

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in July

DATE: Tuesday, July 16, 2013

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

Susan M. Keith, President
Patricia Rasmussen, Vice President
Joanne Montgomery, Clerk/Secretary
Edward C. Ortell, Member
Gary L. Woods, Member
Mariana Vega, 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
Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs
Robert Sammis, Director of Human Resources
Carol R. Horton, Vice President of Finance and Administrative Services
Lisa Villa, Academic Senate President
Robert Coutts, Classified Employees
Mariana Vega, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. Approval of the Regular Meeting Minutes of June 18, 2013

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, (CCAFF) 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: Public Employee Discipline/Dismissal/Release.
5. Per Section 54957(b)(1): PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT
6. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, DESIGNATED REPRESENTATIVE, BOARD PRESIDENT SUSAN M. KEITH, UNREPRESENTED EMPLOYEE – SUPERINTENDENT/PRESIDENT

G. INFORMATION AND DISCUSSION

1. Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Superintendent/President (Page 6)
2. Program Review Update – Arvid Spor, Vice President of Student Services (Page 7)
3. Strategic Plan 2012-2013 Progress Report – Arvid Spor, Vice President of Student Services, and Lan Hao, Director of Institutional Research (Page 9)
4. Educational Programs Committee – Administrative Procedures – Revisions – Arvid Spor, Vice President of Student Services (Page 10)
AP 4101 – Independent Study

- AP 4104 – Contract Education
- AP 4227 – Repeatable Courses
- AP 4228 – Course Repetition – Lapse of Time
- AP 4229 – Course Repetition – Variable Units
- AP 4231 – Grade Changes
- AP 4235 – Credit By Examination
- AP 4240 – Academic Renewal
- AP 4500 – News Media
- AP 4550 – Recording and Broadcasting

- 5. **Physical Resources Committee – Administrative Procedures – Revisions – Carol R. Horton, Vice President of Finance and Administrative Services (Page 32)**
 - AP 6800 – Safety

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 38)
- b. Authorization is requested to approve facility rentals and usage. (Page 41)
- c. Authorization is requested to approve A & B Warrants for June 2013. (Page 43)
- d. Authorization is requested to approve purchase orders for June 2013. (Page 45)

Personnel Recommendations

- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 50)
- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 67)
- g. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 70)

H. ACTION (continued)

Business Services

- 2. Authorization is requested to enter into a Takeover Agreement Between The Ohio Casualty Insurance Company and Citrus Community College District for completion of the Administration Building Renovation Project. (Page 76)
- 3. Authorization is requested to approve the award of bid #04-1213 Fountain Concrete Replacement Project to FM Exteriors of San Dimas, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$139,040 is within budget and will be funded from Fund 41, Capital Projects. (Page 78)

Student Services

- 4. Authorization is requested to approve increasing the Student Service Fee by \$1 per term, effective fall 2013. (Page 80)

Personnel Recommendations

- 5. Authorization is requested to create one (1) academic management position, Executive Dean, on the Management Salary Schedule effective July 17, 2013, and assign the position to Range 79. (Page 81)
- 6. Authorization is requested to appoint Dr. Martha McDonald as Interim Executive Dean at a Range 79 (plus 2.5% for doctorate), Step 7 for the purpose of assuming additional responsibilities and duties as assigned by the Vice President of Student Services effective July 17, 2013, and until such time as the position of Vice President of Academic Affairs is filled on a permanent basis. (Page 83)

Board Policies

7. Authorization is requested to approve the first reading of BP 3505 Emergency Response Plan. (Page 84)
8. Authorization is requested to approve the first reading of BP 4100 – Graduation Requirements for Degrees and Certificates; BP 4225 – Course Repetition; BP 4290 – Classroom Interference; and BP 4400 – Community Education Programs. (Page 115)
9. Authorization is requested to approve the second reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments. (Page 130)

General

10. Authorization is requested to approve Resolution 2013-14-01 opposing Assembly Bill 955. (Page 135)
11. Authorization is requested to select _____ and _____ as the Board of Trustees ad-hoc committee to recommend candidates for appointment to the Measure G Citizens' Oversight Committee. (Page 137)
12. Authorization is requested to appoint the following individuals to the Measure G Oversight Committee for a two-year term (until September 2015):
 - Bernard "Bo" Bollinger – At-Large Community member
 - Sharon Lewis – College Foundation member(Page 138)
13. Authorization is requested to extend the term of the *ad hoc* advisory committee, formed to consider the issue of residency of Trustee Gary L. Woods, until September 30, 2013. This Board of Trustees subcommittee was approved on May 7, 2013, with an expiration date of July 30, 2013. However, the subcommittee has not completed its work gathering facts and preparing a report to the Board of Trustees. (Page 139)

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

I. ADJOURNMENT

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	July 16, 2013	Resolution	_____
SUBJECT:	Above and Beyond Classified Development (ABCD) Award	Information	X _____
		Enclosure(s)	_____

BACKGROUND

This is the third time the *Above and Beyond - Classified Development Award*, or the ABCD Award, is being presented in recognition of an outstanding Citrus College classified employee. The award recognizes the individual's demonstration of the college mission, collaboration, service and dedication.

The award was developed by the Classified Staff Development Committee, under the leadership Chair, Tina Crosby and Coordinator, Dean Dr. Eric Rabitoy. The award will be conferred quarterly with consultation and recommendation from Managers and Vice Presidents.

The third recipient is Michael Ramos – Facilities Access Technician in the Facilities & Support Services Department.

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

RECOMMENDATION

No action required; information only.

Arvid Spor _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. _____ G.1. _____

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	July 16, 2013	Resolution	_____
SUBJECT:	Program Review Update	Information	X
		Enclosure(s)	_____

BACKGROUND

As part of the college's continuous quality improvement, all programs are reviewed annually. Last summer, the Board of Trustees was apprised of the plans to overhaul the program review process. During the 2012-2013 academic year, a new model was developed. The efforts of the Program Review Task Force were coordinated with the work of the Institutional Effectiveness Committee co-chaired by Dr. Lan Hao, Director of Institutional Research, and Jim Woolum, Program Review Coordinator. Goals included increased alignment of the Educational and Facilities Master Plan, the Strategic Plan, and Program Review as well as enhanced alignment with the budget and planning processes. The first year of the five-year cycle was a planning year, during which all processes were assessed.

The end product is a new program review model wherein programs complete the core annual report plus one addendum in each of four years. For instruction, the focus areas of these additional components are Mission; Course Curriculum; Degrees, Certificates, Transfer, and Employment; Program, Degree, and Certificate Student Learning Outcomes Assessment.

In the fifth year, in addition to regular reviews, programs and departments will develop department plans and a division overview/summary. The Board of Trustees will receive these reports, as they have in the past; however, the scope of each report will be greater because it will contain department plans from an entire division. In addition, a division summary will provide a more integrated plan for the next five years.

Roberta Eisel, incoming Program Review Coordinator, will provide an overview of the refined process.

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

Aye__Nay__Abstained__

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	DATE July 16, 2013	Resolution	_____
SUBJECT:	Strategic Plan 2012-2013 Progress Report	Information	X
		Enclosure(s)	_____

BACKGROUND

The academic year 2012-13 marks the second year of implementation of the *Citrus College Strategic Plan for 2011-2016*. The 2012-2013 Progress Report documents collegewide achievements, made in the second year of the five-year plan, of advancing the institutional goals and strategic objectives in the six key focus areas: *Academic Excellence, Student Support and Success, College Resources, Learning Environment, Institutional Effectiveness and Community/College Relations*.

This item was prepared by Linda Swan, Administrative Secretary.

RECOMMENDATION

Information only; no action required.

Lan Hao, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	
DATE	July 16, 2013	Resolution	
SUBJECT:	Educational Programs Committee – Administrative Procedures – Revisions	Information	X
		Enclosure(s)	X

BACKGROUND

The District’s current Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines

The following Administrative Procedures have been revised and approved by the constituent groups on various dates and by the Steering Committee on June 10, 2013. The corresponding Board Policies have not changed.

- AP 4101 – Independent Study
- AP 4104 – Contract Education
- AP 4227 – Repeatable Courses
- AP 4228 – Course Repetition – Lapse of Time
- AP 4229 – Course Repetition – Variable Units
- AP 4231 – Grade Changes
- AP 4235 – Credit By Examination
- AP 4240 – Academic Renewal
- AP 4500 – News Media
- AP 4550 – Recording and Broadcasting

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

RECOMMENDATION

Information only; no action required.

Arvid Spor
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.4.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4101 INDEPENDENT STUDY

04-02-13

References: Title 5 Sections 55230 et seq.

Independent study programs are developed by establishing a learning contract for the specific class and must be signed by the student taking the class, the faculty member teaching the class, and the division dean. The learning contract is established in consultation with a faculty member and must be submitted to the Admissions and Records Office by the deadlines established by the college. It must include the number of units and hours of study required, the work product to be evaluated, and the college ~~facility~~ facilities required.

Academic standards and procedures for evaluation of student progress for independent study are the same as those applied to other credit or noncredit courses.

~~Procedures for evaluation of student progress are the same as those applied to other credit or noncredit courses.~~

Access to the instructor is the same as that commonly available to students in courses conducted by other instructional methods.

Board Approved 05/18/10

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated in **shading**.*

CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

AP 4104 CONTRACT EDUCATION (Instructional Service Agreements)

DRAFT 5/6/13

Reference:

Title 5 Section 55170

The District may contract to offer instructional classes or services for businesses, industry, public agencies, and/or other groups. These contracted activities shall be self-supporting and shall not use the unrestricted general fund of the college. If the contract covers the full cost of the classes, the classes shall not be submitted for apportionment from the state and are not required to be open to the public.

Procedure:

An agreement will be prepared by Continuing Education, reviewed and recommended by the Office of Academic Affairs and/or Office of Finance and Administrative Services, and approved by the Superintendent/President or his/her designee.

The agreement must identify the classes being taught and/or services being offered, length of the contract, the billing cycle and the fees paid to the college.

Proposed contracts will be evaluated for their feasibility using the following criteria:

- The contract shall be congruent with the District's mission, mandates, and goals.
- The scope, objectives, and outcomes of the contract shall be feasible, measurable, and attainable.
- The costs of delivering the contract; including administrative costs, supplies, rentals, etc. shall be recovered from the funds generated by the contract.

Contract Education Options:

- Credit or noncredit classes from the approved curriculum may be offered.
- Students in credit classes may earn college credit upon successful completion.
- Customized classes designed for a particular purpose may be offered, but they will not be credit bearing.
- Specialized services may be offered.

Fees:

The contract fee is determined by the complexity of the client's need. The following factors should be considered when establishing the fee:

- Curriculum development
- Supplies and materials needed
- The required level of expertise of the presenter or instructor
- The total hours of instruction or consultation
- The total hours of staff support and project coordination
- Equipment needed
- Indirect cost

Contract Approval

- Contracts require the approval of the Superintendent/President or his/her designee.

Office of Primary Responsibility: Academic Affairs

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

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CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4227 REPEATABLE COURSES

04/08/13

References: Title 5 Sections 55040, 55041, 55043, 55045, and 58161 ~~55253~~,
and ~~56029~~

~~Under special circumstances, students may repeat courses in which a C or better grade was earned.~~

~~Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.~~

~~Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. The District must identify and designate such repeatable courses in its catalog. The District must also determine and certify that each repeatable course is one in which either the course content differs each time the course is offered or the course is an activity course subject to certain criteria. Foreign language courses, English as a Second Language (ESL courses), and non-degree-applicable basic skills courses are not considered "activity courses" based on the above criteria. Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters or five quarters including summers and inter-sessions.~~

~~Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5, Section 56029.~~

~~Students are allowed to repeat an occupational work experience course if a college only offers one occupational work experience course in a given field and that course is not offered as an open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted~~

~~to repeat this course any number of times as long as they do not exceed the limits on the number of units of occupational work experience set forth in Title 5 Section 55253(a).~~

~~The District shall develop and implement a mechanism to allow it to properly monitor course repetition.~~

The District may not designate courses as repeatable unless the course is one of the three types specified below. If a course is one of the three types below, then District policy may designate the course as repeatable and students may enroll multiple times in the course, even if they received a satisfactory grade on a prior enrollment.

The grade received each time shall be included for calculating GPA.

The District may designate courses as repeatable:

- If repetition of that course is required by CSU and/or UC for completion of a bachelor's degree.
 - A student may enroll in no more than 4 enrollments plus one additional enrollment if the significant lapse time exception applies, even when no apportionment is claimed.
- A course in which student athletes enroll to participate in an organized competitive sport sponsored by the district or a conditioning course which supports the organized competitive sport.
 - A student's enrollment in the course is limited to whichever is less: Participation of a student for up to 4 enrollments in the course or up to 350 contact hours per year, per enrolled student, per sport (of the 350 hours, up to 175 contact hours in courses dedicated to the sport and 175 contact hours in courses that focus on conditioning or skill development for the sport).
- Courses that are designed specifically for participation in non-athletic competitive events between students from different colleges as repeatable. The outcomes of the course must be tied to the student's participation in the competition. The event must be sanctioned by a formal collegiate or industry governing body.
 - A student may enroll in no more than 4 enrollments, either in one single course or a combination of courses that are related in content, even when no apportionment is claimed.

The enrollment limits, including the enrollment limits for courses that are related in content, apply even if the student receives a substandard grade or "W" during one of the enrollments or petitions for repetition due to extenuating circumstances.

Board Approved 05/18/10
Revised _____

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

*NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.*

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

04/08/13

References: Title 5 Sections 55000, 55003, 55040, and 55043

Students may be permitted ~~or required~~ to repeat courses in which a “C” or better grade was earned where ~~there was a significant lapse of time since the grade was obtained and:~~

- ~~• The District has defined “significant lapse of time” or has established a recency prerequisite for a course or program; or~~
- ~~• An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.~~
- The District has established a recency prerequisite for the course or an institution of higher education to which the student seeks to transfer has established a recency requirement that applies to that course, and
- That minimum recency has elapsed since the student was awarded a grade in the course. The minimum recency may not be less than 36 months.

~~When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District. All enrollments, including the additional enrollment allowed as a result of the significant lapse of time, in an active participatory course in physical education, visual arts, or performing arts (families) counts toward the total enrollments.~~

When a course is repeated due to a significant lapse of time, the District ~~may~~ will disregard the previous grade and credit when computing a student’s grade point average.

Board Approved 05/18/10
Revised

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13

EPC
Steering

6/6/13
6/10/13

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CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4229 COURSE REPETITION – VARIABLE UNITS

4/25/13

Reference: Title 5 Sections 55002, 55040, 55042, 55044, 55045, 56029, and 58161

Students may be permitted to repeat variable unit courses that are NOT offered in a open-entry/open-exit basis in accordance with AP 4225, AP 4227, and AP 4228.

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless one of the following four exceptions applies:

- The course is required for legally mandated training; ~~or,~~
 - All previous grades and credits must be factored in computing the student's GPA.
- The course is a special class for students with disabilities which the student needs to be repeated; or for one of the reasons described in Title 5 Section 56029.
 - All previous grades and credits must be factored in computing the student's GPA.
- ~~Repetition of the course is justified by extenuating circumstances; or~~ In documented cases of extenuating circumstances for one additional enrollment as determined by the Dean of Admissions and Records. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.
 - Student may enroll one additional time in that portion of the course.
 - Students must have received a passing or substandard grade on the prior enrollment in that portion of the course, but not a withdrawal.
 - Prior grade in that portion of the course will be disregarded in computing the student's GPA.
- The student wishes to repeat the course to alleviate substandard work.
 - The student may enroll one additional time and may be recommended to use available College resources to pass the course.
 - If the student receives a substandard grade or withdrawal in the second enrollment, the student may petition to enroll in the same course a third time with the Counseling Department. The student must receive approval

from the Academic Dean in the subject area and from a Counselor to be approved to repeat the course.

- o When a student is allowed to repeat a portion of the course in which they received a substandard grade and the student receives a letter grade upon completion of that portion of the course, the prior grade in that portion of the course will be disregarded in computing the GPA except that no more than the first two substandard grades in the portion of the course may be disregarded.

Whenever a student enrolls in a physical education ~~activity~~ active participatory course offered ~~for~~ in an open-entry/open-exit basis, regardless of the number of units the student enrolls in, the enrollment will count as a repetition of the course.

Board Approved 05/18/10

Revised _____

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
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CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4231 GRADE CHANGES

04/08/13

References: Education Code Sections 76224 and 76232;
 Title 5 Section 55025

Changing Grades

The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The term "bad faith" is not simply bad judgment or negligence but rather it implies the conscious doing of a wrong because of dishonest purpose or moral obliquity. It is different from the negative idea of negligence in that it contemplates a state of mind affirmatively operating with furtive design or ill will.

The removal or change of an incorrect grade from a student's record shall only be done with approval of the instructor. In the case of denial by the instructor of the student's request, the student may use the Student Grievance Procedure (AP 5530) to present his or her case for a grade change.

If the procedure (see AP 5530) requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available, or where the District determines that it is likely that there may have been gross misconduct by the original instructor.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Dean of Admissions and Records. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Admissions and Records immediately. The Dean of Admissions and Records shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify:

- 1) the student;
- 2) the instructor who originally awarded the grade;
- 3) any educational institution to which the student has transferred;
- 4) the accreditation agency; and
- 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures and reported to the appropriate law enforcement agency.

Students wishing to challenge an evaluative grade received in a course (A, B, C, D, F, FW, P, NP) must contact the instructor to request a grade change. If the request is denied, the student may file a student grievance as described in BP and AP 5530.

~~In order to change an evaluative grade (A, B, C, D, F, FW, P, NP) to a non-evaluative symbol (W, I, RD, IP), an extenuating circumstance must be verified in writing. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. A request for a change of a grade to a non-evaluative symbol may not exceed three years after the completion of the course.~~

Procedures

- ~~• A student seeking a change from a grade to a non-evaluative symbol shall file an Exceptional Action Petition with the Admissions & Records Office indicating the specific change requested.~~
- ~~• The petition must be supported and signed by the appropriate instructor.~~
- ~~• The student must attach sufficient documentation proving an accident, illness, or extenuating circumstances beyond the control of the student.~~

If another faculty member is allowed to substitute for the instructor, that substitution should not serve as evidence of discrimination or misconduct by the original instructor.

See Board Policy 4230. Also see Board Policy 3310 titled Records Retention and Destruction and Board Policy/Administrative Procedure 5040 titled Student Records.

Board Approved 08/17/10
Revised

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
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	EPC	6/6/13
	Steering	6/10/13

*NOTE: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by **shading**.*

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4235 CREDIT BY EXAMINATION

Reference: Title 5 Section 55050

Individual departments and/or specialty areas may elect to grant course credit to enable students, who can demonstrate proficiency in bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.

Credits acquired by examination are not applicable to meet unit load requirements for Selective Service deferment, Veteran's or Social Security benefits.

The examination shall include written, oral, skill tests, portfolio review or a combination of the aforementioned as determined appropriate by the department faculty.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

Credit by Examination shall be recorded on the permanent transcript record and shall be designated as credit earned by examination. A fee will be assessed in accordance with AP 5030.

Students may earn a maximum of 12 units through district administered "Credit by Exam".

Credit by Examination -District (Local) Administered Examination

Citrus College may grant students course credit through district-administered examinations under the following conditions:

- The student is currently enrolled at Citrus College ~~and has earned twelve units.~~
- The student ~~overall GPA in all college units attempted at Citrus is 2.0 or higher~~ is in good standing.
- The student has met the prerequisite for the course.
- The student may not be currently enrolled (*beyond the census date*) in the same course.
- The student may not be currently enrolled in a more advanced course.
- The student has not already received credit for a more advanced course which follows the course in sequence.
- The student has not previously attempted credit by exam for this course.
- The course is listed in the college catalog.

- The course has been approved by the Curriculum Committee for “Credit by Examination” or is an high school articulated course.
- High school students may receive course credit through District-administered credit by exam for high school articulated courses without having to pay the credit by exam fee.

Credit by Examination - Externally Administered Examination

- The student must be currently enrolled to receive externally administered credit by exam.
- Advanced Placement - The District will grant three to ~~ten~~ **six** (3 – ~~10~~ **6**) units of ~~elective~~ **area or elective** credit for an examination score of three, four or five (3, 4 or 5) in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board. ~~Subject credit, rather than elective credit, may be granted upon recommendation of the department.~~
- International Baccalaureate – The District will grant three to four (3-4) units of ~~elective~~ **area or elective** credit for an examination score of five, six or seven (5, 6 or 7), in the subjects of the International Baccalaureate (IB) Higher Level exams. Subject credit rather than elective credit may be granted upon recommendation of the department.
- Credit Through the College Level Examination Program - The District will grant up to six (6) ~~units area, subject, or~~ **units area, subject, or** elective credit for a score of 50 or above in a General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board. ~~Subject credit, rather than elective credit, may be granted upon recommendation of the department.~~
- A student may be granted no more than 30 units through any combination of credit by examination (AP, CLEP, IB or local examinations) and evaluation of military service or other non-classroom experiences.

Credit by Examination – Articulated Career Technical Education Courses

The high school student may be issued Career Technical Education (CTE) course credit under the following conditions:

- An Institutional Articulation Agreement is in place between the college and the unified school district (USD)/regional occupational program (ROP);
- A course-to-course articulation agreement has been approved by faculty the high school instructor completes required form and the course assessment has been administered as authorized;
- ~~Instructional personnel~~ **Faculty** responsible for the course have completed, and submitted, documentation **and grade** within 90 days of the administration of exam;
- The student earned a grade of B- or better on the authorized exam; and
- The student is registered at the college beyond the census date in at least one course and within nine months of exam administration.

Institutional and course-to-course articulation agreements, secondary course rosters/assessment results, and CTE course credit documents are administered by the division dean responsible for Articulated Career Technical Education course credit/Tech Prep. Documentation that verifies the earning of credit by exam will be provided to Admissions and Records in a timely manner; ultimately the transcript of the student registered at the college will reflect the awarding of credit during the semester it was earned. Operational procedures will assist students, with CTE articulated course credit, to enroll and register in the next level course in their program of study upon entry to Citrus College.

Board Approved 08/17/10
Revised 05/06/13

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	

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CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4240 ACADEMIC RENEWAL

5/8/13

References: Title 5 Sections 55044 and 55046

Students may request academic renewal as a means to achieve the educational goals of graduation from Citrus College, completion of certificate programs, and/or enable transfer to a four-year college or university. It is not applicable to students who wish to raise their grade point averages beyond these stated goals.

- Only units taken at Citrus College may be disregarded, not units from other colleges.
- A maximum of twenty-four units may be alleviated from not more than three ~~semesters~~ terms of work.
- A minimum of eighteen months must have elapsed since the end of the term of substandard work to be disregarded.
- Since completion of the work to be disregarded, a minimum of ~~42~~ 15 units must have been completed at any accredited college or university, with a grade point average of a 3.0, or ~~24~~ 30 units with at least a 2.5 GPA, or ~~36~~ 45 units with at least a 2.0 GPA. In cases where all units since completion of work to be disregarded are "C" or better and the criteria set forth herein have been verified, the academic renewal petition will be granted and the Dean of Admissions and Records or his/her designee will make the proper annotation on the student's permanent record. ~~In cases where units below "C" level exist since completion of work to be disregarded, the petition will be referred to a Petitions Committee, made up of the Dean of Admissions and Records, the Dean of Counseling, two instructional faculty members and a counseling faculty member appointed by the Academic Senate. Evidence may be provided by the student to this committee regarding the substandard grades to aid in the decision process. The decision of this Petitions Committee shall be final.~~
- A student may only be granted academic renewal once.
- Only substandard grades of "D", "F", "FW", "NC", or "NP" can be disregarded.

Academic renewal by Citrus College does not guarantee that other institutions will honor the elimination of units from consideration in the grade point average. It is a student's responsibility to confirm with a transfer institution whether academic renewal will be accepted.

When academic renewal is approved, the student's permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

If the student has been granted academic renewal by another accredited college, such action shall be honored under this policy. However, the number of semester units allowed to be disregarded will be reduced by the number previously disregarded.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Students request academic renewal in writing from the Counseling department by completing the Petition for Academic Renewal form.

Board Approved 10/20/09

Revised: _____

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	5/8/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/3/13
	Steering	6/10/13

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**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4500 NEWS MEDIA

04/16/13

Reference: No references

Philosophy

College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in the Communications program. It may include, but is not limited to, student newspaper reporting, magazine publication, broadcast news journalism, and internet news journalism, and social/digital media. The term "editorial" refers to all content other than advertising.

College news media, as ~~laboratory~~ publications of the Communications Program curriculum, provide vehicles to train students for careers in mass communication. College news media also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.

Each college newspaper or other news medium is published as a learning experience, offered under the Communications Program. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. ~~An editorial board should shall be formed for the news media involved.~~ The student news media publication of record shall maintain an editorial board. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

Board Approved 10/19/10

Revised

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13

Senate	6/5/13
Supervisor/Confidential Team	5/20/13
EPC	6/6/13
Steering	6/10/13

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**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4550 RECORDING AND BROADCASTING

04/08/13

Except as otherwise provided in AP 3710, recording and broadcasting (social/digital media, television, radio, internet, still images, and digital media) of activities, performances, and events (not including lectures or presentations by an instructor) at Citrus College shall be the property of the District (with the exception of personal photographs, videos and audio recordings taken with consent, which shall belong to the individual taking the photo/video or making the audio recording).

When more than one request is made to record or broadcast activities, performances, and events, permission may be granted as deemed appropriate. All funds generated shall be deposited in the appropriate division ASO or Foundation account.

Students or their representatives may record (audio and/or video) an instructor's lecture or presentation only with the instructor's consent. Such consent grants to the student a license to use such recording for that student's personal educational improvement. Such consent does not transfer to the student any ownership rights in the material recorded. The recording may not be reproduced, sold, shared, transferred, donated, posted or broadcast by the student or the student's representative without the express written consent of the instructor.

This procedure shall be administered by the Vice President of Academic Affairs and the appropriate division office.

Board Approved 10/19/10
Revised

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	July 16, 2013	Resolution	_____
SUBJECT:	Physical Resources Committee – Administrative Procedures – Revisions	Information	X
		Enclosure(s)	X

BACKGROUND

The District's current Board Policies and Administrative Procedures are regularly reviewed and updated to align with the recommended Board Policies and Administrative Procedures developed in conjunction with the Community College League of California (CCLC).

The following Administrative Procedure was revised and approved by the Physical Resources Committee and constituent groups on various dates and the Steering Committee on June 10, 2013.

AP 6800 – Safety

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

RECOMMENDATION

Information only; no action required.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.5.

CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

AP 6800 SAFETY

References: Labor Code Sections 6300 et seq.;
California Administrative Code, Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6; 626.9; 626.10; and 12021;
Cal/OSHA

Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the college community.

Emergencies

As specified in AP 3515 Reporting of Crimes any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire or medical personnel by first dialing 911 and then notifying ~~law enforcement~~ Campus Safety by calling 626-914-8611 or 8611.

Equipment and Sanitation

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation, and working conditions shall be forwarded the Risk Management Supervisor for review and recommendation.

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Risk Management Supervisor. The supervisor shall immediately notify their supervisor and the Risk Management Supervisor about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person at the District to their immediate supervisor, ~~and the Security Department~~ **Campus Safety** or the Glendora Police Department. Such reports will be promptly and thoroughly investigated as stated in AP 3515 Reporting of Crimes.

Restraining Orders/Court Orders

An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the Glendora Police Department and Campus Safety. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Glendora Police Department and Campus Safety to ensure they are aware of it, and that they have a copy of the restraining order on file.

SAFETY PROCEDURES

In compliance with the District Safety Policy, the following responsibilities and procedures are established to promote safe school conditions.

1. Responsibilities
 - a. Superintendent/President. The Superintendent/President of Citrus College has the final authority and responsibility in all matters of safety.
 - b. Vice President of Finance and Administrative Services. The Vice President of Finance and Administrative Services shall be responsible for the safety program and shall appoint the Environmental Health and Safety Programs Supervisor and coordinates with the Superintendent/President and the Director of Human Resources as appropriate.
 - c. Environmental Health and Safety Programs Supervisor. The Environmental Health and Safety Programs Supervisor shall:
 - (1) Keep informed of federal, state and local safety laws and regulations.
 - (2) Inform the Vice President of Finance and Administrative Services and the Physical Resources Committee of all changes in safety laws and regulations.

- (3) Conduct annual safety inspections of all campus physical facilities. Each area inspection shall be conducted with the person having responsibility for that area. A copy of all such reports shall be submitted to the Vice President of Finance and Administrative Services.
- (4) Report to the Vice President of Finance and Administrative Services (with a copy to the Superintendent/President) all infractions of safety rules and regulations.
- (5) Assist in the correction of safety hazards as directed by the Vice President of Finance and Administrative Services.
- (6) Maintain safety equipment.
- (7) Serve as an ex-officio member of the Physical Resources Committee.
- (8) Review inspection and accident reports with the Vice President of Finance and Administrative Services and the Physical Resources Committee.
- (9) Carry out other tasks pertaining to safety as directed by the Vice President of Finance and Administrative Services

d. Physical Resources Committee. The Physical Resources Committee may be comprised of the following members.

- (1) Certificated Staff - (Three-year terms - staggered)
 - (a) Faculty Senate Representative, selected by Faculty Senate.
 - (b) Career, Technical and Continuing Education Representative, selected by the Dean of Career, Technical and Continuing Education.
 - (c) ~~School~~ College Nurse.
- (2) Classified Staff - (Three-year terms - staggered)
 - (a) Maintenance and Operations Representative, selected by the Classified Employee Organization.
 - (b) Office Staff Representative, selected by the Classified Employee Organization.
 - (c) Human Resources Office Representative.
 - (d) ASCC Representative, selected by the Dean of Students Activities.
 - (e) Campus ~~Security~~ Safety Representative.
- (3) Environmental Health and Safety Programs Supervisor
- (4) Vice President of Finance and Administrative Services,

- e. The Physical Resources Committee may:
 - (1) Study the District accident reports provided by the Risk Management Officer and inspection reports provided by the Environmental Health and Safety Programs Supervisor; and make recommendations for corrective action to the Vice President of Finance and Administrative Services (with a copy to the Superintendent/President).
 - (2) Make recommendations to the Vice President of Finance and Administrative Services concerning District safety training programs.
 - (3) Review the District Safety Policy and Procedures and, where necessary, make recommendations to the Vice President of Finance and Administrative Services concerning their updating.
 - (4) Meet at least once a semester.
 - f. Supervisors - It shall be the responsibility of the supervisors to coordinate the safety program in their areas. The classroom teacher shall be responsible for safety training and orientation of the students in the classroom, and the supervisor shall be responsible for safety training and orientation of employees. This training and orientation shall comply with Federal and State Laws, and the District policies and directives.
 - g. All Employees - All employees of Citrus Community College District shall be responsible for the implementation of safety laws, regulations, policies and procedures which apply to them. All employees shall support the total District Safety Program and shall attempt to make their work area safe and accident-free.
 - h. All Students - All students shall comply with all appropriate safety laws, regulations, policies and procedures.
2. Procedure for Handling Work-Related Accidents
- a. Work-Related Accidents Requiring the Attention of a Physician - All work-related accidents requiring the attention of a physician shall be referred to a physician designated by the District.
 - b. Reporting Work-Related Accidents - All work-related accidents shall be handled as follows. Injuries must be reported immediately to the supervisor submitted in writing to the Risk Management Office immediately after the injured employee has had proper attention, with the following information:
 - (1) Name of injured employee.
 - (2) Date and time of accident/injury.
 - (3) Location of accident/injury.
 - (4) What the employee was doing when injured.
 - (5) Description of what happened, how the accident/injury occurred, and the specific tools, equipment or material the employee was using.
 - (6) Nature of injury or illness and part of body affected.
 - (7) Whether or not the employee required medical attention.
 - (8) If known, when employee may be able to resume work duties.

- c. Procedure for Handling Accidents and Emergencies. The following is the procedure for handling accidents and emergencies where physical health is involved:
- (1) ~~The Security Department~~ **Campus Safety** shall be notified immediately in all cases of emergencies where an ambulance or fire rescue equipment is needed.
 - (2) In the event ~~the Security Department~~ **Campus Safety** is unavailable, ~~(between the hours of 9:00pm and 7:30am)~~ **contact the Glendora Police Department please call 911.**
- d. Reporting Fatalities and Serious Injuries. - In every case involving death or a serious injury or illness, a report shall be made immediately by the Human Resource Office, Risk Management Office, Administrator or **Campus Security Safety** to the California Division of Industrial Safety by telephone or fax. Citrus College will call the "around-the-clock" telephone number in West Covina (626) 472-0046.
- A serious injury or illness is defined in the Labor Code Section as "any injury or illness occurring in a place of employment or in connection with any employment which required inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement." Serious injury or illness does not include any injury, illness, or death caused by commission of a Penal Code violation, except the violation of Penal Code Section 385 (which refers to the operation of heavy equipment adjacent to electrical wires), or an accident on a public street or highway.
- e. The Risk Management Office shall enter all reports of occupational accidents/injuries or illnesses in the Log of Occupations Injuries and Illnesses. A summary of Occupational Injuries and Illnesses will be completed following the close of the calendar year.
 - f. Reporting Accident/Injuries to the Environmental Health and Safety Programs Supervisor and Physical Resources Committee - It shall be the responsibility of the Environmental Health and Safety Programs Supervisor to make a report of all accident/injuries to the Physical Resources Committee as may be required.

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Approvals:

Physical Resources Committee 3/6/13

CSEA 3/18/13

ASCC 3/26/13

Academic Senate 4/10/13

Management Team 6/5/13

Supervisor/Confidential Team 3/29/13

Steering Committee 6/10/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 16, 2013	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 – July 16, 2013

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Adolph Ziembra, AIA & Associates, Inc.	\$15,850.00max	Bond	7/17/13-Project Completion	Architectural Services – Main Gym Remodel Fire Protection System
Kilowatt Engineering, Inc.	\$17,900.00max	District	7/17/13-Project Completion	Commissioning of the Central Plant RCx Project
R2A Architecture	\$131,895.00max	Bond	7/16/13-Project Completion	Additional Services Due to Surety Takeover of Administration Bldg Project
<u>CAMPUS SAFETY</u>				
Henderson, Michael	\$50.00per hour	District	7/17/13-6/30/14	Administrative Review
<u>CAREER TECHNICAL EDUCATION</u>				
The Brad Pollak Company	\$10,000.00max	Grant	7/19-13-6/30/14	Workshop for CTE Students
<u>FINE AND PERFORMING ARTS</u>				
Abell, Roxanne	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Bade, Ludmilla	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Beck, Jonathan	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Briscoe, Diana	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Cole, John J. Steven	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Devai, Trace	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Fabos, Jennifer	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Fagre, Jennifer	\$4,500.00max	District	7/17/13-6/30/14	Musician Services
Findlater, Jonathan	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Gatt, Joseph	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Gomez, Marissa	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Halpern, Leslie Marc	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Holmes, Richard	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Iguchi, Mona	\$4,500.00max	District	7/17/13-6/30/14	Musician Services
Levy, Leslie	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Mace, Laura	\$500.00max	District	7/17/13-6/30/14	Musician Services
Malmgren, Christopher	\$250.00per day	District	7/17/13-6/30/14	Audio Engineer
McDowell, Patrick	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
McPhinney, Parker	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
O'Sullivan, Adrienne	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Parks, Timothy	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Roon, David	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Spence, Melissa	\$4,500.00max	District	7/17/13-6/30/14	Musician Services
Subbiiondo, Joseph L.	\$4,500.00max	District	7/17/13-6/30/14	Musician Services
Van Aken, Earl	\$21.00 per hour	District	7/1/13-6/30/14	Figure Drawing Model
Watanabe, Hanna	\$4,500.00max	District	7/17/13-6/30/14	Musician Services
Worrilow, Lynn	\$21.00per hour	District	7/1/13-6/30/14	Figure Drawing Model
<u>FOSTER CARE EDUCATION</u>				
Pinto, Melina	\$1,435.00max	Grant	7/16/13-1/31/14	PS-MAPP Module Trainer
Witcher, Calvin	\$1,435.00max	Grant	7/16/13-1/31/14	PS-MAPP Module Trainer
<u>HUMAN RESOURCES</u>				
Law Offices of Patricia D. Barrett	\$250.00per hour	District	7/1/13-6/30/14	Hearing Officer for Termination Hearings

RACE TO STEM

Arroyo-Mendoza, Melissa \$750.00max Grant 7/17/13-8/15/13 Mentor for Race to STEM
Summer Research Experience

STUDENT LIFE

Bishop, Bruce \$800.00max District 8/21/13-8/21/13 Brown Act and Parliamentary
Procedure Training

TeCS

Strata Information Group \$37,027.91max Grant 7/1/12-6/30/13
Revision Support for Financial Aid Banner
Upgrades

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

**Use of Facilities
July 16, 2013**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Rovner & Associates	Recording Arts Studio	Mixing and mastering	5/29/2013	\$500.00
William H. Fulton	Recording Arts Studio	Mixing and mastering	6/5/2013	\$300.00
Candice Robertson	Recording Arts Studio	Basic Tracking	6/5/2013	\$100.00
Polyhedra	Recording Arts Studio	Basic Tracking	6/8/2013	\$500.00
Masters of Illusion, LLC	Performing Arts Center	Rehearsal	7/1/2013	\$960.00 plus additional labor if required
Azusa Pacific University	Tennis Courts	Tennis Tournaments	7/20 -7/22 and 8/17 -8/22/13	\$675.00 plus additional labor if required
Azusa Pacific University	Stadium Field Only	Football Scrimmages	8/22 and 8/27/13	\$625.00 plus additional labor if required
Burmese Christian Church	Performing Arts Center	Musical Event	9/7/2013	\$3,550.00 plus additional labor if required
Bella Bowl 2013	Football Practice Field	Flag Football Fundraiser	10/12/2013	\$350.00 plus additional labor if required
Cal Poly Pomona Barkada	Performing Arts Center	Philipino Cultural Night	4/30 & 5/2/14	\$4,270.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	July 16, 2013	Resolution	<u> </u>
SUBJECT:	A & B Warrants	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

A & B Warrants for June 2013 "A" warrants provide payment for employees. "B" warrants provide payments to vendors.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to approve A & B Warrants for June 2013.

Carol R. Horton
Recommended by _____

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
June, 2013		
B WARRANT AMOUNT PAID TO VENDORS		\$3,133,980.94
GRANT AMOUNT PAID TO STUDENTS		\$5,422.00
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
176	C1K-C	\$1,578,927.02
3	151-C	\$1,204.24
20	151-N	\$1,981.72
378	C5K-C	\$611,383.47
22	C5K-N	\$27,196.46
5	154-C	\$4,007.24
9	C3K-C	\$13,192.88
446	C3K-N	\$217,863.47
13	161-C	\$2,051.88
14	161-N	\$2,390.25
5	170-C	\$4,542.57
13	170-N	\$3,829.89
1	C2L-C	\$2,993.00
302	C2L-N	\$1,330,632.75
1,407		\$3,802,196.84
ske		
7/10/2013		

Includes 06/01/2013 - 06/30/2013

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-20482	O'Reilly Auto Parts	9190	Blanket PO	01-4300	2,250.00
13-20538	Lillian De La Torre	9220	Blanket PO	01-5800	800.00
13-22108	Pacific Columns, Inc.	3370	Drafting Architecture	01-6400	1,546.10
13-22118	Digital River Education	0080	Technical Theatre Resources	01-4300	458.84
13-22131	Reel Link Films	0020	Supplies	01-4300	338.25
13-22221	Amazon.com	9673	Books	01-4300	244.81
13-22253	Avami Systems	9673	Agar-Summer Research	01-4300	151.84
13-22322	EBD Shops	0030	Pond Filter	01-6400	521.46
13-22347	Hernandez Consulting Services	9370	HVAC Unit at Field House	41-6200	14,973.00
13-22353	Sciencelab.com, Inc.	9673	Summer Research Supplies	01-4300	281.71
13-22386	Amazon.com	9673	Book	01-4300	78.11
13-22387	Apple, Inc.	9070	iPads-Campus Safety	01-6400	3,443.05
13-22388	Amazon.com	9070	iPad Cases	01-6400	206.99
13-22389	Al's Hobby Shop	9673	Summer Research Supplies	01-4300	99.20
13-22390	Relyco	9050	Warrant Envelopes	01-4300	2,060.80
13-22391	CareerAmerica.LC	9090	TV Comprehensive Service	01-5800	18,000.00
13-22392	CareerAmerica.LC	9090	Financial Aid Handbooks	01-4300	10,871.09
13-22393	CAE Healthcare	3200	Blanket PO	01-4300	500.00
13-22394	CSS/Rancho Janitorial Supplies	3370	Trash Receptacles	01-4300	1,098.18
13-22395	Keystone Uniform Center	9070	Uniforms	01-4300	861.10
13-22397	Victory Custom Athletic	9350	Supplies	01-4300	3,116.17
13-22398	Toshiba Direct Gov.	3370	Laptop Computers-Dental Assisting	01-6400	16,272.47
13-22399	ProActive Consulting Group	9190	Service-Annual Report for CARB	01-5800	1,800.00
13-22400	Ace Business Machines, Inc.	9050	Replacement Sponges	01-4300	161.87
13-22401	World Gift Card, Inc.	9470	Gift Cards	59-4300	590.40
				59-5850	20.00
13-22402	JB Bostick Company, Inc.	9040	S4 Parking Lot Maintenance	01-5600	6,952.00
13-22403	Clear Tech Media	9100	AV Switching Equipment	01-6400	2,134.81
13-22404	Keystone Uniform Depot	9070	Ballistic Vests-Campus Safety	01-6400	16,459.00
13-22405	Syantec Corp.	9100	IDP SSL Certificate	01-5840	995.00
13-22406	KI	9090	Office Chair	01-6400	357.57
13-22407	Hillyard LA Service	9270	Supplies-Custodial	01-4300	4,418.90
13-22408	Lawrence E Marino	9195	Pool Deck Repair	01-5610	2,541.25
13-22409	Lucabella Fine Foods	9182	Event Luncheon	01-4300	545.00
13-22410	Barcodes, Inc.	9170	Batch Portable Terminal	01-6400	2,114.60
13-22411	Commercial A+ Services	9140	Sewer Repairs-M&O Yard	01-5630	13,575.00
13-22412	Amazon.com	9673	Supplies-STEM Program	01-4300	306.42
13-22413	Clarion At Citrus	9420	Spring Clarion Advertising	01-5830	1,350.00
13-32414	Academic Works, Inc.	9090	Service/Implementation Fees	01-5800	11,990.00
13-22415	Spinitar	9099	Digital Signage	01-6400	6,529.89
13-22416	R & R Custom Signs	9375	Campus Wide Safety Signage	42-4300	3,016.13
13-22417	Owl Bookshop	9081	Caps and Gowns	01-7600	1,867.61
13-22418	Baja Fresh Mexican Grill	9660	Catering for Event	01-4300	549.28
13-22419	Plaza Produce	9660	Catering for Event	01-4300	646.00
13-22420	Dalia's Pizza	9660	Catering for Event	01-4300	525.45
13-22421	DCL Construction	9140	Door Repairs at PA151	01-5630	500.00
13-22422	Vista Print	9673	Printing	01-4300	1,235.12
13-22423	Simplex Grinnell	3040	Time Clock Service Agreement	01-5810	139.00
13-22424	Simplex Grinnell	3040	Time Clock Service Agreement	01-5810	266.00
13-22425	Duarte Unified School District	3340	Duarte USD Summer School	01-5800	29,002.14
13-22426	Amazon.com	9673	Supplies for PAGE Summer Program	01-4300	332.23
13-22427	Plaza Produce	9676	Summer Research Food	01-4300	381.60
13-22428	DCL Construction	9040	Install Door at VT215	01-5630	3,800.00
13-22429	Kelley Papper	9250	Paper-Warehouse Supply	01-4300	764.09
13-22430	California Industrial	9040	Service for PC Air Handlers	01-5800	8,155.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
13-22431	Center for Personal Protection and Safety, Inc.	9430	Enterprise License for "Shots Fired On Campus"	01-5800	11,250.00
13-22432	Learning Resources Network	3340	Cont. Ed Instructors	39-5800	315.00
13-22433	Vector Resources Inc.	9100	Wireless Access Points	01-6400	25,070.45
14-22876	Just Do It Fitness Equipment	9195	Blanket PO	01-5600	16,600.00
14-22966	Ward's Natural Science	0300	Geology Supplies	01-4300	137.73
14-23002	Escape Technology	9250	Software Maintenance Agreement	01-5810	10,000.00
14-23003	Taylor and Francis	9673	Journal Subscription	01-4300	294.30
14-23004	Home Depot	0310	Blanket PO	01-4300	2,000.00
14-23005	American/Foothill Publishing	0072	Blanket PO	01-5850	20,800.00
14-23006	Office Depot	0050	Blanket PO	01-4300	300.00
14-23007	Office Depot	0240	Blanket PO	01-4300	500.00
14-23008	Office Depot	0230	Blanket PO	01-4300	500.00
14-23009	Office Depot	0250	Blanket PO	01-4300	700.00
14-23010	Owl Bookshop	0250	Blanket PO	01-4300	300.00
14-23011	Sprint	9070	Blanket PO	01-5540	6,500.00
14-23012	Communications Center	9070	Blanket PO	01-4300	3,000.00
14-23013	Owl Bookshop	9070	Blanket PO	01-4300	3,500.00
14-23014	Athens Service	9130	Annual Solid Waste Services	01-5560	22,484.00
14-23015	CASBO Professional Development	9050	CASBO Payroll Books	01-4300	38.15
14-23016	OCLC, Online Computer Library	9260	Online Database Renewal	01-5840	267.00
14-23017	JB Bostick Company, Inc.	9370	S6 Parking Lot Maintenance	41-5600	43,217.00
14-23018	Blackboard Connect Inc.	9430	Blackboard Connect Services	01-5800	35,650.00
14-23019	Troxell Communications, Inc.	0030	Projection Screen Replacement	01-6400	4,635.21
14-23020	Carolina Biological Supply	0030	Biology Supplies	01-4300	851.30
14-23021	Alldata, LLC	3020	Subscription	01-4300	1,062.75
14-23022	Sheraton New Orleans Hotel	9182	WAVES Conference	01-5200	577.00
14-23023	Baudville, Inc.	3200	Award Certificates	01-4300	100.90
14-23024	Demco Inc.	9260	Supplies	01-4300	422.52
14-23025	Gaylord Bros.	9260	Supplies	01-4300	160.80
14-23026	Grainger, Inc.	0030	Safety Supplies	01-4300	88.06
14-23027	Xerox Capital Services LLC	9110	Annual XMPiE Support	01-5610	2,880.00
14-23028	ComputerLand of Silicon Valley	0030	Acrobat Pro Software License	01-4300	150.42
14-23029	R & D Business Interiors	9170	Office Furniture	01-6400	3,187.43
14-23030	Kramer's Masonry	9040	Repairs at PC Wall	01-5630	500.00
14-23031	Restaurant Depot	9455	Blanket PO	41-5892	12,000.00
14-23032	Smart & Final	9455	Blanket PO	41-5892	3,500.00
14-23033	Pepsi-Cola Co.	9455	Blanket PO	41-5892	5,000.00
14-23034	Costco Wholesale	9660	Blanket PO	01-4300	500.00
14-23035	Innovative Interfaces, Inc.	9260	Maintenance Agreement	01-5810	24,468.00
14-23036	Cold Wax Co.	3040	Blanket PO	01-4300	2,000.00
14-23037	Springshare LLC	9260	Online Database Subscription	01-5840	799.00
14-23038	Sally Beauty Supply	3040	Blanket PO	01-4300	15,000.00
14-23039	Salon Centric	3040	Blanket PO	01-4300	20,000.00
14-23040	Siemens Industry Inc.	0310	Maintenance Agreement	01-5800	1,000.00
14-23041	Duarte Unified School District	9344	Reimbursement for Transportation	01-5800	5,000.00
14-23042	Azusa Unified School District	9344	Reimbursement for Transportation	01-5800	1,200.00
14-23043	Monrovia Unified School District	9344	Reimbursement for Transportation	01-5800	4,800.00
14-23044	National Automotive Technician Education Foundation	3020	Automobile Renewal of NATEF Association	01-5800	510.00
14-23045	EcoLab	9455	Blanket PO	41-5892	1,000.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund/Object</u>	<u>Amount</u>
14-23046	Triangle Scenery Co.	9030	Drapery Repair	01-5630	1,000.00
14-23047	Costco Wholesale	9344	Blanket PO	01-4300	2,500.00
14-23048	The Century Foundation	9673	Textbook	01-4300	26.75
14-23049	Aipura LLC	9430	Blanket PO	01-5800	12,000.00
14-23050	Global CTI Group Inc.	9100	Shoretel Hardware/Software Support	01-5810	32,560.00
14-23051	G/M Business Interiors	9375	Board Chairs	42-6400	4,511.03
14-23052	California Industrial	9040	Repair Chilled Water Valves at LI	01-5630	9,701.00
14-23053	California Industrial	9040	Services at Cooling Tower	01-5800	8,900.00
14-23054	Signature Flooring Inc.	9370	Install Carpet at PS 222	41-5800	1,900.00
14-23055	Signature Flooring Inc.	9370	Install Carpet at LH 101,102,103,108	41-5800	7,430.00
14-23056	C & A Floorcoverings, Inc. Tandus Specialized Markets	9370	Carpet at PS	41-4300	3,456.50
14-23057	C & A Floorcoverings, Inc. Tandus Specialized Markets	9370	Carpet at LH	41-4300	7,252.22
14-23058	WAVES Assoc. Registrar	9060	WAVES Conference Registration	01-5200	375.00
14-23059	Arrowhead Puritas	9620	Blanket PO	41-4300	750.00
14-23060	Office Depot	0281	Blanket PO	01-4300	500.00
14-23061	ComputerLand of Silicon Valley	9030	Software	01-4300	69.00
14-23062	B & H Photo Video	0210	Blanket PO	01-4300	100.00
14-23063	Avid	0281	Software License	01-5800	1,000.00
14-23064	CSI Fullmer	9375	Board Chairs	42-5400	1,600.99
14-23065	Jimenez Communications	9220	Blanket PO	01-5800	800.00
14-23066	Owl Bookshop	9220	Blanket PO	01-4300	500.00
14-23067	Whalen Bindery & Mailing Service	9220	Blanket PO	01-5850	7,000.00
14-23068	Home Depot	9100	Blanket PO	01-4300	1,000.00
14-23069	Zack Electronics	9100	Blanket PO	01-4300	500.00
14-23070	Global CTI Group Inc.	9100	Blanket PO	01-5630	4,000.00
14-23071	CI Solutions (Card Integrators Corp.)	9100	SW License Agreement-CI Track	01-5840	2,150.00
14-23072	McKesson Medical Surgical	3040	Blanket PO	01-4300	800.00
14-23073	SEHI Computer Products Inc.	9100	Blanket PO	01-4300	13,855.61
Total Number of PO's				132	646,749.65

PO Number Vendor Name Site Description Fund/Object Amount

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	53	219,915.45
39	Community Education	1	315
41	Capital Outlay Projects	1	14,973.00
42	Revenue Bond Construction	1	3,016.13
59	Golf Driving Range	1	610.40
Total Fiscal Year 2013			238,829.98
01	General Fund	63	282,196.32
41	Capital Outlay Projects I	10	85,505.72
42	Golf Driving Range	2	4,511.03
Total Fiscal Year 2014			407,919.67
Total			646,749.65

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
13-20533	2,816.70	01-4300	General Fund/Materials and Supplies	80.00
13-22274	1,376.00	01-5860	General Fund/Fingrprt,Phys, XRY&Oth Emp	224.00
13-22288	43.58	01-4300	General Fund/Materials and Supplies	43.58
13-22288	43.58	01-6400	General Fund/Equipment-Capitalized	-43.58
Total PO 13-22288				.00
13-22307	76.85	01-4300	General Fund/Materials and Supplies	5.50
13-22318	4,870.08	01-6300	General Fund/Books & Media	665.10
Total PO Changes				974.60

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 16, 2013	Resolution	
SUBJECT:	Academic Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

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.e. _____

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Castillo, Claudia	BSI Learning Community Team - BSI Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Cross, Cynthia	BSI Learning Community Team - BSI Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Cross, Cynthia	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Dau, Carsten	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Dau, Carsten	College Success Faculty Lead - HSI Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$2,550.00/tl.
Dominguez, Victoria	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Dominguez, Victoria	STEM Learning Community Team - STEM Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Dominguez, Victoria	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Eiland, Thomas	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Eiland, Thomas	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Gong, Catherine	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Gonzalez, Rudy	College Success Faculty Lead - BSI Grant	Stipend	08/23/13	12/13/13	\$3,050.00/tl.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Gonzalez, Rudy	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Gunderson, Mark	BSI Learning Community Team - BSI Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Gunderson, Mark	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Gunderson, Mark	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Harvey, Joseph	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Hogan, Gina	College Success Faculty Lead - BSI Grant	Stipend	08/23/13	12/13/13	\$3,050.00/tl.
Lawrence, Patricia	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Low, Joyce	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Medrano, Esmeralda	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Odegaard, Eric	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Odrich, Steve	Math Success Center Faculty Lead - Race To STEM Grant	Stipend	08/23/13	12/13/13	\$3,500.00/tl.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Odrich, Steve	Math Success Center Faculty Lead - Race To STEM Grant	Stipend	01/06/14	02/13/14	\$2,000/tl.
Odrich, Steve	Math Success Center Faculty Lead - Race To STEM Grant	Stipend	02/18/14	06/13/14	\$3,500.00/tl.
Odrich, Steve	Math Success Center Faculty Lead - Race To STEM Grant	Stipend	06/23/14	08/14/14	\$2,000/tl.
Odrich, Steve	College Success Faculty Lead - BSI Grant	Stipend	08/23/13	12/13/13	\$2,550.00/tl.
O'Hara, Stephen	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Overly, David	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Paek, Hyeyi	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Riderer, Lucia	SIGMA Peer Mentor Faculty Lead - Race To STEM Grant	Stipend	08/23/13	12/13/13	\$3,500.00/tl.
Riderer, Lucia	SIGMA Peer Mentor Faculty Lead - Race To STEM Grant	Stipend	02/18/14	06/13/14	\$3,500.00/tl.
Rudd, Rebecca	STEM Learning Community Team - STEM Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Salwak, Dale	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Scott, Chris	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Spor, Arvid	Additional Duties as Interim, Vice President of Academic Affairs - Academic Affairs	Stipend	07/01/13	Until position is filled	\$727.85/mo.
Swatzel, James	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Telesca, Lisa	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Trad, Mohamad	College Success Faculty Lead - BSI Grant	Stipend	08/23/13	12/13/13	\$2,550.00/tl.
Van Citters, Beverly	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Van Horn, Tasha	BSI Learning Community Team - BSI Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Villeneuve, Anna	College Success Faculty Lead - HSI Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$2,550.00/tl.
Waddington, Brian	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Walz, Sheryl	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
White, Gailynn	HSI Bridges to Success Learning Community Teams - HSI II Bridges to Success Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Amaya-Anderson, Beatriz	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Azpeitia, Maria	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Azpeitia, Maria	BSI Learning Community Team - BSI Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Barnes, Allan	Instructor - Photography	Hourly as needed	08/24/13	06/30/14	\$45.80/hr.
Beach, Kristine	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Berberyan, Toros	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Berberyan, Toros	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Birmingham, Thomas	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Burns, Linda	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Cheng, Tanshee	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Chun, Mina	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Chun, Mina	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Curran, Keith	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Dougall, Natalie	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Durfield, Amber	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Fehr, Jody	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Fisher, Jamie	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Gillotte, Christopher	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Gillotte, Christopher	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Golden, Kristin	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Hall, James	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Jahani, Fereidoun	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Kang, Eun	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Kassab, Mohamad	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Kassab, Mohamad	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Kawai, Julie	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Kelly, Donna	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Kim, Edward	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Leano, Esther	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Leano, Esther	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Lee, Bianca	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Lei, Li	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Leung, Sing	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Leung, Sing	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Linville, Brian	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Loya, Henry	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Manrique, Miguel	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Manrique, Miguel	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Mincer, Mary	Counselor - International Student Center	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Misanchuk, Rose	Instructor - Art	Hourly as needed	08/24/13	06/30/14	\$45.80/hr.
Myers, Kim	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Myrtetus, Juliet	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Naiyer, Zakaria	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Nguyen, Cynthia	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Nguyen, Cynthia	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Nguyen, Tracy	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Nguyen, Tracy	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Null, Nicholas	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Ogimachi, Tom	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Ogimachi, Tom	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Pearsall, Sam	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Pearsall, Sam	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Phan-Yamada, Tuyetdong	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Phan-Yamada, Tuyetdong	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Ramos, Christopher	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Reagan, Di	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Reagan, Di	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Reed, Jeanine	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Resto-Ometeotl, Luivette	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Robles, Andrew	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Seccombe, June	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Shearer, Margaret	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.
Stevenson, Matthew	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Tseng, Kelly	Faculty Lead Retreat - Bridges to Success Grant and BSI Grant	Stipend	08/16/13	08/16/13	\$250.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
JULY 16, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Tseng, Kelly	Instructor - Mathematics	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Ybarra, Laura	Instructor - Art	Hourly as needed	08/24/13	06/30/14	\$45.80/hr.

**ACADEMIC EMPLOYEES
SUMMER 2013 FULL-TIME FACULTY
JULY 16, 2013**

Name	Department/Discipline	Placement	LHE Rate
Longyear, Alicia	Kinesiology	2-11	\$1,410

**ACADEMIC EMPLOYEES
SUMMER 2013 ADJUNCT
JULY 16, 2013**

Name	Department/Discipline	Placement	LHE Rate
Dhillon, Dalvir	Licensed Vocational Nursing	1-6	\$1,141
Liskey, Renee	Dance	1-6	\$1,141
Mallory, Roy	Automotive	1-6	\$1,141

**LAB SUPERVISORS
2013-2014 (07-01-13)
JULY 16, 2013**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Anderson, Brian	F	Math	08/23/13	12/14/13	4-13	\$37.40
Berberyán, Toros	A	Math	08/23/13	12/14/13	1-1	\$28.23
Cheng, Tanshee	A	Math	08/23/13	12/14/13	1-3	\$31.52
Chun, Mina	A	Math	08/23/13	12/14/13	2-3	\$33.34
Dominguez, Victoria	F	Math	08/23/13	12/14/13	4-13	\$37.40
Everest, Robert	F	Math	08/23/13	12/14/13	4-13	\$37.40
Gillotte, Christopher	A	Math	08/23/13	12/14/13	3-3	\$35.14
Gong, Catherine	F	Math	08/23/13	12/14/13	4-13	\$37.40
Gonzalez, Rudy	F	Math	08/23/13	12/14/13	2-13	\$33.76
Gutierrez, Jesus	F	Math	08/23/13	12/14/13	2-13	\$33.76
Janhani, Fereidoun	A	Math	08/23/13	12/14/13	4-3	\$36.95
Kassab, Mohamad	A	Math	08/23/13	12/14/13	1-3	\$31.52
Kim, Edward	A	Math	08/23/13	12/14/13	2-3	\$33.34
Lei, Li	A	Math	08/23/13	12/14/13	4-3	\$36.95
Leung, Sing	A	Math	08/23/13	12/14/13	4-3	\$36.95
Low, Joyce	F	Math	08/23/13	12/14/13	3-13	\$35.57
Manrique, Miguel	A	Math	08/23/13	12/14/13	1-1	\$28.23
Medrano, Esmeralda	F	Math	08/23/13	12/14/13	2-13	\$33.76
Nguyen, Cynthia	A	Math	08/23/13	12/14/13	2-3	\$33.34
Nguyen, Tracy	A	Math	08/23/13	12/14/13	2-3	\$33.34

**LAB SUPERVISORS
2013-2014 (07-01-13)
JULY 16, 2013**

Nguyenhuu, Rick	F	Math	08/23/13	12/14/13	4-13	\$37.40
Odrich, Steve	F	Math	08/23/13	12/14/13	4-13	\$37.40
Ogimachi, Tom	A	Math	08/23/13	12/14/13	1-3	\$31.52
Paek, Hyeyi	F	Math	08/23/13	12/14/13	4-13	\$37.40
Pearsall, Sam	A	Math	08/23/13	12/14/13	4-3	\$36.95
Phan-Yamada, Tuyetd	A	Math	08/23/13	12/14/13	3-3	\$35.14
Reagan, Di	A	Math	08/23/13	12/14/13	1-3	\$31.52
Scott, Chris	F	Math	08/23/13	12/14/13	3-13	\$35.57
Stevenson, Matthew	A	Math	08/23/13	12/14/13	1-3	\$31.52
Swan, Alfie	F	Math	08/23/13	12/14/13	4-13	\$37.40
Swatzel, James	F	Math	08/23/13	12/14/13	2-13	\$33.76
Tippins, Ralph	F	Math	08/23/13	12/14/13	4-13	\$37.40
Trad, Mohamad	F	Math	08/23/13	12/14/13	4-13	\$37.40
White, Sheila	F	Math	08/23/13	12/14/13	3-13	\$35.57
Zhuang, Ying	F	Math	08/23/13	12/14/13	4-13	\$37.40

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
JULY 16, 2013**

Name	Department/Discipline	Placement	LHE Rate
Barnes, Allan	Photography	2-1	\$1,099
Bent, Dennis	Economics	1-1	\$1,046
Butler, Sean	Philosophy	1-1	\$1,046
Evans, Sara	Anthropology	3-4	\$1,152
Ie, Eileen	Sociology	1-1	\$1,046
Misanchuk-Wood, Rose	Art	3-3	\$1,152
Myrtetus, Juliet	English	1-1	\$1,046
Richardson, Patricia	Accounting	1-4	\$1,046
White, Jake	Economics	1-1	\$1,046
Ybarra, Laura	Art	1-1	\$1,046

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
JULY 16, 2013**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Cheng, David	Campus Safety Officer II	Shift change	07/22/13	30-7 (27-7+1I+2A)	4278.88/mo
Michel, Frank	Food Service Leader	During unassigned	6/17/13 thru 6/30/13	28-7 (27-7+1A)	\$23.50/hr
Ramirez, David	Campus Safety Officer II	Shift change	07/22/13	29-7 (27-7+2I)	\$4,174.51

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
JULY 16 2013**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Cordova, Marcelo	PT Campus Safety Officer I	Resignation	Campus Safety	07/07/13
Villegas, Cindy	PT Financial Aid Technician	Resignation	Financial Aid	07/06/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 16, 2013	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.g.

**CLASSIFIED SUBSTITUTES
JULY 16, 2013**

NAME	CLASS/DEPT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Munoz, Anayeli	Program Assistant	Serve as substitute rotating absences	7/17/2013 thru 12/31/13	24-1	\$15.88/hr

**SHORT-TERM, HOURLY
JULY 16, 2013**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Fraire-Gamell, Alexis	Instructional Support	Assist faculty with daily lab preparation	Career / Technical Cont. Ed	\$12/hr	6/17/13 thru 6/30/13
Hans, Megan Michelle	Administrative Support	Provide general clerical services for productions	Performing Arts	\$13/hr	8/19/13 thru 12/14/13
Robles, Alicia	Performing Arts Support	Assist as needed with Performing Arts performances	Performing Arts	\$9/hr	8/17/13 thru 12/31/13
Sierra, Brenda	Fiscal Support	Rush refunds to customers	Bookstore	\$14/hr	8/19/13 thru 10/19/13

VOLUNTEER COACHES
JULY 16, 2013

VOLUNTEER NAME	SPORT	BEGIN DATE	END DATE
Bruce-Oliver, Fred	M Soccer	1/1/14	6/30/14
DeGuzman, Frankie	W Basketball	8/14/13	6/30/14
Kaji, Manabu	M Soccer	8/1/13	6/30/14
Longyear, Dave	Cross Country	7/17/13	6/30/14
Moore, Loree	W Basketball	8/14/13	6/30/14
Newman, Andy	M Basketball	8/23/13	6/30/14
Orel, Tony	W Basketball	8/14/13	6/30/14
Roth, Adam	W Water Polo	7/19/13	6/30/14
Schmelzeisen, Jason	M Soccer	12/30/13	6/30/14
Torres, Rigo	M Soccer	8/1/13	6/30/14

**VOLUNTEERS, NON-ACADEMIC
JULY 16, 2013**

Bailey, Kristen	Kinesiology (athletic student trainer)	7/17/13	6/30/14
Cook , Morgan	Kinesiology (athletic student trainer)	7/17/13	6/30/14
Gonzalez, Joseph	Kinesiology (athletic student trainer)	7/17/13	6/30/14
Mathews, Stephanie	Kinesiology (athletic student trainer)	7/17/13	6/30/14
Medrano, Maria	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Nevarez, Kim	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Quintero, Gabe	Kinesiology (athletic student trainer)	7/17/13	6/30/14
Ramirez, Jerrika	Kinesiology (athletic student trainer)	7/17/13	6/30/14
Rusth, Gary	Veteran Center (Volunteer)	7/17/13	12/31/13
Stone, Amanda	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Teasley, Taylor	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Tommaney, Michaella	Kinesiology (Volleyball Camp Staff)	7/29/13	8/1/13
Vallejo, Pricilla	Student Affairs & Veterans Center (Volunteer)	7/17/13	6/30/14

**PROFESSIONAL EXPERT
July 16, 2013**

Name	Description	Department	Rate	Begin/End
Jaquette, Timothy	Video Editor (Night of Music From Film)	Fine & Performing Arts	\$500.00/ttl.	08/14/13 to 08/17/13
Sengupta, Regina	Interpreter IV	DSP&S	\$46.59/hr.	07/18/13 to 06/30/14
Villapando, Arturo	Water Polo Program Assistant (Men's)	Kinesiology	no more than \$4,418.00/ttl.	08/15/13 to 12/15/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	July 16, 2013	Resolution	<u> </u>
SUBJECT:	Takeover Agreement Between Ohio Casualty Insurance Company and Citrus Community College District	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

Pacwest Corp. entered into a contract on or about October 4, 2011, with the District in the original amount of \$4,697,000 to complete the construction of the District’s Administration Building Renovation – Bid No. 02-0809, located at 1000 West Foothill Boulevard in Glendora, California.

As required under the Contract, Pacwest Corp. requested, and Surety issued, performance and payment bonds bearing the number 024039969 in the penal sum of \$4,697,000 for the Project.

On or about March 1, 2013, the District terminated Pacwest’s performance of the Contract for cause, effective March 8, 2013.

Work remains to be performed under the Contract. The Remaining Work includes all work that has not been completed in compliance with the Contract plans and specifications at the time of the termination. The District has demanded that Surety complete the Remaining Work under the terms of the Performance Bond.

The Surety intends to take over completion of the Remaining Work, including any punchlist or work in place that does not conform to the Contract plans and specifications, if any, by contracting with a bonded, licensed and qualified contractor (“Completion Contractor”) to perform the Remaining Work. This is detailed in a Takeover Agreement Between The Ohio Casualty Insurance Company and Citrus Community College District.

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

Aye__Nay__Abstained__

Item No. H.2.

RECOMMENDATION

Authorization is requested to enter into a Takeover Agreement Between The Ohio Casualty Insurance Company and Citrus Community College District for completion of the Administration Building Renovation Project.

Carol R. Horton
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 16, 2013	Resolution	_____
SUBJECT:	Award of Contract, Bid# 04-1213 Fountain Concrete Replacement Project	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board of Trustees approves the award of all contracts for construction. Two bids were received for bid #04-1213 Fountain Concrete Replacement Project on July 2, 2013. The responsive and responsible bid was submitted by FM Exteriors of San Dimas, California. The base bid amount of \$89,300 plus additive alternate #1 in the amount of \$49,740 for a total amount of \$139,040 is within budget and will be funded from Fund 41, Capital Projects. Staff has verified FM Exterior's contractor license, bid bond and all required bid documents.

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

RECOMMENDATION

Authorization is requested to approve the award of bid #04-1213 Fountain Concrete Replacement Project to FM Exteriors of San Dimas, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of \$139,040 is within budget and will be funded from Fund 41, Capital Projects.

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.3. _____

CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

#04-1212, Fountain Concrete Replacement Project
Bid Opening: Tuesday, July 2, 2013, 2:00 p.m.
Purchasing Office

Bidder	Base Bid	Additive Alternate #1	Additive Alternate #2
1. FM Exteriors	\$89,300.00	\$49,740.00	\$38,680.00
2. Ramirez Masonry, Inc.	\$142,896.00	\$34,299.00	\$30,868.00

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	July 16, 2013	Resolution	<u> </u>
SUBJECT:	Student Service Fee	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

The Student Service Fee is a voluntary fee enacted by the Associated Students of Citrus College and is used to support a wide range of co-curricular and extra-curricular campus programs. The fee also finances certain Campus Center and campus improvements, student travel, and the consultation efforts of the student body.

The fee was last increased in 1987 from \$12 to \$16 for fulltime students. In fall 2009, the structure was flattened from a tiered structure, lowering the fee to \$14 in an effort to remain revenue neutral.

While revenue has held steady, requests and needs for funding have steadily increased. ASCC can no longer meet the demand of all requests. ASCC is proposing an increase of \$1 per term to the Student Service Fee. For fall and spring semesters, this would raise the fee to \$15. For winter and summer sessions, the fee would be \$10. This change was approved by ASCC on June 4, 2013 and by e-vote of the Student Services Committee on June 3, 2013.

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

RECOMMENDATION

Authorization is requested to approve increasing the Student Service Fee by \$1 per term, effective fall 2013.

Arvid Spor _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	July 16, 2013	Resolution	_____
SUBJECT:	Creation of One Academic Management Position – Executive Dean	Information	_____
		Enclosure(s)	_____

BACKGROUND

The District requests authorization to create one (1) academic management position, Executive Dean, on the Management Salary Schedule effective July 17, 2013, and assign the position to Range 79.

This item was prepared by Sandra Coon, Confidential Administrative Assistant; Office of Human Resources.

RECOMMENDATION

Authorization is requested to create one (1) academic management position, Executive Dean, on the Management Salary Schedule effective July 17, 2013, and assign the position to Range 79.

Robert L. Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.5.



DRAFT

MANAGEMENT SALARY SCHEDULE 2013

Item No.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
13	\$91,845	\$95,519	\$99,341	\$103,314	\$107,447	\$111,744	\$116,215	\$120,863	International Trade Business Manager
17	\$91,919	\$95,595	\$99,419	\$103,394	\$107,531	\$111,832	\$116,307	\$120,958	Director of Institutional Research and Planning
21	\$92,027	\$95,708	\$99,536	\$103,517	\$107,659	\$111,964	\$116,442	\$121,102	Director of Communications
21	\$92,027	\$95,708	\$99,536	\$103,517	\$107,659	\$111,964	\$116,442	\$121,102	Director of Performing Arts
29	\$96,730	\$100,601	\$104,623	\$108,810	\$113,163	\$117,689	\$122,396	\$127,293	Director of Purchasing and Warehouse
33	\$98,171	\$102,099	\$106,182	\$110,428	\$114,848	\$119,441	\$124,218	\$129,186	Director of Financial Aid
33	\$98,171	\$102,099	\$106,182	\$110,428	\$114,848	\$119,441	\$124,218	\$129,186	Director of EOPS, CARE, and CalWORKS
45	\$102,389	\$106,482	\$110,742	\$115,172	\$119,779	\$124,571	\$129,552	\$134,736	Director of the Child Development Center
49	\$103,138	\$107,264	\$111,554	\$116,016	\$120,657	\$125,483	\$130,503	\$135,723	Human Resources/Staff Diversity Officer
53	\$103,304	\$107,437	\$111,734	\$116,202	\$120,851	\$125,685	\$130,711	\$135,942	Assistant Director of the Computer Center
57	\$105,739	\$109,969	\$114,370	\$118,944	\$123,701	\$128,650	\$133,796	\$139,147	Director of Basic Skills
57	\$105,739	\$109,969	\$114,370	\$118,944	\$123,701	\$128,650	\$133,796	\$139,147	Director of Cosmetology
57	\$105,739	\$109,969	\$114,370	\$118,944	\$123,701	\$128,650	\$133,796	\$139,147	Director of Health Sciences
61	\$106,139	\$110,385	\$114,801	\$119,392	\$124,169	\$129,135	\$134,300	\$139,672	Director of Vocational Education
65	\$109,566	\$113,949	\$118,506	\$123,247	\$128,178	\$133,304	\$138,636	\$144,181	Director of Facilities and Construction
69	\$110,527	\$114,947	\$119,546	\$124,328	\$129,301	\$134,473	\$139,851	\$145,445	Director of Fiscal Services
73	\$115,185	\$119,793	\$124,585	\$129,569	\$134,750	\$140,141	\$145,747	\$151,577	Exec. Director, Development/External Relations
77	\$125,168	\$130,176	\$135,384	\$140,799	\$146,431	\$152,288	\$158,379	\$164,714	Dean
79	\$131,426	\$136,685	\$142,153	\$147,839	\$153,753	\$159,902	\$166,298	\$172,950	Executive Dean
81	\$131,760	\$137,031	\$142,512	\$148,214	\$154,142	\$160,308	\$166,719	\$173,390	Chief Information Services Officer
81	\$131,760	\$137,031	\$142,512	\$148,214	\$154,142	\$160,308	\$166,719	\$173,390	Director of Human Resources
89	\$151,505	\$157,566	\$163,868	\$170,424	\$177,238	\$184,328	\$191,702	\$199,371	Vice President

Initial placement on the salary schedule for newly hired managers will be at Step 1; however, the Superintendent/President has the authority to place a new manager on the salary schedule up to Step 3.

Advancement to the next step will occur on July 1 of each year if the manager has spent at least six full months at the current step. If not, advancement to the next step will occur the following July 1.

Two and one-half percent (2.5%) will be granted to those managers who have verified an earned Doctorate from an accredited institution. The salary adjustment will be effective on the first of the month following the receipt of verification of completion of all requirements.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE:	July 16, 2013	Resolution	_____
SUBJECT:	Appointment of Dr. Martha McDonald as Interim Executive Dean	Information	_____
		Enclosure(s)	_____

BACKGROUND

The District requests authorization to appoint Dr. Martha McDonald as Interim Executive Dean at a Range 79 (plus 2.5% for doctorate), Step 7 for the purpose of assuming additional responsibilities and duties as assigned by the Vice President of Student Services effective July 17, 2013, and until such time as the position of Vice President of Academic Affairs is filled on a permanent basis.

This item was prepared by Sandra Coon, Confidential Administrative Assistant; Office of Human Resources.

RECOMMENDATION

Authorization is requested to appoint Dr. Martha McDonald as Interim Executive Dean at a Range 79 (plus 2.5% for doctorate), Step 7 for the purpose of assuming additional responsibilities and duties as assigned by the Vice President of Student Services effective July 17, 2013, and until such time as the position of Vice President of Academic Affairs is filled on a permanent basis.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.6.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	July 16, 2013	Resolution	_____
SUBJECT:	Physical Resources – Board Policy Revisions – First Read	Information	_____
		Enclosure(s)	X

BACKGROUND

The District's Board Policies and Administrative Procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

The following Board Policy has been revised and approved by constituent groups on various dates and the Steering Committee on June 10, 2013:

BP 3505 – Emergency Response Plan

Attached to the Board Policy, for information only, is the related Administrative Procedure.

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 3505 Emergency Response Plan.

Carol R. Horton
Recommended by _____

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ H.7. _____

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

BP 3505 EMERGENCY RESPONSE PLAN

References: Education Code Sections 32280 et seq. and 71095;
 Government Code Sections 3100 and 8607(a);
 Homeland Security Act of 2002;
 National Fire Protection Association 1600;
 Homeland Security Presidential Directive-5;
 Executive Order S-2-05;
 19 California Code of Regulations (CCR) Sections 2400-2450
 34 Code of Federal Regulations Part 668.46(g)

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Superintendent/President shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
 - Training requirements vary based on job titles or assigned roles within the emergency plan

College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive state or federal funding.

NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike through~~, and subsequent changes to language are indicated by **shading**.

Approvals:

Physical Resources 3/6/13

CSEA 3/18/13

ASCC 3/26/13

Academic Senate 5/8/13

Management Team 6/5/13

Supervisor/Confidential Team 3/29/13

Steering Committee 6/10/13

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3505 EMERGENCY RESPONSE PLAN

References: Education Code Sections 32280 et seq. and 71095;
 Government Code Sections 3100 et seq., 8558, 8559, 8600, 8605,
 and 8607(a); Homeland Security Act of 2002;
 National Fire Protection Association 1600; Homeland Security
 Presidential Directive-5; Executive Order S-2-05;
 19 California Code of Regulations (CCR) Sections 2400-2450
 34 Code of Federal Regulations Part 668.46(b)(13) and (g)

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available in the annual security report located at www.citruscollege.edu.

All members of the campus community are notified on an annual basis that they are required to notify the Department of Campus Safety of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. Campus Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the District that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the District will determine the content of the emergency message and will use some or all of the systems described below to communicate the emergency to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The District will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: the Glendora Police Department, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the campus community, the District has various systems in place for communicating

information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include voice, email, and SMS/test 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. Students, faculty and staff are periodically encouraged to sign up for Citrus Alert through class schedule and/or student newspaper advertisements as well as announcements and the college's safety and emergency preparedness materials. These instructions are also available on the college website. The District will post updates during a critical incident on the District web site at www.citruscollege.edu.

The District's director of communications will be responsible for the dissemination of emergency information to the larger community through Citrus Alert, which has a feature where the student, faculty or staff member can designate contacts outside of the college that will also receive the message. In addition, the director of communications or the alternate, will contact the media through email communications and /or cell phone calls. During an emergency, media contacts will be made specifically to the San Gabriel Valley Tribune/sgvtribune.com, the local regional newspaper, and to City News Service, a one-stop resource for all Los Angeles area media outlets, especially during an emergency situation. The director of communications and the PIO emergency team also work closely with TeCS and the college's web designer to create messages that will be posted on the college website.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the EOC Planning Coordinator two times per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Campus Safety Department does not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Public Information Officer and District staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Evacuation drills are monitored by Campus Safety and District administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The District conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The EOC Planning Coordinator and District administration coordinate announced and unannounced evacuation drills two times per year as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each

test conducted, The EOC Planning Coordinator will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

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 23100-3101 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.

Day Instructors: Responsibilities

- Coordinate evacuation from classroom if necessary.
- Assist disabled individuals out of building without use of elevators.
- Assess overall situation in classroom and report to Emergency Information Officer.
- Initiate first aid if qualified individual is available.
- Report when students are safe to move to an emergency assembly point or command post.
- Assist Emergency Information Officers.
- Provide special assistance to any disabled individuals in the area.

Remember, in the event of a major disaster, every community college employee automatically becomes a civil defense worker under Government Code Sections 3100-3101.

Evening Instructors: Responsibilities

- Coordinate evacuation from classroom if necessary.
- Assist disabled individuals out of building without use of elevators.
- Assess overall situation in classroom and report to Emergency Information Officer.
- Initiate first aid if qualified individual is available.
- Report when students are safe to move to an emergency assembly point or command post.
- Report via runner any casualties, structural damage, and hazardous material spills and status of volunteer student help control point of command post.

Other Employees: Responsibilities

- Follow survival instructions in Emergency Response Preparedness flipchart.
- Evacuate area if necessary.
- Assess immediate problems if possible.
- Report to area assembly point when safe.
- Assist Emergency Information Officers by:
 - o Performing first aid if qualified
 - o Serving as a communications runner, etc.
 - o Conducting record keeping and note taking

SPECIFIC EMERGENCIES:

BIOLOGICAL EMERGENCY

BACKGROUND

A Biological Emergency is an incident involving the release of, exposure to, toxins that are capable of causing bodily harm or death. A biological agent can come in the form of a solid, powder, liquid, or gaseous state.

A biological agent can be introduced through the following:

- By mail, via contaminated letter or package
- Using a small explosive device to help it become airborne
- Through a building's ventilation system
- Using a contaminated item, such as a backpack, book bag, or other parcel left unattended
- By intentionally contaminating a food or water supply
- By aerosol release into the air
- By a missile warhead

The following indicators may suggest the release of a biological substance:

Multiple victims suffering from watery eyes, twitching, choking or loss of coordination, or having trouble breathing, severe vomiting, diarrhea, abdominal cramping (if food borne or waterborne). Also, severe skin reactions for certain other agents. Other indicators may include the presence of distressed animals or dead birds.

Anthrax

Anthrax is the most common of biological agents. Anthrax is a disease-causing organism, which can reproduce and keep spreading long after its release. Anthrax has a low mortality rate when properly treated. Anthrax is usually sent to individuals by letters or packages.

The following steps will assist to identify suspicious letters or packages:

- The mail is unexpected or from someone you do not know
- It is addressed to a title, but no name
- It is addressed to someone no longer at your address
- It is handwritten and has no return address or bears one that you cannot confirm its legitimacy
- The return address does not match the postmark
- Common words are misspelled
- It is lopsided or lumpy in appearance
- It has wires or tinfoil protruding from the envelope/package
- It is sealed with excessive amounts of tape or string
- It is marked with restrictive delivery instructions, such as "Personal" or "Confidential"
- It has excessive postage
- It has oily stains, discoloration, crystallization, or a strange odor
- It is leaking a powdery substance

The following steps should be taken after a suspicious letter/package is identified:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.
- Do not shake or empty the contents of any suspicious envelope/package.
- Place the envelope/package in a plastic bag or other type of container to prevent leakage of contents.
- If a container is unavailable, cover with anything (e.g. clothing, paper, trash can) and do not remove cover.
- Leave room and close door, or section off area to prevent others from entering. Everyone who touched the letter should wash hands. Wash hands with soap and water to prevent spreading any powder to face, other persons, or other objects.
- Have the college's ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Report incident to administration staff.
- Administration staff should contact Campus Safety. Give specific location of suspicious envelope/package and what makes it suspicious. List all the people in the room or area when the envelope/package was recognized. Give list to Campus Safety and health authorities for follow-up investigations and advice.

The following steps should be taken in the event an envelope/package with powder spills/leaks out onto a surface:

- Stay calm. Do not get excited. Most threats are, in fact, hoaxes. Regardless, you must treat each incident seriously.
- Do not clean up the powder. Cover spilled contents immediately with anything and do not remove cover.
- Leave the room, close and lock the door or section off the area to prevent others from entering.
- Wash hands with soap and water to prevent spreading powder to face, other persons, or other objects.
- Have the college's ventilation system, heating system, or air conditioning system shut down, if possible, and turn off any blowers to the room.
- Remove heavily contaminated clothing as soon as possible and place in a sealable plastic bag. Give sealed bag to the emergency responders for proper disposal.
- Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on skin.
- Report incident to administrative staff.
- Administrative staff should contact Campus Safety. Give specific location and type of spilled contents. List all the people in the room or area when envelope/package with powder spilled/leaked.
- If a site or building receives a biological threat by phone alleging a contaminated package, backpack, or book bag, administration staff should follow the appropriate procedures.

ENVIRONMENTAL EMERGENCIES

(Chemical Spills, Asbestos Fiber Release, Air Pollution Alerts)

BACKGROUND

In the event of site environmental emergencies including chemical spills, asbestos fiber release episodes, and air pollution alerts, site administrators and staff must be able to react quickly and effectively to prevent injury or illness.

In any disaster/emergency situation, site administrators shall be responsible for the safety of, and accountability for, staff and students. In any life-threatening situation, staff/instructor shall take immediate action to provide for the safety of staff and students without waiting for directions from a site administrator.

CHEMICAL SPILLS

Administrative Staff:

- Call 911 and obtain information about the substance.
- Assess location of chemical spill and determine appropriate action to take for safety of students and others (e.g., evacuation of room, building, or site).
- Secure the affected area and do not allow staff or students to re-enter until condition has been controlled.
- Notify Campus Safety immediately.
- Evacuate if necessary. Assure that staff/students move crosswind or upwind from problem area to avoid inhalation of vapors and proceed in orderly fashion to designated safe area.
- Provide first aid/emergency care if needed.
- Keep staff/students in designated area until problem is resolved or until further instructions are received from authorities.

ASBESTOS FIBER RELEASE EPISODE

Disturbance of asbestos-containing material may cause asbestos fiber release which could create a potential health risk for building occupants. Site administrators are responsible for maintaining the site asbestos management plan in a readily accessible location.

Administrative Staff:

- Immediately evacuate building occupants and restrict entry into area.
- Shut off or restrict ventilation system and other sources of air movement.
- The CAL/OSHA Safety Officer will determine appropriate response actions, including verification of an actual asbestos fiber release and cleanup procedures.

AIR POLLUTION ALERTS

Air pollution alerts occur when 0.20 parts pollutant per million (PPM) or greater air quality concentrations exist.

- Stage I Alert: Occurs when air quality consists of 0.20 parts pollutant per million (PPM).

- Stage II Alert: (A “warning” stage) occurs when air quality consists of 0.35 parts pollutant per million (PPM).
- Stage III Alert: (“Emergency stage”) occurs when air quality consists of 0.50 parts pollutant per million (PPM) or higher.

Note: The Air Pollution Control District (APCD) does not issue an alert for fires. A local area may be affected by smoke or ash. Site administrators are to use discretion in suspending outdoor physical activity.

- Strenuous outdoor physical activities for all students and employees shall be discontinued; activities of a less strenuous nature should be substituted. Intensity of an activity and its potential for increasing the respiration rate for an extended period may be deciding factors for canceling certain activities. Heat and stress aggravate respiratory problems.

In a Stage II or Stage III alert, students shall remain indoors for the duration of an alert; those with respiratory or heart problems should be monitored.

BOMBS AND EXPLOSIONS

BACKGROUND

Most bomb threats are hoaxes. Telephone calls to a college stating there is a bomb often are made to either disrupt normal activities or provoke an early dismissal. Bomb threats can come in different forms, but should be handled in a consistent manner. Safety and the prevention of panic are of paramount importance.

TELEPHONE BOMB THREAT

- Stay calm and courteous. Keep the bomb threat caller talking. Ask for a specific bomb location and time of detonation. Gather information.
- Try to signal a co-worker to listen on the telephone line, if possible.
- Write down information. Listen for background noises. Listen closely to the voice for accents, speech impediments or age indications.
- Immediately notify your Supervisor. Remember not to use two-way radios—they may detonate a device.
- Call Campus Safety to report the incident. If a device or suspicious object is located, Campus Safety will notify the appropriate agency.
- Supervisor coordinates with Campus Safety to evaluate information received and decide upon a course of action.

SEARCHING AND EVACUATION

- Supervisor should consult with either Campus Safety or local law enforcement prior to making any decision. Campus Police and local law enforcement are available to assist and coordinate efforts.
- College personnel should not search for bombs. However, they can provide assistance to law enforcement personnel.
- Initiating a search with the assistance of law enforcement and evacuating the

site may be the most desired approach if a suspicious package or device is found. Directing the immediate evacuation upon receipt of any threat has inherent negative consequences. Disruption could prompt more false calls.

SUSPICIOUS PACKAGE OR DEVICE FOUND

- Do not touch or disturb the suspected bomb. Do not use radios or cell phones—these may activate some types of bombs.
- Immediately notify the site administrator, Campus Police, and/or local law enforcement of the exact location and description.
- Utilize site evacuation plan or site fire drill procedure to move all staff and students away from the suspected bomb location. A minimum of 1000 feet is recommended.
- If possible, shut off gas main and electrical power to minimize the possibility of fire.
- Gather any possible witnesses for law enforcement to interview.

EXPLOSIONS

- Immediately take cover under, or next to furniture, upon hearing an explosion. Try to remain as calm as possible.
- Try to establish what exploded, the extent of damage and possible life-threatening hazards to determine your next course of action.
- Take immediate action to ensure your safety and the safety of others. Evacuate according to your site plan if necessary; otherwise, remain in your place of cover.
- If you evacuate, go to an area upwind from the explosion site to avoid possible toxic fumes. If smoke is present, stay low, and exit crawling to avoid breathing fumes.
- Immediately notify the site administrator, Campus Safety, and/or local law enforcement of the exact location and description.
- Custodian or plant operations supervisors should turn off power supplies, electricity, and gas lines if safely possible.
- Ensure no one returns for any reason until city fire personnel officially declare the area safe.

OTHER CONSIDERATIONS

- Attempt to control situation to avoid panic.
- Everyone should know and understand his/her role. Practice your response.
- Bomb threats require a response; usually no less than a search by qualified personnel (Police/law enforcement).
- Consider the impact on students and staff. Involve counseling personnel as needed.

DISTURBANCES AND DEMONSTRATIONS

BACKGROUND

Site administrators may be confronted with disturbances or demonstrations adjacent to a college site or on a college site.

The courts have held that demonstrations are lawful as long as the demonstrators' conduct does not materially disrupt class work, involve substantial disorder, or invade the rights of others. However, any demonstration on campus may interfere with college activities and, therefore, could be unlawful.

Site administrators and police officers are empowered to order persons whose presence interferes with the peaceful conduct of the college, or disrupts the college or its students or college activities, to leave campus. Persons who fail to comply with such instructions are subject to arrest.

DISTURBANCE OR DEMONSTRATION (STUDENTS)

- Site Administration should carefully assess the situation. Designated free speech areas should be considered prior to any demonstration.
- With assistance from Campus Safety, determine the urgency of the situation, type of assistance needed, and if the crowd really needs to be dispersed.
- If Demonstrators are participating in an unlawful assembly on campus, or causing class disruptions, it is recommended the site administrator:
 - o Consult with law enforcement officers to establish the best plan of action.

DISTURBANCE OR DEMONSTRATION (NONSTUDENT)

- Politely inform the individual(s) they are disrupting the college, its students and/or activities and tell them to leave.
- If the individual(s) refuse to comply, notify Campus Safety. An officer(s) will be dispatched to your location. If a physical assault begins, call "911."
- The officer and site administrator will devise a plan of action. The situation will dictate whether additional officers will be needed and/or if the Emergency Operations Center needs to be activated.

OTHER CONSIDERATIONS

- Consider placing staff to answer telephone calls from concerned.
- Try to determine the issues causing the disturbance and attempt to communicate with the participants.
- With assistance from Campus Safety, try to meet with authorized representatives or leaders who can present their issues and possibly respond to your needs.

EARTHQUAKE

BACKGROUND

Recent experience has proven that college buildings, both permanent and portable, are among the safest structures in the event of an earthquake.

Of all earthquake preparedness measures, safety drills are the most important. Essential components of earthquake safety drills are discussion, instruction, and physical demonstration (practice drill). In addition to indicating pre-planning needs, effective earthquake drills simulate (1) actions to be taken during an actual earthquake, and (2) actions to be taken after the ground stops shaking. Building evacuation following a major earthquake is imperative due to potential dangers of fires or explosions. It is necessary to be prepared for the occurrence of probable aftershocks.

EARTHQUAKE WHILE INSIDE (ON SITE)

- A DROP and HOLD command is given by any staff member at first indication of ground shaking.
- All staff/students: DROP and HOLD and assume protective position under table, desk, or other support object. If appropriate, staff/students should hold onto table/desk leg to keep it over body. If in hallway, move to inside wall, or stand in a doorway.
- Avoid glass and falling objects.
- Move away from windows.
- Move away from heavy suspended light fixtures.
- Extinguish flames, turn off power equipment, and electrical appliances. If the odor of natural gas is detected, turn off gas valves.
- Remain undercover for at least two to three minutes to assess damage/injuries and to wait for first aftershock to occur.
- After first aftershock, or after two to three minutes, activate site earthquake evacuations plan.

EARTHQUAKE WHILE OUTSIDE (ON SITE)

- Move to open space away from buildings, trees, and overhead power lines.
- When shaking stops, activate an orderly evacuation.
- Evacuate building(s) according to evacuation plan.
- Transport injured students to Health Services or a designated Triage area.
- Do not allow unauthorized persons to return to buildings until the buildings are officially declared structurally safe. Authorized personnel should only return to building if absolutely necessary.

EARTHQUAKE WHILE OFF SITE

- If walking to and from college/work site, move to open space away from buildings, trees, or overhead power lines. Be alert for possible dangers which would require movement. DO NOT RUN.

NON-EARTHQUAKE STRUCTURAL FAILURE

- Evacuate affected building/area and secure to prevent entrance by staff or students.

FIRE

BACKGROUND

Fire prevention and emergency response to fire situations are a primary responsibility for all employees. Regular action must be taken to ensure that all staff/students are familiar with the site's emergency/fire response plan and action.

FIRE – WHEN COLLEGE IS IN OPERATION

- Call fire department (“911”) immediately.
- Order evacuation of remaining staff/students to appropriate assembly/emergency area; if alarm system fails to operate, notify staff/students by other methods.
- ACTIVATE the emergency plan if there is any life-threatening situation.
- Supervise evacuation of site; ensure that all rooms and areas are evacuated.
- Check with staff to ensure accountability for all staff/students.
- Provide first aid if needed. If incident results in injury to staff or students, involve Health Services.
- If hazardous materials are present or suspected, notify Fire Department of any possible hazardous materials.

FLOODING

BACKGROUND

This procedure applies whenever storm water or other sources of water flood or threaten to flood college grounds or buildings. Flooding may occur as a result of prolonged periods of rainfall, where the site would not have sufficient time to prepare. Alternatively, flooding may occur without warning, as a result of damage to water distribution systems, or a failure of a nearby man-made dam.

Administrative Staff:

- Initiate appropriate response actions, which may include In-Place Sheltering, On- Site Evacuation, or Off-Site Evacuation.
- Call Campus Safety and describe the nature and extent of the flooding.
- Supervise On-Site Evacuation; ensure staff and students evacuate affected buildings using prescribed routes or other safe routes to the assembly/evacuation area.
- Check with staff to ensure accountability for all students/staff.
- Coordinate with facilities to limit damage.

SHOOTINGS

BACKGROUND

The potential for a shooting or a shooting in the workplace exists on every college campus throughout the United States. Although the possession of firearms on or around our campuses is rare, their availability and past national and county shootings dictate the need for a response plan, in case a shooting or other violent attack occurs.

WHEN A SHOOTING OCCURS

- CALL “911.” Identify your college or workplace and exact location. Remain calm and answer the police operator’s questions. They are trained to obtain the necessary and required information for a proper emergency response.
- Instruct students and employees to drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Try to get inside or behind a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police.

IF SUSPECT IS OUTSIDE YOUR CLASSROOM

- Duck and cover. Keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- Report location of the assailant.

OFFICE PERSONNEL

In keeping with effective emergency planning, office personnel should have pre-designated assignments to ensure an effective response in case of a shooting. Actions by multiple persons must be taken simultaneously to expedite a response.

In response to a report of a shooting from a classroom or other area of the campus, have all persons in the office duck and cover onto the floor, behind protective objects or into side rooms. Make required emergency telephone calls to the police from this position. It is crucial that telephone calls be limited to emergency calls only.

Note: Phone calls, other than for emergency purposes, should be made only after the police have cleared a phone line for that purpose. A phone call to friends or family will bring onlookers, bystanders or concerned loved ones to the campus, interfering with the operation of emergency personnel and unnecessarily place more people in danger.

CALLING “911”

When you call “911,” identify your exact location. Remain calm and answer the operator’s questions. Police dispatchers are trained to obtain the necessary and required information for a proper emergency response. As the police are being dispatched, answer the questions asked of you by the operator or police dispatcher. Although you are not expected to know all of the answers, answer them to the best of your ability.

Although you may think the questioning is wasting valuable time, the information you provide will enable phone personnel to dispatch officers and other emergency personnel safely and effectively. While you are being questioned, emergency personnel have been dispatched and are on the way. You will be asked questions, such as:

- What exactly is happening and how do you know? Is it still happening now?
- Where is the suspect now? What was his/her last known direction? Is the suspect still on campus?
- Is anyone injured? Are there wounded and how many?
- Where did it happen? What’s the specific location of occurrence?
- What weapons were used if you know? Knowing the number and types of weapons will assist the police in their response. Describe the weapon(s) or other dangerous object(s) if possible, and any visible ammunition:
- Were any shots fired? Describe the sound and the number of shots fired.
- Do you know who the suspect(s) is? If yes, identify him/her/them, and provide any background knowledge you may have.

Note: It is important to tell the Campus Safety dispatcher if your office has called or is on the line with the 911 operator.

POLICE/FIRE DEPARTMENT RESPONSIBILITY

Law Enforcement or the Fire Department will take charge of the operation and maintain full control throughout the duration of the incident.

Police/fire departments will establish a command post(s) at or near your campus where all operations pertaining to the event will be coordinated.

TERRORISM

BACKGROUND

An act of terrorism is most often perpetrated by an individual or group who uses deliberate violence against a government or other authorities to achieve certain goals. Terrorist methods may include the taking of hostages, kidnapping, and the use of bombs and explosions. In a college situation, a student(s) may be kidnapped and held hostage by another person.

OTHER CONSIDERATIONS

- Obtain a photo of the abducted student/employee and provide it to the police.
- Provide the police with information on known friends of the abducted student/employee. They may be able to provide further information.
- Try to obtain a description of the abductor and direction of travel.
- Gather any possible witnesses for law enforcement to interview.
- Remain calm-the prevention of panic is important.

HOSTAGES/KIDNAPPING

Call 911. Be prepared to give the following information:

- Identify hostage location on the site
- Number of assailants, if known
- Number of hostages, if known
- Name of assailants, if known
- Any available description of assailants and weapons
- Demands made by the assailants
- Notify staff/students to move students away from the hostage location to a safer location.
- Do not evacuate until given instructions by police.
- Gather all facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage(s), and other witness information.
- Provide law enforcement with any assistance:
 - o Provide keys for access to classrooms, buildings, and gates o Location of power, water, and gas shutoffs
 - o Access to roofs
 - o Location of phones and other communication devices
- Work with the district office and law enforcement to determine the next steps.

OTHER CONSIDERATIONS

- Gather any possible witnesses for law enforcement to interview.
- Minimize any possibility of the suspect's ability to see or hear news reports.
- Consider the possibility of transportation needs.
- Consider the emotional impact on the students and staff.
- Contact the Communications Office to assist in media inquiries. This office will coordinate media briefings and media information related to the situation.
- Remain calm-the prevention of panic is important.

FACTS AND GOVERNMENTAL RESPONSE TO PANDEMIC FLU

A. Introduction

The purpose of this Influenza Pandemic Response Plan is to lessen the impact of an influenza pandemic on the residents by providing a guide for health care providers for detection and response to an influenza pandemic event.

B. Background/Threat

The worst natural disaster in modern times was the infamous “Spanish flu” of 1918-1919, which caused 20 million deaths worldwide and over 500,000 deaths in the U.S. Although the Asian influenza pandemic of 1957 and the Hong Kong influenza pandemic of 1968 were not as deadly as the Spanish influenza pandemic, both were associated with high rates of illness and social disruption.

Influenza is a highly contagious viral disease. Pandemics occur because of the ability of the influenza virus to change into new types, or strains. People may be immune to some strains of the disease either because they have had that strain of influenza in the past or because they have recently received influenza vaccine. However, depending on how much the virus has changed, people may have little or no immunity to the new strain. Small changes can result in localized epidemics. But, if a novel and highly contagious strain of the influenza virus emerges, an influenza pandemic can occur and affect populations around the world.

California, with its West Coast location and several major ports of entry for flights and shipping from Asia (a likely location for the development of a novel virus), would likely be among the first U.S. locations for an influenza pandemic to establish a foothold. The California Department of Health Services (CDHS) estimates that the impact of an influenza pandemic on California’s population of 35 million would include:

- 8.8 million persons ill with influenza (estimated range: 5.3 million to 12.3 million)
- 4.7 million outpatient visits (estimated range: 2.8 million to 6.6 million)
- 97,200 persons hospitalized (estimated range: 58,300 to 136,000)
- 21,500 deaths (estimated range: 12,900 to 30,200).

An influenza pandemic is unlike any other public health emergency or community disaster:

- Many experts consider influenza pandemics to be inevitable, yet no one knows when the next one will occur.
- There may be very little warning. Most experts believe that we will have between one and six months between the time that a novel influenza strain is identified and the time that outbreaks begin to occur in the U.S.
- Outbreaks are expected to occur simultaneously throughout much of the U.S., preventing sharing of human and material resources that normally occur with other natural disasters.
- The effect of influenza on individual communities will be relatively prolonged -- weeks to months -- when compared to minutes-to-hours observed in most other natural disasters.
- Because of the substantial lead times required for vaccine production once a novel strain has been identified, it is likely that vaccine shortages will exist, especially during the early phases of the pandemic. Effective preventive and therapeutic measures --including antiviral agents -- will likely be in short supply, as may some antibiotics to treat secondary infections.

- When vaccine becomes available, it is expected that individuals will need an initial priming dose followed by a second dose approximately 30 days later to achieve optimal antibody responses and clinical protection.
- Health-care workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of victims.
- Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel in other sectors who provide critical community services: military personnel, police, firefighters, utility workers, and transportation workers, just to name a few.

Benefits of pre-event planning

In addition to preparing to respond to an actual pandemic, increasing awareness among the public health, medical, and emergency response communities will foster greater concern about “routine”, annual influenza epidemics, which kill an average of 20,000 Americans every winter.

Prompt improvements in infrastructure to address the major elements of pandemic preparedness can have immediate and lasting benefits and can also mitigate the effect of the next pandemic. For example, increasing routine, annual influenza vaccination coverage levels in high-risk patients will not only reduce their risk of dying or being hospitalized during the prepandemic period, but will also facilitate access to such patients -- through greater confidence in the benefits of influenza vaccination and expanded programs to access those patients -- when the next pandemic occurs.

Similarly, increasing the coverage of pneumococcal vaccine in such patients could have a significant impact on the incidence and severity of secondary bacterial pneumonia.

C. Concept of Operations

1. Stages of Alert

For purposes of consistency, comparability, and coordination of the national, state, and local response, identification and proclamation of the following “stages” will be done at the national level:

Pandemic Phase	Definition
Novel Virus Alert	Novel virus detected in one or more humans Little or no immunity in the general population Potential, but not inevitable precursor to pandemic
Pandemic Alert	Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area

Pandemic Imminent	Novel virus causing unusually high rates of morbidity and/or mortality in multiple, widespread geographic areas
Pandemic	Further spread with involvement of multiple continents; formal proclamation made
Second Wave	Reoccurrence of epidemic activity within several months following the initial wave of infection
Pandemic over	Cessation of successive pandemic “waves,” accompanied by return (in the U.S.) of more typical wintertime “epidemic” cycle

As the pandemic develops, the World Health Organization (WHO) will notify the Centers for Disease Control and Prevention (CDC) and other national health agencies of progress of the pandemic from one stage to the next. CDC will communicate with CDHS and other state agencies about pandemic stages, vaccine availability, virus laboratory findings, and national response coordination. The State will communicate with local health agencies through the California Health Alert Network (CAHAN).

2. The Federal Role

The Federal government has assumed primary responsibility for a number of key elements of the national plan, including:

- Vaccine research and development.
- Coordinating national and international surveillance.
- Assessing and potentially enhancing the coordination of vaccine and antiviral capacity, and coordinating public-sector procurement.
- Assessing the need for and scope of a suitable liability program for vaccine manufacturers and persons administering the vaccine.
- Developing a national “clearinghouse” for vaccine availability information, vaccine distribution, and redistribution.
- Developing an adverse events surveillance system at the national level.
- Developing a central (national) information database/exchange/clearinghouse on the Internet.

3. The State Role

Novel Virus Alert Stage

During this stage, CDHS activities will be limited to monitoring reports of progress of the disease and surveillance to detect the arrival of disease caused by the novel virus in California. Novel virus detection will be carried out by WHO and CDC.

Pandemic Alert Stage

During this stage, CDHS will monitor reports of disease spread and meet with surveillance partners to activate and augment surveillance systems. The State Viral

and Rickettsial Disease Laboratory (VRDL) in Richmond will increase laboratory surveillance.

The CDHS Immunization Branch (IB) will maintain close contact with CDC and the Food and Drug Administration to obtain information on plans for vaccine delivery. IB will work with local health departments (LHDs) and representatives of the private medical sector to plan delivery and administration of vaccines when they are available.

The CDHS Division of Communicable Disease Control (DCDC) will meet with, the California Medical Association and the California Pharmacists Association to plan for vaccine administration and for antiviral and antimicrobial supplies. The IB will prepare training materials for vaccine administrators.

CDHS DCDC will provide technical information, public information, and press releases to be released by the CDHS Office of Public Affairs (OPA). Public information will include travel alerts, guidelines on limiting the spread of the disease, and information about when and where to obtain medical care. The CDC's Epidemiology Program Office (EPO) and the California DCDC will ensure communication among epidemiology efforts, laboratory surveillance, and emergency management agencies (EMAs). CDC EPO and the EMAs will address personnel and equipment shortfalls.

Pandemic Imminent Stage

In the pandemic imminent stage, the pandemic alert activities will continue at an intensified level. Surveillance efforts will be increased for both influenza illness and the circulation of the influenza virus. If vaccine is available, the distribution system will be implemented and security measures will be put in place to ensure that vaccine will be given first to groups with highest priority for receiving them. DCDC and OPA will step up information flow to LHDs, medical providers and all other stakeholders. DCDC and OPA will provide translations of all public information messages into Spanish and the 14 other major languages in California. The State OES, local Emergency Management Agencies, DHS, and hospitals will activate the emergency response system.

Local coroners and funeral directors will be advised to prepare for increases in the number of dead they will have to handle.

Pandemic Stage

Surveillance efforts will be overwhelmed. Emphasis will be shifted from detecting cases caused by the influenza virus to monitoring demographic characteristics that may indicate a need to revise priority groups for receiving vaccine and antiviral medications if available supplies are limited. Vaccine delivery will be at its highest level, and the system to detect possible adverse reactions to the vaccine will be closely monitored. EMAs will establish alternative treatment sites since hospitals will be overwhelmed.

Second Wave

All agencies and health care providers must make use of the interim period to

prepare for a resurgence of disease. This includes addressing shortfalls in supplies and personnel.

Although there are likely to be medical resources and technical assistance available from state and federal agencies, local counties should expect to manage the local response at the time of the pandemic, including temporary redirection of personnel and financial resources from other programs.

4. The Local Response

Chapters I through III of this Plan address how the DHS response will be integrated into the overall Operational Area Emergency Operations Plan, of which this Plan is an annex. These chapters include procedures for command and control, detection and notification of public health threats, and the roles of key DHS personnel during a public health emergency. Since many aspects of the public health response would be the same, this Influenza Pandemic Response Plan focuses on response characteristics unique to pandemic influenza.

Chapter V of this Plan is the “Risk Communications and Public Information Plan.” This plan describes the DHS approach to:

- Facilitating cooperation among all involved parties (e.g., government officials, health experts, industry, and the public).
- Persuading and directing the behavior of individuals or communities.
- Promoting informed decision-making about the acceptability of known risks.
- Educating and correcting false or misleading information.

Chapter VI of this Plan, the “Strategic National Stockpile Management Plan”, describes the plan for mass vaccination. This plan contains additional position checklists for workers at vaccination sites and at a warehouse established to coordinate the distribution of vaccines or antibiotics to these sites, if needed.

Isolation of symptomatic victims and quarantine of exposed individuals would be essential to ending an influenza pandemic. These interventions are addressed in Chapter VII of this Plan.

In the pre-event (Phase 1) smallpox planning process, DHS discussed the need to vaccinate personnel who are needed to maintain the human infrastructure of the community during an epidemic. The absence of services provided by these personnel would pose a serious threat to public safety or would significantly interfere with the ongoing response to the pandemic. These key personnel, who would also be the County’s first priority for administration of influenza vaccine or antivirals, may include, but are not limited to:

- Public health physicians and staff
- Hospital employees
- Physicians, pharmacists, and other clinicians
- Local government decision-makers

- First responders: Public Safety, Fire, and EMS
- Utility, food service, and transportation personnel
- Family members of the key personnel listed

D. Public Health Response Procedures

In the early stages of a pandemic, there may be no vaccine at all. The federal Planning Guide indicates that a minimum of six to eight months would elapse before the tens of millions of doses needed could be produced for distribution. When vaccine first becomes available the demand will likely exceed the supply.

Pharmaceutical delivery will become an important issue during a pandemic. While antiviral agents will play a role in both prophylaxis and treatment of influenza, the existing supplies would certainly fall short of the need. As the pandemic progresses, there may not be sufficient supplies of antibiotics for treating persons with complications of influenza. In addition to supply problems, other difficulties are associated with use of antiviral agents. Priorities for target groups and the use of limited supplies for prophylaxis versus therapy have not yet been established. Widespread use of antivirals and antibiotics could lead to emergence of drug-resistant viral strains. Adverse antiviral reactions and liability issues will also be of concern. In a pandemic, DHS would provide consultation on the handling and administration of pharmaceuticals in cooperation with California DHS.

1. Novel Virus Alert Stage

Novel virus detected in one or more humans. Little or no immunity in the general population. Potential, but not inevitable, precursor to a pandemic.

a. Surveillance

- Monitor bulletins from CDC and CDHS regarding virologic, epidemiologic, and clinical findings associated with new variants isolated within or outside the U.S.
- Meet with appropriate partners and stakeholders and review major elements of enhanced surveillance activities; modify and update plan as needed.
- Activate enhanced local surveillance to detect importation and local spread in coordination with the State Viral and Rickettsial Disease Laboratory (VRDL) in Richmond.
- Obtain appropriate reagents from the VRDL, if appropriate, to detect and identify the novel strain.

b. Vaccine and Pharmaceutical Delivery

- Meet with hospitals, health care providers, and other partners and stakeholders to review major elements of the vaccine distribution plan, including plans for storage, transport, and administration of vaccines and antivirals.
- Modify plan as needed to account for updates, if any, on recommended target groups and projected vaccine supply.

c. Emergency Response and Communications

- Test local communication systems, including ReddiNet and CAHAN, to ensure that local and statewide communications are functional.
- Notify hospitals, health care providers, and other partners and stakeholders of the novel virus alert.
- Modify communications plan (and written materials) as needed (in collaboration with state officials) to account for updates, if any, on projected effects of the novel virus.
- Implement contingency plans, if any, for obtaining critical hardware, software, or personnel to expand communications systems if needed for a pandemic.
- Ensure ongoing coordination among surveillance, epidemiology, laboratory, EMS, OES, and other local response efforts.
- Develop and/or update press release templates. Develop materials for responding to questions that may come from the media.

2. Pandemic Alert Stage

Novel virus demonstrates sustained person-to-person transmission and causes multiple cases in the same geographic area.

Novel virus alert activities will be continued at a more advanced level and other activities will be added.

a. Surveillance

- Fully activate enhanced surveillance activities. Assess functionality, timeliness, and completeness of data entry and dissemination, data links, and feedback mechanisms throughout the local the system.
- Monitor daily CDC and state reports, which will include information from the following sources:
 - o Kaiser facilities' inpatient diagnosis and pharmacy surveillance systems.
 - o Collaborating laboratories and LHDs.
 - o California sentinel physicians who report directly to CDC and/or CDHS.
 - o Quarantine Station reporting of infected individuals arriving from other countries.
- Meet with surveillance partners to increase the amount of patient demographic information collected, in order to identify groups with increased risk.
- Inform surveillance partners of the need to increase specimen collection for detection of novel virus and alert laboratories to prepare for increased numbers of specimens.
- If requested by VRDL, distribute specimen collection kits to hospitals and clinicians and obtain cooperation to facilitate sending isolates to VRDL.
 - Recruit pharmacies to participate in reporting antiviral prescriptions filled.
- Assess inventory of laboratory equipment and supplies, noting what is

needed.

- Assess inventory of medical equipment and supplies (including ventilators, ICU equipment, and oxygen saturation monitors), noting what is needed.
- Develop contingency plans for procurement of laboratory equipment and supplies, and also for possible redirection and hiring of additional laboratory employees, including clerical/data entry personnel.
- Explore re-certification of non-traditional labor pool and redirection of staff with appropriate skills to alleviate need for additional laboratory personnel.

b. Vaccine and Pharmaceutical Delivery

During the pandemic alert stage, vaccine would not yet be available, and may not be for several months.

- Monitor reports from the CDC, FDA, and CDHS to obtain information on plans for vaccine manufacture.
- Prepare to implement plan for storing and delivering vaccine as it becomes available to DHS (vs. private distribution).
- Review elements of plan for vaccine delivery with partners and stakeholders.
- Ensure that human resources, equipment, and plans for mass immunization clinics are in place (see Chapter VI Mass Vaccination/Prophylaxis and Management Plan).
- Obtain latest CDHS recommendations for priority groups for vaccine allocation and modify as necessary based on current surveillance data.
- Meet with local pharmacists and medical association to discuss potential need to:
 - o increase antiviral and antimicrobial supplies.
 - o increase role of pharmacists in vaccine delivery.
- Coordinate with CDHS to receive the state satellite broadcast training/refresher on vaccine administration techniques for persons who do not normally administer vaccines, but will be enlisted to do so in a pandemic:
 - o arrange for viewing by appropriate groups.
 - o provide video copies of the broadcast for local training.

c. Emergency Response and Communications

- Ensure communication among the epidemiology and laboratory surveillance programs and emergency management.
- Alert surveillance groups to increase surveillance activities.
- Identify contact person (and backup person) for communication with CDHS.
- Identify spokesperson (and backup person) for communication with press, public, etc.
- Prepare fact sheets detailing responses to questions coming from the media and the public:
 - o include documents intended for electronic distribution on the DHS

- web site.
 - o include telecommuting advice to employers, labor organizations, and others.
 - o include travel alert information received from the State and/or CDC.
- Respond to media inquiries regarding outbreak.
- Notify hospitals, health care providers, emergency responders, coroners, and mortuary organizations via CAHAN, ReddiNet, or other means as needed.
- Increase laboratory surveillance and disease surveillance.
- Alert emergency responders to work with EMS to inventory critical supplies and solve problems arising from high response volumes.
- Alert Medical Reserve Corps, neighborhood-watch, and/or other community based response organizations.
- Conduct inventory of critical equipment, supplies, and personnel, including availability of hospital beds, antiviral pharmaceuticals, refrigerated depots for vaccines, and transport for delivery of vaccines.
- Identify methods to address personnel and supply shortfalls.
- Plan for implementation of emergency medical treatment sites and temporary infirmary locations, in coordination with local mass-care organizations such as American Red Cross and/or Salvation Army.
- Send bulletins to private providers via local medical association and/or lists acquired from state licensing boards.
- Issue guidelines on influenza precautions for workplaces, emergency departments, airlines, colleges, jails and prisons, public safety agencies, and individuals.

3. Pandemic Imminent Stage

Novel virus causing unusually high rates of morbidity and mortality in widespread geographic areas.

In the pandemic imminent stage the pandemic alert activities will continue at an intensified level.

a. Surveillance

- Outside of normal surveillance season, verify that hospital and health care surveillance has been activated and DHS is receiving ongoing reports of cases within the county.
- Report the data collected to all participating facilities as well as to CDHS.
- Analyze the inpatient data to determine which population groups are at greatest risk and provide the information to CDHS and to those determining priority groups for vaccine allocation when the supply is limited.
- Participate in special studies, as requested by CDHS:
 - o to describe unusual clinical syndromes.
 - o to describe unusual pathologic features associated with fatal cases.
 - o to conduct efficacy studies of vaccination or chemoprophylaxis.
 - o to assess the effectiveness of control measures such as college and

business closings.

- Maintain increased laboratory surveillance and other activities outlined previously in the pandemic alert section.

b. Vaccine and Pharmaceutical Delivery

- Continue activities as listed in pandemic alert stage, including meetings with the local pharmacist and medical associations.
- Increase public information effort designed to keep ill persons at home.
- If vaccine delivery date is predicted by CDC, work with CDHS to:
 - o establish local delivery date.
 - o review distribution plan and update when new information is available.
 - o obtain signed agreements with hospitals and private providers on priority order of groups to receive vaccine when supply is limited.
 - o alert to need for security at immunization sites.
 - o alert to need for reporting adverse events to VAERS system.
- If vaccine is available, fully activate the immunization program.
- Obtain data on antiviral and antimicrobial supplies.
- Prepare or update recommendations and plans for allocation of antiviral and antimicrobial supplies.

c. Emergency Response and Communications

- Notify hospitals, health care providers and first response agencies of pandemic imminent stage. Set up information flow to all partners and stakeholders, including posting information on County website, CAHAN, and ReddiNet.
- Update documents and fact sheets based on current surveillance information.
- Provide translations of all public information messages into Spanish and the other major languages.
- Monitor the ability of hospitals and outpatient clinics to cope with increased patient loads.
- Implement health education campaign with emphasis on the following:
 - o hand washing.
 - o stay home rather than be exposed to/spread the influenza virus.
 - o check on family, friends living alone.
 - o vaccination clinic locations.
 - o signs, symptoms.
 - o vaccine safety and storage.
- Work with employers and labor organizations to implement a telecommuting system so more people can stay home.
- Activate emergency response system, including Emergency Operations Center and/or DHS Department Operations Center, as appropriate.
- Implement mutual aid or other procedures to address supply and personnel shortfalls.
- Conduct inventory of critical supplies/personnel and solve problems: shortage of supplies (gloves, safety needles, ventilators), personnel

shortage (how to get nontraditional labor pool re-certified or alternative staff redirected).

- Develop plan for counseling/psychiatric services (Department of Mental Health, private mental health agencies).
- Develop plans for children orphaned by death of parents (Department of Social Services, private welfare agencies).

4. Pandemic Stage

Further spread of influenza disease with involvement of multiple continents.

a. Surveillance

Influenza morbidity and mortality surveillance systems will likely become overwhelmed.

- Continue to monitor selected vital statistics for mortality and morbidity data received from the inpatient diagnosis surveillance system to establish age and geographic area-specific rates.
- Use above data to establish priority groups for immunization as vaccine availability changes, providing data to CDHS, hospitals, and private providers
- Continue to monitor reports from WHO, CDC, and CDHS on national and worldwide morbidity and mortality data.
- Laboratory surveillance will focus on detection of antigenic drift variants and resultant viruses that could limit the efficacy of vaccines produced against the original pandemic strain.

b. Vaccine and Pharmaceutical Delivery

Continue all pandemic imminent activities. Presumably vaccine would be available for a sizable proportion of the population.

- Monitor VAERS data for evidence of adverse reactions to the influenza vaccine. Report findings routinely to CDHS.
- Modify recommendations and agreements on priority groups for receiving the vaccine to reflect greater availability of vaccine.
- Review surveillance data for changes in risk factors that could require modification of recommendations for priority groups for receiving vaccine.
- Monitor availability of antivirals and, when appropriate, recommend changes in priority groups for receiving vaccine or antivirals.

c. Emergency Response and Communications

All of the activities of the pandemic imminent stage and the following:

- Notify hospitals, health care providers, and first responder agencies of Pandemic Stage.
- Implement emergency medical treatment sites and temporary infirmary locations as needed in coordination with local mass-care organizations, such as American Red Cross and Salvation Army, to respond to the overwhelming caseload.

- Increase public information effort designed to keep ill persons at home, providing translations into Spanish and other major languages.
- Request law enforcement mutual aid, if needed. If law enforcement mutual aid system is overwhelmed, the Governor may issue a waiver to allow National Guard and military to act as law enforcement.
- If the medical/health mutual aid system is overwhelmed, the State may request health care workers from other states and/or the federal government.

5. Second Wave

Typically in a pandemic, the number of new cases of influenza peaks and then declines giving the impression that the pandemic is over. Then within a few months, influenza incidence once again increases. State and local officials and health care providers need to remain vigilant for a return of the epidemic activity. This is especially difficult given that all personnel and supplies involved in responding to the epidemic will be exhausted by efforts to respond to the pandemic. The perceived “end of the pandemic” may be viewed as an opportunity to relax and recover. However, all essential functions should be restored to return to pandemic imminent status.

Public health personnel who provide the data to CDHS will probably still be backlogged with reports, but should be encouraged to maintain extra staffing levels.

All sources of surveillance data will need to be convinced that their contributions are still essential because of the likelihood of a second wave. If the decline in the number of cases occurs outside the normal influenza season, it will be necessary to explain the importance of maintaining vigilance because the second wave could occur at any time.

Immunization efforts in lower risk groups should continue as vaccine becomes available to increase “herd immunity” in the population in the event of a second wave.

Laboratory surveillance should also return to pandemic imminent status while maintaining surveillance for possible antigenic drift.

E. Public Information and Risk Communication

Dissemination and sharing of timely and accurate information with the health care community, the media, and the general public will be one of the most important facets of the pandemic response. Instructing the public in actions they can take to minimize their risk of exposure or actions to take if they have been exposed will reduce the spread of the pandemic and may also serve to reduce panic and unnecessary demands on vital services.

The Public Health PIO in consultation with the Health Officer and Communicable

Disease staff will identify public health issues and concerns that will or may need to be addressed through public information messages regarding pandemic influenza and will identify affected target audiences for messages.

Messages will address, but not be limited to, vaccine supply, antiviral use, low-tech prevention methods, and maintenance of essential services. They will also identify appropriate strategies for dissemination of messages including postings to the Public Health website.

NOTE: *This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~strike~~through, and subsequent changes to language are indicated by **shading**.*

Approvals:

Physical Resources Committee 3/6/13

CSEA 3/18/13

ASCC 4/2/13

Academic Senate 5/8/13

Management Team 6/5/13

Supervisor/Confidential Team 3/29/13

Steering Committee 6/10/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	July 16, 2013	Resolution	<u> </u>
SUBJECT:	Educational Programs Committee – Board Policy Revisions – First Read	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

The District’s Board Policies and Administrative Procedures are regularly reviewed and updated to align with the recommendations developed in conjunction with the Community College League of California (CCLC).

The following Board Policies have been revised and approved by the constituent groups on various dates and the Steering Committee on May 13, 2013, and June 10, 2013. Attached to the Board Policies, where appropriate and for information only, are the related Administrative Procedures.

- BP 4100 – Graduation Requirements for Degrees and Certificates
- BP 4225 – Course Repetition
- BP 4290 – Classroom Interference (no related AP)
- BP 4400 – Community Education Programs (no related AP)

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 4100 – Graduation Requirements for Degrees and Certificates; BP 4225 – Course Repetition; BP 4290 – Classroom Interference; and BP 4400 – Community Education Programs.

Arvid Spor _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.8.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

3/28/13

**BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

References: Education Code Section 70902(b)(3); Title 5 Sections 55060 et seq.

The District shall grant the degrees of Associate in Arts-Transfer, Associate in Science-Transfer, Associate in Arts, and Associate in Science in accordance with Title 5 regulations and applicable local requirements.

~~The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in courses completed. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.~~

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 12 or more semester units of degree-applicable coursework designed as a pattern of learning experiences to develop certain capabilities that may be oriented to career or general education.

The Superintendent/President, in consultation with the Academic Senate, shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students.

Board Approved 05/18/10

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated in **shading**.*

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

**AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND
CERTIFICATES**

06/05/13

References: Title 5 Sections 55060 et seq.

I. Associate Degrees

For the Associate in Arts (A.A.) or Associate in Science (A.S.) degree, a student must demonstrate competence in reading, written expression, and mathematics. The Associate in Arts (A.A.) Degree or Associate in Science (A.S.) Degree will be awarded to any student upon satisfactory completion of all of the following requirements:

1. Competence in reading, written expression, and mathematics
 - a. Math Proficiency - One of the following options:
 - 1.) Completion of high school intermediate algebra AND placement at the level of college algebra or higher on the Math Assessment Test; or
 - 2.) Completion of any mathematics class listed in the mathematics section of the General Education Requirements with a grade of "C" or better.
 - b. English Competence - (reading and written expression):
 - 1.) Completion of English 101 or higher with a grade of "C" or better, depending on the major requirement.
 - c. Reading Competence - Proficiency in reading may be satisfied by one of the following:
 - 1.) A satisfactory score on the reading component of the placement test at the level of ENGL 101; or
 - 2.) Completion of Reading 099 or ENGL 099 with a grade of "C" or better.
2. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a)
 - a. Basic skills and remedial courses numbered under 100 do not apply toward the 60 units required for graduation.
 - b. ~~Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.~~
3. Major Requirement Completion of at least 18 units with a grade point average of 2.0 of "C" or better in each course attempted that is counted toward the major.
4. General Education Completion of one of the following options:
 - a. Option I: 22 ~~18~~ units as stipulated by the Citrus College Catalog; or
 - b. Option II: 39 units as stipulated by the CSU general education certification requirements; or

- c. Option III: 34 units as stipulated by the completion of the IGETC.

There is no limit on the number of units that may count towards both general education and major requirements.

Note: A multi-cultural (ethnic studies) course is offered in at least one of the general education areas listed above.

5. Residence Requirement

- a. Successful completion of a minimum of 12 units in residence including ~~attendance during the last semester; or~~
- b. ~~30 units in residence if the last semester is not in residence.~~

6. Kinesiology Requirement

- a. Three units of Kinesiology or dance activity as stipulated in the Citrus College Catalog; or
- b. Successful completion of KIN 170, 171, or 173.

7. Scholarship Requirements

- a. An overall grade point average of 2.0 or better in all courses taken at Citrus College and all other courses transferred from other colleges used toward a Degree or Certificate;
- b. A 2.0 or better in credit courses in the curriculum upon which the degree is based ~~A 2.0 grade point average in major requirements;~~ and
- c. Good academic standing at the college.

8. Transfer Units

- a. From U.S. accredited colleges: Only lower division units from regionally accredited colleges or universities may be transferred. Relevant upper division units may be used toward an A.A. or A.S. degree.
- b. From foreign colleges: Transcripts from foreign colleges and universities will be accepted only when evaluated by an evaluating service recognized by Citrus College. Credit will be granted when the academic level of the coursework is deemed to be comparable to that of classes taught in fully accredited United States colleges and universities. No grade points will be given on the Citrus College transcript for courses taken at foreign institutions.

9. Graduation/Certificate Application

Completion of an Application for Graduation/Certificate together with submission of relevant petitions and official transcripts by stipulated deadlines. Citrus College may award a degree if a student has met the requirements for graduation without requiring the student to submit a graduation petition. ~~Citrus College may award a degree if a student has met the requirements for graduation and consents to the award without requiring the student to submit a graduation petition.~~

- a. Graduation requirements must come from a single catalog.
- ~~b. A student who receives an associate degree may subsequently or simultaneously work on additional degrees, provided they complete 18 additional units for each major.~~

10. Outstanding Debt

A diploma and/or certificate may not be released until the student has paid all outstanding debts to the college.

Note: District policies and procedures regarding general education and degree requirements are updated and published in the college catalog and filed with the State Chancellor's Office.

11. Multiple Majors

Within the graduation requirements for the Associate Degree at Citrus College, it is possible for a student to complete the requirements for more than one major providing that minimum requirements are met for each major. ~~and that a minimum of 18 units applies exclusively to each major.~~

II. Associate Transfer Degrees

The Associate Degree for Transfer will be awarded to any student upon satisfactory completion of the following requirements.

1. Sixty (60) units of accredited lower division college credit in courses that have been properly approved pursuant to Title 5 Section 55002(a), provided they are accepted for transfer to a California State University.
2. General Education Completion of one of the following options:
 - a. Option II: 39 units as stipulated by the CSU general education certification requirements; or
 - b. Option III: 34 units as stipulated by the completion of the IGETC.

There is no limit on the number of units that may count towards both general education and major requirements.

3. Additional Graduation Requirements

Meets the requirements for graduation with an Associate of Arts or Associate of Science as defined in Sections 3, 5, 7, 8, 9, and 10, ~~and 11~~ above.

III. Certificates

Certificates of Achievement will be awarded upon satisfactory completion of the following requirements:

1. Successful completion of a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. Some certificates approved by the Chancellors office may contain 12 -17.5 units. At least 50% of the course work must be completed at Citrus College. The 50% requirement may be

waived by discipline faculty based on submission of proof of completion of industry certification of skills on a case by case basis.

2. Demonstration that the student has completed coursework and developed capabilities relating to career or general education.
3. A “C” grade point average (2.0) of 2.0 or better for each courses taken at the college or elsewhere, which are is to be applied toward the Certificate.
4. An Application for Graduation/Certificate together with relevant petitions and official transcripts by stipulated deadlines. Citrus College may award a certificate if a student has met the requirements for a certificate without requiring the student to submit an application.
5. A minimum of 6 units in residence must be completed for Transfer certificates.
6. For CTE certificates, coursework not completed at Citrus College must be articulated course-to-course by discipline faculty.

IV. Skill Awards

Skill awards are shorter credit programs established by the District that:

1. Are consistent with the mission of the District;
2. Meet a demonstrated need;
3. Are feasible and adhere to guidelines on academic achievement;
4. Do not require California Community College Chancellor’s Office approval; ~~and~~
5. May be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency; and
6. At least 50% of the course work must be completed at Citrus College.

V. Catalog Rights

Students who maintain continuous enrollment may elect to graduate under the requirements of the Citrus College catalog in effect at the time of admissions to Citrus College or at the intended date of graduation from Citrus College.

Continuous Enrollment

A student is continuously enrolled if he/she receives a grade (A, B, C, D, F, FW, MW, P, NP, or I) in any semester, fall or spring, during each academic year. Continuous enrollment is maintained at Citrus College if a student transfers to another regionally accredited institution, as long as he/she ~~maintains continuous enrollment at that institution~~ receives a grade (A, B, C, D, F, FW, MW, P, NP, or I) in any semester, fall or spring, during each academic year at that institution.

~~Continuous enrollment is defined as attendance in one semester or two quarters (excluding summer or winter) within an academic calendar year at a regionally accredited institution.~~

Note: State of California and federal law, as well as Citrus College Board Policy, shall take precedence over catalog rights.

VI. Official Transcripts

In order to apply units completed at another institution toward a degree, official transcripts may be mailed, submitted electronically, or hand-delivered provided that if hand delivered they arrive in an officially stamped and sealed envelope by the issuing institution. ~~Official transcripts have an embossed or water seal.~~

Transcripts from colleges accredited by one of the regional associations of the Accrediting Commission for Community and Junior Colleges will be evaluated during a student's first semester of attendance at Citrus College.

Transcripts from non-accredited colleges ~~are sometimes~~ may be evaluated for prerequisite and course placement. Military service credits based on DD-214 are posted after a veteran's first semester of attendance.

Board Approved 05/18/10
Revised

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

*NOTE: This procedure is legally advised. New language is indicated by underline, deleted language is indicated by ~~striketrough~~, and subsequent changes to language are indicated by **shading**.*

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4225 COURSE REPETITION

04/25/13

References: Title 5 Sections 55000 et seq., 55040 et seq., ~~55041, 55042,~~
~~55044, 56029, 55253,~~ and 58161

The Superintendent/President shall establish procedures to ensure that students may not repeat a course unless allowed by a provision of Title 5.

~~Students may repeat courses in which: substandard grades (less than "C") were earned; extenuating circumstances exist and can be demonstrated; a significant lapse of time has occurred; or, the repetition is necessary to meet a legal mandate as a condition of continued pay or voluntary employment.~~

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

~~Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are set forth in AP 4225.~~

Board Approved 02/02/10
Revised

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

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CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4225 COURSE REPETITION

06-07-13

References: Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55253, and 56029

~~When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows repetition.~~ A student earning a satisfactory grade in a course may not enroll in that course again unless one of the following exceptions applies:

- In courses designated by the District as repeatable in accordance with AP 4227.
- In enrollments based on lapse of time in accordance with AP 4228.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In documented cases of extenuating circumstances for one additional enrollment as determined by the Dean of Admissions and Records. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control.
 - Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
 - Prior grade will be disregarded in computing the student's GPA.
- In an occupational work experience course, if the College offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.
 - No more than 8 credit hours of occupational work experience in a given field may be taken during the enrollment period. The student may not exceed a total of 16 credit hours of cooperative work experience education.
 - The exception applies only to occupational work experience and not to general work experience.
 - All previous grades and credits must be factored in computing the student's GPA.
- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.
 - All previous grades and credits must be factored in computing the student's GPA.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Dean of

Admissions and Records. Verification that the course is required by statute or regulation must be documented.

- All previous grades and credits must be factored in computing the student's GPA.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Dean of Admissions and Records. Verification that the course is required for employment or licensure must be documented.
 - All previous grades and credits must be factored in computing the student's GPA.

~~When a student with a disability repeats a class, the previous grade and credit shall be disregarded in computation of grade point averages.~~

~~Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.~~

~~A student may not repeat a course in which the student received a grade of C or better, with the following exceptions:~~

- ~~● The course description in the college catalog states that the course may be repeated for credit.~~
- ~~● A student may petition to repeat a course once where it has been determined by the college that there has been a significant lapse of time since the student previously took the course. The units and grade points of the first enrollment in the course shall be used in computing the student's grade point average at Citrus College and the permanent academic record shall be so annotated.~~
- ~~● When repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. The grade received by the student each time will be included in computing the student's grade point average.~~
- ~~● Students may repeat activity courses where the course objectives are met by repeating a similar primary educational activity and an expanded educational experience occurs each time the course is repeated for the following reasons: The student's skills or proficiencies will be enhanced by supervised repetition and practice within class periods, and active participatory experience in individual study or group assignments is the method to learn the objectives. Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work, courses may not be repeated for more than three semesters, including summers and intersessions.~~
- ~~● Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.~~

Students may repeat a course once when a “D,” “F,” “FW,” “NC,” “NP,” or “W” has been earned. When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point average. The student shall not be allowed additional repetitions during the three semesters following the previous repetition. The permanent academic record shall be annotated in such a manner that all work (including the original course grade) remains legible.

A student receiving a substandard grade may enroll in the credit course again under the following specified circumstances. Substandard academic grades include the grading symbols “D,” “F,” “FW,” “NP,” or “NC”. Withdrawals from courses count toward the total enrollment limitation.

- A student whose prior enrollment resulted in a substandard grade or who withdrew from a course and received a “W”.
 - The student may enroll one additional time and may be recommended to use available College resources to pass the course.
 - If the student receives a substandard grade or withdrawal in the second enrollment, the student may petition to enroll in the same course a third time with the Counseling Department. The student must receive approval from the Academic Dean in the subject area instructor of the course section they wish to enroll in or their designee and from a Counselor to be approved to repeat the course.
 - A student may only enroll in the same course a fourth time if authorized by another provision of this policy.
 - A student may not receive a fourth Withdrawal in a course.
 - Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward the enrollment limit.
 - When a student repeats a course in which they received a substandard grade and the student receives a letter grade upon completion of the course, the first two prior grades will be disregarded in computing the GPA.
- In courses designated by the District as repeatable in accordance with AP 4227.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In documented cases of extenuating circumstances for one additional enrollment as determined by the Dean of Admissions and Records. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student’s control.
 - Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
 - Prior grade will be disregarded in computing the student’s GPA.
- In an occupational work experience course, if the college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course.

- No more than 8 credit hours of occupational work experience in a given field may be taken during the enrollment period. The student may not exceed a total of 16 credit hours of cooperative work experience education.
- The exception applies only to occupational work experience and not to general work experience.
- All previous grades and credits must be factored in computing the student's GPA.
- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029.
 - Prior grades will be disregarded in computing the student's GPA.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Dean of Admissions and Records. Verification that the course is required by statute or regulation must be documented.
 - All previous grades and credits must be factored in computing the student's GPA.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Dean of Admissions and Records. Verification that the course is required for employment or licensure must be documented.
 - All previous grades and credits must be factored in computing the student's GPA.

~~To take the course a third time, a student must file a petition and receive approval. The petition will be considered only if the withdrawal or substandard grade on the second attempt was the result of extenuating circumstances. Extenuating circumstances shall be defined as verified cases of accident, illness or other circumstances beyond the control of the student. When the course is repeated, the units and grade points of the higher grade only shall be used in computing the student's grade point average at Citrus College, and the permanent academic record shall be annotated in such a manner that all work (including the original course grades) remains legible.~~

In addition to the foregoing enrollment limitations, a student's enrollment in active participatory courses in physical education and visual or performing arts is limited to four enrollments in levels and/or variations if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in unless an exception applies. All grades and credits received count in computing GPA, unless an exception applies. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

- Enrollment based on significant lapse of time in accordance with AP 4228 count toward the four enrollment limit, except that if a student has exhausted the four enrollment limit, one additional enrollment may be permitted.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229, except that if the course is an active participatory course in

physical education, in which case each enrollment in a portion of the course counts toward the limitation for courses that are related in content.

Courses designated by the District as repeatable in accordance with AP 4227 that are active participatory courses in physical education, visual arts, or performing arts are subject to the enrollment limitations for courses that are related content. Students may only have four enrollments in one course or a combination of courses related in content. All grades and credits received count in computing the student's GPA.

A student may repeat a course at another accredited college to alleviate a ~~final grade of "D", "F", "FW", or "NC"~~ substandard grade earned at Citrus College, except that not more than two substandard grades may be disregarded in one course. The student shall file a petition with the Admissions and Records Office and verify the grade with an official college transcript. ~~The units and grade points of the higher grade only shall be used in computing the student's grade point average at Citrus College, and the permanent academic record shall be annotated in such a manner that all work (including the original course grade) remains legible.~~

Grades disregarded through academic renewal in accordance with AP 4240 are not subject to the limitations outlined in this policy.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history. Nothing herein shall be construed in such a way that it conflicts with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, ~~or with Title 5, or~~ District procedures relating to retention and destruction of records.

Board Approved 02/02/10
Revised

Approved by	ASCC	5/21/13
	CSEA	5/27/13
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	Supervisor/Confidential Team	5/20/13
	EPC	6/7/13
	Steering	6/10/13

NOTE: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

4/25/13

BP 4290 CLASSROOM INTERFERENCE

Any person individual, other than college personnel and/or emergency responders, who enters the classroom of a course in which they are not officially enrolled without prior permission of the instructor or the district shall ~~may~~ be considered as interfering with instruction and disrupting the class. Students currently enrolled at Citrus College may be suspended or expelled for violation of this policy.

Board Approved 02/02/10

Approved by	ASCC	5/21/13
	CSEA	5/27/13
	Management Team	5/23/13
	Senate	6/5/13
	Supervisor/Confidential Team	5/20/13
	EPC	6/6/13
	Steering	6/10/13

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CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS

BP 4400 COMMUNITY EDUCATION PROGRAMS

4/25/13

Reference:

Education Code Section 78300

The District ~~shall~~ may maintain a not-for-credit, fee-based community education program in addition to the credit and noncredit instructional programs. Classes and activities offered through this program may include, but are not limited to: civic, career, business, literacy, science, fitness, health, homemaking, technology, arts, travel, college for kids and general education.

The community education program shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it.

Community education courses and programs shall be open for admission of adults and of those minors who, in the judgment of the District, may benefit.

General fund monies shall not be used to establish or maintain community education courses. Students involved in community education shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Board Approved 02/02/10

Approved by	ASCC	5/21/13
	CSEA	5/27/13
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	Supervisor/Confidential Team	5/20/13
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	Steering	6/10/13

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CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	July 16, 2013	Resolution	<u> </u>
SUBJECT:	Educational Programs Committee – Board Policy Revisions – Second Read	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

The District’s Board Policies and Administrative Procedures are regularly reviewed and updated with recommendations developed in conjunction with the Community College League of California (CCLC).

The following Board Policies have been revised and approved by the constituent groups on various dates and by the Steering Committee on May 13, 2013. Attached to the Board Policies, for information only, are the related Administrative Procedures.

- BP 3280 – Grants
- BP 4226 – Multiple and Overlapping Enrollments

These Board Policies were presented to and approved by the Board on June 18, 2013, for a first reading.

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

RECOMMENDATION

Authorization is requested to approve the second reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments.

Arvid Spor _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.9.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Section 55007

The Superintendent/President shall establish procedures to ensure that students may not enroll in two or more sections of the same credit course during the same term in accordance to Title 5 Section 55007.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

Board Approved 05/18/10
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference: Title 5 Sections 55007

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The student obtains approval from the instructor(s)/faculty involved.
- The Vice President of Academic Affairs or designee approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

Board Approved 05/18/10
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 3280 GRANTS

Reference: Education Code Section 70902

The Board of Trustees shall be informed about all grant applications submitted and grants received by the District.

The Superintendent/President shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the Mission of the District.

Board Approved 12/07/10
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 3280 GRANTS

Reference: Education Code Section 70902

Prior to applying for a grant, the Division, Department, Program, faculty, or staff member will, where possible:

1. Prepare a Grant Launch Proposal describing:
 - The opportunity, problem or need that the grant proposes to address;
 - A brief description of the project;
 - A brief summary of the objectives and activities of the project;
 - The funding source;
 - The amount being requested;
 - Required match, if any, and the proposed source for said match;
 - The time period of the project;
 - Partners or other outside personnel, if any, who will participate in the grant application process;
 - Amount of indirect costs that will be provided to the District; and
 - Any space and/or other facilities requirements in the proposal.
2. Submit the concept paper to, and obtain approval to proceed from, the appropriate Vice President.

The Grant Launch Proposal cannot be prepared due to lack of time, the interested person shall, prior to applying for a grant, meet with the appropriate Vice President, make a verbal presentation regarding the grant, and receive verbal approval to proceed from said Vice President.

Upon approval of the final Grant Launch Proposal, the Board of Trustees shall be notified.

Upon notification of grant award, the Board of Trustees shall be notified.

Board Approved 12/07/10
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
RESOLUTION
2013-14-01**

RESOLUTION TO OPPOSE ASSEMBLY BILL 955: TWO-TIERED ACCESS TO COMMUNITY COLLEGES

Whereas, Citrus College is dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development; and

Whereas, Citrus College, along with all California community colleges, offer equal access opportunity to all regardless of socioeconomic status or family background; and

Whereas, the California community colleges' policy of affordable, open access is important to maintaining a pathway to a better life for all Californians regardless of their background; and

Whereas, Assembly Bill 955 would authorize community college districts to create a two-tier pricing system that advantages individuals of greater wealth; and

Whereas, Assembly Bill 955 would make socioeconomic background a determiner for access and success in the California community colleges; and

Whereas, the California Community College Chancellor has found that differential fees would have a negative impact on community college students; and

Whereas, Assembly Bill 955 is a differential fee approach and would set a negative precedent of moving funding for California community colleges towards what amounts to direct taxation of students and eliminate the community college promise of equal, open access for all; and

Whereas, faculty, organized labor groups, students and working class families have been able to defeat past legislative proposals to authorize differential fees at California community colleges;

Therefore be it resolved that the Citrus College Board of Trustees opposes Assembly Bill 955; and

Therefore be finally resolved that the Citrus College Board of Trustees will communicate its position of opposition to the California State Legislature, and work to defeat Assembly Bill 955.

Ayes: _____
Noes: _____
Abstain: _____
Absent: _____

Date: July 16, 2013

Susan M. Keith
President
Board of Trustees

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	July 18, 2013	Resolution	<u> </u>
SUBJECT:	Measure G Citizens' Oversight Committee Board Ad-Hoc Committee	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

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

Three (3) positions on the Bond Oversight Committee expire in September in the following areas: At-Large Community (Bernard "Bo" Bollinger, agreed to serve another term), Member of Citrus College Foundation or Other Support Organization or College (Sharon Lewis, has agreed to serve another term), and Student Representative (only serves one year). Two applications for the Student Representative have been received. Therefore, a Board Ad-Hoc Committee must be formed to review student applications and make recommendations for the Board's action.

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

RECOMMENDATION

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

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.11.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	July 16, 2013	Resolution	<u> </u>
SUBJECT:	Board Ad-Hoc Advisory Committee	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

On March 19, 2013, Mr. John Fincher, CCFA President, presented the Board with information regarding the residency of Trustee Gary L. Woods, Trustee Area 1.

At the April 2, 2013, regular Board of Trustees meeting action was taken to utilize District legal counsel to advise the Board regarding the matter above.

Legal counsel recommended and the Board formed an ad-hoc advisory committee, consisting of Trustee Keith and Trustee Rasmussen, at their May 7, 2013, regular Board of Trustees meeting to consider the issue of residency of Trustee Gary L. Woods, gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. The ad-hoc advisory committee’s duration was limited, ceasing to exist July 30, 2013, and did not have continuing subject matter jurisdiction or a meeting schedule fixed by action of the Board. However, the subcommittee has not completed its work gathering facts and preparing a report to the Board of Trustees.

This item was prepared by Christine Link, Executive Assisatnt, Superintendent/President’s Office.

RECOMMENDATION

Authorization is requested to extend the term of the *ad hoc* advisory committee, formed to consider the issue of residency of Trustee Gary L. Woods, until September 30, 2013. This Board of Trustees subcommittee was approved on May 7, 2013, with an expiration date of July 30, 2013. However, the subcommittee has not completed its work gathering facts and preparing a report to the Board of Trustees.

<u> </u>	/	<u> </u>
Moved		Seconded

Aye__Nay__Abstained__

Item No. H.13.

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

June 18, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, June 18, 2013, in the Center for Innovation Community Room.

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

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods (arrived at 4:19 p.m.), and Mariana Vega (Student Trustee). Absent: None.

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Christina M. Garcia, Paula Green, Lan Hao, Samuel Lee, Martha McDonald, Gerald Sequeira, and Marianne Smith

Faculty: Bruce Langford, Margaret C. O'Neil, and Becky Rudd

Supervisor/Confidential Team: Tedd Goldstein, Marilyn Grinsdale, Gerald Helm, and Eric Magallon

Classified Employees: Clarence Cernal, Cathy Day, Rose Ann Manfre-Campillo, and Judith Kemp

Adjunct Faculty: Linda Chan and Bill Zeman

Students: Christian Rodriguez and David Tate

VISITORS: Tom Gerfen

COMMENTS FROM THE AUDIENCE

Mr. Bill Zeman, President, Citrus College Adjunct Faculty Federation (CCAFF), requested that the Board adopt a resolution in opposition of Assembly Bill (AB) 955 (Williams). Mr. Zeman said AB 955 is supported by the Speaker of the Assembly and continues moving forward on bi-partisan votes. AB 955 would authorize community college districts to create a two-tier pricing system that advantages individuals with greater wealth.

Ms. Linda Chan, CCAFF representative and grievance officer, spoke to the agenda item requesting approval of Board Policy 7107 – Nepotism, citing concerns regarding past hiring practices with regards to the trustee from area three.

Geraldine M. Perri, Ph.D., Superintendent/President, commented that the college's Commencement Ceremony was an exciting day for students and their families, as well as the college's administration, faculty and staff. She said the college set a new record for the number of graduates and degrees conferred, and that 25% of the class of 2013 graduated with honors. There was good coverage of the event in the *Glendora Patch.com* and the *San Gabriel Valley Tribune*. She thanked Dr. Arvid Spor, Vice President of Student Services, and Ms. Tonya Ryan, Administrative Assistant, for their efforts in coordinating the large, well-organized event.

Following Commencement, the Foundation hosted the Alumni Reception. Close to 100 guests attended. Dr. Perri said all three Distinguished Alumni Award recipients did a nice job of expressing the important role Citrus College had played in helping them achieve success. Ms. Christina Garcia, Director of Development and Alumni Relations, invited ten former Distinguished Alumni Award recipients that were in attendance to choose a book that the Foundation would then donate to the library in their honor.

Dr. Perri thanked Dr. Irene Malmgren, Vice President of Academic Affairs, for her eight years of valuable service to the students of Citrus College. She said her leadership will be missed, and she is wished the best of luck in her new position.

Dr. Perri expressed her heartfelt appreciation to all those who served the college during the 2012-2013 academic year. She said it has been a year of notable accomplishments for the college, and she is very proud of each of them.

Dr. Perri introduced Mr. Tedd Goldstein, Liaison to the Superintendent/President and Supervisor/Confidential Team, to present the Student Worker of the Semester on behalf of the Supervisor/Confidential Team. Ms. Daniela Contreras-Andrade from the Natural and Physical Sciences Department was recognized for her dependability, work ethic and initiative. Four other student workers received honorable mention.

Irene Malmgren, Ed.D., Vice President of Academic Affairs, introduced Dr. David Kary, Astronomy instructor and Chair of the Curriculum Committee, who reported the results of the committee's work for 2012-2013. Dr. Kary said they approved 103 new

courses, 146 course modification, 47 course deactivations, 2 new transfer degrees, 4 degree modifications, 6 new certificates, 6 certificate modifications, and 2 skill award modifications.

Dr. Malmgren said the Automotive Technology Awards Night took place at Irwindale Speedway in the Lucas Oil Suites. The Cosmetology Program Graduation took place in the Haugh Auditorium, and was well-attended by family and friends of the graduates.

Dr. Malmgren reported on several academic programs that will take place on campus this summer. There will be two programs for middle schools: Tech Girl's Engage Empower Experience, which aligns middle school math and science concepts within the context of Information Technology, and the Automotive Physics Engineering eXperience (APEX), which aligns intermediate school math and science standards with the engineering of a car. The Secrets of Science Summer Camp is underway, with 88 middle school students representing all of the college's feeder districts. The PAGE (Pre-algebra Algebra Geometry Enrichment) program will begin on June 24, 2013. In addition, an orientation was held for Citrus College students who are participating in the Summer Research Experience.

Dr. Malmgren thanked all those at Citrus College who worked with her to achieve excellence for the college and its students over the last eight years.

Arvid Spor, Ed.D., Vice President of Student Services, began his report by thanking the Board of Trustees and all those in the college community who attended Commencement. He added that he was pleased with the event and is looking forward to planning next year's ceremony.

Dr. Spor announced that the new ASCC Vice President, Ms. Alejandra Morales, was one of 10 community college students in the state selected to receive a \$500 scholarship from the California Community College Student Affairs Association.

Dr. Spor read a brief biography of Mr. Efren Rangel, whose name was on the agenda for Board approval as a non-tenure track counselor for the CalWORKs program. Mr. Rangel has a master's degree in counseling and guidance from New York University and has held counseling positions at El Camino College and Saddleback College.

Robert Sammis, J.D., Director of Human Resources, announced that there will be an opportunity for professional development for all staff on Fridays throughout the summer. The first session, which will take place on June 28, 2013, will be on the topic of emergency preparedness. Dr. Sammis added that planning is underway for a college "Professional Development Academy."

Carol R. Horton, Vice President of Finance and Administrative Services, reviewed details of the 2013-2014 State Budget Conference Committee compromise. Highlights include 1.63% to fund growth/workload restoration and 1.57% to fund COLA (the same as the May Revise). In addition, Mrs. Horton said there will be \$48 million from

Proposition 39 for energy efficiency projects, of which Citrus College will receive \$418,000. The compromise also includes \$30 million (one time) for deferred maintenance. Mrs. Horton said this was particularly good news, as the state has not provided funding for deferred maintenance in several years.

James Woolum, Academic Senate President, presented his final Academic Senate message for the 2012-2013 academic year. Mr. Woolum praised Dr. Perri, Dr. Malmgren, Dr. Spor and Mrs. Horton for their management and communications practices that have worked well throughout the year. He discussed effective leadership traits that are analogous to geese flying in "V" formation. Mr. Woolum said Ms. Lisa Villa, Counselor, will begin serving as Academic Senate President in July.

Robert Coutts, CSEA President, said the CSEA Scholarship Committee received a thank you card from recipient Mr. Roman Lopez, the son of Mr. Robert Lopez, Senior Buyer.

On behalf of the Scholarship Committee, Mr. Coutts expressed his gratitude to Mrs. Horton, who generously donated \$275 towards next year's scholarships in honor of Mr. Lopez and his son. Mr. Coutts also expressed CSEA's appreciation to Mrs. Horton for donating \$100 in gift cards to the CSEA Breakfast prize giveaway.

The CSEA Executive Board wrapped up the first six months of the year by reviewing the Citrus College Integrated Planning Manual. They met with the Institutional Effectiveness Committee co-chairs, Dr. Lan Hao, Director of Institutional Research, and Mr. Woolum, in order to clarify some language regarding Resource Allocation and the Institutional Support Sustainability Plan.

Mr. Coutts said he will be attending a CSEA Chapter President's Leadership Program seminar on June 29, 2013.

Mariana Vega, Student Trustee, said the ASCC elections have concluded. She introduced the incoming ASCC President Tyler Hernandez and the incoming ASCC Vice President Alejandra Morales. Student Trustee Vega said she has worked with them in the past and believes they will do a great job. Ms. Vega said the entire board will be presented at a board meeting in the fall.

Joanne Montgomery, Clerk/Secretary, Board of Trustees, reported on several recent events. She was pleased to attend the YWCA San Gabriel Valley annual awards event in May, where Trustee Rasmussen was honored as a 2013 Woman of Achievement in the Field of Education. At the Transfer Center ceremony, Trustee Montgomery was pleased to learn that 258 students, a record number, will be transferring to four-year institutions. She said the CalWORKs/CARE/EOP&S ceremony was very inspiring, and she thanked all of the counselors and staff who work with these students. The nursing pinning ceremony was also very inspiring. Trustee Montgomery attended Awards Night at Monrovia High School, where Bright Futures Scholarships were awarded to future Citrus College students.

Trustee Montgomery thanked Dr. Spor for an outstanding Commencement Ceremony; Mrs. Horton for the informative Budget Forum; and the Foundation for the wonderful alumni reception. She congratulated the Class of 2013, and she gave special thanks to Dr. Perri for leading the college to greater success each year. She also expressed her appreciation to the entire college community for an outstanding year.

Patricia Rasmussen, Vice President, Board of Trustees, gave kudos to the Citrus Singers for an excellent spring show, and she said the spring music concert was equally outstanding. She said the Cosmetology Department's annual hair show, Cirque du Coiffure, was very entertaining and she encouraged everyone to attend next year. Trustee Rasmussen attended the college's Centennial Celebration Committee meeting. She said it was celebratory and very exciting.

Trustee Rasmussen provided highlights of a report about the accrediting commission for community colleges, which cited trends and deficiencies that lead to sanctions.

Edward C. Ortell, Member, Board of Trustees, congratulated Board President Susan M. Keith on her election to the California Community College Trustee (CCCT) Board of Directors. He said the election was well contested, and her election to the board is an honor for the college.

Susan M. Keith, President, Board of Trustees, said she will be attending the first meeting of the CCCT board this coming weekend, where she is hoping to hear more about AB 955.

Board President Keith said she attended many of the college's end-of-the-year events, and she commented that Citrus College is an outstanding institution. She related the success story of a former student who had overcome tremendous personal challenges to graduate from the University of California at Santa Cruz. The student plans to enter the field of medical research.

Board President Keith thanked the entire college community for everything they have done for the college this past year, and she wished them a great summer.

MINUTES

Item 1: Moved by Trustee Montgomery and seconded by Trustee Woods to approve the regular meeting minutes of May 21, 2013, as submitted.
4 Yes (Keith, Montgomery, Ortell, Woods). 1 Abstain (Rasmussen).

INFORMATION AND DISCUSSION

Bridges to Success and College Success Update – Irene Malmgren, Ed.D., Vice President of Academic Affairs

Dr. Malmgren introduced Ms. Rebecca Rudd, Language Arts instructor and Bridges to Success Project Director, and Ms. Suzanne Martinez, HSI Grant

Project Coordinator, who provided an update on Bridges to Success and College Success. In addition, Supplemental Instruction leaders spoke about their personal experiences in the program.

Bridges to Success (Title V HSI Grant) and College Success (Basic Skills Initiative) continue to fund programs that promote student success, completion and transfer. As required by these funding sources, program updates are provided to the Superintendent/President and the Board of Trustees.

Presentation of the Progress of the Citrus College Sustainability Plan – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton introduced Mr. Fred Diamond, Director of Facilities and Construction and Sustainability Committee Chair, who provided an update on the activities of the Sustainability Committee and the progress of the Citrus College Sustainability Plan..

The Citrus College Sustainability Committee together with Newcomb, Anderson & McCormick have created a sustainability template to be used in creating the Citrus College Sustainability Plan.

**Board of Trustees – Administrative Procedures – Revisions – Robert Sammis, J.D., Director of Human Resources
AP 2712 – Conflict of Interest**

Dr. Sammis spoke to revisions in the college's Administrative Procedures, which were minor, technical changes in wording. Administrative Procedure 2712 was revised by the Board of Trustees at their March 19, 2013, Board Policy/Administrative Procedures Work Session and presented for information to the Steering Committee on May 13, 2013. The corresponding Board Policy did not change.

**Educational Programs Committee – Administrative Procedures – Revisions – Irene Malmgren, Ed.D., Vice President of Academic Affairs
AP 4222 – Remedial Coursework
AP 4260 – Prerequisites, Co-requisites, and Advisories**

Dr. Malmgren spoke to changes in academic Administrative Procedures, which bring them into alignment with recommendations developed in conjunction with the Community College League of California. The Administrative Procedures were revised and approved by constituent groups on various dates and the Steering Committee on May 13, 2013. The corresponding Board Policies did not change.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve A & B Warrants for May 2013. 5 Yes.

Item 5: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve purchase orders for May 2013. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 6: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the 2013-2014 institutional membership list. 5 Yes.

SURPLUS PROPERTY

Item 7: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 8: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve Change Order Number One in the amount of \$9,843.00 and add zero days to the time for completion for Bid #07-1112, Tech C Building, Esthetician Remodel Project. 5 Yes.

CURRICULUM

Item 9: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the new, modified, and inactivated courses, and the new and modified programs. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 10: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 11: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 12: Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 13: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the 2013-2014 tentative budget. 5 Yes.

Item 14: Moved by Trustee Woods and seconded by Trustee Ortell to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2012-2013 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 42601. 5 Yes.

Item 15: Moved by Trustee Woods and seconded by Trustee Montgomery to approve Resolution 2012-13-10 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2013-2014 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed \$5,000,000. 5 Yes.

Item 16: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve Resolution 2012-13-11 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2013-2014 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The maximum authorized borrowing shall not exceed \$50,214,284. 5 Yes.

Item 17: Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve the attached budget revisions for funds 01.0 for the fiscal year 2012-2013. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 18: Moved by Trustee Woods and seconded by Trustee Montgomery to approve the attached list of projects priorities included in the Five Year Construction Plan. 5 Yes.

AGREEMENTS

Item 19: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the Disclaimer of Interest and Settlement Agreement for the City of Duarte, their Dissolved Redevelopment Agency and the Duarte Housing Authority and the Citrus Community College District regarding “Duarte Action I” and “Duarte Action II.” 5 Yes.

EMPLOYMENT – FACULTY

Item 20: Moved by Trustee Ortell and seconded by Trustee Rasmussen to approve the employment of Mr. Efren Rangel with a start date of June 3, 2013 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 2, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,699.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30. The assignment for the first year will be pro-rated.

Item 21: Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the employment of Ms. Noemi Barajas effective August 23, 2013, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 3 Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$65,730.00 annually plus health and statutory benefits. 5 Yes.

COLLECTIVE BARGAINING

Item 22: Moved by Trustee Woods and seconded by Trustee Rasmussen to approve the Tentative Agreement between the Citrus Community College District and the Citrus College Adjunct Faculty Federation (CAFF), effective January 1, 2013 through December 31, 2015, ratified by a majority affirmative vote of the unit membership. 5 Yes.

BOARD POLICIES

Item 23: Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the first reading of BP 2110 – Vacancies on the Board; BP 2315 – Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2350 – Speakers Addressing the Board; BP 2365 – Recording; and BP 2750 – Board Technology Use and Support.

Trustee Rasmussen amended the motion as follows which was seconded by Trustee Montgomery – to approve the first reading of ~~BP 2110 – Vacancies on the Board~~; BP 2315 – Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2350 – Speakers Addressing the Board; BP 2365 – Recording; and ~~BP 2750 – Board Technology Use and Support~~. 5 Yes.

Further discussion will be held regarding BP 2110 – Vacancies on the Board and BP 2750 – Board Technology Use and Support during the Board's August 13, 2013, Goal Setting Work Session.

Item 24: Moved by Trustee Rasmussen and seconded by Trustee Ortell to approve the first reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments. 5 Yes.

Item 25: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the second and final reading of BP 7107 – Nepotism.

Trustee Rasmussen amended the motion as follows and was seconded by Trustee Montgomery – to approve the second and final reading of BP 7107 – Nepotism with the removal of the following sentence: *This Board Policy and the responding Administrative Procedure will only apply to initial employment or changes in employment of individuals after the date of its adoption.*

3 Yes (Keith, Montgomery, Rasmussen). 2 No (Ortell, Woods).

CLOSED SESSION: At 6:30 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

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

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

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.

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

Per Section 54957(b)(1): PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, DESIGNATED REPRESENTATIVE, BOARD PRESIDENT SUSAN M. KEITH, UNREPRESENTED EMPLOYEE – SUPERINTENDENT/PRESIDENT

RECONVENE OPEN SESSION: At 6:36 p.m., Board President Keith reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed and discussed the results of the external survey conducted at the May 5, 2013, President's Council meeting. They also reviewed and discussed the results of their self-evaluation survey.

ADJOURNMENT: At 7:07 p.m. it was moved by Trustee Ortell and seconded by Trustee Montgomery to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees