

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

In accordance with AP 3500 – Campus Safety, a Memorandum of Understanding (MOU) with the Glendora Police Department is in place. Through the MOU, campus safety officers write incident reports for crimes that occur on property owned and operated by Citrus College. Incident reports are also generated for violations of the standards of student conduct.

Campus Safety also has an excellent working relationship with Azusa Pacific University Department of Campus Safety and the Azusa Police Department. Frequent communication and collaboration with APU Campus Safety exists.

As part of our efforts to facilitate safety on campus, it occasionally becomes necessary for campus safety officers to approach members of the community and ask for information. If an

officer contacts someone, it does not necessarily indicate that the person is a suspect. Cooperation in these interviews, usually by simply providing name and proof of Citrus College affiliation, assists the Department of Campus Safety in promoting a safe and secure environment. Officers make every effort to be as sensitive and courteous as possible.

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

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

- Campus Safety related presentations in instructional classes, new student orientations, Adjunct Faculty orientation
- Emergency response protocol for Admissions and Records, Counseling, and Financial Aid departments
- Active training of all Emergency Information Officers (EIO)
- Participate in the FBI's Campus Liaison Initiative (CLI)
- Participate in CPTED training (Crime Prevention Through Environmental Design)
- Active Shooter Training with the Glendora Police Department
- Social Media – Campus Safety has a *Twitter* webpage: @CitrusCollegeCS
- *Safety Guidelines and Emergency Procedures* publication distributed on campus.
- Assisting the environmental health and safety supervisor distribute *Emergency Response Procedures* flipcharts and information throughout campus.
- Notices in the *Citrus View*, which is distributed to all faculty and staff members.
- Safety / security related articles in the student newspaper, *The Clarion*.
- Escort Services – CSOs (Campus Safety Officers) and CSAs (Campus Safety Assistants- student workers) are available to escort persons on campus to their destination; particularly during hours of darkness.
- In addition to constant vehicular security patrols of the campus, uniformed safety officers also patrol the interior of campus on foot. Campus Safety staff are supplemented by student assistants (CSAs), who are assigned to patrol certain areas, typically parking lots. Officers are on duty 24 hours a day, seven days a week, year round.
- When a specific threat to safety exists, or a serious crime has occurred on or around campus, information is provided through announcements, posted notices, and emails to the campus community.
- Crime prevention bulletins and safety tips are periodically issued by the department to offer suggestions on improving individual security.

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

- Programs presented by the associated students.
- Staff development programs.
- Student/faculty/staff orientation

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

Per BP and AP 3515 Reporting of Crimes, District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to Campus Safety.

In the event an employee is assaulted, attacked, or menaced by a student or co-worker, the employee shall notify his/her supervisor 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.

### Life Threatening Situations

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

### Crimes in Progress

If possible, get to a safe and secure location. Always dial 911 and then immediately notify the Department of Campus Safety (626) 914-8611, or ext. 8611 from any department phone on campus. Try to remember as much suspect information as possible (number of suspects, male/female, height, weight, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information).

DO NOT confront or try to apprehend the suspect(s).

### Quick Tips

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

## **Drug and Alcohol Policy**

In accordance with Public Law 101-226, Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Citrus College prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. Therefore, BP 5500 Standards



of Student Conduct, BP and AP 7103, Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program and the California penal code prohibit the possession, use, and sale of alcoholic beverages and illegal drugs on campus, except as specified in the education code.

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

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

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

### **Sexual Assault Policy**

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

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

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

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

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

As soon as possible, the victim of a sexual assault should report the incident to the Department of Campus Safety, the local police or any faculty or staff member. The victim should make every effort to preserve any physical evidence of the assault. This may include a voluntary medical

exam, not showering or disposing of any damaged clothing or other items present after or during the assault. Victims are encouraged to call any law enforcement agency by dialing 911 after a sexual assault for a crime investigation. Some agencies will also offer referral and/or transport for medical treatment, and/or referral to crisis counseling and legal advocacy.

Any person who has been the victim of sexual violence is strongly urged to report the situation to at least one of the following: campus safety, student health center, counseling, vice president of student services, or dean of students; as well as the Glendora Police Department. Any person with information regarding sexual violence on campus should contact campus safety, the vice president of student services, student health center or the dean of students as soon as possible.

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

The vice president of student services shall provide all alleged victims of sexual assault with the following, upon request:

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

Rape, like other serious felony assaults, requires immediate notification of the Glendora

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

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

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

(909) 626-HELP (4357)

(626) 966-4155

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

(800) 656-HOPE (4673)

[www.rainn.org](http://www.rainn.org)

**National Domestic Violence Hotline**

(800) 799-7233

(800) 787-3224 (TTY)

[www.ndvh.org](http://www.ndvh.org)

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

(800) 333-4444

On campus contact phones numbers:

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

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

<http://www.citruscollege.edu/stdntsrv/studentdean/ab1088/Pages/default.aspx> or click on [Sexual Violence Prevention Statement \(Assembly Bill 1088\)](#)

## **Sexual Assault Prevention Programs**

The Department of Campus Safety has plans to partner with Azusa Pacific University Department of Campus Safety to provide rape aggression defense (R.A.D) courses. R.A.D courses will cover many sexual assault issues including: self defense, post incident care, notification to students of on-and-off campus sex offender victim services, and how to obtain registered sex offender information. The program is slated to occur in the Fall and Spring semesters.

## **Registered Sex Offenders**

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

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

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

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

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

## **Access Policy**

Per BP and AP 3501 Campus Security and Access, during business hours, the college is open to students, parents, employees, contractors, guests, and invitees. During non business hours, access to all facilities is by hard key or keycard, if issued, or by admittance via the Department of Campus Safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities without employee supervision. Should access be needed to campus facilities during non-business hours, the Department of Campus Safety must be contacted prior to entering any facility owned or operated by Citrus College. Campus Safety can be reached at (626) 914-8611.

Employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open during the closing of campus. All buildings will be secured by the Department of Campus Safety by 10:30 p.m. and will reopen at 6:00 a.m., Monday through Friday. At closing, building intruder alarms will be activated. If building access is required after hours, on holidays, or on weekends, monitored admittance is necessary and a faculty or staff I.D. will be required. Anyone working late or on the weekends, faculty or staff should notify the Department of Campus Safety prior to entering a building.

## **Facility Security Issues**

Alarm systems and outdoor lighting are integral parts of campus security. This equipment is maintained by the Facilities Department (626) 9148690 (internal ext. 8690) and patrolled by campus safety officers. Alarm systems, communications, outdoor lighting, emergency phones in elevators and campus emergency phones are tested by campus safety on a regular basis and any necessary maintenance issues are reported to the facilities department for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities, and other concerned areas review these results. Additionally, during the academic year, the director of facilities, campus safety supervisor, and maintenance staff shall meet to discuss campus security and access issues of pressing concern.

## **Missing Persons Statement**

Any person who files a missing person report to Campus Safety is referred to the Glendora Police Department for further investigation. Upon the request of the police department, Campus Safety may assist as necessary.

## **Emergency Response Procedures**

### Emergency Operation Plan

As stipulated in AP 3505 Emergency Response Plan, Citrus College has in place an *Emergency Operation Plan* that is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency. It is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies outlined by this plan are biological and environmental emergencies, bombs and explosives, disturbances and demonstrations, earthquake, fire, flooding, shootings, terrorism, and governmental response to pandemic flu. The college's partial or total response to natural disasters or campus-wide emergencies will be based on the magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

The *Emergency Operation Plan* applies the principles of SEMS (Standardized Emergency Management System), the concept of ICS (Incident Command System), and NIMS (National Incident Management System) into a customized plan for Citrus College. SEMS is the set of principles developed for coordinating state and local emergency response in California. SEMS

provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas and regions.

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

#### Purpose

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operation Center (EOC) staff.

#### Responsibility

Government Code Sections 2100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

#### Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) will be activated during emergency situations that warrant a collaborative response. The Superintendent/President or his/her designated representative will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies and request for outside support. The EOC staff will be aided in their duties by Emergency Information Officers (EIOs) and Emergency Response Teams that are trained response personnel from the District.

The EOC is composed of key administrators, record keepers and the individual who is responsible for Administration of Justice. The EOC shall:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of all employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the "All-Clear" when the disaster is over

All key press releases will be prepared by the Public Information Officer. In absence of this person, the key administrator will designate an individual responsible for this function.

#### Preparedness

The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

### Emergency Chain of Command

SEMS/NIMS/ICS Organizational Chart can be found on Page 12 of the Citrus College Emergency Operations Plan.

### Concept of Operations

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

#### **Level One:**

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

#### **Level Two:**

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

#### **Level Three:**

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

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

### Management and Control

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

### Plan Goals and Objectives

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

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

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

- Overall managing and coordinating of emergency operations to include, as required, on scene incident management
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations
- Requesting and allocating resources and other related support
- Establishing priorities and adjudicating conflicting demands for support
- Coordinating inter-jurisdictional mutual aid
- Activating and using communication systems
- Preparing and disseminating emergency public information
- Disseminating community warnings and alerts
- Managing the movements and reception of persons in the event an evacuation is ordered
- Collecting, evaluating and disseminating damage information and other essential data
- Responding to requests for resources and other support
- Restoring essential services

#### Plan Activation

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

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

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

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

### **Emergency Notification**

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



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

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

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

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

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

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

#### Crisis Action Team

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

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

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

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

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

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

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

The PIO is Paula Green, Director of External Relations.

### **Evacuation Plan**

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

#### Emergency Evacuation Assistance Areas (EEAA)

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

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

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

#### Fire Alarm Signal

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

### Evacuation Assembly Areas

Upon evacuating the building, students and employees are to stay in an area directed by campus safety staff or emergency response personnel. All evacuees are to keep a minimum of 150 feet away from buildings. Additionally, evacuation assembly areas are to be a safe distance away from imminent danger, such as falling debris from trees, power lines, antennas, and/or buildings. Evacuees are to remain clear of service roads, stairways, fire hydrants and red zones, as emergency personnel and their vehicles will be utilizing the aforementioned areas.

### Returning to Buildings

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

### **Testing**

To maintain campus preparedness, different methods for testing the emergency notification system, Citrus Alert, are explored and executed. Test messages are sent once per semester. Annual tests/reviews and procedures are conducted for emergency radio testing, review of the college's *Emergency Operations Plan*, and table top exercise for emergency operations center (EOC) staff. Fire alarm drills and building evacuations are held approximately four times a year in various buildings throughout campus. Fire drills are unannounced to the general student body and staff.

### **Emergency Response Publications**

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

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

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

## **Campus Security Authorities**

Recent amendments to the Campus Security Act require that campus security authorities report crime statistics for inclusion in the college's *Annual Security Report*. Personnel listed in the distribution list are considered a "Campus Security Authority" as that term has been defined by the United States Department of Education.

Individuals may also report crimes to Campus Security Authorities (CSAs). CSAs are defined as the following:

- 1. A campus police department or a campus security department of an institution.*
- 2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).*
- 3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.*

Campus security authorities include members of the Department of Campus Safety, the Vice President of Student Services, the Dean of Students, and the coordinators of intercollegiate athletics.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the opinion of the supervisor of the Department of Campus Safety, dean of students and vice president of student services, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. As outlined in AP 3515, The District shall 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 information shall be disseminated by the college's public information officer in consultation with the superintendent/president in a manner that aids the prevention of similar crimes. The warning will be issued through announcements, posted notices, and emails. Registered students, faculty and staff will receive notifications via email. In addition, the warning will be posted throughout campus, as well as in the college's student newspaper, *The Clarion*. Anyone with information warranting a timely warning should report the circumstances to the Department of Campus Safety (626) 914-8611, or in person at the Campus Safety Building (CS), 1000 W. Foothill Boulevard, Glendora CA 91741.

### **The Daily Crime Log and Fire Log**

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to Campus Safety. The crime log differs from other disclosure requirements in some important ways:

- Crime log entries include *all* crimes reported to Campus Safety for the required geographic locations, not just *Clery Act* crimes.

- The crime log discloses specific information about criminal incidents, not crime statistics.
- The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A crime is entered into the log as soon as possible, once it has been reported to Campus Safety.
- The log has a more specific location focus than the statistical disclosures.
- The log is a running log (60 day requirement)

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

Citrus College does not have on campus housing, thus no fire log is included in this report.

### **Statistics from Local Police**

In accordance with AP 3515, 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. Requests for crime statistics are sent annually to local law enforcement agencies including Glendora Police Department, Azusa Police Department and Azusa Pacific University Department of Campus Safety. These statistics are included in the *Annual Security Report*.

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

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

### **Crime Statistics and Incident Reports**

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

The following definitions (per Clery) may be helpful in understanding the categories below:

Campus – *Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

Non Campus – *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

Public Property – *All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

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

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



**CITRUS COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF CAMPUS SAFETY  
Campus Crime Statistics  
2009**

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

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

	<b>2009</b>
<b>Murder</b>	0
<b>Manslaughter</b>	0
<b>Sex Offense Force</b>	0
<b>Sex Offense (Non Force)</b>	0
<b>Robbery</b>	0
<b>Aggravated Assault</b>	4
<b>Burglary</b>	1
<b>Vehicle Theft</b>	7
<b>Arson</b>	0
<b>Drug Law Violation</b>	1
<b>Liquor Law Violation</b>	8
<b>Illegal Weapon Possession</b>	0
<b>Hate Crimes</b>	0

Statistics were requested of Azusa Police Department and Glendora Police Department but were not available in a usable format for Clery reporting.



**CITRUS COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF CAMPUS SAFETY  
Campus Crime Statistics  
2010**

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

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

	<b>2010</b>
<b>Murder</b>	0
<b>Manslaughter</b>	0
<b>Sex Offense Force</b>	0
<b>Sex Offense (Non Force)</b>	0
<b>Robbery</b>	1
<b>Aggravated Assault</b>	2
<b>Burglary</b>	5
<b>Vehicle Theft</b>	3
<b>Arson</b>	0
<b>Drug Law Violation</b>	5
<b>Liquor Law Violation</b>	3
<b>Illegal Weapon Possession</b>	0
<b>Hate Crimes</b>	0

Statistics were requested of Azusa Police Department and Glendora Police Department but were not available in a usable format for Clery reporting.





**CITRUS COMMUNITY COLLEGE DISTRICT  
DEPARTMENT OF CAMPUS SAFETY  
Campus Crime Statistics  
2011**

Listed below are the crime statistics for 2011 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2011 through December 31, 2011, the following are the criminal offenses which occurred on property owned/leased by the college and on public property contiguous to the college (1000 W. Foothill Blvd.) and non campus (600/700 block of E. Foothill Blvd. – Azusa and 1155 W. Foothill Blvd.). The following were reported to the Department of Campus Safety and public agencies:

	<b>On Campus</b>	<b>Non Campus</b>	<b>TOTALS</b>
<b>Murder</b>	0	0	0
<b>Manslaughter</b>	0	0	0
<b>Sex Offense Force</b>	3	0	3
<b>Sex Offense (Non Force)</b>	0	0	0
<b>Robbery</b>	1	0	1
<b>Aggravated Assault</b>	5	0	5
<b>Burglary</b>	3	0	3
<b>Vehicle Theft</b>	5	0	5
<b>Arson</b>	0	0	0
<b>Drug Law Arrest</b>	1	0	1
<b>Disciplinary Referrals for Drug Law Violations</b>	12	0	12
<b>Liquor Law Arrest</b>	4	0	4
<b>Disciplinary Referrals for Liquor Law Violations</b>	9	0	9
<b>Illegal Weapon Arrest</b>	0	0	0
<b>Disciplinary Referrals for Illegal Weapons Possession Violations</b>	1	0	1
<b>Hate Crimes</b>	0	0	0

Statistics were requested of Azusa Police Department and Glendora Police Department but were not available in a usable format for Clery reporting.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 20, 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 – November 20, 2012**

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>BRIDGES TO SUCCESS GRANT</u>				
Formosa McMurray, Kathryn	\$150.00max	Grant	12/7/12-12/7/12	Poetry Reading
Lee, Kevin	\$150.00max	Grant	12/7/12-12/7/12	Poetry Reading
<u>FOSTER CARE EDUCATION</u>				
Sandra Browne	\$2,212.00max	Grant	7/1/12-6/30/13 <i>Revision</i>	Trainer for Foster Parents
Paddock, LeeAnn	\$4,576.00max	Grant	7/1/12-6/30/13 <i>Revision</i>	Facilitation for Foster Parent Training
<u>HEALTH SCIENCES</u>				
Douglas W. Hom, DDS, Inc.	no fee	no fee	11/20/12- Ongoing	Clinical Education
Methodist Hospital of So. Cal.	no fee	no fee	1/1/13-12/31/15	Clinical Education
<u>STUDY ABROAD</u>				
American Institute for Foreign Study Inc.	no fee	no fee	6/20/13-7/13/13	Study Abroad – Florence Summer 2013

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

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Facility Usage/Rentals	Information	_____
		Enclosure(s)	<u>X</u>

**BACKGROUND**

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

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

**RECOMMENDATION**

Authorization is requested to approve facility rentals and usage.

Carol R. Horton  
Recommended by

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

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

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

Item No. H.1.b.

**Use of Facilities  
November 20, 2012**

<b>ORGANIZATION</b>	<b>FACILITY</b>	<b>ACTIVITY</b>	<b>DATE(S)</b>	<b>CHARGE</b>
Marti DeYoung	Recording Arts Studio	Voice Over	10/15/2012	\$100.00
Adam Stone	Recording Arts Studio	Basic Tracking	10/15/2012	\$250.00
SMUK Inc.	Campus Center Quad	TV Show Filming	10/22/2012	\$200.00 plus additional labor if required
Montview League	Tennis Courts	League Finals Tennis Tournament	10/23 & 10/24/12	\$300.00 plus additional labor if required
SMUK, Inc.	Performing Arts Center and VT117	TV Show Filming	10/21, 10/24 & 10/25/12	\$6,550.00 plus additional labor if required
Gladstone High School	Stadium & Locker Rooms	Football Game	11/8/2012	\$2,600.00 plus additional labor if required
FLS International	LH102 & LH103	Student Orientation	12/7/2012	\$100.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Orientation	12/10/2012	\$375.00 plus additional labor if required
Red Dragon Karate	Gym	Martial Arts Graduation/ Show	12/15/2012	\$1,345.00 plus additional labor if required
FLS International	C1159	Student Orientation	12/17/12, 12/31/12 and 1/28/13	\$300.00 plus additional labor if required
FLS International	Campus Center East Wing	Student Orientation	12/26/12, 1/7/13 and 1/21/13	\$1,125.00 plus additional labor if required
FLS International	LB101, 102, 103, 104 & 105	Winter Classes	1/21/13 through 1/25/13	\$1,250.00 plus additional labor if required
FLS International	P3-105	Student Orientation	2/4/13 & 2/18/13	\$100.00 plus additional labor if required
FLS Student Arrival	P3-105	Student Arrival	2/17/2013	\$50.00 plus additional labor if required
Glendora Lassie League	Campus Center and Faculty Lounge	Fundraiser Event	4/13/2013	\$1,050.00 plus additional labor if required
Madi Moemyint	Performing Arts Center	Fundraiser Event	4/19 & 4/21/13	\$3,250.00 plus additional labor if required
Shin Dance Academy	Performing Arts Center	Dance Performance	6/19 & 6/21/13	\$4,250.00 plus additional labor if required
DDK Productions	Performing Arts Center	Dance Performance	6/27 & 6/29/13	\$3,200.00 plus additional labor if required



<b>CITRUS COMMUNITY COLLEGE DISTRICT</b>		
<b>APPROVAL OF A &amp; B WARRANTS</b>		
<b>October, 2012</b>		
<b>B WARRANT AMOUNT PAID TO VENDORS</b>		\$2,736,167.01
<b>GRANT AMOUNT PAID TO STUDENTS</b>		\$1,420,390.75
<b>NUMBER OF A WARRANTS ISSUED TO EMPLOYEES</b>	<b>REGISTER NUMBER</b>	<b>AMOUNT</b>
177	C1C-C	\$1,593,158.92
1	271-N	\$500.00
328	C5C-C	\$491,351.91
17	C5C-N	\$22,057.79
11	277-C	\$246.78
4	277-N	\$8,201.18
5	C3C-C	\$6,248.56
414	C3C-N	\$253,433.95
5	285-C	\$171.46
7	285-N	\$676.94
2	291-C	\$1,834.55
1	C2D-C	\$2,993.00
301	C2D-N	\$1,346,914.79
1,273		\$3,727,789.83
ske		
11/15/2012		

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 20, 2012	Resolution	
SUBJECT:	Purchase Orders	Information	
		Enclosure(s)	X

**BACKGROUND**

Purchase orders October 2012.

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

**RECOMMENDATION**

Authorization is requested to approve purchase orders for October 2012.

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

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

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

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

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



**Board Report 10/01/2012 - 10/31/2012**

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-20294	Chase Card Services	9250	Blanket PO	01-4300	500.00
13-20544	Shutterstock Images LLC	9220	Blanket PO	01-5800	800.00
13-20799	Nashville Wraps	9360	Gift Boxes	01-4300	100.10
13-21050	Grainger, Inc.	0311	Flammable Labels	01-4300	31.18
13-21125	High End Systems Inc.	0080	Theatre Lighting Supplies	01-4300	496.51
13-21168	Daigger & Company	0311	Chemistry Equipment	01-6400	5,627.81
13-21183	Lenovo USA Inc.	9676	Computer	01-6400	1,744.91
13-21208	Troxell Communications, Inc	9370	Sound Equipment-Little Theatre	41-6400	1,912.37
13-21212	Amazon.com Corporate Credit	0050	Supplies	01-4300	28.07
13-21215	Academic Senate For California Community Colleges	9550	Conference Registration	01-5200	355.00
13-21216	BarcodesInc	9673	Barcode Scanner	01-6400	544.50
13-21217	Hillyard Inc.	9270	Supplies	01-4300	4,360.88
13-21218	Orange County Speaker Inc.	0280	Speaker Repair	01-4300	41.10
13-21219	Orange County Speaker Inc.	0280	Blanket PO	01-5630	500.00
13-21220	Amsterdam Printing & Litho	3120	Supplies-PS-MAPP Modules	01-4300	260.78
13-21221	Aaron Bros Art Mart #14	9260	Blanket PO	01-4300	500.00
13-21222	Brodart, Inc.	9260	Supplies	01-4300	572.04
13-21223	Gaylord Bros.	9260	Supplies	01-4300	90.82
13-21224	Demco Inc.	9260	Supplies	01-4300	20.60
13-21225	Enterprise Rent-A-Car	9230	Car Rental	01-5600	95.69
13-21226	Ball Custom Window Coverings	9250	Window Blind	01-4300	59.81
13-21227	CCCCIO	9400	Conference Registration	01-5200	230.00
13-21228	Toyota Motor Sales, U.S.A. Inc	9240	Vehicles	41-6400	2.18
13-21229	High Desert Auto Lifts	9190	Blanket PO	01-5800	500.00
13-21230	Pat's Tire Service	9190	Blanket PO	01-4360	1,000.00
13-21231	Automotive News	3020	Subscription Renewal	01-4300	145.73
13-21232	McMartin Business Forms	3020	Repair Order Forms	01-4300	367.13
13-21233	Image Solutions	9350	Uniforms-Women's Soccer	01-4300	3,310.35
13-21234	Innovative Upgrade Solutions	3200	Supplies	01-4300	305.56
13-21235	Coordinating Committee for Automotive Repair	3020	Student On-Line Training Access	01-5800	216.41
13-21236	Worldwide Environmental Products	3020	Smog Machine Service	01-5800	86.63
13-21237	National Automotive Technician Education Foundation	3020	NATEF Mandatory Training Documents	01-4300	28.28
13-21238	CCCMPA	9151	Registration Fees	01-5200	200.00
13-21239	CCCCIO	3370	Registration-CCCCIO Conference	01-5220	230.00
13-21240	Department of General Services	9200	Administrative Hearing Service	01-5800	8,602.00
13-21241	SourceOne Office Products	9250	Blanket PO	01-4300	5,000.00
13-21242	Identification & Security Integrators	9012	Supplies	01-4300	128.75
13-21243	Apple Inc	9660	Computer Accessories	01-6400	887.40
13-21244	Enterprise Rent-A-Car	9230	Car Rental	01-5600	235.34
13-21245	Quartermaster	9070	Uniform Supplies	01-4300	86.20
13-21246	Displays2Go	9290	Sign Holders	01-4300	418.68
13-21247	Super Cheap Signs	9290	Wire Stakes	01-4300	28.85
13-21248	Interstate Batteries	3020	Blanket PO	01-4300	400.00
13-21249	Rural King Supply	0060	Supplies	01-4300	46.36
13-21250	coolcoolerparts.com	0060	Supplies	01-4300	51.06
13-21251	Amazon.com Corporate Credit	0060	Supplies	01-4300	47.83

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-21252	Del Mar Learning	9344	Auto Tech Books	01-4300	2,602.72
13-21253	Battery Sales Unlimited	3020	Blanket PO	01-4300	1,500.00
13-21254	Global CTI Group Inc.	9100	GCTI Project 555	01-6400	3,558.38
13-21255	Doody Enterprises, Inc.	9260	Online Database Subscription	01-5840	49.50
13-21256	McGruff Specialty Products Office	3120	FKCE Caregiver Classes	01-4300	136.33
13-21257	Trainers Warehouse	3120	Supplies-FKCE & PS-MAPP	01-4300	282.45
13-21258	Sonnox Ltd.	0281	Software License Renewal	01-4300	399.99
13-21259	ARC	3080	Supplies	01-4310	395.20
13-21260	SEHI Computer Products Inc	9660	Printer Fuser - CFTE	01-6400	281.14
13-21261	Troxell Communications, Inc	9100	Projector Mounts	01-4300	374.10
13-21262	Cat Specialities, Inc.	9070	Officer Uniforms	01-4300	152.25
13-21263	Delphin Computer Supply	3260	Supplies	01-4300	1,402.88
13-21264	Subway	0280	Blanket PO	39-4300	900.00
13-21265	Little Caesars	0280	Blanket PO	39-4300	800.00
13-21266	Vons Grocery	0280	Blanket PO	39-4300	350.00
13-21267	LBI-Boyd Wallcoverings	0280	Bulletin Boards	01-4300	235.75
13-21268	CSS/Rancho Janitorial Supplies	9250	Supplies	01-4300	81.02
13-21269	XM Satellite	9470	XM Satellite Service	59-5800	177.01
13-21270	Carolina Biological Supply	0030	Biology Lab Supplies	01-4300	41.52
13-21271	Owl Bookshop	0010	Blanket PO	01-4300	1,300.00
13-21272	ATM Concrete, Inc..	9370	Thresholds At SS 1st Floor	41-5800	3,000.00
13-21273	Gaylord Bros.	9260	Supplies	01-4300	99.91
13-21274	Amazon.com Corporate Credit	9344	Supplies	01-4300	80.08
13-21275	Communication Center	9190	Radio Narrow Band Programming	01-5800	3,516.00
13-21276	San Dimas Music, LLC	0280	Blanket PO	39-5600	750.00
13-21277	Summit Racing Equipment	9344	Supplies for Apex	01-4300	207.66
13-21278	D & D Sporting Goods	9350	Supplies	01-4300	489.86
13-21279	Claremont Courier	9220	Subscription Renewal	01-4300	52.00
13-21280	Higher Education Marketing Report	9100	Subscription	01-4300	215.00
13-21281	DIY Golf Cart LLC	9240	Seat Cushion Kit	01-4300	412.16
13-21282	M J Hellmuth Plumbing, Inc.	9370	Plumbing - Golf Driving Range	41-6100	3,200.00
13-21283	Gas Control Technologies, Inc.	9040	Natural Gas Pipeline Assessment	01-5800	2,180.00
13-21284	San Dieguito Printers	9100	Continuing Ed Class Schedules	01-5850	14,815.58
13-21285	Omegasonics	3370	Truck Tech Equipment	01-6405	8,567.41
13-21286	SC Fuels	9190	Gasoline	01-4360	13,757.70
13-21287	Fisher Scientific	0311	Terry Gloves	01-4300	164.04
13-21288	Delphin Computer Supply	3260	Supplies	01-4300	1,111.27
13-21289	Amazon.com Corporate Credit	9300	Book	01-4300	36.34
13-21290	B & H Photo Video	0080	A/V Equipment-Little Theatre	71-6400	3,620.23
13-21291	SurveyMonkey.com LLC	9260	Online Survey Service	01-5840	204.00
13-21292	Costco Wholesale	0280	Blanket PO	39-4300	1,200.00
13-21293	Owl Cafe	9280	Refreshments	01-4300	82.11
13-21294	Celestron	0310	Telescope Power Tank	01-4300	83.07
13-21295	United Site Services of CA	9460	Blanket PO	41-5800	2,000.00
13-21296	Nidec-Shimpo America Corp.	9040	Repair Parts	01-4300	327.10
13-21297	SEHI Computer Products Inc	9010	Printer Repair Parts	01-4300	298.58
13-21298	CSS/Rancho Janitorial Supplies	9140	Trash Liners	01-4300	13,001.06
13-21299	Vector Resources Inc	3370	WiFi Installation	01-5800	11,776.86
13-21300	Amazon.com Corporate Credit	9673	Supplies	01-4300	29.73
13-21301	Safety Med	0060	Electrical Safety Check	01-5630	180.00
13-21302	Amazon.com Corporate Credit	9673	Book	01-4300	45.62

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-21303	Amazon.com Corporate Credit	9170	Book	01-4300	19.50
13-21304	Panera LLC	3200	Meals - Nursing Meeting	01-4300	413.76
13-21305	Building Electronic Controls	9040	Service Fire Alarm	01-5800	400.00
13-21306	Prestige Golf Cars	9250	Cart Supplies	01-4300	29.36
13-21307	G & G Engineering, Inc.	9375	Topographic Survey - Tech C	42-5800	1,600.00
13-21308	Stamp Out	0080	Engraved Door Signs	01-4300	61.99
13-21309	Quick Caption	9100	DVD Captioning Service	01-5800	1,468.13
13-21310	Sweetwater Sound Inc.	0280	Music Stands	01-4300	484.93
13-21311	Medco Sports Medicine	9350	Softball Support Items	01-4300	55.29
13-21312	Laguna Clay	0010	Fall Semester Supplies	01-4300	1,133.49
13-21313	J H Mitchell	9190	Diesel Fuel	01-4360	515.58
13-21314	USB Memory Direct	3120	Supplies-YESS-LA Life Skills	01-4300	318.09
13-21315	Documedia Group	9010	Secure Transcript Paper	01-4300	1,947.56
13-21316	Collegiate Directories, Inc.	9010	Subscription	01-4300	32.57
13-21317	Troxell Communications, Inc	9250	LCD Projector	01-6400	303.41
13-21318	Cat Specialities, Inc.	9070	Uniform - Student Assistant	01-4300	1,417.56
13-21319	R & R Custom Signs	9182	Signage-Veterans Center	01-4300	1,236.00
13-21320	Toshiba Direct Gov	9100	Laptop	01-6400	1,388.96
13-21321	KI	9020	Adjustable Height Desks	41-6400	3,313.61
13-21322	Battery Systems	9500	Golf Cart Batteries	51-4300	886.51
13-21323	Byonics, LLC	0310	Supplies	01-4300	120.19
13-21324	Universal Radio, Inc.	0310	Supplies	01-4300	32.00
13-21325	hexTronik Sales & Marketing	0310	Supplies	01-4300	18.29
13-21326	Learning Resources Network	3340	Webinar Registrations	39-5220	180.00
13-21327	Career Step, LLC	3340	Technician Enrollment	39-5800	1,555.00
13-21328	Career Step, LLC	3340	Technician Enrollment	39-5800	1,555.00
13-21329	Owl Bookshop	3340	Textbooks	39-4300	3,043.10
13-21330	Southern California Regional Transit Training Consortium	9344	Membership Dues	01-5800	500.00
13-21331	Pocket Nurse	3050	Dental Supplies	01-4300	37.19
13-21332	Amazon.com Corporate Credit	3370	Books	01-4300	124.49
13-21333	Amazon.com Corporate Credit	9344	Supplies	01-4300	620.92
13-21334	Tri-Signal Integration, Inc.	9375	Fire Alarm Testing-Tech C	42-5800	520.00
13-21335	Bainbridge Environmental	9375	Asbestos Monitoring-Tech C	42-5800	6,960.00
13-21336	Riverside Publishing	3270	Software	01-4300	215.87
13-21337	Markertek Video Supply	0080	A/V Equipment-HPAC	71-6400	2,247.58
13-21338	Affordable Go Karts	9344	Supplies	01-4300	1,182.14
13-21339	Systems Technology Associates	9100	Support Agreement Renewal	01-5840	1,408.04
13-21340	Troxell Communications, Inc	9510	A/V Equipment	01-6400	2,370.00
13-21341	Best Buy for Business	3120	Supplies-YESS-Apple Shuffles	01-4300	1,739.65
13-21342	Harbor Freight	3020	Tools-Auto Lab	01-4300	164.51
13-21343	Travers	3020	Tools-Auto Lab	01-4300	181.51
13-21344	DCL Construction	9500	Door Installation-Bookstore	51-6200	1,590.00
13-21345	Visco	9040	Blanket PO	01-5630	1,000.00
13-21346	Oriental Trading Company Inc.	3120	Supplies for PS-MAPP Modules	01-4300	16.86
13-21347	PRG Lighting Los Angeles	0080	Console Rental-Little Theatre	01-5600	392.85
13-21348	Business Radio Licensing	9190	Radio Licensing	01-5800	370.00
13-21349	Advance Fire Protection Co.	9375	Fire Protection Services	42-5800	520.00
13-21350	Stover Feed Company	9195	Baseball Field Seed	01-4300	2,990.63
13-21352	Monrovia Chamber of Commerce	9280	Registration	01-5800	25.00
13-21353	Metal Cutting Service	3020	Blanket PO	01-4300	300.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-21354	Amazon.com Corporate Credit	9170	Books	01-4300	471.11
13-21355	Collegenet.Com	9100	Quarterly License Fee	01-5840	2,969.15
13-21356	Hillyard Inc.	9270	Custodial Supplies	01-4300	4,667.10
13-21357	Department of General Services	9200	Adminisration Hearing Service	01-5800	46.00
13-21358	Grainger, Inc.	3020	Supplies	01-4300	64.38
<b>Total</b>				<b>152</b>	<b><u>198,945.45</u></b>

**Fund Summary**

<u>Fund</u>	<u>Description</u>	<u>PO Count</u>	<u>Amount</u>
01	General Fund	131	157,062.86
39	Community Education	9	10,333.10
41	Capital Outlay Projects	6	13,428.16
42	Revenue Bond Construction	4	9,600.00
51	Bookstore Fund	2	2,476.51
59	Golf Driving Range	1	177.01
71	Associated Student Trust	2	5,867.81
<b>Total</b>		<b><u>152</u></b>	<b><u>198,945.45</u></b>

**PO Changes**

<u>New PO</u>	<u>Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
13-20836	8,169.34	01-6400	General Fund/Equipment-Capitalized	1,133.10
13-20992	915.69	01-4300	General Fund/Materials and Supplies	915.69
<b>Total PO Changes</b>				<b><u>2,048.79</u></b>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>        X        </u>
DATE	November 20, 2012	Resolution	<u>                        </u>
SUBJECT:	Institutional Membership to Califa Group	Information	<u>                        </u>
		Enclosure(s)	<u>                        </u>

BACKGROUND

The Califa Group is a membership based service bureau designed to provide member-enhanced, value-added services to all California libraries. Califa’s interactive site allows vendors to deliver updated product information and special offers directly to members. Once special offer is for a CONTENTdm subscription agreement which may cost up to \$4,500.00 from Online Computer Library Center (OCLC), but as a member we could get the same product for \$1,000.00.

This item was prepared by Eric Rabitoy, Dean of Physical and Natural Sciences.

RECOMMENDATION

Authorization is requested to approve a \$300.00 membership to the Califa Group.

Carol Horton  
Recommended by

        /          
Moved            Seconded

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

    
Approved for Submittal

Item No.         H.1.e.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Curriculum Committee Actions: Approval of Modified Courses	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 and October 18, 2012.

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

RECOMMENDATION

Authorization is requested to approve the modified courses.

Irene Malmgren  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.1.f. \_\_\_\_\_

<b>MODIFIED COURSES</b>			
<b>Course Subject</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Justification</b>
MUS	172	Styles, Technique and the "Soul" of Popular Singing	Update Student Learning Outcomes and TOP code.
PSY	220	Introduction to Social Psychology	Update Student Learning Outcomes, grading method, and provide more detail on outside assignment.

To improve alignment with the State's scheduling guidelines, the following course modifications were made to change "lab hours arranged" to "scheduled lab hours".

<b>Language Arts Courses with Hours Arranged</b>			<b>Current</b>			<b>Change to</b>	
		<b>Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Arranged</b>	<b>Lecture</b>	<b>Lab</b>
COMM	230	Desktop Publishing	36	0	54	36	54
ENGL	098	English Fundamentals	0	18	36	0	54
ESL	020	English Language Skills II	54	0	9	54	9
ESL	030	English Language Skills III	54	0	9	54	9
ESL	040	English Language Skills IV	54	0	9	54	9
ESL	100	Fundamentals of Composition	72	0	9	72	9
ESL	026	Grammar Fundamentals II	36	0	9	36	9
ESL	036	Grammar Fundamentals III	36	0	9	36	9
ESL	046	Grammar Review I	36	0	9	36	9
ESL	056	Grammar Review II	36	0	9	36	9

<b>Math Course with Hours Arranged</b>			<b>Current</b>			<b>Change to</b>	
		<b>Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Arranged</b>	<b>Lecture</b>	<b>Lab</b>
MATH	020	Arithmetic Fundamentals	0	18	36	0	54

To improve alignment with the State's scheduling guidelines, the following course modifications were made to change "lab hours arranged" to "scheduled lab hours".

<b>Music Courses with Hours Arranged</b>			<b>Current</b>			<b>Change to</b>	
		<b>Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Arranged</b>	<b>Lecture</b>	<b>Lab</b>
MUS	112	Music Fundamentals	54		18	54	18
MUS	115	Voice	36	13	5	36	18
MUS	118	Concert Choir I	36	28	26	36	54
MUS	119	Concert Choir II	48	16	26	48	42
MUS	129	Pop/Rock Ensemble I	36	0	36	36	36
MUS	139	Pop/Rock Ensemble II	36	0	36	36	36
MUS	140	Music Production Software/Hardware I	36		18	36	18
MUS	141	Music Production Software/Hardware II	36		18	36	18
MUS	145	Pop, Rock, and Jazz Performance Styles	36	18	108	36	126
MUS	147	Pop/Salsa Ensemble I	36	0	36	36	36
MUS	152	Jazz Combos		48	24		72
MUS	153	Chamber Jazz	36	18	108	36	126
MUS	154	Jazz Improvisation I	54		18	54	18
MUS	162	Songwriting	36		18	36	18
MUS	170	Sight Reading for the Studio	54		18	54	18
MUS	172	Styles, Technique, and the "Soul" of Popular Singing	36		18	36	18
MUS	207	Laboratory Band	36	18	108	36	126
MUS	208	Studio Orchestra	36	54	72	36	126
MUS	210	Intermediate Voice	36	13	5	36	18
MUS	214	Musical Theatre Techniques	36	18	36	36	54
MUS	223	Handbell Ensemble	9	9	27	9	36
MUS	232	Women's Ensemble I	36	54	72	36	126
MUS	237	Jazz Ensemble II	36	72	36	36	108
MUS	242	Women's Ensemble II	36	54	72	36	126
MUS	244	Wind Symphony II	36	32	76	36	108
MUS	245	Pop, Rock, and Jazz Performance Styles II	36	18	108	36	126
MUS	252	Fusion Ensemble	0	48	24	0	72



To improve alignment with the State's scheduling guidelines, the following course modifications were made to change "lab hours arranged" to "scheduled lab hours".

<b>Dance/Recording Tech/Theatre classes with Hours Arranged</b>						<b>Change to</b>	
		<b>Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Arr.</b>	<b>Lecture</b>	<b>Lab</b>
DANC	263	Dance for Musical Theatre	36	18	90	36	108
DANC	264	Popular Dance Techniques	36	18	90	36	108
DANC	265	Musical Staging: Rehearsal and Performance	18	36	18	18	54
DANC	266	Pop Dance: Rehearsal and Performance	18	36	18	18	54
DANC	270	Intermediate Jazz Dance II	18	18	18	18	36
REC	135	Live Sound Reinforcement	54	0	72	54	72
REC	255	Advanced Live Sound Reinforcement	54	0	72	54	72
THEA	125	Technical Theatre Production	18	0	90	18	90
THEA	130	Introduction to Theatrical Scenery	36	18	36	36	54
THEA	150	Introduction to Intelligent Lighting Systems for Theatre	36	0	54	36	54
THEA	201	Acting Fundamentals I	54		36	54	36
THEA	202	Acting Fundamentals II	54		36	54	36
THEA	204	Stage and Screenwriting	54		18	54	18
THEA	210	Rehearsal and Performance I	18		108	18	108
THEA	211	Acting for the Camera	54		36	54	36
THEA	220	Rehearsal and Performance II	18		108	18	108
THEA	241	Fundamentals of Stage Direction	36	0	54	36	54
THEA	245	Stage and Project Management for Theatre, TV and Film	36	0	54	36	54
THEA	250	Theatre Appreciation	36	18	36	36	54
THEA	290	Citrus Theatre Academy			162		162
THEA	292	Special Techniques in Acting	54		18	54	18
THEA	294	Shakespeare in Production	54		42	54	42

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	<u>X</u>

### BACKGROUND

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

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

### RECOMMENDATION

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

Robert Sammis  
Recommended by

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

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

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

Item No.       H.1.g.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Aghyarian, Meray	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Al-Sabea, Taha	Instructor / Economics	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Amaya, Hector	Instructor / Humanities & Philosophy	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Amaya-Anderson, Beatriz	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Anderson-McGill, Taylor	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Anderson-McGill, Taylor	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Avila, Naomi	Counselor / Center for Teacher Excellence	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Azpeitia, Maria	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Baxter, Susan	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Beach, Kristine	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Birmingham, Thomas	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Blynn-Avanosian, Sylvia	Instructor / Spanish	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Bobo, Michael	Instructor / Humanities	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Boudreau, Deborah	Counselor / STEM2-CSUF Grant	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Bowman, Jeri	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Buckalew, James	Instructor / Speech	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Burns, Linda	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Campbell, Faye	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Carrillo, Michael	Instructor / Sociology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Cashell, Judy	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Chai, Janet	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Chan, Linda	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Chavez-Appel, Mercedes	Instructor / Speech	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Christensen, Niel	Instructor / Political Science	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Clark, Steve	Instructor / Political Science	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Cloughly, Cecilia	Instructor / German	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Culp, Jean	Instructor / History	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Curran, Keith	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Daves-Schneider, Lida	Instructor / German	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
DeAnda, Alma	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Deets, Kristin	Instructor / Speech	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Dery, Kenneth	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Desimone, Natalie	Counselor / Bridges to Success	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Desmond, Yae	Instructor / Japanese	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Devries, Peter	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Devries, Peter	Instructor / Natural & Physical Sciences	Hourly as needed	11/21/12	12/31/12	\$44.90/hr.
Devries, Peter	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Dingwall, Stephanie	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Doolittle, Jan	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Dougall, Natalie	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Elias, Brian	Instructor / Administration of Justice	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Entus, Robert	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Evans, Sara	Instructor / Anthropology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Farnum, Martin	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Fehr, Jody	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Fisher, Jamie	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Fleischer, Beatriz	Instructor / Spanish	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Gamboa, Robert	Counselor / Race to STEM Grant	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Garcia, Victor	Instructor / Spanish	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Gerrard, Amanda	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Gerrard, Amanda	Instructor / Natural & Physical Sciences	Hourly as needed	11/21/12	12/31/12	\$44.90/hr.
Gerrard, Amanda	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Ghandhi, Louise	Instructor / Cultural Geography	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Gold, Peter	Instructor / Administration of Justice	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Golden, Kristin	Instructor / English as a Second Language	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Gropp, Barry	Counselor / Basic Skills Initiative Grant	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Guillen, Nelida	Instructor / Spanish	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hall, James	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Harfouche, Youssef	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Harfouche, Youssef	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hensley, Susan	Counselor / Counseling	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hernandez, Ernest	Instructor / Sociology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hernandez, Nellie	Counselor / CalWORKs	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Heuring, Patrice	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hollenshead, Marci	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Hollenshead, Marci	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hong, Andrew	Instructor / English as a Second Language	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Hunt, Stephan	Instructor / Administration of Justice	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Iott, Becky	Counselor / Race to STEM Grant	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Jacquet, Dominic	Counselor / Counseling	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Jennings, Sanae	Instructor / Japanese	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Johnson, David	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Johnson, Steven	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kang, Eun	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kaplan, Richard	Instructor / Administration of Justice	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kapoor, Anil	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kawai, Julie	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kelly, Donna	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.



**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Kery, Kenneth	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Killen, Monica	Instructor / Ethnic Studies	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kim, Grace	Counselor / Career Technical Education	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Kinney, Michael	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lam, Wood	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lau, Bernie	Instructor / Sociology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lee, Bianca	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lee, Monica	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lee, Monica	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Levine, Brianna	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Lewis, David	Instructor / History	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Linville, Brian	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Logan, Stephanie	Instructor / History	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Long, Stacy	Instructor / Communications	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Love, Jamie	Instructor / Humanities & Philosophy	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Loya, Henry	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Marine, Constance	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Martin, Harold	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Martinez, Suzanne	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
McCabe, Dale	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
McCabe, Dale	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Milbrandt, David	Instructor / Political Science	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Montes, Monica	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Montes, Monica	Instructor / Natural & Physical Sciences	Hourly as needed	10/01/12	12/31/12	\$44.90/hr.
Montes, Monica	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Montes, Monica	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Montgomery, Robert	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Myers, Kimberly	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Naiyer, Zakaria	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Nelson, Maureen	Instructor / Speech	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Nelson, Stephen	Instructor / History	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Newell, Jerry	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Noonan, Benjamin	Instructor / Kinesiology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Norman, Scott	Instructor / Kinesiology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Null, Nicholas	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Nuttall, Adora	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Opulencia, Cherlou	Counselor / Center for Teacher Excellence	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Ozminkowski, Mariusz	Instructor / Speech	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Pecoraro, Susan	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Provencher, Henry	Instructor / Administration of Justice	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Ramos Bernal, Natasha	Instructor / Political Science	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Ramos, Christopher	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Ramos, Michael	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Rashidi, Waleed	Instructor / Communications	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Ray, Jamie	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Resch, Amy	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Resto-Ometetl, Luivette	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Rizk, Sharon	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Robles, Andrew	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Rodriguez	Instructor / Kinesiology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Rodriguez, Raul	Counselor / Race to STEM Grant	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Rosales, Aurora	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Ross, Lisa	Instructor / Political Science	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Saad, Nancy	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Saad, Nancy	Instructor / Natural & Physical Sciences	Hourly as needed	11/21/12	12/31/12	\$44.90/hr.
Saad, Nancy	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Salvi, Lisa	Instructor / Anthropology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Schulte, Francis	Instructor / Humanities	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Schwitkis, Kent	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Seccombe, June	Instructor / English as a Second Language / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Shannon, James	Instructor / Psychology & Sociology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Shaw, Tammie	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Shearer, Margaret	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Shimano, Brooke	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Shimano, Brooke	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Silva, Daniella	Instructor / English as a Second Language	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Sin, Eileen	Counselor / Nursing	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Smyth, Nathaniel	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Smythe, Colville	Instructor / English	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Tate, Erin	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Tsark, Eleanor	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Tufano, Andrew	Instructor / Speech	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Uhl, Suzanne	Instructor / Speech	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Urita-Lopez, Haydee	Instructor / Ethnic Studies	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Van Leersum, Amanda	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Van Leersum, Amanda	Instructor / Natural & Physical Sciences	Hourly as needed	11/08/12	12/31/12	\$44.90/hr.
Van Leersum, Amanda	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Versace, Emily	Counselor / STEM2-CSUF Grant	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Victor, Christopher	Instructor / Kinesiology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Villeneuve, Louisa	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Villeneuve, Louisa	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Wagner, Alexander	Instructor / Natural & Physical Sciences	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Weaver, Pablo	Biology Proctors / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Weisman, Lisa	Instructor / Psychology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Wheeler, Andrew	Instructor / Kinesiology	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Williams, Tiffany	Instructor / Cosmetology	Hourly as needed	11/21/12	06/30/12	\$44.90/hr.
Wong, Kerwin	Instructor / Administration of Justice	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Woolsey, Ronald	Instructor / History	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Yang, Rebecca	Instructor / Chinese	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Ysais, Melisa	Instructor / Child Development	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Zaharek, James	Instructor / Humanities	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.

**ACADEMIC EMPLOYEES - ADJUNCT  
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Zarate, Eloy	Instructor / History	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Zawahreh, Luai	Instructor / Economics	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.
Zeman, William	Instructor / History	Hourly as needed	01/01/13	06/30/13	\$44.90/hr.



**ACADEMIC EMPLOYEES - FULL-TIME  
EXTRA DUTY, STIPEND ASSIGNMENTS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>ASSIGNMENT</b>	<b>BEGIN</b>	<b>END</b>	<b>RATE</b>
Goodman, Robert	Biology Proctor / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$51.73/hr.
Han, June	Biology Proctor / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$51.73/hr.
Hester, Dana	Biology Proctor / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$51.73/hr.
Juncosa, Barbara	Biology Proctor / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$51.73/hr.
Kondo, Arnold	Biology Proctor / Disabled Students Program & Services	Hourly as needed	01/01/13	06/30/13	\$51.73/hr.
O'Neil, Margaret	Clarion Advisor / Language Arts	Stipend	02/19/13	06/14/13	\$2,535.00/tl.

ACADEMIC EMPLOYEES  
FALL 2012 ADJUNCT  
NOVEMBER 20, 2012

Name	Department/Discipline	Placement	LHE Rate
Silva, Daniella	English as a Second Language	1-3	\$1,025

**LAB SUPERVISORS  
2011-2012 (01-01-12)  
NOVEMBER 20, 2012**

<b>Name</b>	<b>Adjunct or Full Time</b>	<b>Department</b>	<b>Begin</b>	<b>End</b>	<b>Placement</b>	<b>Hourly Rate</b>
Aghyarian, Meray	A	Learning Center	01/01/13	06/30/13	2-3	\$32.69
Azpeitia, Maria	A	Learning Center	01/01/13	06/30/13	2-3	\$32.69
Beach, Kristine	A	Learning Center	01/01/13	06/30/13	2-3	\$32.69
Brower, Cecil	A	Learning Center	01/01/13	06/30/13	1-3	\$30.90
Chai, Janet	A	Learning Center	01/01/13	06/30/13	1-3	\$30.90
Fehr, Jody	A	Learning Center	01/01/13	06/30/13	2-1	\$29.45
Fisher, Jamie	A	Learning Center	01/01/13	06/30/13	1-3	\$30.90
Lam, Wood	A	Learning Center	01/01/13	06/30/13	2-3	\$32.69
Lawrence, Hugh	A	Learning Center	01/01/13	06/30/13	4-3	\$36.23
Long, Stacy	A	Communications	01/01/13	06/30/13	1-3	\$30.90
Null, Nicholas	A	Learning Center	01/01/13	06/30/13	1-3	\$30.90
Plummer, Brian	A	Learning Center	01/01/13	06/30/13	4-3	\$36.23
Rashidi, Waleed	A	Communications	01/01/13	06/30/13	1-3	\$30.90
Ray, Jamie	A	Learning Center	01/01/13	06/30/13	1-3	\$30.90
Silva, Daniella	A	Learning Center	01/01/13	06/30/13	1-3	\$30.90

**ACADEMIC EMPLOYEES  
SPRING 2013 ADJUNCT  
NOVEMBER 20, 2012**

<b>Name</b>	<b>Department/Discipline</b>	<b>Placement</b>	<b>LHE Rate</b>
Elias, Brian	Health Sciences	1-2	\$1,025

## CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Classified Employees	Information	_____
		Enclosure(s)	X _____

BACKGROUND

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

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

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

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

Item No.       H.1.h.

**CLASSIFIED EMPLOYEES  
EMPLOYMENT/CHANGE OF STATUS  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CLASS/DEPT/PRCT.</b>	<b>REASON/MOS.</b>	<b>BEG/END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Hawkins, Phil	Maintenance Supervisor	Temporary Upgrade while supervisor is on vacation	11/16/12 thru 11/30/12	10-3 (9-3+1A)	\$5649/mo
Kouba, Gary	Grounds Supervisor	Temporary Upgrade while supervisor is on vacation	11/16/12 thru 11/30/12	12-1	\$5649/mo

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	November 20, 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.i.

**SHORT-TERM, HOURLY  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END</b>
Ayala, Ava Elizabeth	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Beatty, Denise	Fiscal Support	Process student registration, ASO and parking payments, reconcile student accounts and financial aid distribution	\$14/hr	12/3/12 thru 1/11/13
Benjamin, Stacy	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13
Burge, Justin	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Bush, Erin	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13
Bush, Teresa	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13



**SHORT-TERM, HOURLY  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END</b>
Christian, Michelle	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Ciru, Teresa	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Cordova, Stacy	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13
Dickey, Shannon	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Egbert, Ida	Fiscal Support	Process student registration, ASO and parking payments, reconcile student accounts and financial aid distribution	\$14/hr	12/3/12 thru 1/11/13
Flores, Nathaniel	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13

**SHORT-TERM, HOURLY  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END</b>
Gagliano, Stephanie	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13
Gomez, Paula	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Gutierrez, Herman	Fiscal Support	Process student registration, ASO and parking payments, reconcile student accounts and financial aid distribution	\$14/hr	12/3/12 thru 1/11/13
Hansen, Paula	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Herzfeld, Maxwell	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Inda, Kathryn	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13

**SHORT-TERM, HOURLY  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END</b>
Jacob, Erin	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Koulos, Patricia	Fiscal Support	Process student registration, ASO and parking payments, reconcile student accounts and financial aid distribution	\$14/hr	12/3/12 thru 1/11/13
Riggs, Ariana	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13
Rodriguez, Michelle	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Rodriguez, Vanessa	Performing Arts Support	Backstage assistance in the preparation, rehearsal and performances of events	\$9/hr	1/3/13 thru 6/30/13
Smith, Megan	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13

**SHORT-TERM, HOURLY  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END</b>
Sorteberg, Rachel	Fiscal Support	Front of house as House Manager, snack bar concessionaire or ticketing box office support for events	\$14/hr	1/3/13 thru 6/30/13

**STIPENDS STRS NON-CREDITABLE  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>HOURLY RATE/TOTAL</b>	<b>BEGIN/END</b>
Arredondo, Dora	Stipend	RDA Practical Exam Kits	\$600tl.	11/16/12 thru 11/18/12
Green, Martin	Stipend	Instrumental Services Orchestra for "Christmas Is...."	\$100tl	11/27/12
Munoz, Gino	Stipend	Instrumental Services Orchestra for "Christmas Is...."	\$1500tl.	11/27/12 thru 12/16/12

**CLASSIFIED SUBSTITUTES  
NOVEMBER 20, 2012**

<b>NAME</b>	<b>CLASS/DEPT/PRCT.</b>	<b>REASON/MOS.</b>	<b>BEGN/END</b>	<b>RANGE &amp; STEP</b>	<b>MONTHLY RATE</b>
Alberto, Ricky	Bookstore Shipping/ Receiving clerk	Serve as substitute while position is being advertised	11/21/12 thru 1/18/13	20-1	\$14.11/hr.
Banks, Elvester	Custodian	Rotating Absences	1/1/13 thru 6/30/13	22-1	\$14.82/hr.
Bodoh, Sean	Golf Range Technician I	Serve as substitute while position is being advertised	11/21/12 thru 01/20/13	10-1	\$11.02/hr.
Caldwell, David	Campus Safety Officer	Rotating Absences	11/21/12 thru 01/20/13	22-1	\$14.82/hr.
Cruz, Carmen	Custodian	Rotating Absences	1/1/13 thru 6/30/13	22-1	\$14.82/hr.
Diliberto, Angelo	Custodian	Rotating Absences	1/1/13 thru 6/30/13	22-1	\$14.82/hr.
Dudley, Deryn	Research Analyst	Serve as substitute while position is being advertised	1/1/13 thru 2/28/13	49-1	\$28.87/hr.
Gutierrez, Arnold	Skilled Maintenance Technician	Rotating Absences	1/1/13 thru 6/30/13	38-1	\$22.00/hr.
Jauregui, Joanna	Custodian	Rotating Absences	1/1/13 thru 6/30/13	22-1	\$14.82/hr.
Lockwood, Christopher	Campus Safety Officer	Serve as a day to day substitute for campus safety officers	9/2/12 thru 12/31/12	22-1	\$14.82/hr.
Medley, Tara Christine	Account Clerk/Cashier	Serve as substitute while position is being advertised	11/21/12 thru 1/18/13	29-1	\$17.62/hr

**CLASSIFIED SUBSTITUTES  
NOVEMBER 20, 2012**

Mubiala, Jay	Campus Safety Officer	Serve as a day to day substitute for campus safety officers	9/2/12 thru 12/30/12	22-1	\$14.82/hr.
Munoz, Anayely	Program Assistant	Serve as substitute while position is being advertised	11/21/12 thru 01/20/13	24-1	\$15.57/hr.
Stallard, Claire	Research Analyst	Serve as substitute while position is being advertised	1/1/13 thru 1/15/13	49-1	\$28.87/hr.

**VOLUNTEER COACHES 2012/2013**

<b>Volunteer Coaches</b>	<b>SPORT</b>	<b>DATE</b>
Moore, Loree	Women's Basketball	11/21/12 thru 6/20/13



**VOLUNTEERS, NON-ACADEMIC  
NOVEMBER 20, 2012**

<b>DEPARTMENT</b>	<b>VOLUNTEER NAME</b>	<b>BEGIN DATE</b>	<b>END DATE</b>
Kinesiology	Davis, Johanna	11/21/12	06/10/13
Admin of Justice	Grant, Chris	12/03/12	12/14/12
Admin of Justice	Landa, Jesus	12/03/12	12/14/12
Admin of Justice	Landeros, Robert	12/03/12	12/14/12
Admin of Justice	Moreno, Ricky	12/03/12	12/14/12

**PROFESSIONAL EXPERT  
November 20, 2012**

<b>NAME</b>	<b>DESCRIPTION</b>	<b>DEPARTMENT</b>	<b>RATE</b>	<b>BEGIN/END</b>
Beatty, David	Musician - Trombone - "Christmas Is..."	Fine & Performing Arts	\$125.00/3 hr. call	11/27/12 to 12/16/12
Davis, Charles L.	Musician - Trumpet - "Christmas Is..."	Fine & Performing Arts	\$125.00/3 hr. call	11/27/12 to 12/16/12
Jaquette, Timothy	Musician - String Bass - "Christmas Is..."	Fine & Performing Arts	\$125.00/3 hr. call	11/27/12 to 12/16/12
Kerr, William	Musician - Woodwinds - "Christmas Is..."	Fine & Performing Arts	\$125.00/3 hr. call	11/27/12 to 12/16/12
Landers, Cordell	Football Program Assistant	Kinesiology	\$3,977.00/Ttl. (Correction to May 15, 2012 Board Agenda Item)	08/01/12 to 12/10/12
Liskey, Renee	Choreographer - Holidance! 2012	Fine & Performing Arts	\$600.00/Ttl.	11/21/12 to 11/30/12
Taylor, Bryan	Musician - Percussion - "Christmas Is..."	Fine & Performing Arts	\$125.00/3 hr. call	11/27/12 to 12/16/12
Valverde, Yesenia	Choreographer - Holidance! 2012	Fine & Performing Arts	\$600.00/Ttl.	11/21/12 to 11/30/12
Waddington, Alan	Musician - Drum - "Christmas Is..."	Fine & Performing Arts	\$125.00/3 hr. call	11/27/12 to 12/16/12

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 20, 2012	Resolution	_____
SUBJECT:	California Community Colleges Quarterly Financial Report, CCFS-311Q	Information	_____
		Enclosure(s)	X
			_____

**BACKGROUND**

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

This item was prepared by Carol Cone, Budget Supervisor.

**RECOMMENDATION**

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2012, and authorizing the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Carol Horton  
Recommended by

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

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

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

Item No.     H.2.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**

**District: (820) CITRUS** **Fiscal Year: 2012-2013**  
**Quarter Ended: (Q1) Sep 30, 2012**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A.</b>	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	59,266,083	60,295,769	55,752,164	53,010,911
A.2	Other Financing Sources (Object 8900)	197,484	137,691	126,779	140,153
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>59,463,567</b>	<b>60,433,460</b>	<b>55,878,943</b>	<b>53,151,064</b>
<b>B.</b>	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,829,236	56,014,795	55,831,888	55,989,051
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,702,452	2,538,184	2,044,570	1,375,099
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>58,531,688</b>	<b>58,552,979</b>	<b>57,876,458</b>	<b>57,364,150</b>
<b>C.</b>	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>931,879</b>	<b>1,880,481</b>	<b>-1,997,515</b>	<b>-4,213,086</b>
<b>D.</b>	<b>Fund Balance, Beginning</b>	<b>7,567,111</b>	<b>8,498,990</b>	<b>10,379,471</b>	<b>8,381,956</b>
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>7,567,111</b>	<b>8,498,990</b>	<b>10,379,471</b>	<b>8,381,956</b>
<b>E.</b>	<b>Fund Balance, Ending (C. + D.2)</b>	<b>8,498,990</b>	<b>10,379,471</b>	<b>8,381,956</b>	<b>4,168,870</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.5%	17.7%	14.5%	7.3%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	11,444	11,639	10,684	10,684
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	As of the specified quarter ended for each fiscal year			
	2009-10	2010-11	2011-12	2012-2013
H.1		9,477,382	21,336,444	14,486,069
H.2		0	0	0
H.3	19,369,475	9,477,382	21,336,444	14,486,069

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	53,010,911	53,010,911	8,917,017	16.8%
I.2	Other Financing Sources (Object 8900)	140,153	140,153	3,974	2.8%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	53,151,064	53,151,064	8,920,991	16.8%
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,989,051	55,989,051	9,636,103	17.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,375,099	1,375,099	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	57,364,150	57,364,150	9,636,103	16.8%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-4,213,086</b>	<b>-4,213,086</b>	<b>-715,112</b>	
L	Adjusted Fund Balance, Beginning	8,381,956	8,381,956	8,381,956	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	4,168,870	4,168,870	7,666,844	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	7.3%	7.3%		

V. Has the district settled any employee contracts during this quarter? NO

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

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? NO

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

VII. Does the district have significant fiscal problems that must be addressed? NO  
 This year? NO  
 Next year? NO

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

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-3 | Q**

**District:** (820) CITRUS  
**Fiscal Year:** 2012-2013  
**Quarter Ended:** (Q1) Sep 30, 2012

**Chief Business Officer**  
**CBO Name:** Carol R. Horton  
**CBO Phone:** 626-914-8886  
**CBO Signature:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

**District Contact Person**  
**Name:** Carol Cone  
**Title:** Budget Supervisor  
**Telephone:** 626-914-8885  
**Fax:** 626-914-8604  
**E-Mail:** [ccone@citruscollege.edu](mailto:ccone@citruscollege.edu)

**Chief Executive Officer Name:** Geraldine M. Perri, Ph.D.  
**CEO Signature:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_  
**Electronic Cert Date:** 10/18/2012

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California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [catalig@ccccc.edu](mailto:catalig@ccccc.edu) or Tracy Britten (916)323-6899 [tbritten@ccccc.edu](mailto:tbritten@ccccc.edu)  
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**Los Angeles County  
Office of Education**

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

Leading Educators • Supporting Students • Serving Communities

Submit to Business Advisory Services -- EC Room 201

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

DISTRICT (UNIT) NUMBER <b>64386</b>	GL JOURNAL ID NUMBER <b>OB01.0</b>	FUND NUMBER <b>01.0</b>
FISCAL YEAR <b>12-13</b>	FUND NAME <b>General Unrestricted</b>	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY	NAME OF SCHOOL DISTRICT
-----------------	-------------------------

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8010-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799	8610,8681		3,457,383.00
5. Interfund Transfers in	8900-8929			33,699.00
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 3,491,082.00</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 1,019,872.00
2. Classified Personnel Salaries	2000-2999		16,406.00
3. Employee Benefits	3000-3999		235,320.00
4. Books and Supplies	4000-4999		
5. Services, Other Operating Expenses	5000-5999		(171,830.00)
6. Capital Outlay	6000-6999		
7. Other Outgoing	7100-7299		
8. Transfers of Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7600-7629		
11. Other Financing Uses	7630-7699		
<b>12. Total Expenditures, Transfers and Other Uses</b>			<b>\$ 1,099,768.00</b>

<b>C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)</b>	<b>\$ 2,391,314.00</b>
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**NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.**  
DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

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

2. <b>Restricted Amounts</b>	9740		\$
a. Restricted			
a. Restricted	9740		
a. Restricted	9740		
<b>Total Restricted</b>	<b>Amounts</b>		0.00

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

4. <b>Assigned Amounts</b>	9780		\$
a. Other Assignments			
a. Other Assignments	9780		
a. Other Assignments	9780		
<b>Total Assigned</b>	<b>Amounts</b>		0.00

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

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

*Changes to reflect new revenue and expenditure estimates*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT'S CONTACT PERSON Rosalinda Buchwald		TELEPHONE NUMBER OF CONTACT PERSON (626 ) 914-8897
DATE OF BOARD APPROVAL 11/20/12	SIGNATURE OF THE SECRETARY OF THE BOARD	DATE SIGNED (MONTH/DAY/YEAR) 11/20/12

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

Approved:

Arturo Delgado, Ed.D.  
Los Angeles County  
Superintendent

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

# CITRUS COMMUNITY COLLEGE DISTRICT

2012 - 2013

## OPERATING BUDGET

GENERAL FUND UNRESTRICTED REVENUES	ACTUALS 11-12	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	BUDGET INCREASES DECREASES
<b>FEDERAL REVENUE</b>				
8150 PELL ADMIN ALLOWANCE	30,575	20,000	20,000	0
8199 ARRA STATE STABILIZATION FUNDS	0	0	0	0
8160 VETERANS EDUCATION	4,980	1,500	1,500	0
<b>TOTAL FEDERAL REVENUE</b>	<b>35,555</b>	<b>21,500</b>	<b>21,500</b>	<b>0</b>
<b>STATE REVENUE</b>				
8610 GENERAL APPORTIONMENT	42,777,814	41,021,709	44,479,092 *	3,457,383
8610 GEN APPORTIONMENT PRIOR YEAR(08800)	987,023	0	0	0
8612 ENROLL FEE ADMIN	56,589	62,966	62,966	0
8624 Return to Title IV PY (08800)	9,935	0	0	0
8628 PART TIME FAC COMPENSATION FUND (01600)	252,321	252,321	252,321	0
8650 PART TIME FAC HEALTH/OFFICE HOURS	0	0	0	0
8650 PART TIME FAC HEALTH/OFFICE HRS(08800)	0	0	0	0
8660 INTEREST	0	0	0	0
8670 TAX RELIEF HOMEX	33,158	34,452	34,452	0
8679 TAX OTHER	0	0	0	0
8681 LOTTERY NON PROP 20	1,482,134	1,426,266	1,426,266	0
8681 LOTTERY PRIOR YEAR NON PROP 20 (08800)	48,238	0	33,699	33,699
8682 LOTTERY PROP 20 (00000)	0	0	0	0
8682 LOTTERY PRIOR YEAR PROP 20 (08800)	0	0	0	0
8683 MANDATED COST-MANDATED REIMB	0	297,629	297,629	0
8684 MANDATED COST-COLL BARGAINING	0	0	0	0
8685 MANDATED COST-OPEN MEETINGS	0	0	0	0
8686 MANDATED COST-HEALTH FEE	137,806	0	0	0
8687 MANDATED COST-AGENCY FEE ARRANGE	0	0	0	0
8688 MANDATED COST-ENROLMT FEE COL&WAIVER	0	0	0	0
8689 MANDATED COST - INTEGRATED WASTE	0	0	0	0
8691 MOTOR VEHICLE FUEL REFUND	1,411	0	0	0
8692 MANDATED COST - ABSENTEE BALLOT	0	0	0	0
8693 MANDATED COST - INVESTMENT REPORTS	0	0	0	0
8699 OTHER STATE REVENUE	5,106	0	0	0
<b>TOTAL STATE REVENUE</b>	<b>45,791,534</b>	<b>43,095,343</b>	<b>46,586,425</b>	<b>3,491,082</b>
<b>LOCAL REVENUE</b>				
8811 SECURED TAXES	3,476,804	3,159,246	3,159,246	0
8812 SUPPLEMENTAL TAXES	41,607	35,572	35,572	0
8813 UNSECURED TAXES	81,374	95,312	95,312	0
8816 PRIOR YEAR TAXES	214,540	330,522	330,522	0
RECEIPTS FROM PROP TAX JPA	66,859	99,229	99,229	0
PAYMENT TO PROP TAX JPA	-10,823	-197,397	-197,397	0
8817 ERAF TAXES	-121,202	331,879	331,879	0
8818 OTHER TAXES	70,017	22,942	22,942	0
<b>TOTAL TAXES</b>	<b>3,819,175</b>	<b>3,877,305</b>	<b>3,877,305</b>	<b>0</b>

**GENERAL FUND UNRESTRICTED REVENUES**

	ACTUALS 11-12	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	BUDGET INCREASES DECREASES
<b>LOCAL REVENUE - CONTINUED</b>				
8860 INTEREST	150,996	196,690	196,690	0
8874 ENROLLMENT FEE	3,619,027	3,635,191	3,635,191	0
8879 TRANSCRIPTS	27,356	25,000	25,000	0
8880 NON-RES TUITION FOREIGN (01800)	1,774,017	1,589,520	1,589,520	0
8880 NON-RES TUITION OUT-OF-STATE (01900)	32,754	245,230	245,230	0
8880 NON-RES TUITION Prior Year (08800)	0	0	0	0
<b>TOTAL NON-RES TUITION</b>	<b>1,806,771</b>	<b>1,834,750</b>	<b>1,834,750</b>	<b>0</b>
8885 OTHER STUDENT FEES	0	0	0	0
8885 REFUND CHARGE/RETAINER (03000)	12	0	0	0
8885 Exam by Credit (03100)	180	0	0	0
8885 QUILL ACCOUNT (03300)	0	0	0	0
8885 PHOTO ID CARDS (03600)	0	0	0	0
<b>TOTAL FEES</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>0</b>
8889 OTHER LOCAL INCOME	35	0	0	0
8890 OTHER LOCAL INCOME	108,667	26,000	26,000	0
8891 REG CASH OVER SHORT	11,329	0	0	0
8893 IOU PROCESSING FEE	0	0	0	0
8894 RETURN CHECKS SERVICE	91	0	0	0
8895 PARKING FINES	272,034	178,782	178,782	0
8896 OTHER LOCAL-JOURNEYS	21,925	18,000	18,000	0
8897 COSMETOLOGY INCOME	77,275	95,000	95,000	0
8898 SUBPOENA RECORDS	563	300	300	0
8899 LIBRARY FINES	9,640	7,000	7,000	0
<b>TOTAL OTHER LOCAL REVENUE</b>	<b>501,558</b>	<b>325,082</b>	<b>325,082</b>	<b>0</b>
8910 SALES OF EQUIPMENT	2,500	0	0	0
8911 LIBRARY BOOK SALES	14	50	50	0
<b>TOTAL LOCAL REVENUE</b>	<b>9,927,589</b>	<b>9,894,068</b>	<b>9,894,068</b>	<b>0</b>
<b>TOTAL GENERAL FUND REVENUE</b>	<b>55,754,678</b>	<b>53,010,911</b>	<b>56,501,993</b>	<b>3,491,082</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>55,831,889</b>	<b>55,989,050</b>	<b>57,088,816</b>	<b>1,099,768</b>
<b>EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES</b>	<b>-77,210</b>	<b>-2,978,139</b>	<b>-586,823</b>	<b>2,391,314</b>
<b>OTHER FINANCING</b>				
7210 TRANSFER TO FUND 01.3	-1,331,701	-1,303,927	-1,303,927	0
7312 TRANSFER TO FUND 33.0-PROG MATCH	-649,000	0	0	0
7312 TRANSFER TO FUND 33.0-FEDERAL BACKFILL	0	0	0	0
7313 TRANSFER TO FUND 39.0	-13,869	-21,172	-21,172	0
7314 TRANSFER TO FUND 41.0	0	0	0	0
7317 TRANSFER TO FUND 59.0	-50,000	-50,000	-50,000	0
8981 TRANSFER FROM FUND 01.3 Various Programs	47,122	63,385	63,385	0
8982 TRANSFER FROM FUND 33.0	0	0	0	0
8983 TRANSFER FROM FUND 39.0	0	0	0	0
8989 TRANSFER FROM FUND 74.0 FWS 00000	55,116	50,000	50,000	0
TRANSFER FROM FUND 74.0 FWS 90100 Admin .	6,240	12,083	12,083	0
8989 TRANSFER FROM FUND 74.0 SEOG 90300 Admir	13,795	12,585	12,585	0
8990 TRANSFER FROM FUND 72.0	1,993	2,100	2,100	0
<b>TOTAL OTHER FINANCING</b>	<b>-1,920,304</b>	<b>-1,234,946</b>	<b>-1,234,946</b>	<b>0</b>
<b>INCREASE/DECREASE IN FUND BALANCE</b>	<b>-1,997,514</b>	<b>-4,213,085</b>	<b>-1,821,769</b>	<b>2,391,314</b>
<b>BEGINNING BALANCE JULY 1, 2012</b>	<b>10,379,472</b>	<b>8,381,956</b>	<b>8,381,956</b>	<b>0</b>
<b>ENDING BALANCE JUNE 30, 2013</b>	<b>2,893,823</b>	<b>2,868,207</b>	<b>2,923,196</b>	<b>54,988</b>
<b>RESERVE FOR CONTINGENCIES</b>	<b>5,488,133</b>	<b>1,300,663</b>	<b>3,636,991</b>	<b>2,336,328</b>

**GENERAL FUND UNRESTRICTED  
EXPENDITURE BY DEPARTMENT**

		ACTUALS	ADOPTED	OPERATING	BUDGET
		11-12	BUDGET	BUDGET	INCREASES
			12-13	12-13	DECREASES
DEPARTMENT					
PAGE 5	00011 FORESTRY	21,033	21,006	21,006	0
PAGE 6	00020 BIOLOGICAL SCIENCE	1,160,217	1,247,427	1,280,112	32,685
PAGE 8	00028 BUSINESS	973,947	1,151,485	1,152,412	927
PAGE 10	00050 LANG ARTS COMMUNICATIONS	295,714	292,685	292,946	261
PAGE 12	00057 COMPUTER SCIENCE/INFO SERV	593,071	567,735	568,028	293
PAGE 14	00065 KINESIOLOGY	1,835,813	2,069,123	2,103,305	34,182
PAGE 17	00072 INFO TECH/ENGINEERING	163,275	171,627	171,785	158
PAGE 18	00077 HEATING/AIR CONDITIONING	0	0	0	0
PAGE 20	00097 AUTOMOTIVE TECHNOLOGY	638,917	737,507	736,442	-1,064
PAGE 22	00116 DRAFTING TECHNOLOGY	241,543	266,180	281,567	15,387
PAGE 23	00130 WATER TECHNOLOGY	21,752	24,207	24,207	0
PAGE 24	00137 ART	877,872	864,673	867,855	3,182
PAGE 26	00142 MUSIC	1,799,665	1,734,372	1,749,150	14,777
PAGE 30	00145 RECORDING TECHNOLOGY	453,329	460,537	460,679	142
PAGE 32	00146 THEATRE ARTS	364,440	339,093	342,514	3,421
PAGE 34	00148 DANCE	226,677	210,106	210,644	538
PAGE 36	00151 PHOTOGRAPHY	135,075	141,870	147,931	6,060
PAGE 37	00159 FOREIGN LANGUAGE	658,214	554,332	560,505	6,174
PAGE 38	00181 NURSING - VOCATIONAL	1,322,574	1,167,733	1,163,375	-4,358
PAGE 40	00182 NURSING - RN	354,436	539,624	539,010	-614
PAGE 42	00188 DENTAL ASSISTING	293,564	304,340	305,258	918
PAGE 44	00221 CHILD DEVELOPMENT	358,345	328,500	355,094	26,594
PAGE 46	00236 ENGLISH	1,549,989	2,202,089	2,210,045	7,956
PAGE 50	00266 SPEECH, DEBATE, FORENSIC SCN	529,614	547,383	548,927	1,543
PAGE 52	00268 PHILOSOPHY	273,894	286,001	289,982	3,981
PAGE 53	00272 LIBRARY TECHNOLOGY - INSTR	0	0	0	0
PAGE 54	00274 MATHEMATICS	3,134,012	3,050,598	3,110,701	60,103
PAGE 58	00280 PHYSICAL SCIENCE	506,973	432,400	434,374	1,974
PAGE 60	00283 CHEMISTRY	715,320	753,923	755,165	1,242
PAGE 62	00286 GEOLOGY	147,397	177,915	182,810	4,895
PAGE 64	00290 PSYCHOLOGY	712,436	717,529	723,665	6,136
PAGE 66	00295 PUBLIC WORKS	35,984	35,918	39,701	3,783
PAGE 67	00299 ADMIN of JUSTICE	134,852	80,716	83,294	2,578
PAGE 68	00312 SOCIAL SCIENCE	627,461	521,343	531,344	10,001
PAGE 70	00318 HISTORY	677,632	535,027	530,649	-4,378
PAGE 72	00322 SOCIOLOGY	505,442	521,098	519,417	-1,681
PAGE 74	00326 COSMETOLOGY	1,853,764	1,676,470	1,658,177	-18,294
PAGE 77	00331 CITRUS SUBSTITUTE COSTS	457,009	144,360	1,156,406	1,012,046
PAGE 78	00332 CLAREMONT SUMMER SCH	105,271	155,787	155,787	0
PAGE 79	00333 MONROVIA SUMMER SCH	93,439	139,370	139,370	0
PAGE 80	00336 AZUSA UNIFIED SUMMER SCH	122,771	127,664	127,664	0
PAGE 80	00337 DUARTE SUMMER SCHOOL	98,260	93,652	93,652	0
PAGE 81	00341 HUMANITIES	34,732	41,287	37,539	-3,748
PAGE 82	00346 COUNSELING INSTRUCTIONAL	97,949	79,862	80,740	878

**EXPENDITURE BY DEPARTMENT**

		ACTUALS	ADOPTED	OPERATING	BUDGET
		11-12	BUDGET	BUDGET	INCREASES
			12-13	12-13	DECREASES
PAGE 83	00362 READING SKILLS	645,074	0	0	0
PAGE 84	00364 LEARNING CENTER INSTR	235,713	245,408	245,408	0
PAGE 86	00365 ENGLISH AS A SECOND LANGUAGE	440,750	432,457	432,850	393
PAGE 88	00371 NON-CREDIT/INSTRUCT	253,451	366,674	366,674	0
PAGE 89	00372 DISTANCE EDUCATION	291,072	494,471	458,462	-36,009
PAGE 90	00373 INTERNATIONAL EDUCATION	147,833	155,221	155,221	0
PAGE 91	00375 STUDENT LEARNING OUTCOMES	75,794	85,315	86,104	789
PAGE 92	00380 RETIREES BENEFITS INSTR	361,809	404,839	416,881	12,042
PAGE 93	00381 INSTRUCTION V P	573,234	551,154	551,154	0
PAGE 94	00382 INSTRUCTION DEANS	2,263,767	2,137,710	2,120,284	-17,426
PAGE 96	00390 ACADEMIC SENATE	208,386	199,640	199,640	0
PAGE 97	00391 CTE WORKFORCE DEV	2,541	3,022	3,022	0
PAGE 98	00392 EVENING OFFICE/CONTINUING ED	59,649	0	0	0
PAGE 99	00393 NON-CREDIT	143,671	120,322	120,322	0
PAGE 100	00400 LEARNING CENTER NON-INSTR	255,618	248,180	248,180	0
PAGE 102	00401 LIBRARY	971,790	1,006,291	1,003,868	-2,423
PAGE 104	00402 LIBRARY MEDIA	147,258	150,140	150,140	0
PAGE 106	00410 ADMISSIONS	1,188,602	1,206,205	1,206,205	0
PAGE 108	00412 LIBRARY - PHOTO ID	16,187	10,000	13,477	3,477
PAGE 110	00420 COUNSELING	1,266,941	1,164,906	1,164,906	0
PAGE 112	00422 TRANSFER CENTER	260,332	344,589	328,359	-16,230
PAGE 113	00423 CAREER CENTER	166,471	251,742	252,669	927
PAGE 114	00428 STUDENT SERVICES VP	249,179	325,872	344,381	18,509
PAGE 115	00431 STUDENT EMPLOYMENT SERVICES	209,300	0	0	0
PAGE 116	00433 INTERNATIONAL STUDENTS	275,952	277,699	277,699	0
PAGE 117	00434 TRANSPORTATION	73,391	97,327	97,327	0
PAGE 118	00439 OUTREACH	116,276	116,690	116,690	0
PAGE 120	00440 BUILDINGS/MAINTENANCE	1,176,832	1,263,219	1,263,219	0
PAGE 122	00441 CUSTODIAL	1,907,424	2,015,398	2,028,317	12,919
PAGE 126	00442 GROUNDS	950,564	991,174	987,507	-3,667
PAGE 128	00443 UTILITIES	1,425,076	1,620,000	1,620,000	0
PAGE 129	00444 FACILITIES-M&O	865,004	872,443	888,140	15,698
PAGE 130	00445 FACILITIES - PE MAINTENANCE	83,125	109,000	109,000	0
PAGE 131	00446 PRESIDENT	784,893	953,130	783,741	-169,389
PAGE 132	00447 ADMIN SERVICES VP	549,314	550,752	550,752	0
PAGE 133	00448 ADM SERV TRUSTEES	142,531	134,811	134,811	0
PAGE 134	00449 COLLEGE ADV/DEVELOPMENT	459,338	229,852	229,460	-392
PAGE 136	00450 COLLEGE ADV/EXT RELATIONS	412,058	666,714	627,222	-39,491
PAGE 137	00451 FISCAL SERVICES	1,443,807	1,492,625	1,496,944	4,319
PAGE 138	00452 HUMAN RESOURCES	509,124	481,394	481,394	0
PAGE 139	00453 HUM RESOURCES-PERSONNEL	725,476	736,109	736,109	0
PAGE 140	00454 RETIREES BENEFITS NON-INSTR	1,257,350	950,156	1,009,851	59,695
PAGE 141	00457 PURCHASING / WAREHOUSE	966,333	1,084,921	1,084,921	0
PAGE 142	00458 COLLEGE ADV/REPOGRAPHICS	563,858	633,320	633,320	0
PAGE 143	00459 INSTITUTIONAL RESEARCH	218,336	257,919	257,919	0
PAGE 144	00460 RISK MANAGEMENT	745,258	758,530	758,530	0
PAGE 145	00462 CAMPUS SAFETY	167,594	188,636	189,727	1,090
PAGE 146	00463 TECHNOLOGY & COMPUTER SERVICES	2,421,688	2,281,238	2,281,630	392
PAGE 148	00485 STUDENT AFFAIRS	279,586	288,296	288,296	0
PAGE 150	00486 CO-CURRICULAR COACHES	720,571	683,597	709,461	25,864
PAGE 152	00488 CO-CURRICULAR CLARION	40,679	43,509	43,509	0
PAGE 154	00490 PERFORMING ARTS CENTER	912,356	791,877	791,877	0
<b>TOTAL EXPENDITURES</b>		<b>55,831,889</b>	<b>55,989,050</b>	<b>57,088,816</b>	<b>1,099,768</b>

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

**GENERAL FUND UNRESTRICTED**  
**FUND 01**

	ACTUALS 11-12	ADOPTED BUDGET 12-13	OPERATING BUDGET 12-13	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	12,003,748	11,787,304	12,746,025	958,721
1200 SALARY NONINSTR FACULTY REG	3,878,106	3,938,275	3,913,284	-24,992
1300 SALARY FACULTY	210,538	300,275	300,275	0
1310 SALARY FACULTY OVERLOAD	1,481,610	1,375,426	1,433,146	57,720
1320 SALARY FACULTY ADJUNCT	2,650,904	2,403,315	2,441,417	38,101
1370 SALARY FACULTY EXTRA DUTY	167,837	247,543	243,543	-4,000
1380 SALARY SUMMER	995,338	1,002,696	1,002,696	0
1385 SALARY WINTER	626,132	548,560	548,560	0
1390 SALARY APPLIED MUSIC TUTORS	121,178	120,000	120,000	0
1400 SALARY NONINSTR FACULTY HRLY	269,663	339,222	333,544	-5,678
	<b>22,405,056</b>	<b>22,062,617</b>	<b>23,082,489</b>	<b>1,019,872</b>
2100 SALARY CLASSIFIED REGULAR	12,663,930	12,522,382	12,491,401	-30,981
2200 SALARY INSTR AIDES REGULAR	353,136	296,759	296,759	0
2300 SALARY CLASSIFIED HOURLY	1,038,153	669,689	717,076	47,387
2400 SALARY CLASSIFIED INSTR HOURLY	138,771	146,541	146,541	0
	<b>14,193,989</b>	<b>13,635,371</b>	<b>13,651,777</b>	<b>16,406</b>
3100 STRS	1,814,858	1,808,334	1,878,025	69,691
3200 PERS	1,337,618	1,413,841	1,428,106	14,265
3300 OASDI	848,269	924,860	936,279	11,419
3350 MEDICARE	501,236	502,785	517,393	14,609
3400 H&W	6,889,069	7,784,579	7,877,190	92,612
3500 UN EMP INSURANCE	575,972	395,503	406,812	11,309
3600 WK COMP	697,603	683,402	702,941	19,539
3700 RETIREMENT BENEFITS	506,790	68,375	70,250	1,875
3800 RETIREMENT INCENTIVE	5,780	10,000	10,000	0
	<b>13,177,195</b>	<b>13,591,679</b>	<b>13,826,997</b>	<b>235,320</b>
4300 SUPPLIES	892,864	1,182,653	1,182,653	0
	<b>892,864</b>	<b>1,182,653</b>	<b>1,182,653</b>	<b>0</b>
5100 CONSULTANTS	135,537	130,380	130,380	0
5200 CONFERENCE/TRAVEL	68,183	111,500	111,500	0
5300 DUES/MEMBERSHIPS	123,886	126,460	126,460	0
5400 INSURANCE LIABILITY	440,412	475,000	475,000	0
5500 UTILITIES	1,431,917	1,635,000	1,635,000	0
5600 RENTS,LEASES & REPAIRS	445,892	552,820	552,820	0
5700 LEGAL, ELECTION & AUDIT EXPENSE	483,593	430,830	259,000	-171,830
5800 OTHER SERVICES	1,646,451	1,898,284	1,898,284	0
	<b>4,775,872</b>	<b>5,360,274</b>	<b>5,188,444</b>	<b>-171,830</b>
6100 SITE IMPROVEMENTS	14,360	5,000	5,000	0
6200 BUILDINGS	-320	538	538	0
6300 LIBRARY BOOKS	34,032	35,382	35,382	0
6400 EQUIPMENT	338,840	115,535	115,535	0
	<b>386,913</b>	<b>156,455</b>	<b>156,455</b>	<b>0</b>
	<b>55,831,889</b>	<b>55,989,049</b>	<b>57,088,815</b>	<b>1,099,768</b>

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	<u>X</u>
DATE	November 20, 2012	Resolution	<u>                    </u>
SUBJECT:	2013-2014 Revised Academic Calendar	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

A sub-committee of the Student Services Committee reviews and makes recommendations for upcoming academic calendars. The 2013-2014 Academic Calendar was Board approved on June 19, 2012, however it was later discovered that a legal holiday was depicted in error. The calendar has since been corrected and a revised version is posted on the college website, pending Board approval. The Student Services Committee approved the revised 2013-2014 Academic Calendar and all campus constituencies have approved. The Steering Committee approved on October 22, 2012.

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

RECOMMENDATION

Authorization is requested to approve the revised 2013-2014 Academic Calendar.

Arvid Spor, Ed.D. \_\_\_\_\_  
Recommended by

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

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

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

Item No. \_\_\_\_\_ H.4. \_\_\_\_\_





# Academic Calendar 2013-2014

## Fall Semester 2013 201420 Aug 23-Dec 14

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

- Legal/Local Holidays
- Flex Day
- Fall 2013  
Aug 23-Dec 14
- Final Exams
- Winter 2014  
Jan 6-Feb 13
- Semester Break
- Spring 2014  
Feb 18-Jun 14
- Spring Vacation  
Apr 14-19
- Commencement  
Jun 14, 2014
- Summer 2014  
Jun 23-Aug 14

Revised 10-22-12

## Winter Session 2014 201425 Jan 6-Feb 13

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

## Spring Semester 2014 201430 Feb 18-Jun 14

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

## Summer Session 2014 201440 Jun 23-Aug 14

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

Citrus Community College District  
1000 West Foothill Boulevard  
Glendora, CA 91741-1899  
www.citruscollege.edu

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE:	November 20, 2012	Resolution	
SUBJECT:	Agreement Between the Citrus Community College District and the California School Employees Association and its Citrus College Chapter 101	Information	
		Enclosure(s)	X

**BACKGROUND**

The Citrus Community College District (District) and the California School Employees Association and its Citrus College Chapter 101 (CSEA) reached Tentative Agreement during the negotiations process.

The CSEA bargaining unit membership, by a majority affirmative vote, ratified the Tentative Agreement on October 26, 2012, and on November 13, 2012, and notified the District of the ratification on November 13, 2012. The governing board is required to take official action to approve the new agreement. A summary of the Tentative Agreement will be provided separately for both the Board of Trustees and for the public at the Board meeting.

Upon official Board approval, the successor agreement will become effective retroactively to January 1, 2012. The duration of the three-year agreement is from January 1, 2012, through December 31, 2014.

This item was prepared by Sandra Coon, Confidential Administrative Assistant, Human Resources

**RECOMMENDATION**

Authorization is requested to approve the Tentative Agreement between the Citrus Community College District and the California School Employees Association and its Citrus College Chapter 101, effective January 1, 2012, through December 31, 2014, ratified by a majority affirmative vote of the unit membership.

Robert L. Sammis  
Recommended by

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

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

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

Item No.         H.5.

# Summary of Tentative Agreement

Between

Citrus Community College District

And

California School Employees Association and its Citrus College Chapter 101 (CSEA)

## Article 2 - Organizational Security

Currently this article has a statement on harassment. This provision has been modified to include a statement that unit members will be treated in a professional manner and that all employees shall treat each other with mutual respect.

## Article 4 - Organizational Rights

The current agreement lists the building locations where CSEA may post material on an employee bulletin board. This provision has been changed to delete the reference to specific buildings and now provides that CSEA may post material on any employee bulletin board established by the District.

## Article 6 - Evaluation

The current evaluation form has been modified to include a signature line for the area vice president.

## Article 8 - Duty Hours

The current agreement provides that an employee may be assigned to a 4/10 workweek provided there is mutual agreement between the employee and the District. The agreement has been changed to include a 9/80 work schedule may be assigned under the same parameters.

## Article 10 - Salaries

This article provides for a me-too clause in the event any other group of employees receives a salary increase or bonus during the period of the agreement. This provision does not apply to the 2% temporary increase provide to full-time faculty. This section also specifies the 4/9 for summer 2012 and for spring break in 2013 and 2014.

The longevity pay provision was modified to reflect the current practice that the range increase is given at the beginning of the fiscal year of the designated longevity years.

Now that the job description review process has been completed, the reclassification language, which had been temporarily suspended, is in effect.

Language is added that provides if a unit member applies for a vacant position and meets the qualifications for the position, then he/she will be interviewed for the position.

## Article 20 - Waiver of the Duty To Meet and Negotiate

A sentence has been added that provides that the waiver of the obligation to negotiate does not apply if the language of the agreement specifies that we will negotiate.

Page 1 of 2

Article 21 - Duration

The agreement duration is from January 1 2012, to December 31, 2014. No reopeners.

Language has been added that if a new agreement has not been reached by the expiration date, the provisions of the agreement shall continue until a new agreement is reached (this is the current law).

Article 22 - Discipline

No changes were made to the provisions for discipline. The discipline language currently is set forth in a MOU. The language will now be included as an article in the agreement.

Article 23 - Layoff

This is a new article. The language in this article establishes that seniority is defined as date of hire in a classification and sets forth the notice process and the reemployment rights of laid off employees. All of the provisions of this article restate what is currently required under the Education Code. Note: Pending ratification of the agreement, state law changed to require that employees to be laid off receive 60 days' notice (it was 45 days).

All other articles within the agreement remain unchanged.

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 20, 2012	Resolution	
SUBJECT:	Memorandum of Understanding (MOU) Between the Citrus Community College District and California School Employees Association, Citrus College Chapter 101—Child Development Center Layoff	Information	
		Enclosure(s)	X

BACKGROUND

As a result of the need to close the District's Child Development Center due to a lack of funds, on April 3, 2012, the District's Board of Trustees authorized the layoff of bargaining unit members assigned to the Child Development Center. The District and CSEA met and negotiated the effects of this layoff resulting in a formal MOU dated July 24, 2012.

The CSEA bargaining unit membership, by a majority affirmative vote, ratified the MOU on October 26, 2012, and notified the District of the ratification on October 30, 2012.

This item was prepared by Sandra Coon, Administrative Assistant/Confidential.

RECOMMENDATION

Authorization is requested to approve the MOU between the Citrus Community College District and California School Employees Association, Citrus College Chapter 101 dated July 24, 2012, regarding the Child Development Center Layoff.

Robert L. Sammis  
Recommended by

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

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

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

Item No. H.6.

## MEMORANDUM OF UNDERSTANDING

### CHILD DEVELOPMENT CENTER LAYOFF

July 24, 2012

As a result of the need to close the District's Child Development Center due to a lack of funds, on April 3, 2012, the District's Board of Trustees authorized the layoff of bargaining unit employees assigned to the Child Development Center. The District and CSEA, Chapter 101 have met to negotiate the effects of this layoff. As a result of these negotiations, the District and CSEA agree as follows:

1. As agreed to previously, seniority for the purpose of all layoff rights will be defined as date of hire.
2. All short-term employees (commonly referred to as on-call or STNA's) employed in the job families of Administrative Support, Trade/Services and/or Instruction Support shall be notified that his/her assignment will be terminated by no later than June 15, 2012.
3. A layoff notice shall be sent, no later than 45 days prior to the effective date of June 15, 2012 to each affected employee. This notice will also advise the employee of his/her reemployment rights consistent with applicable provisions of the Education Code.
4. The District and CSEA have reviewed the seniority list for each affected classification and have agreed to the displacement rights, as applicable, of each affected employee.
5. The District agrees that it will not use non-bargaining unit employees, except as specifically provided by law, to perform bargaining unit work performed by the classifications affected by this layoff.
6. Bargaining unit members who received a notice of layoff and who have decided to retire shall be entitled to all benefits as provided for under the collective bargaining agreement.
7. The District and CSEA agree that prior to Board of Trustees approval of the hiring of short-term employees, the District will meet with representatives from CSEA Chapter 101 to determine if the use of the proposed short-term assignment complies with District Board Policy, Administrative Procedures and the Education Code. If it is determined the short-term assignment is appropriate then the District will comply with all applicable administrative procedures and education code provisions concerning the terms of a short-term assignment.
8. All laid off bargaining unit members shall receive first priority to work as substitutes in the classification from which they were laid off or for which they meet the minimum qualifications.

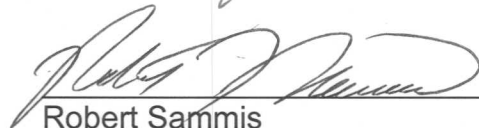
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Memorandum of Understanding approved this 8 day of August, 2012.

By:

  
Steve Handy  
CSEA Chief Negotiator

By:

  
Robert Sammis  
District Chief Negotiator

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	Board of Trustees	Action	<u>X</u>
DATE	November 20, 2012	Resolution	<u>                    </u>
SUBJECT:	BP 3520 Local Law Enforcement - Second Reading	Information	<u>                    </u>
		Enclosure(s)	<u>X</u>

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 second reading of BP 3520 Local Law Enforcement.

Arvid Spor, Ed. D. \_\_\_\_\_  
Recommended by

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

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

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

Item No.         H.7.

# **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

## **BP 3520            LOCAL LAW ENFORCEMENT**

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



# **CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION**

## **AP 3520                    LOCAL LAW ENFORCEMENT**

Reference:                    Education Code Section 67381

Citrus Community College District has a written agreement with the Glendora Police Department. The agreement clarifies 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 designates the Glendora Police Department as the agency that has operational responsibility for violent crimes and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.

The written agreements required by law and Board Policy are public records and are made available for inspection by members of the public upon request to the Department of Campus Safety.

The Department of Campus Safety maintains a close working relationship with the Glendora Police Department. Campus Safety occasionally works with other law enforcement agencies, including Azusa Police Department and Azusa Pacific University Campus Safety. Meetings may be held between the leaders of these agencies on both a formal and informal basis. Campus Safety and Glendora Police Department communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, Campus Safety will work closely with Glendora Police Department. There is a written memorandum of understanding between the Department of Campus Safety and Glendora Police Department.

In response to a call, Campus Safety will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by Campus Safety are forwarded to the dean of students for review and potential action. Campus Safety may investigate a report when it is deemed appropriate.

Crimes should be reported to Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Safety in a timely manner.

### 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*).

Campus Safety is a non-sworn department that strives to provide a safe and secure learning and working environment for the Citrus College community. Campus Safety officers receive their authority, limited to District property, from the Board of Trustees of Citrus College and the California penal, education, and vehicle codes, respectively. Officers are non-sworn and do not possess peace officer status or police authority. Campus Safety officers may make, or may assist others in making private citizen's arrest pursuant to section 837 of the penal code. Campus Safety officers may detain offenders for local law enforcement. Additionally, Campus Safety officers are authorized to enforce traffic and parking regulations on District property, under the auspices of CVA 21113.

Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the District. Campus Safety officers have the authority to enforce Citrus College Board Policies and Administrative Procedures including BP 5500 Standards of Conduct and AP 6750 Parking Regulations. In addition, per the education code, Campus Safety is the liaison with local police departments in all cases of criminal actions. Per a memorandum of understanding with the Glendora Police Department, Campus Safety Officers write incident reports for crimes that occur on property owned and operated by the District. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be investigated. The District does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the disciplinary committee for review. When a potentially dangerous threat to the District's community arises, timely reports or warning will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

Board Approved 05/18/10

**CITRUS COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Development of Board Policy and Administrative Procedure	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

A member of the Board requested that the Superintendent/President direct staff to draft a Board Policy and Administrative Procedure regarding the use of District computer resources and support services by members of the Board of Trustees.

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

**RECOMMENDATION**

Authorization is requested to approve the Superintendent/President to direct staff to draft a Board Policy and Administrative Procedure regarding the use of District computer resources and support services by members of the Board of Trustees.

Geraldine M. Perri  
Recommended by

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

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

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

Item No.     H.8.

# CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE	November 20, 2012	Resolution	_____
SUBJECT:	Board of Trustee Healthcare Benefit Plan	Information	_____
		Enclosure(s)	_____

**BACKGROUND**

On April 23, 1998 the Citrus College Board of Trustees voted 3-1 (Monrovia vacant) to grant eligible Board of Trustee members and spouse(s) District paid medical, dental, and vision group coverage for life.

This item was prepared by John Fincher, President of the Citrus College Faculty Association (CCFA, NEA/CTA/CCA).

**RECOMMENDATION**

Authorization is requested that the Citrus College Board of Trustees will limit eligibility for lifetime healthcare benefits to qualified Board of Trustee members who resign or retire by the end of their current term of office. This benefit program of lifetime medical benefits for Board of Trustee members will sunset at the beginning of the next term of office.

John Fincher  
Recommended by

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

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

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

Item No.     H.9.

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

October 16, 2012

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, October 16, 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.

Board President Montgomery announced that due to technical difficulties with the audio recording system, audio of the October 16, 2012, Board meeting is not available.

**TRUSTEE ROLL CALL**  Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Crescencio Calderon, Student Trustee.

**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 Garcia, Sara Gonzales- Tapia, Paula Green, Lan Hao, Martha McDonald, and Linda Welz

**Faculty:** John Fincher and Jim Woolum

**Supervisors/Confidential:** Leigh Buchwald, Marilyn Grinsdale, and Eric Magallon

**Classified Employees:** Clarence Cernal and Tom Cheng

**Adjunct Faculty:** Cecil Brower and Linda Chan

**Students:** Nayiri Baghdassarian and David Tate

**VISITORS:** None

**COMMENTS FROM THE AUDIENCE**

Dr. Ron Norton Reel, President, Community College Association (CCA), expressed CCA's support for Dr. Perri. He said Citrus College is fortunate to have her leadership.

Mr. John Fincher, CCFA President, expressed concern about the possible abuse of the use of college computer technology support by one board member. Mr. Fincher also provided a proposal to the board to limit eligibility for lifetime healthcare benefits to qualified board members.

**Geraldine M. Perri, Ph.D., Superintendent/President**, was pleased to report that Citrus College's midterm accreditation report was finalized and sent to the accrediting commission. She thanked Ms. Roberta Eisel, Accreditation co-chair, and Dr. Irene Malmgren, Vice President of Academic Affairs and Accreditation co-chair, for their efforts in leading the process.

Dr. Perri commended the ASCC for their leadership in organizing "Project Z—Rock the Vote Flash Mob" on October 11, 2012. She said the event was very successful. It drew a large crowd to watch students dressed as zombies dancing to Michael Jackson's *Thriller*. She thanked Board President Montgomery and Trustee Keith for supporting the students by attending. Senator Ed Hernandez and members of his staff were also in attendance, as well as a representative from Senator Bob Huff's office. Dr. Perri thanked those individuals who organized the event and those who contributed their time and talent, including Mr. John Vaughan, Interim Director of the Haugh Performing Arts Center, who choreographed the performance. She also recognized the college's talented Cosmetology students and faculty for their creativity in doing the performers' makeup. A video of the event has been posted on YouTube, and it has received close to 700 views.

Dr. Perri was pleased to report that she received a copy of the California Community College Athletic Association's Year in Review in which former Citrus College basketball player James Walker was featured as the January Athlete of the Month.

Dr. Perri congratulated Mrs. Carol R. Horton, Vice President of Finance and Administrative Services, for being named as recipient of the Walter Star Robie Award. This award is presented to California community college chief business officers who have demonstrated outstanding achievements and exemplary service in their respective districts and the State of California.

Dr. Perri said that Dr. Lan Hao, Director of Institutional Research, would be presenting the college's Annual Implementation Plan for the 2012-2013 academic year at this Board meeting. She said the plan is by far the best one Citrus College has done to date. It addresses the six major focus areas of the Strategic Plan, and it carefully details the many goals, activities and measurable outcomes the college community will be working toward. She commended Dr. Hao for leading this effort, and she thanked all those who played a critical role in organizing the plan for this year.

**Irene Malmgren, Ed.D., Vice President of Academic Affairs**, reported that the Rocket Owls have received a \$2,000 donation from the College of Engineering, Computer Science and Technology at the California State University, Los Angeles to help cover their expenses at the NASA University Launch Initiative (USLI) competition. The Rocket Owls proposal for a spot in the competition was accepted two weeks ago. They were thrilled to be accepted, and they are now seeking donations from a variety of sources to cover the costs of competing, including donations from other academic institutions.

Dr. Malmgren provided a STEM update. The STEM Fall Research Symposium and Social was a big success, with more than 140 students and instructors attending. They enrolled 19 students in the STEM Academy during the event. The STEM counselors are calling students in and providing them with information regarding the opportunity to transfer to CSU Fullerton under the (STEM)2 grant. The counselors are also contacting a randomly selected group of STEM students with GPAs below 3.0, scheduling meetings to review their education plans and connecting them to college services. A workshop focused on careers in math and science is planned for early November, and a complementary workshop focused on careers in engineering will be held in the spring.

Dr. Malmgren announced that the *Clarion* took home a number of wins from the recent Journalism Association of Community Colleges Southern Region conference. Team *Clarion* brought home 15 individual awards, as well as the highest award possible for the online newspaper: General Excellence. Dr. Malmgren thanked them for their hard work and congratulated them on their success.

**Crescencio Calderon, Student Trustee**, said he appreciated the opportunity to participate in the Azusa Golden Days parade with Trustee Woods. He said the Citrus College Cheer Club accompanied them. Student Trustee Calderon said ASCC observed Hispanic Heritage Month with a celebration in the Campus Center Mall that included food trucks and flamenco dancers. He also reported on the very successful Project Z event that launched their Rock the Vote effort. He passed around a letter signed by the entire ASCC executive board thanking the Board of Trustees, Dr. Perri and Dr. Arvid Spor, Vice President of Student Services, for their support. The students added they are proud to be part of the Citrus College community. Student Trustee Calderon said it is their hope that the event will bring greater political awareness to Citrus College students.

As part of his effort to highlight stories of students whose lives have been positively impacted by attending Citrus College, Student Trustee Calderon read the biography of ASCC Vice President Nayiri Baghdassarian. Ms. Baghdassarian believes the unique college culture of support and encouragement at Citrus College has helped her overcome personal challenges. She is doing well in her studies and plans to transfer in two years. Student Trustee Calderon said ASCC is fortunate to have Ms. Baghdassarian as a member of the executive board.

**Susan M. Keith, Vice President, Board of Trustees**, said she is looking forward to attending this year's Night of Music from Film. She also congratulated the students for

their Rock the Vote effort, saying she is proud of their willingness to get involved in the political process.

**Patricia Rasmussen, Member, Board of Trustees**, commented that the airways are heating up with political ads for the November election. She said many of the ads are misleading, and it is important for voters to be informed regarding the issues.

## **INFORMATION AND DISCUSSION**

### **2012-2013 Annual Implementation Plan (AIP) – Dr. Lan Hao, Director of Institutional Research**

Dr. Hao presented highlights of the college's 2012-2013 Annual Implementation Plan (AIP) for the Citrus College Strategic Plan: 2011-2016. The academic year 2012-2013 marks the second year of implementation for this five-year plan. This AIP details the definitive activities and the corresponding measurable outcomes the college will complete to advance its strategic plan in the six focus areas and thirteen institutional goals identified. Dr. Hao said the AIP represents a collegewide collaborative effort, and she thanked all those involved.

### **2012 CCSSE Survey Results – Dr. Lan Hao, Director of Institutional Research**

Dr. Hao also presented a brief overview of the results for Citrus College from the Community College Survey of Student Engagement (CCSSE). The CCSSE provides information about student engagement and the amount of time students invest in meaningful educational practices. The benchmarks areas are: active and collaborative learning, student effort, academic challenge, student-faculty interaction and support for learners.

### **Program Plan for Extended Opportunities Programs & Services 2012-2013 – Dr. Arvid Spor, Vice President of Student Services**

Dr. Spor introduced Ms. Sara Gonzales-Tapia, Director of EOP&S, CARE and CalWORKS, who provided highlights of the EOP&S year-end report for the previous academic year that will be submitted to the Chancellor's Office. Ms. Gonzales-Tapia said 576 Citrus College students will participate in the EOP&S program in 2012-2013 and 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 current academic year. In the 2011-2012 academic year, 49 associate in arts degrees, 36 associate in science degrees and 5 associate in arts transfer degrees were conferred on EOP&S students.

### **AP 3515 Reporting of Crimes and AP 3540 Sexual and Other Assaults on Campus – Dr. Arvid Spor, Vice President of Student Services**



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.

### **INDEPENDENT CONTRACTORS**

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

### **FACILITY USE**

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

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

**Item 4:** Moved by Trustee Woods and seconded by Trustee Keith to approve A & B Warrants for September 2012. 5 Yes.

**Item 5:** Moved by Trustee Woods and seconded by Trustee Keith to approve purchase orders for September 2012. 5 Yes.

### **CURRICULUM**

**Item 6:** Moved by Trustee Woods and seconded by Trustee Keith to approve the modified courses, inactivated courses, and the modified programs. 5 Yes.

### **FIELD TRIP**

**Item 7:** Moved by Trustee Woods and seconded by Trustee Keith 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. 5 Yes.

**Item 8:** Moved by Trustee Woods and seconded by Trustee Keith 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. 5 Yes.

### **PERSONNEL RECOMMENDATIONS**

**Item 9:** Moved by Trustee Woods and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

**Item 10:** Moved by Trustee Woods and seconded by Trustee Keith to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

**Item 11:** Moved by Trustee Woods and seconded by Trustee Keith to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

### **CLAIMS**

**Item 12:** Moved by Trustee Rasmussen and seconded by Trustee Woods 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). 5 Yes.

### **LIQUOR LICENSE**

**Item 13:** Moved by Trustee Rasmussen and seconded by Trustee Keith 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. 5 Yes.

### **BOARD POLICIES**

**Item 14:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the first reading of BP 3520 Local Law Enforcement. 5 Yes.

**Item 15:** Moved by Trustee Keith and seconded by Trustee Woods to approve the second reading of the Board's revised Goals for 2012-2013. 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, (CCAFF) 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.**

**Per Section 54956.9(a) Conference with legal Counsel - Existing Litigation:**

**Gil Aguirre v. Citrus Community College District Board of Trustees. Case No. BS139800**

**RECONVENE OPEN SESSION:** At 6:27 p.m., Board President Montgomery reconvened the meeting to open session with no action taken.

**ADJOURNMENT:** At 6:28 p.m., it was moved by Trustee Woods and seconded by Trustee Rasmussen to adjourn the meeting.

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Date

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Gary L. Woods  
Clerk/Secretary  
Board of Trustees