

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in August

DATE: Tuesday, August 13, 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 L. 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 July 16, 2013

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

1. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).
2. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.
3. Per Section 54957.6: Conference with Labor Negotiator, Robert L. 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.

G. INFORMATION AND DISCUSSION

1. Grant Update – STEM – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs (Page 6)
2. Summer Professional Development Series and Classified Employee Enrichment Program 2013-2014 – Robert L. Sammis, Director of Human Resources (Page 7)
3. Career/Technical Programs Update – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs (Page 8)
4. Student Services Committee – Administrative Procedures – Revisions – Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs (Page 9)

AP 5075 – Course Adds and Drops

5. Status Report regarding Ad Hoc Committee Inquiry into Dr. Gary L. Woods Residency Issue – Christopher D. Keeler, Legal Counsel

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 12)
- b. Authorization is requested to approve facility rentals and usage. (Page 15)
- c. Authorization is requested to approve A & B Warrants for July 2013. (Page 17)
- d. Authorization is requested to approve purchase orders for July 2013. (Page 19)
- e. Authorization is requested to approve the revised 2013-2014 Institutional Membership list. (Page 28)
- f. Authorization is requested 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. (Page 32)

Personnel Recommendations

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 35)

- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 68)
- i. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 71)

H. ACTION (continued)

Business Services

- 2. Authorization is requested to approve participation in the 2014 Chancellor's Office Tax Offset Program (COTOP) program. (Page 79)

Personnel Recommendations

- 3. Authorization is requested to modify Section 1 – Position and Term of the contractual agreement with Dr. Geraldine M. Perri to extend the end date to June 30, 2017. (Page 80)
- 4. Authorization is requested to approve the employment of Ms. Renee Liksey as a one year, full-time temporary, non-tenure track instructor in the Fine and Performing Arts Department beginning on August 23, 2013 and ending on June 14, 2014 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,419.00 annually health and statutory benefits. (Page 82)

Board Policies

- 5. Authorization is requested to approve the second reading of BP – 2315 Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2365 – Recording; and deletion of BP 2350 – Speakers Addressing the Board. (Page 83)
- 6. Authorization is requested to approve the second reading of BP 3505 – Emergency Response Plan. (Page 95)
- 7. Authorization is requested to approve the second 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 126)

General

8. Authorization is requested to appoint Mr. Tyler Hernandez as the student representative to the Measure G Oversight Committee for a one-year term (expires September 2014). (Page 139)

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

I. BOARD OF TRUSTEES RETREAT

J. ADJOURNMENT

Dates to Remember:

August 23, 2013	Convocation
August 26, 2013	First Day of Fall Semester
August 28, 2013	Superintendent/President's All Staff Welcome Back Ice Cream Social
September 2, 2013	HOLIDAY – Labor Day
September 10, 2013	Board of Trustees Meeting
October 1, 2013	Board of Trustees Meeting
October 15, 2013	Board of Trustees Meeting

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

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	August 13, 2013	Resolution	_____
SUBJECT:	Grant Update - STEM	Information	X _____
		Enclosure(s)	_____

BACKGROUND

Grants continue to fund several programs that promote student success, completion and transfer. As required by these funding sources, program updates are to be given to the president and board of trustees.

This presentation will provide a brief update of the Science, Technology, Engineering, and Mathematics (STEM) grants by Dr. Marianne Smith.

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

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	
DATE:	August 13, 2013	Resolution	
SUBJECT:	Summer Professional Development Series and Classified Employee Enrichment Program 2013-2014	Information	X
		Enclosure(s)	

BACKGROUND

The Classified Staff Development Committee and the Office of Human Resources have developed two new professional development programs. The first program, the Summer Professional Development Series, implemented in the summer of 2013 focused on leadership, safety, college programs, technology, and the prevention of sexual harassment and discrimination. The second program, the Classified Enrichment Program, will start a new phase in our classified staff development by providing the District's classified staff with a comprehensive yearlong enrichment program.

This presentation will provide a brief overview of the Summer Professional Development Series and provide an introduction to the inaugural year for the Classified Employee Enrichment Program by Dr. Robert Sammis (Director of Human Resources).

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

RECOMMENDATION

Information only; no action required.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	August 13, 2013	Resolution	_____
SUBJECT:	Career/Technical Programs Update	Information	X
		Enclosure(s)	_____

BACKGROUND

Career/Technical Education (CTE) programs play a vital role in workforce preparation and economic vitality. Chancellor's Office emphasis on regional priorities, workforce demand in our communities, CTE advancements and grants continue to fund several programs that promote student success, completion and transfer. These CTE program updates are significant to the Superintendent/President and the Board of Trustees.

Mr. Jim Lancaster will provide a brief update on significant workforce development at the state, region and local level.

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

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.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	August 13, 2013	Resolution	_____
SUBJECT:	Student Services 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 Procedure has been revised and approved by the constituent groups on various dates and by the Steering Committee on June 10, 2013. There is no corresponding Board Policy.

AP 5075 – Course Adds and Drops

This item was prepared by Tonya Ryan, Administrative Assistant, Student Services.

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.4.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5075 COURSE ADDS AND DROPS

References: Title 5 Sections 55024 and 58004
See also: AP 4223 Withdrawal from Courses and
AP 4225 Course Repetition

Adding Courses

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

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

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

Withdrawals

- Withdrawals, or drops, are authorized through ~~the last day of the eighth week of instruction or 50%~~ 60% of the duration of the term or class term, whichever is less.
- No notation shall appear on the student's record for drops during the first 20% of the term or class.
- Drops after ~~50%~~ 60% of the course is completed will not be authorized. An evaluative grade (A,B,C,D,F,FW,P,NP) must be given.

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

"Inactive students" include:

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

Board Approved 06/16/09
Revised 03/06/13

Constituent Approvals:

Student Services Committee 03/06/13
Academic Senate 04/10/13
ASCC 03/26/13
CSEA 03/18/13
Management Team 03/06/13
Supervisor/Confidential Team 03/20/13
Steering 06/10/13

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – August 13, 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	\$56,500.00max	Bond	8/14/13-Project Completion	Architectural Services - Dental Asst. Remodel
R2A Architecture	\$15,000.00max	Bond	4/4/12-12/31/13 Revision	Campus Standards Book
<u>COMMUNITY EDUCATION</u>				
Binder, Farla	40% of Fees	Fees	11/7/13-11/7/13	Special Event & Wedding Planning
Carter, Jethro	40% of Fees	Fees	10/26/13-10/26/13	Think Healthy, Be Thin, Stay Thin
Carter, Jethro	40% of Fees	Fees	11/16/13-11/16/13	Self Hypnosis for Stress Reduction
Jackson, Michelle	40% of Fees	Fees	10/8/13-10/8/13	Teen Makeup and Skin Care
Jackson, Michelle	40% of Fees	Fees	10/19/13-10/19/13	Teen Makeup and Skin Care
Jackson, Michelle	40% of Fees	Fees	12/14/13-12-14-13	Teen Makeup and Skin Care
Jackson, Michelle	40% of Fees	Fees	9/17/13-9/17/13	Makeup 101
Jackson, Michelle	40% of Fees	Fees	10/19/13	Makeup 101
Jackson, Michelle	40% of Fees	Fees	10/8/13-10/8/13	Skincare & Makeup Workshop
Jackson, Michelle	40% of Fees	Fees	10/19/13-10/19/13	Skincare & Makeup Workshop
Jackson, Michelle	40% of Fees	Fees	12/14/13-12/14/13	Skincare & Makeup Workshop
Jackson, Michelle	40% of Fees	Fees	10/29/13-10/29/13	Skin101-Looking Good, Being Healthy
Jackson, Michelle	40% of Fees	Fees	11/12/13-11/12/13	Skin101-Looking Good, Being Healthy
Jackson, Michelle	40% of Fees	Fees	11/19/13	Holiday Glam Makeup
Jackson, Michelle	40% of Fees	Fees	12/14/13	Holiday Glam Makeup
KGP Consulting	40% of Fees	Fees	9/28/13-12/14/13	Start a Medical Billing Service
KGP Consulting	40% of Fees	Fees	9/28/13-12/14/13	Online Certificate in Medical Billing
KGP Consulting	40% of Fees	Fees	9/28/13-12/14/13	Medical Front Office
Moran, Elaine	40% of Fees	Fees	11/16/13-11-16/13	Get Paid to Shop
Morehead, Jenai	40% of Fees	Fees	9/7/13-9/8/13	Nonprofit Development
Morehead, Jenai	40% of Fees	Fees	9/10/13-9/24/13	Grant Writing and Fund Development
Nicholson, Kellie	40% of Fees	Fees	10/7/13-10/21/13	Bartend Like a Rock Star
Notary Public Seminars	40% of Fees	Fees	10/5/13-10/5/13	Become a Notary in One Day
Notary Public Seminars	40% of Fees	Fees	10/5/13-10/5/13	Renew Your Notary Commission
Pappas, Margaret	50% of Fees	Fees	9/21/13-9/21/13	Unclutter Your Mind
Phillips, Donna	40% of Fees	Fees	9/26/13-9/26/13	Secrets for Successful Yard Sales
Phillips, Donna	40% of Fees	Fees	11/14/13-11/14/13	Secrets for Successful Yard Sales
Rounds, Miller & Associates	40% of Fees	Fees	11/12/13-11/12/13	Become a Professional Organizer
Rounds, Miller & Associates	40% of Fees	Fees	11/12/13-11/12/13	How to Sell Your Ideas & Inventions
Rounds, Miller & Associates	40% of Fees	Fees	11/4/13-11/4/13	Building Your Web Site on \$5/Month
Rounds, Miller & Associates	40% of Fees	Fees	11/4/13-11/4/13	Clutterology – Eliminate Clutter In Your Life and Get Organized
Thomas, Wayne	40% of Fees	Fees	8/29/13-9/19/13	Cartoon and Comic Drawing
Thomas, Wayne	40% of Fees	Fees	8/29/13-9/19/13	Drawing
Thomas, Wayne	40% of Fees	Fees	10/24/13-11/21/13	Cartoon and Comic Drawing
Thomas, Wayne	40% of Fees	Fees	10/24/13-11/21/13	Drawing
Tupurins, Sandra	40% of Fees	Fees	10/12/13-10/12/13	Increase Your Success as a First-Time Home Buyer
Zimmerman, Kathy	40% of Fees	Fees	10/15/13-10/15/13	Feng Shui- Work, Home and You
Yoon, Edward	40% of Fees	Fees	10/3/13-10/10/13	Retirement Planning Today
Yoon, Edward	40% of Fees	Fees	10/15/13-10/22/13	Retirement Planning Today
<u>FOSTER CARE EDUCATION</u>				
Bravo! Therapy & Consulting	\$250.00per hr	Grant	8/14/13-9/30/13	Workshop at Birth to Three Event
Dixon, Karen	\$3,608.00max	Grant	8/14/13-1/31/14	PS-MAPP Module Training

Edwards, Pamela Jeanette	\$3,192.00max	Grant	8/14/13-6/30/14	Training Foster Care Participants
Johnson, Dewayne	\$2,880.00max	Grant	8/14/13-12/31/13	Life Skills Training Classes
Linarez Newman, Zeyda	\$1,400.00max	Grant	8/14/13-6/30/14	Training Foster Care Participants
Lopez, Beatriz	\$1,435.00max	Grant	8/14/13-1/31/14	PS-MAPP Module Trainer Resource Parent

HEALTH SCIENCES

Kindred Transitional Care and Rehabilitation-Foothill	No Fee	No Fee	8/14/13-8/13/14	Clinical Education
Ngo, Tracy, DDS	No Fee	No Fee	8/13/13-ongoing	Clinical Education
Pasadena Hospital Association	No Fee	No Fee	8/16/14-8/15/16	Clinical Education
San Antonio Community Hospital	No Fee	No Fee	9/6/13-9/5/14	Clinical Education

HUMAN RESOURCES

Atkinson, Andelson, Loya, Ruud & Romo	\$280.00per hour	District	7/1/13-6/30/14	Legal Services
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TeCS

Strata Information Group	\$44,263.95max	Grant	7/1/12-6/30/13 <i>Revision</i>	Support for Financial Aid Banner Upgrades
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EXTERNAL AND GOVERNMENT RELATIONS

Amezcuca, Lisa	\$15,000.00max	District	8/14/13-6/30/14	Photography Services
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Note: A standard District agreement for Independent Contractor/Consultant will be completed for each consultant

**Use of Facilities
August 13, 2013**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Mt. San Antonio College	Recording Arts Studio	Basic Tracking	6/24/13 through 6/28/13	\$2,000.00
Robert Slack	Recording Arts Studio	Mixing and Mastering	6/26/2013	\$200.00
Westwind Musical Productions	Recording Arts Studio	Basic Tracking	7/9/16 through 7/14/13	\$880.00
Bazzbo Productions	Recording Arts Studio	Basic Tracking	7/13/2013	\$300.00
Octo Productions LLC	LH102	Video Filming	7/19/2013	\$400.00 plus additional labor if required
FLS International	West Gym Patio	Student Dance/Party	7/19 & 8/9/13	\$1,120.00 plus additional labor if required
Tuition RX	LB105	College Planning Meeting	8/17/2013	\$112.50 plus additional labor if required
Glendora All American Football and Cheer	Gym Floor	Cheer Clinic	8/23/2013	\$300.00 plus additional labor if required
Possibilities Unlimited International	Gym and P3-105	Martial Arts Championship	9/28 & 9/29/13	\$1,545.00 plus additional labor if required
Azusa Pacific University	Performing Arts Center	Symphony Orchestra Concert	11/15/2013	\$3,250.00 plus additional labor if required
Hacienda Heights Jr. All American Cheer	Stadium	Cheer Competition	11/30/2013	\$4,800.00 plus additional labor if required
Theatreworks USA	Performing Arts Center	Children's Theatre Performance	3/5/2014	\$2,100.00 plus additional labor if required
Azusa Pacific University	Performing Arts Center	Symphony Orchestra Concert	3/27/2014	\$2,950.00 plus additional labor if required
Theatreworks USA	Performing Arts Center	Children's Theatre Performance	4/18/2014	\$2,100.00 plus additional labor if required
Crescendo Performing Arts Academy	Performing Arts Center	Dance Recital	6/11 & 6/14/14	\$3,600.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
July, 2013		
B WARRANT AMOUNT PAID TO VENDORS		\$3,188,105.81
GRANT AMOUNT PAID TO STUDENTS		\$929,581.35
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
45	C1L-C	\$405,713.86
211	V2B-C	\$286,394.28
12	V2B-N	\$6,696.51
384	C5L-C	\$621,201.94
24	C5L-N	\$25,293.76
10	183-C	\$10,403.27
25	186-N	\$11,605.51
13	C3L-C	\$52,134.74
494	C3L-N	\$259,522.58
11	192-C	\$5,238.47
15	192-N	\$2,867.27
2	200-N	\$1,410.45
1	C2A-C	\$2,993.00
295	C2A-N	\$1,339,088.96
1,542		\$3,030,564.60
ske		
8/8/2013		

Includes 07/01/2013 - 07/31/2013

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
13-22371	Apple Inc	9110	Computer Equipment	01-6400 01-6405	1,793.03 8315.27
13-22434	Owl Bookshop	9081	EOPS Textbooks	01-7600	7,117.66
13-22435	Original Watermen	3340	Supplies	39-4300	327.78
13-22436	Keystone Uniform Center	9070	Lead Student Uniforms	01-6400	861.10
13-22437	Plaza Produce	9347	Box Lunches	01-4300	208.50
13-22438	Owl Cafe	9160	Event Coffee	01-4300	130.80
13-22439	Owl Bookshop	9160	Refreshments	01-4300	404.91
13-22440	City of Glendora	9070	Commencement Police Service	01-5800	889.27
13-22441	Owl Cafe	9090	Financial Aid Fair	01-4700	3,039.40
13-22442	Owl Bookshop	3370	Textbook	01-4300	119.88
13-22443	Cole/Schaefer Ambulance	9280	Ambulance Fees	01-5800	300.00
13-22444	American Red Cross	9430	CPR/AED Training	01-5800	361.00
13-22445	Sigma-Aldrich	0310	Restocking Fee	01-6400	253.08
13-22446	Airgas West	3020	Rental of Chemical Tank	01-5600	34.93
14-22655	Rusty's Signs	0010	Blanket PO	01-4300	200.00
14-22674	Precept/Bridgestone	9470	Blanket PO	59-9321	1,000.00
14-22752	Costco Wholesale	3120	Blanket PO	01-4300 01-4700	22.50 67.50
14-22837	El Pollo Loco	3120	Blanket PO	01-4700	672.00
14-22904	Center for Academic Development	9673	Conference Registration	01-5220	585.00
14-22905	Center for Academic Development	9676	Conference Registration	01-5220	1,170.00
14-23044	NATEF	3020	Automobile Renewal of NATEF Association	01-5800	510.00
14-23053	California Industrial	9040	Services-Cooling Tower	01-5800	9,395.00
14-23055	Signature Flooring Inc.	9370	Install Carpet	41-5800	7,430.00
14-23056	C & A Flooring Coverings, Inc.	9370	Carpet	41-4300	3,333.87
14-23057	C & A Flooring Coverings, Inc.	9370	Carpet	41-4300	7,252.23
14-23073	SEHI Computer Products Inc.	9100	Blanket PO	01-4300	3,500.00
14-23074	San Dieguito Printers	9220	Schedules-Continuing Education	01-5850	13,855.61
14-23076	Amazon.com Corporate Credit	0030	Pond Vacuum Cleaner	01-6400	413.40
14-23077	SurveyMonkey.com	9363	Subscription	01-4300	204.00
14-23078	AT&T	9210	Blanket PO	01-5800	300.00
14-23079	Glendora Trophy	9210	Blanket PO	01-4300	500.00
14-23080	Office Depot	9210	Blanket PO	01-4300	5,000.00
14-23081	Costco Wholesale	3120	Blanket PO	01-4700	260.00
14-23082	Subway	3120	Blanket PO	01-4700	700.00
14-23083	Office Depot	3340	Blanket PO	01-4300	1,500.00
14-23084	Office Depot	3340	Blanket PO	39-4300	1,000.00
14-23085	Office Depot	3340	Blanket PO	01-4300	1,000.00
14-23086	Office Depot	3020	Blanket PO	01-4300	1,000.00
14-23087	Snap-On Tools Corporation	3020	Blanket PO	01-4300	2,000.00
14-23088	Office Depot	3080	Blanket PO	01-4300	500.00
14-23089	Office Depot	0350	Blanket PO	01-4300	500.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23090	Owl Bookshop	9210	Blanket PO	01-4300	2,500.00
14-23091	Owl Cafe	9210	Blanket PO	01-4300	5,000.00
14-23092	What's Up Hobbies	9673	Rocket Kits	01-4300	770.50
14-23093	Ford Printing & Mailing	9220	Blanket PO	01-5850	10,000.00
14-23094	Office Depot	9220	Blanket PO	01-4300	500.00
14-23095	San Gabriel Valley Tribune	9220	Blanket PO	01-5790	5,000.00
14-23096	Shutterstock Images LLC	9220	Blanket PO	01-5800	800.00
14-23097	Office Depot	9100	Blanket PO	01-4300	1,500.00
14-23098	Amazon.com Corporate Credit	9300	Book	01-4300	30.67
14-23099	Southwest Plastic Binding Co.	9110	Blanket PO	01-4300	3,000.00
14-23100	Intelli-Tech	9100	Blanket PO	01-5630	500.00
14-23101	Western Audio Visual Corp.	9100	Blanket PO	01-6400	4,000.00
14-23102	Sehi Computer Products Inc	9182	Printer	01-6400	209.91
14-23103	Pivot Point International	3040	Purchase Agreement	01-5810	3,448.50
14-23104	U.S. Food Service	3040	Blanket PO	01-4300	1,500.00
14-23105	Owl Bookshop	3040	Blanket PO	01-4300	1,000.00
14-23106	Office Depot	3040	Blanket PO	01-4300	1,200.00
14-23107	Arrowhead Puritas	3040	Blanket PO	01-4300	1,200.00
14-23108	Owl Bookshop	9280	Blanket PO	01-4300	3,500.00
14-23109	Office Depot	9280	Blanket PO	01-4300	500.00
14-23110	Office Depot	9170	Blanket PO	01-4300	3,000.00
14-23111	Owl Bookshop	9170	Blanket PO	01-4300	1,500.00
14-23112	San Dimas Grain	3370	Supplies	01-4300	619.95
14-23113	The Processor	3040	Blanket PO	01-4300	1,800.00
14-23114	TU-K Industries, Inc.	3040	Blanket PO	01-4300	1,200.00
14-23115	Kosmet Inc.	3040	Blanket PO	01-4300	2,200.00
14-23116	Jazz-Z Beauty Products	3040	Blanket PO	01-4300	1,000.00
14-23117	Gabel's Cosmetics, Inc.	3040	Blanket PO	01-4300	1,600.00
14-23118	Dermalogica Inc.	3040	Blanket PO	01-4300	4,000.00
14-23119	Biolements	3040	Blanket PO	01-4300	3,000.00
14-23120	Burmax Co. Inc.	3040	Blanket PO	01-4300	2,500.00
14-23121	Biotone	3040	Blanket PO	01-4300	800.00
14-23122	Home Depot	0281	Blanket PO	01-4300	3,000.00
14-23123	Direct TV	0281	Subscription	01-5800	1,000.00
				41-5800	500.00
				59-5800	500.00
14-23124	Pacific Radio Electronics	0281	Blanket PO	01-4300	2,000.00
14-23125	Virtual Sounds Technology	0281	Blanket PO	01-5630	500.00
14-23126	Location Sound Corporation	0281	Blanket PO	01-5630	500.00
14-23127	Carl Rowe	0281	Blanket PO	41-5630	1,000.00
14-23128	Brian Holt	0281	Blanket PO	41-5630	1,000.00
14-23129	Ameripride	3020	Blanket PO	01-5600	2,500.00
14-23130	Accurate Air Engineering	3020	Blanket PO	01-5600	1,500.00
14-23131	Best Equipment Service Team	3020	Blanket PO	01-5600	500.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23132	Premier Auto Equipment	3020	Blanket PO	01-5600	1,000.00
14-23133	Safety Kleen	3020	Blanket PO	01-5600	2,500.00
14-23134	Carquest Auto Parts	3020	Blanket PO	01-4310	8,000.00
14-23135	Advance Fire Protection Co.	9040	Repairs to Fire Sprinklers	01-5630	3,165.00
14-23136	Certified Undercar Parts	3020	Blanket PO	01-4310	20,000.00
14-23137	Orvac Electronics	3020	Blanket PO	01-4310	500.00
14-23138	Reliable Auto Parts	3020	Blanket PO	01-4310	1,200.00
14-23139	Rick's Radiator Service	3020	Blanket PO	01-4310	250.00
14-23140	Toyota of West Covina	3020	Blanket PO	01-4310	200.00
14-23141	Transtar Industries, Inc.	3020	Blanket PO	01-4310	5,000.00
14-23142	Battery Sales Unlimited	3020	Blanket PO	01-4300	1,500.00
14-23143	BPS Truck Parts, Inc.	3020	Blanket PO	01-4300	500.00
14-23144	Carquest Auto Parts	3020	Blanket PO	01-4300	2,000.00
14-23145	Certified Undercar Parts	3020	Blanket PO	01-4300	1,200.00
14-23146	Home Depot	3020	Blanket PO	01-4300	300.00
14-23147	The Hose Man	3020	Blanket PO	01-4300	350.00
14-23148	Interstate Batteries	3020	Blanket PO	01-4300	400.00
14-23149	King Bolt Co.	3020	Blanket PO	01-4300	600.00
14-23150	Longo Toyota	3020	Blanket PO	01-4300	500.00
14-23151	Matco Tools	3020	Blanket PO	01-4300	800.00
14-23152	Metal Cutting Service	3020	Blanket PO	01-5800	300.00
14-23153	Orvac Electronics	3020	Blanket PO	01-4300	500.00
14-23154	Patton Sales Corp.	3020	Blanket PO	01-4300	800.00
14-23155	Reliable Auto Parts	3020	Blanket PO	01-4300	600.00
14-23156	Transtar Industries, Inc.	3020	Blanket PO	01-4300	800.00
14-23157	Wurth USA Inc	3020	Blanket PO	01-4300	500.00
14-23158	Zee Medical, Inc.	3020	Blanket PO	01-4300	500.00
14-23159	Zep Manufacturing	3020	Blanket PO	01-4300	1,000.00
14-23160	Worldwide Environmental	3020	Blanket PO	01-5800	800.00
14-23161	LBI-Boyd Wallcoverings	9370	Markerboards	41-6100	1,799.00
14-23162	Keystone Uniform Depot	9070	Uniform Supplies	01-4300	89.82
14-23163	Glendora Trophy	9363	ABCD Award Engraving	01-4300	13.08
14-23164	HCD Renewal	9040	Registration Renewal Fee	01-5800	38.00
14-23165	HCD Renewal	9040	Registration Renewal Fee	01-5800	38.00
14-23166	Wes Ashford/ERACE	0060	Cross Country Uniforms	01-4300	490.50
14-23167	100% Soccer	0060	Soccer Uniforms	01-4300	2,123.10
14-23168	Worldwide Environmental	3020	License-Smog Service	01-5800	5,831.50
14-23169	Owl Bookshop	9230	Blanket PO	01-4300	1,500.00
14-23170	Calif Library Group	9260	Online Subscription	01-5840	130.00
14-23171	Sargent-Welch Scientific	0030	Biology Supplies	01-4300	448.06
14-23172	Grainger, Inc.	0030	Cleaning Supplies	01-4300	159.64
14-23173	Avalon Merchant Company	9060	Blanket PO	52-4300	1,000.00
14-23174	West Point Refrigeration	9060	Blanket PO	52-5630	5,000.00
14-23175	American Cash Register	9060	Blanket PO	52-5630	2,000.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23176	Ace Business Machines, Inc.	9050	Annual Service Contract	01-5810	685.00
14-23177	AA Equipment	9190	Parts	01-4360	1,807.11
14-23178	Department of Toxic Substances	9430	EPA Number Verification & Manifest Fees	01-5890	302.50
14-23179	San Gabriel Valley Tribune	9375	Legal Ad-Dyno Project	42-5800	2,105.60
14-23180	Gas Control Technologies, Inc.	9370	Repairs	41-5600	7,470.00
14-23181	Sigurdson Sales & Service	9110	Blanket PO	01-5630	3,000.00
14-23182	Alert Services	0060	Medical Supplies	01-4300	3,898.30
14-23183	Plaza Produce	9660	Event Catering	01-4300	646.00
14-23184	Carolina Biological Supply	0030	Biology Supplies	01-4300	82.71
14-23185	Baja Fresh Mexican Grill	9660	Event Catering	01-4300	549.28
14-23186	Harland Technology Services	0280	Service of Scantron machine	01-5630	538.15
14-23187	Owl Cafe	9160	Event Coffee	01-4300	130.80
14-23188	Owl Bookshop	9160	Refreshments	01-4300	404.91
14-23189	Plaza Produce	9344	Refreshments	01-5800	196.20
14-23190	Frisella's Roastery	9210	Convocation food	01-4300	2,125.50
14-23191	Clean Sweep Supply Co.	9270	Supplies	01-4300	2,129.59
14-23192	Denault Commercial Hardware	9270	Supplies	01-4300	1,087.82
14-23193	Zep Manufacturing	9270	Supplies	01-4300	515.79
14-23194	Amazon.com Corporate Credit	0310	Supplies	01-4300	38.85
14-23195	Mohawk Fine Papers	9110	Blanket PO	01-4300	10,000.00
14-23196	Genesee Scientific	0030	Biology Supplies	01-4300	496.65
14-23197	Enterprise Rent-A-Car	9230	Car Rental	01-5600	140.00
14-23198	Enterprise Rent-A-Car	9230	Car Rental	01-5600	140.00
14-23199	Enterprise Rent-A-Car	9230	Car Rental	01-5600	140.00
14-23200	Enterprise Rent-A-Car	9230	Car Rental	01-5600	140.00
14-23201	Owl Bookshop	9230	Blanket PO	01-4300	3,000.00
14-23202	3 Wire	9060	Blanket PO	52-4300	2,000.00
14-23203	I.E.S.	9060	Blanket PO	52-5630	6,000.00
14-23204	Genesee Scientific	0030	Biology Supplies	01-4300	142.80
14-23205	J H Mitchell	9190	Multi-weight Oil	01-4360	1,672.61
14-23206	Keystone Uniform Depot	9070	Ballistic Vests - Campus Safety	01-6400	16,459.00
14-23207	Dexis Henry Schein Dental	0060	Medical Supplies	01-4300	2,258.65
14-23208	Medco Sports Medicine	0060	Medical Supplies	01-4300	8,365.89
14-23209	J & J Supply	0060	Medical Supplies	01-4300	1,062.37
14-23210	VWR Scientific	0030	Safety Supplies	01-4300	289.48
14-23211	Kaplan, Inc.	3200	NCLEX-RN Review Course	01-5800	14,940.00
14-23212	SARS Software Products, Inc	9151	Annual Software License	01-5880	5,940.00
14-23213	Freestyle Photographic Supply	3260	Supplies	01-4300	559.49
14-23214	Advanced Data Protection	9100	Blanket PO	01-5810	2,500.00
14-23215	Educause	9100	Domain Renewal	01-5840	40.00
14-23216	Home Depot	9195	Blanket PO	01-4300	1,000.00
14-23217	Lincoln Equipment Inc.	9195	Lane Line Reel	01-6400	1,387.79
14-23218	Amazon.com Corporate Credit	9300	Supplies	01-4300	60.02

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23220	100% Soccer	9350	Women's Soccer Backpacks	01-4300	1,158.23
14-23221	Brian Marsh	9680	Photos-My Citrus Story	01-5800	1,417.00
14-23222	Grandparents As Parents	3120	Registration Fee	01-5220	70.00
14-23223	Career Cruising	9680	Counseling Online Subscription	01-5800	2,085.00
14-23224	Brian Marsh	9344	Videos	01-5800	2,400.00
14-23225	Brian Marsh	9344	Videos	01-5800	2,800.00
14-23226	LBI-Boyd Wallcoverings	3040	Markerboard	01-4300	193.95
14-23227	Owl Bookshop	0020	Blanket PO	01-4300	300.00
14-23228	Office Depot	0020	Blanket PO	01-4300	2,000.00
14-23230	International E-Z UP, Inc.	9195	EZ-Up Shelter	01-6400	880.91
14-23231	Board of Governors	9280	Registration Fees	01-5200	150.00
14-23232	Glendoran Magazine	9220	Subscription	01-4300	25.00
14-23233	ComputerLand of Silicon Valley	9010	Software Licenses	01-4300	207.00
14-23234	E.G. Brennan & Co., Inc.	9010	Maintenance Agreement	01-5800	425.00
14-23235	Rothammer International, Inc.	0060	Adapted P.E Supplies	01-4300	39.30
14-23236	Collegiate Directories, Inc.	9010	Online Subscription	01-4300	65.90
14-23237	Clean Sweep Supply Co.	9270	Supplies	01-4300	3,466.20
14-23238	ComputerLand of Silicon Valley	9100	Software Maintenance	01-5840	3,895.00
14-23239	Hillyard LA Service	9270	Supplies	01-4300	229.23
14-23240	NW Packaging LLC	9250	Bulk Pallet Containers	01-4300	721.41
14-23241	Amazon.com Corporate Credit	9673	Supplies	01-4300	82.40
14-23242	Sparkletts	3370	Blanket PO	01-4300	1,000.00
14-23243	Cole-Parmer	9673	Summer Research Supplies	01-4300	294.32
14-23244	Office Depot	3370	Blanket PO	01-4300	1,000.00
14-23245	Southern California Biomedical	3370	Institutional Membership	01-5800	750.00
14-23246	Battery Sales Unlimited	9344	Replacement Batteries	01-4300	255.06
14-23247	Stump Fence Co.	9370	Fencing	41-6100	7,480.00
14-23248	Commercial Roofing	9040	Roofing Repairs	01-5630	1,483.00
14-23249	Costco Wholesale	9470	Costco Membership	59-5800	55.00
14-23250	California Industrial	9195	Service Agreement	01-5800	2,400.00
14-23251	All-Pro CTI	9070	Parking Permit Kiosk Cabling	01-6400	1,579.88
14-23252	Apple Inc	0310	Laptop Computer	01-6400	1,978.07
14-23253	Clearwater Graphics, Inc.	9220	2013-2014 Catalog	01-5850	7,493.75
14-23254	Amazon.com Corporate Credit	9344	Supplies	01-4300	472.82
14-23255	Apple Inc	9110	Hard Drive	01-6400	522.11
14-23256	Affordable Go Karts	9344	Go Kart Supplies	01-4300	105.95
14-23257	NR Racing	9344	Go Kart Supplies	01-4300	454.56
14-23258	Wright Designs	9344	APEX Team T-Shirts	01-4300	48.23
14-23259	Azusa Engineering, Inc.	9344	APEX Supplies-Tires	01-4300	292.73
14-23260	Presence From Innovation	9250	Recycle Containers	01-4300	1,691.93
14-23261	Dalia's Pizza	9660	Event Catering	01-4300	525.44
14-23262	Trident Calibration Labs	0311	Blanket PO	01-5800	3,000.00
14-23263	Fisher Scientific	0030	Microbiology Supplies	01-4300	69.03
14-23264	GNA-Brook Fire Protection	0311	Supplies	01-4300	51.00

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23265	Clean Source	9270	Supplies	01-4300	2,335.09
14-23266	Verizon California	0281	Blanket PO	41-5810	500.00
14-23267	Carolina Biological Supply	0030	Microbiology Supplies	01-4300	257.64
14-23268	It's A Gas, Inc.	9673	Helium Rental	01-4300	465.00
14-23269	Owl Bookshop	9182	Blanket PO	01-4300	3,000.00
14-23270	OCLC Western	9260	Online Subscription Renewal	01-5840	2,245.00
14-23271	Enterprise Rent-A-Car	9230	Car Rental	01-5600	263.75
14-23272	CKE Special Events Department	9090	Blanket PO	01-4700	2,000.00
14-23273	Albertson's/Super Value	9090	Welcome Day Breakfast	01-4700	747.74
14-23274	Grainger, Inc.	0030	Safety Supplies	01-4300	57.40
14-23275	Claremont Chamber of Commerce	9230	Claremont Village Venture	01-5800	250.00
14-23276	Owl Bookshop	9230	Blanket PO	01-4300	8,165.00
14-23277	Grapevine Designs	9230	Student Ambassador Apparel	01-4300	2,573.74
14-23278	Glendora Chamber of Commerce	9230	Recruitment	01-5800	250.00
14-23279	Glendora Christmas Parade	9230	Glendora Christmas Parade	01-5800	35.00
14-23280	Ward's Natural Science	0030	Microbiology Supplies	01-4300	102.63
14-23281	Cleveland Golf/Srixon	9470	Golf Practice Balls	59-4300	6,676.25
				59-5850	120.00
14-23282	Owl Bookshop	9660	Blanket PO	01-4300	5,000.00
14-23283	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	1,304.27
14-23284	Carolina Biological Supply	0030	Biology Supplies	01-4300	141.97
14-23285	Carolina Biological Supply	0030	Microbiology Supplies	01-4300	405.66
14-23286	Hardy Diagnostics	0030	Microbiology Supplies	01-4300	2,718.14
14-23287	Owl Cafe	9200	Blanket PO	01-4300	1,000.00
14-23288	Office Depot	9200	Blanket PO	01-4300	5,000.00
14-23289	The Shredders	9200	Blanket PO	01-5800	1,000.00
14-23290	Owl Bookshop	9200	Blanket PO	01-4300	545.00
14-23291	U.S. Healthworks of California	9200	Blanket PO	01-5860	1,000.00
14-23292	Amazon.com Corporate Credit	9673	Book	01-4300	27.90
14-23293	People Admin	9200	License Agreement	01-5810	24,500.00
14-23294	Daigger & Company	0030	Microbiology Supplies	01-4300	158.05
14-23295	Daigger & Company	0030	Lab Coats	01-4300	65.40
14-23296	Daigger & Company	0030	Biology Supplies	01-4300	71.40
14-23297	West Payment Center	9200	Blanket PO	01-4300	400.00
14-23298	Impact Specialties Inc.	9070	Citations	01-4300	281.75
14-23299	Clear Channel Worldwide	9100	Radio Ad	01-5790	7,800.00
14-23300	Herff Jones	9010	Diploma Covers	01-4390	12,992.80
14-23301	Pulver Packaging	9010	Diploma Mailers	01-4390	1,494.50
14-23302	Board of Governors California Community Colleges	9100	Registration Fees	01-5200	75.00
14-23303	The RP Group	9300	Conference Registration	01-5200	400.00
14-23304	Scrip-Safe International	9010	Diploma/Certificate Paper	01-4390	3,065.20
14-23305	Eastbay	0060	Mens Basketball Uniforms	01-4300	1,899.09

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23306	San Dimas Music, LLC	0280	Drum Cymbals	01-6410	1,078.01
14-23307	Jobelephant.com Inc.	9200	Blanket PO	01-5790	10,000.00
14-23308	U.S. Livescan Inc.	9200	Blanket PO	01-5860	10,000.00
14-23309	Duarte Chamber of Commerce	9230	Taste of Duarte	01-5800	300.00
14-23310	Amazon.com Corporate Credit	0030	Supplies	01-4300	64.27
14-23311	Amazon.com Corporate Credit	0280	Office Shredder	01-4300	108.99
14-23312	VWR Scientific	0030	Microbiology Supplies	01-4300	131.54
14-23313	Daigger & Company	0030	Biology Supplies	01-4300	23.03
14-23314	Daigger & Company	0030	Microbiology Supplies	01-4300	32.13
14-23315	Vernier Software	0030	Replacement Parts	01-4300	185.49
14-23316	Hillyard LA Service	9270	Supplies	01-4300	4,608.02
14-23317	Fisher Scientific	0030	Microbiology Supplies	01-4300	27.41
14-23318	Fisher Scientific	0030	Microbiology Supplies	01-4300	44.89
14-23319	Fisher Scientific	0311	Spectrophotometers	01-6400	6,460.65
14-23320	CCLC	3180	Blanket PO	01-5810	22,872.17
14-23321	Ball Custom Window Coverings	9250	Window Blinds	01-4300	964.65
14-23322	KI	0020	Chair	01-6400	385.86
14-23323	Haworth	9210	Haworth Zody Chair	01-6400	552.30
14-23324	Williamson-Dickie Mfg. Co.	9190	Uniforms	01-5550	147.33
14-23325	S & R Sport	0060	Water Polo Supplies	01-4300	254.69
14-23326	FM Exteriors	9370	Fountain Concrete Project	41-6100	139,040.00
14-23327	Agon Swim	0060	Women's Waterpolo Caps	01-4300	326.10
14-23328	Imperial Upholstery	9240	Replace Headliner	01-5630	259.00
14-23329	Grainger, Inc.	0030	Safety Supplies	01-4300	115.39
14-23330	E-Z-GO	9370	Electric Cart Cargo Carrier	41-6405	9,706.77
14-23331	Champion Chemical Co.	9270	Supplies	01-4300	1,470.63
14-23332	Genesee Scientific	0030	Supplies & Equipment	01-4300	2,796.23
				01-6400	2,207.25
14-23333	LabMart	0030	Physiology Supplies	01-4300	384.15
14-23335	Lanter Landscapes	9470	Landscape Improvement	59-6100	4,445.00
14-23336	Monrovia Reproduction	9375	ED Bldg-Print Costs	42-5800	2,000.00
14-23337	Great Western Ink	9110	Shrink Wrap	01-4300	370.60
14-23338	Twenty Six LLC	9347	WC-Online Subscription	01-5800	715.00
14-23339	Clear Tech Media	0310	Projector Relocation	01-5800	890.00
14-23340	D & D Security Resources Inc	9260	Supplies	01-4300	49.33
14-23341	Amazon.com Corporate Credit	9040	Supplies	01-4300	124.96
14-23342	Amazon.com Corporate Credit	9250	Blanket PO	01-4300	500.00
14-23343	Dell Computer Corp	9347	Printer Fuser Kit	01-4300	257.13
14-23344	Grainger, Inc.	0030	Greenhouse Supplies	01-4300	68.23
14-23345	Tower Hobbies	0310	Rocket Kits	01-4300	676.98
14-23346	Plaza Produce	9673	Meeting Meals	01-4300	161.05
14-23347	Compview, Inc.	3160	AV Supplies	01-4300	313.82
14-23348	Sehi Computer Products Inc	3020	Printer Fuser	01-4300	274.69

PO Number	Vendor Name	Site	Description	Fund/Object	Amount
14-23349	Lincoln Equipment Inc.	9195	Signs-Pool Safety	01-4390	403.45
14-23350	Spicers Paper Inc	WA	Paper	01-4300	1,373.40
14-23351	ComputerLand of Silicon Valley	9100	Software Site License	01-5840	4,887.00
Total Number of POs			300	Total	<u>743,844.18</u>

Fund Summary

Fund	Description	PO Count	Amount
01	General Fund	13	23,828.83
39	Community Education	1	327.78
Total Fiscal Year 2013			<u>24,156.61</u>
01	General Fund	263	499,273.85
39	Community Education	1	1,000.00
41	Capital Outlay Projects Fund	12	186,511.87
42	Revenue Bond Construction Fund	2	4,105.60
52	Cafeteria Fund	5	16,000.00
59	Golf Driving Range	5	12,796.25
Total Fiscal Year 2014			<u>719,687.57</u>
Total			<u>743,844.18</u>

PO Changes

	New PO Amount	Fund/ Object	Description	
14-22967	459.68	01-4300	General Fund/Materials and Supplies	
14-23019	4,635.21	01-6400	General Fund/Equipment-Capitalized	
14-23046	1,775.00	01-5630	General Fund/Repairs	
14-23048	26.75	01-4300	General Fund/Materials and Supplies	
Total PO Changes				<u>934.68</u>

2013-2014 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS- Revised	ESTIMATED AMOUNT
Academic Senate for California Community Colleges	2,423.50
Accrediting Commission for Community and Junior Colleges	20,159.00
American Association of Community Colleges	13,760.00
American Choral Directors Association	110.00
American College Health Association	915.00
American Council on International Intercultural Education	595.00
Associated Collegiate Press	139.00
Association for Institutional Research	125.00
Association for Student Advancement Programs	115.00
Association of Community College Trustees	5,763.00
Association of Community and Continuing Education (ACCE)	120.00
Association of Fundraising Professionals	350.00
Association of Performing Arts Presenters	986.50
Athletic Counselor-3C4A Membership	125.00
Athletic Equipment Managers Association	100.00
Automatic Transmission Rebuilders Association	232.00
Automotive Engine Builders Association	200.00
Automotive Service Councils, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	280.00
Califa Group	300.00
California Association of College Stores	528.00
California Association of Community Colleges Registrars & Admissions Officers	244.00
California Association of Postsecondary Educators of the Disabled	290.00
California Association of School Business Officials (CASBO)	572.00
California Colleges for International Education	450.00
California Community College Baseball Coaches Association	90.00
California Community College Chief Instructional Officers	300.00
California Community Colleges Chief Student Services Administrators Association	300.00
California Community College Council for Staff & Organizational Development	125.00
California Community College Cross Country & Track Coaches Association	100.00
California Community College Fastpitch Coaches Association (Softball)	100.00
California Community College Football Coaches Association	145.00
California Community College Ladies Golf Association	150.00
California Community College Men's Basketball Coaches Association	350.00
California Community College Men's Golf Coaches Association	150.00
California Community College Men's Soccer Coaches Association	75.00
California Community College Men's Water Polo Coaches Association	55.00
California Community College Swimming and Diving Coaches Association	50.00
California Community College Women's Basketball Coaches Association	200.00
California Community College Women's Soccer Coaches Association	95.00
California Community College Women's Volleyball Coaches Association	125.00
California Community College Women's Water Polo Coaches Association	55.00
California Organization of Associate Degree Nursing Program Directors	100.00
California Presenters	150.00
Child Care Food Program Roundtable	35.00
Claremont Chamber of Commerce	200.00
College Band Directors National Association	75.00
College Sports Information Directors Association	115.00
Commission on Athletics (California Community College Athletic Association)	8,440.00
Community College Facility Coalition	825.00
Community College Leadership Development Initiatives Foundation	1,000.00
Community College League of California	19,132.00
Community College Public Relations Organization	175.00

2013-2014 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS- Revised	ESTIMATED AMOUNT
Community College Survey of Student Engagement (CCSSE)	9,925.00
Connect ₂ One	1,400.00
Consortium of Southern California Colleges and Universities (CSCCU)	250.00
Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	1,750.00
Council of Chief Librarians, California Community Colleges	150.00
Covina Chamber of Commerce	110.00
Duarte Chamber of Commerce	219.00
Education Mandated Cost Network	2,000.00
Educause	1,940.00
Epsilon Phi Delta/American Association of Teachers of German	10.00
Foundation for California Community Colleges	450.00
Glendora Chamber of Commerce	1,250.00
Glendora Community Coordinating Council	40.00
Health Services Association -California Community Colleges	150.00
Hispanic Association of Colleges and Universities	7,650.00
Honors Transfer Council of California (HTCC)	90.00
Independent College Bookstore Association	2,000.00
Innovative Users Group	100.00
International Consortium for Education and Economic Development	800.00
International Ticketing Association, Inc.	195.00
Irwindale Chamber of Commerce	248.00
ISSA/Interclean	275.00
Journalism Association of Community Colleges	700.00
Learning Resources Network (LERN)	595.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District	50.00
Monrovia Chamber of Commerce	418.00
NAFSA Association of International Educators	360.00
National Association for Community College Entrepreneurship	500.00
National Association of College Stores, Inc.	975.00
National Association of Colleges and Employers	400.00
National Association of EMS Educators	105.00
National Association of Student Financial Aid Administrators	1,409.00
National Association of Veterans' Program Administrators	200.00
National Athletic Trainers Association (NATA)	200.00
National Business Incubation Association	425.00
National Collegiate Honors Council	500.00
National Council for Workforce Education (NCWE)	295.00
National League for Nursing	200.00
National Network 2	200.00
National Student Clearinghouse	644.75
Network of California Community College Foundations	350.00
Recording for the Blind & Dyslexic Learning Through Listening	350.00
San Gabriel Valley Economic Partnership	2,500.00
San Gabriel Valley/Foothill Association of Community Colleges	500.00
School Services of California, Inc.	3,420.00
Society for News Design	105.00
Society of Professional Audio Recording Services	350.00
South Coast Higher Education Council	50.00
Southern California Biomedical Council	750.00
Southern California Broadcasters Association	35.00
Southern California Football Association (SCFA)	1,800.00
Southern California Intersegmental Articulation Council	75.00

2013-2014 INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS- Revised	ESTIMATED AMOUNT
Southern California Regional Transit Training Consor	500.00
Specialty Equipment Market Association	150.00
State Community College Organization of Physical Educators	400.00
The Research & Planning Group for California Community Colleges	350.00
Travel Adventure Cinema Society (TRACS)	100.00
Western Arts Alliance (WAA)	350.00
Western Association for College Admission Counseling	50.00
Western Association of Veteran Educational Specialists	75.00
Western Region Honors Council	75.00
Western States Conference (WSC)	5,200.00
	138,432.75

Surplus List for August 13, 2013 Board

ITEM #	QTY	Manufacturer	DESCRIPTION	ID#	Serial Number
1	1	ABC	Comnputer	5321	0222056567
2	1	ABC	Comnputer		0915004272
3	1	ABC	Comnputer	4314	0415056696
4	1	ABC	Comnputer	4206	0415056709
5	1	ABC	Comnputer	4207	0408056674
6	1	ABC	Comnputer	4466	0415056717
7	1	ABC	Comnputer	3767	0630046529
8	1	ABC	Comnputer	3780	0630046547
9	1	ABC	Comnputer	3768	0630046537
10	1	ABC	Comnputer	4089	0118056476
11	1	ABC	Computer	2404	0515036390
12	1	ABC	Computer	5874	0612067114
13	1	ABC	Computer	5274	0920067156
14	1	ABC	Computer	2629	1122024948
15	1	ABC	Computer		01100564670
16	1	ABC	Computer	5499	0822004222
17	1	ABC	Computer	3809	0225046434
18	1	ABC	Computer	4315	0408056678
19	1	ABC	Computer	4272	022056575
20	1	ABC	Computer	4270	022056569
21	1	ABC	Computer	4268	0222056568
22	1	ABC	Computer	4366	0208056541
23	1	ABC	Computer	7354	0103066915
24	1	ABC	Computer	5224	0420067017
25	1	ABC	Computer	3779	0630046541
26	1	ABC	Computer		0130066918
27	1	Blonde/Tongue	Audio/Video Modulator		
28	1	EPSON			GTXY278283
29	1	GATEWAY	MONITOR	5714	003485775
30	1	GATEWAY	MONITOR	5732	0036021921
31	1	GATEWAY	MONITOR	5718	0036021926
32	1	GATEWAY	MONITOR	2204	0028843454
33	1	Grover	Waste Oil Container		
34	1	HP	LAPTOP	3928	
35	1	HP	LAPTOP	3261	CN31404811
36	1	HP	PRINTER	3818	CNBX235399
37	1	HP	PRINTER		USEL010447
38	1	HP	PRINTER	1292	USJNK06689
39	1	HP	PRINTER	0368	USQJ004612
40	1	HP	PRINTER	0342	USQL019039
41	1	HP	PRINTER		MY62H5Q03Q
42	1	KDS	Computer	1394	
43	1	KDS	MONITOR		15405BB36003948
44	1	Motorola			00028680650081
45	1	PANASONIC	PROJECTOR		SD3610029
46	1	PANASONIC	PROJECTOR	7688	SH3560101

47	1	PANASONIC	PROJECTOR	7421	SB5340200
48	1	Schulmench	Rack		3543
49	1	Snap-On	Parts Washer		
50	1	Sun	Kool Care Freon Recycler		
51	1	Sun	Kool Care Freon Recycler		
52	1	Sun	Kool Care Freon Recycler		
53	14	Various	14 Office chairs		
54	7	Various	7 Engine Stands		
55	1	VIEW SONIC	MONITOR	4042	A22045100075
56	1	VIEW SONIC	MONITOR		PSD070600303
57	1	VIEWSONIC	MONITOR		PSN052824527
58	1	VIEWSONIC	MONITOR		PSN052823577
59	1	VIEWSONIC	MONITOR		PSN052824206
60	1	VIEWSONIC	MONITOR		PSN052823971
61	1	VIEWSONIC	MONITOR		PSN052823971
62	1	Whirlpool	Dryer		
63	1	Whirlpool	Washer		
64	1		Computer Stand		
65	1		Grease Dispensor		
66	1		Marquee		
67	1		MONITOR		MI51HA030380
68	1		MONITOR		HD80J6004204
69	1		Monitor		
70	1		Pallet of Used Golf Balls		
71	1		TSM FANCARD	1963	
72	3		Wood Bookcases		
73	1		Wood Desk		

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**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Anson, Melanie	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Bosler, Sarah	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Buchwald, Leigh	Instructor- Information Technology	Hourly as needed	08/14/13	12/30/13	\$51.73/hr.
Call, Jack	Lead Faculty - Study Abroad	Stipend	09/05/13	11/15/13	\$2,000.00/tl.
Goedhart, Christine	SI Leader Training - Race to STEM Grant	Stipend	08/20/13	08/21/13	\$1,000.00/tl.
Gonzalez, Rudy	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Hartman, Steve	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Hinojosa, Joanne	BSI Learning Community Team - BSI Grant	Stipend	08/23/13	12/13/13	\$1,000.00/tl.
Juncosa, Barbara	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Peters, Gerhard	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Ross, Glen	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Rudd, Rebecca	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Vaughan, John	Interim Director, Haugh Performing Arts Center	50% Release time	08/23/13	12/14/13	
Vaughan, John	Interim Director - Haugh Performing Arts Center	50% Release time	02/19/14	06/14/14	
Vaughan, John	Interim Director - Haugh Performing Arts Center	Stipend	06/24/13	08/15/13	\$8,724.00/tl.
Vaughan, John	Interim Director - Haugh Performing Arts Center	Stipend	08/23/13	12/14/13	\$7861.90/tl.
Vaughan, John	Interim Director - Haugh Performing Arts Center	Stipend	01/06/14	02/16/14	\$8,724.00/tl.
Vaughan, John	Interim Director - Haugh Performing Arts Center	Stipend	02/19/14	06/14/14	\$7861.90/tl.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Villeneuve, Theresa	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.
Walz, Sheryl	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Allgaier, Jennifer	Instructor - Dance	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Alverson, David	Instructor - Recording Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Au, Susanna	Instructor - Drafting & Architecture	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Avila, Naomi	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/hr.
Azizian, Edith	Counselor - Counseling	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Bagg, Joseph	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Barnes, Allan	Instructor - Photography	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Beatty, David	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Beatty, David	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Bender, Thomas	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Betancourt, Carmen	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Botello, Rochelle	Instructor - Art	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Botma, Scott	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Bowen, Keisha	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Boyden, Pixie	Instructor - Information Technology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Boylan, John	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Brinkman, Max	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Calderon, Joseph	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Calderon, Joseph	Instructor - Applied Music Tutor	Hourly as needed	08/26/13	12/31/13	\$45.80/hr.
Caudle, Michael	Instructor - Recording Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Caughman, Luis	Instructor - Art	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Cheung, Kwun	Instructor - Physics	Hourly as needed	08/26/13	12/13/13	\$45.80/hr.
Converse, Mark	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Cordova-Caddes, Andrea	Instructor - Dance	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Cotter, Steven	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Cotter, Steven	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Cowgill, Darian	Instructor - Recording Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Davis, Charles	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Davis, Charles	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Deatricks, Steven	Instructor - Recording Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Demita, John	Instructor - Theatre Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
DeSantis, Marco	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Desimone, Natalie	Counselor - Career & Transfer Center	Hourly as needed	08/14/13	12/31/13	\$45.80/hr.
Eisel, Gunnar	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$51.73/hr.
Enos, David	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Felix, Felipe	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Figuroa, Irma	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Frankini, Armida	Instructor - Chemistry	Hourly as needed	02/19/14	06/30/14	\$45.80/hr.
Gabrielian, Lorig	Counselor - Nursing	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Galvan, Alexander	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$51.73/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Gerfen, Thomas	Instructor - Office Technology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Gonzalez, Juan	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Graces, Buschansha	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Green, Martin	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$51.73/hr.
Hackworth, Catherine	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Hackworth, Catherine	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Hoehne, William	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$51.73/hr.
Holm, Daniel	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Holmes, Alison	Instructor - Art	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Hynes, Thomas	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Iott, Becky	Technology Pedagogy Training - HSI Title V PT5 Grant	Hourly as needed	09/06/13	05/30/14	\$50.00/hr.
Jackson, Joseph	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Johnson, Cheryl	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Landeros, Robert	Instructor - Administration of Justice	Hourly as needed	08/23/13	12/14/13	\$45.80/hr.
Langford, Bruce	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$51.73/hr.
Larson, Robin	Instructor - Theatre Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Latty, Malaika	Instructor - Art	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Lee, Janice	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Lipp, Gregory	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Liskey, Renee	Instructor - Dance	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Mallory, Roy	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Maloney, Ryan	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Maloney, Ryan	Instructor - Applied Music Tutor	Hourly as needed	08/26/13	12/31/13	\$45.80/hr.
Mead, Rachel	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Milliken, Keely	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Milliken, Keely	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Mixson, Vonetta	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Mixson, Vonetta	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Miyabe, Joyce	Instructor - Office Technology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Morrill, Eugene	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Munoz, Gino	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$51.73/hr.
Nelson, Mark	Instructor - Photography	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Norton, Jeff	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Olson, Jennifer	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Orso, Robert	Instructor - Photography	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Pastrana, Leo	Counselor - Counseling	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Praniuk, Ingrid	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Retamoza, Gracie	Counselor - Center for Teacher Excellence	Hourly as needed	08/14/13	12/31/13	\$45.80/hr.
Rodriguez, Eric	Instructor - Drafting & Architecture	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Rusch, Lori	Instructor - Art	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Scarpino, Matthew	Instructor - Theatre Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Schraff, Theodore	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Shear, Michelle	Instructor - Dance	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Shima, Kevin	Instructor - Recording Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Silva, Daniel	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Sin, Eileen	Counselor - Center for Teacher Excellence	Hourly as needed	08/14/13	12/31/13	\$45.80/hr.
Slay, Kevin	Instructor - Theatre Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Smith, Linda	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Smith, Rochelle	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Stetson, Stephanie	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Stetson, Stephanie	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Stoup, Nicholas	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Stoup, Nicholas	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Sun, Sam	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Sushel, Michael	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Sushel, Michael	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Tabata, Flint	Instructor - Drafting & Architecture	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Taylor, Bryan	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Taylor, Bryan	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Tyck, Robert	Instructor - Recording Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 13, 2013**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Valdez, Antonio	Instructor - Cosmetology	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Valverde, Frank	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Valverde, Yesenia	Instructor - Dance	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Vilter, Daniel	Instructor - Theatre Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Vinci, Dominic	Instructor - Automotive	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.
Waddington, Alan	Instructor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Webb, Christin	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Weiss, Neil	Instructor - Theatre Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Wessel, Mark	Instructor - Art	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Wickes, Lara	Applied Music Tutor - Music	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Woolery, Laurie	Instructor - Theatre Arts	Hourly as needed	08/23/13	12/31/13	\$45.80/hr.
Yu, Jane	Instructor - Drafting & Architecture	Hourly as needed	08/14/13	12/30/13	\$45.80/hr.

**ACADEMIC EMPLOYEES
FALL 2013 OVERLOAD
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Afzali, Ana Maria	Spanish	4-7	\$1,321
Allahbachayo, Salima Shehzad	Nursing	2-7	\$1,211
Anson, Melanie Rich	Speech	4-7	\$1,321
Arredondo, Dora H.	Dental	1-7	\$1,156
Barajas, Noemi	Nursing	3-7	\$1,266
Bautista, Susan Robledo	Cosmetology	1-7	\$1,156
Boquiren, Conchita Fortes	Licensed Vocational Nursing	4-7	\$1,321
Borja, Patrick M	Accounting	4-7	\$1,321
Bowman, Deborah Lynn	Nursing	1-7	\$1,156
Boxley, Jackie Louise	Kinesiology	1-7	\$1,156
Brawner, Mary Jo	Kinesiology	3-7	\$1,266
Brown, David M.	Automotive	1-7	\$1,156
Brown, Ricky J.	Psychology	4-7	\$1,321
Buchwald, Leigh J	Information Technology	2-7	\$1,211
Clark, Jeremy Blake	Automotive	1-7	\$1,156
Cross, Cynthia Annette	English as a Second Language	2-7	\$1,211
Dau, Carsten	English	3-7	\$1,266
Dominguez, Victoria Lorene	Mathematics	4-4	\$1,171
Duffy, Dyane Kerry	Art	4-7	\$1,321
Durfield, Timothy Richard	Business	4-7	\$1,321

**ACADEMIC EMPLOYEES
FALL 2013 OVERLOAD
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Eiland, Thomas T.	English	3-7	\$1,266
Eisel, Gunnar G	Music	2-7	\$1,211
Eisel, Roberta S	English	3-7	\$1,266
Ellis, Jeanette A.	Nursing	1-7	\$1,156
Everest, Robert B.	Mathematics	4-7	\$1,321
Everett, Ann Victoria	Cosmetology	1-5	\$1,056
Farahani, Badieh	Chemistry	2-7	\$1,211
Fernandes, Richard J	Architecture	4-7	\$1,321
Flores, Richard A.	Computer Information Systems	4-7	\$1,321
Galvan, Alexander	Music	2-7	\$1,211
Garate, Elisabeth	Spanish	4-7	\$1,321
Ghidella, Richard A.	Business	4-7	\$1,321
Ghidella, Richard A.	Real Estate	4-7	\$1,321
Glover, Patty J	Cosmetology	1-7	\$1,156
Goedhart, Christine Marie	Biology	4-7	\$1,321
Gomez, Steven Alan	Kinesiology	3-7	\$1,266
Gong, Catherine J	Mathematics	4-7	\$1,321
Gonzalez, Rudy	Mathematics	2-7	\$1,211
Goodman, Robert H.	Forestry	3-7	\$1,266
Goodman, Robert H.	Natural Science	3-7	\$1,266

**ACADEMIC EMPLOYEES
FALL 2013 OVERLOAD
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Goodman, Robert H.	Biology	3-7	\$1,266
Graciano, Albert M	Cosmetology	1-7	\$1,156
Grauso, Lynda Rae	Licensed Vocational Nursing	2-7	\$1,211
Green, Martin L	Music	1-7	\$1,156
Greene, David R.	Nursing	2-7	\$1,211
Greenwell Cunni, Maia	Anthropology	4-7	\$1,321
Grossman, Bruce Alan	Business	4-7	\$1,321
Gunderson, Mark B.	English	3-7	\$1,266
Gunstream, Marilyn E.	Kinesiology	4-7	\$1,321
Gutierrez, Jesus Eduardo	Mathematics	2-7	\$1,211
Guttman, Kenneth	Psychology	4-7	\$1,321
Hadsell, Clifford W	Health Sciences	4-7	\$1,321
Hahn, Shelley R	Child Development	2-7	\$1,211
Han, June C.	Biology	4-7	\$1,321
Hartman, Steve J	Kinesiology	4-7	\$1,321
Hathaway, George M.	Earth Science	4-7	\$1,321
Hernandez, Michelle	Disabled Students Programs and Services	4-3	\$1,122
Hernandez, Salvador Albert	Cosmetology	1-7	\$1,156
Hillman, Michael C.	Art	4-7	\$1,321
Hinojosa, Joanne	Counseling	3-4	\$1,117

**ACADEMIC EMPLOYEES
FALL 2013 OVERLOAD
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Hoehne, William Alan	Music	4-7	\$1,321
Horton, Julian	Kinesiology	1-7	\$1,156
Jackson, Matt Fernand	Art	3-7	\$1,266
James, Rhoda A M	Office Technology	4-7	\$1,321
James, Rhoda A M	Business	4-7	\$1,321
Jaquette, Timothy John	Recording Arts	1-7	\$1,156
Johnson, Sandra L	Art	3-7	\$1,266
Juncosa, Barbara	Biology	4-4	\$1,171
Kaisler, Denise	Astronomy	4-6	\$1,271
Kim, Andrew Taehyung	Psychology	4-7	\$1,321
Kondo, Arnold K	Biology	4-7	\$1,321
Korn, Dennis R	History	4-7	\$1,321
Korn, Dennis R	Automotive	4-7	\$1,321
Langford, W. Bruce	Music	3-7	\$1,266
Longyear, Alicia Beth	Kinesiology	2-7	\$1,211
Low, Joyce	Mathematics	3-7	\$1,266
Lubisich, Senya L.	Humanities	4-7	\$1,321
Lubisich, Senya L.	History	4-7	\$1,321
Lucido, Grace Ann	Cosmetology	2-7	\$1,211
McBurney, Robin	Counseling	4-7	\$1,321

**ACADEMIC EMPLOYEES
FALL 2013 OVERLOAD
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
McLeod, Jennifer Suzann	Counseling	4-7	\$1,321
Merandi, Michael Louis	Kinesiology	4-7	\$1,321
Miles, Terrence D.	Chemistry	4-7	\$1,321
Morrish, Maria Olga	Cosmetology	1-7	\$1,156
Munoz, Gino	Music	1-7	\$1,156
Mustain, James A	Computer Information Systems	4-7	\$1,321
Nguyenhuu, Rick Hung	Mathematics	4-7	\$1,321
Odrich, Steve I.	Mathematics	4-7	\$1,321
O'Hara, Stephen Glen	Recording Arts	1-7	\$1,156
O'Neil, Margaret C.	Communication	3-7	\$1,266
Overly, David P	English	4-7	\$1,321
Paek, Heddy	Mathematics	3-7	\$1,266
Peters, Gerhard D.	Political Science	4-7	\$1,321
Pohl, Claudia G	Dental	1-7	\$1,156
Rachford, Maryann	Art	4-7	\$1,321
Ramos, Gloria B.	Physics	4-7	\$1,321
Richard, Levi J	Business	4-7	\$1,321
Riderer, Lucia	Physics	4-7	\$1,321
Rivadeneira, Justina E	Counseling	3-7	\$1,266
Ross, Glen H	Political Science	4-7	\$1,321

**ACADEMIC EMPLOYEES
FALL 2013 OVERLOAD
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Rubio, Mariano	Automotive	1-5	\$1,056
Rudd, Rebecca L.	English	3-7	\$1,266
Ryba, David Warren	Chemistry	4-7	\$1,321
Saldana, Rudy	Philosophy	2-7	\$1,211
Salwak, Dale F	English	4-7	\$1,321
Scott, Chris Makoto	Mathematics	3-7	\$1,266
Shaw, Nickawanna Arth	Kinesiology	4-7	\$1,321
Shrope, Douglas	Music	1-7	\$1,156
Silva, Andrew Grant	Kinesiology	1-5	\$1,056
Slack, Robert V	Music	4-7	\$1,321
Smolin, Robert K.	Accounting	4-7	\$1,321
Solheim, Bruce Olav	History	4-7	\$1,321
Solis, Roberto	Computer Information Systems	4-7	\$1,321
Stoner, Bruce L	Information Technology	3-7	\$1,266
Styles, Christine	Economics	4-7	\$1,321
Swan, Alfie Alexander	Mathematics	4-7	\$1,321
Swatzel, James Paul	Mathematics	2-7	\$1,211
Thompson, Adrienne L	Leadership	1-7	\$1,156
Tippins, Ralph E	Mathematics	4-7	\$1,321
Trad, Mohamad	Mathematics	4-7	\$1,321

**ACADEMIC EMPLOYEES
FALL 2013 OVERLOAD
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Tucker, Gail D.	Licensed Vocational Nursing	3-7	\$1,266
Van Citters, Beverly E.	English	4-7	\$1,321
Van Horn, Tasha	Speech	2-7	\$1,211
Vaughan, John C	Dance	1-7	\$1,156
Villeneuve, Theresa L	Art	4-7	\$1,321
Villeneuve, Theresa L	Communication	4-7	\$1,321
Volonte, Daniel S.	Theatre Arts	3-7	\$1,266
Waddington, Brian D.	History	1-7	\$1,156
Walz, Sheryl Samoff	Sociology	2-7	\$1,211
White, Gailynn	Sociology	4-7	\$1,321
Wong, Julie Ettesvold	Licensed Vocational Nursing	1-7	\$1,156
Woolum, James W	Administration of Justice	3-7	\$1,266
Wurst, Clifton M	Kinesiology	2-7	\$1,211
Zhuang, Ying	Mathematics	4-7	\$1,321

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Acosta, Jorge	Counseling	2-3	\$1,099
Adawiya, Issa Ahmad	Public Works	1-6	\$1,141
Alba, Ralphie Ray	Public Works	1-3	\$1,046
Allgaier, Jennifer Dawson	Dance	4-6	\$1,307
Al-Sabea, Taha Hussain	Economics	4-6	\$1,307
Alverson, David John	Recording Arts	1-6	\$1,141
Amaya, Hector G	Philosophy	3-6	\$1,255
Amaya, Hector G	History	3-6	\$1,255
Amaya-Anderson, Beatriz	English	4-4	\$1,207
Andaya, Sophie Lomibad	Nursing	1-3	\$1,046
Anderson-McGill, Taylor M.	Biology	2-5	\$1,142
Au, Susanna S	Drafting	2-6	\$1,197
Avila, Naomi	Counseling	4-4	\$1,207
Azpeitia, Maria Elena	English	2-5	\$1,142
Bartelt, John Rudolph	Child Development	4-5	\$1,259
Battle, Anne A	Photography	4-6	\$1,307
Beach, Kristine E.	English	2-5	\$1,142
Beatty, David S	Music	1-6	\$1,141
Bender, Thomas E	Automotive	1-6	\$1,141
Bent, Dennis M.	Economics	2-3	\$1,099

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Berberyan, Toros	Mathematics	1-1	\$1,046
Betancourt, Carmen	Cosmetology	1-6	\$1,141
Birmingham, Thomas K	English	3-6	\$1,255
Blynn-Avanosian, Sylvia	Spanish	4-6	\$1,307
Bollman, Jeri L	Child Development	1-4	\$1,046
Botello, Rochelle	Art	3-6	\$1,255
Botma, Scott Michael	Cosmetology	1-5	\$1,093
Bowen, Keshia Lais	Cosmetology	1-6	\$1,141
Boyden, Pixie Elizabeth Hope	Information Technology	2-4	\$1,099
Boylan, John P.	Music	1-5	\$1,093
Brown, Malaika Monai	Psychology	2-3	\$1,099
Bruce-Oliver, Fred U.	Kinesiology	1-6	\$1,141
Burns, Linda A.	English	4-6	\$1,307
Butler, Sean	Philosophy	4-3	\$1,207
Calderon, Joseph	Music	1-4	\$1,046
Camacho, Tammy	Counseling	1-1	\$1,046
Caudle, Michael Andrew	Recording Arts	1-5	\$1,093
Caughman, Luis Ricardo	Photography	1-3	\$1,046
Chai, Hayley Sam	Chinese	1-5	\$1,093
Chai, Janet	English as a Second Language	1-3	\$1,046

**ACADEMIC EMPLOYEES
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AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Chan, Linda Anne Hawkins	Astronomy	4-6	\$1,307
Chavez-Appel, Mercedes Elizabeth	Speech	1-6	\$1,141
Cheng, Tanshee Thu	Mathematics	1-6	\$1,141
Cheung, Kwun	Physics	1-1	\$1,046
Christensen, Niel Daniel	Political Science	4-5	\$1,259
Christianson, Monica May	Counseling	4-4	\$1,207
Chun, Mina Kim	Mathematics	2-6	\$1,197
Clements, Kenneth Michael	Kinesiology	1-3	\$1,046
Cole, Morgan	Mathematics	1-1	\$1,046
Cordova-Caddes, Andrea	Dance	4-5	\$1,259
Coson, Murniz Allen	Economics	4-5	\$1,259
Cotter, Steven M	Music	1-6	\$1,141
Cowgill, Darian Craig	Recording Arts	1-5	\$1,093
Culliver, Katherine	Speech	1-1	\$1,046
Curran, Keith	English	1-6	\$1,141
Cusick, Tanya Mary	Dental	1-6	\$1,141
Daves-Schneider, Lida Rebecca	German	4-6	\$1,307
Deatrick, Steven W.	Recording Arts	1-6	\$1,141
Deets, Kristin Jane	Speech	1-6	\$1,141
Dennis, Paul Anthony	Administration of Justice	1-6	\$1,141

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Dery, Kenneth Jacques	Biology	4-6	\$1,307
Desantis, Marco	Music	1-2	\$1,046
Dhillon, Dalvir Kaur	Nursing	1-6	\$1,141
Doolittle, Jan Lee	Child Development	1-6	\$1,141
Dougall, Natalie Chenault	English	2-6	\$1,197
Durfield, Amberly Nicole	English	4-2	\$1,207
Entus, Robert M.	Chemistry	4-6	\$1,307
Evans, Jonathan	Theatre Arts	1-1	\$1,046
Evans, Sara	Anthropology	3-4	\$1,152
Fair, Charles Lawrence	Earth Science	3-4	\$1,152
Farnum, Martin Francis	Chemistry	4-6	\$1,307
Fehr, Jody M.	English as a Second Language	2-2	\$1,099
Figueroa, Irma M.	Cosmetology	1-6	\$1,141
Firtha, Christy	English	1-1	\$1,046
Fisher, Jamie Rae	English	1-5	\$1,093
Fleischer, Beatriz Amalia	Spanish	2-6	\$1,197
Flores, Ygnacio Vincent	Emergency Medical Training	4-1	\$1,207
Garcia, Victor Marino	Spanish	1-6	\$1,141
Gerrard, Amanda Lee	Biology	2-4	\$1,099
Ghandhi, Louise	Geography	2-6	\$1,197

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Gillotte, Christopher P.	Mathematics	3-3	\$1,152
Godinez, Joan of Arc	Counseling	1-1	\$1,046
Gold, Peter Steven	Administration of Justice	1-6	\$1,141
Golden, Kristin Lynn	English	2-5	\$1,142
Gonzales, Rina Lyn	Dental	1-6	\$1,141
Gonzalez, Juan	Automotive	1-6	\$1,141
Gramling, Gary L.	Water Technology	1-4	\$1,046
Guillen, Nelida Rosa	Spanish	3-6	\$1,255
Hall, James P.	English	1-6	\$1,141
Harfouche, Youssef Georges	Biology	1-4	\$1,046
Hollenshead, Marcia Gail	Biology	4-6	\$1,307
Holm, Daniel Lee	Cosmetology	1-6	\$1,141
Holmes, Alison Lynn	Art	1-6	\$1,141
Hullings, Ginger Marie	Licensed Vocational Nursing	1-2	\$1,046
Hunt, Stephan Edward	Administration of Justice	1-6	\$1,141
Ie, Eileen F.	Sociology	1-5	\$1,093
Jahani, Fereidoun	Mathematics	4-3	\$1,207
Jennings, Sanae Enomoto	Japanese	1-6	\$1,141
Johnson, David M.	Earth Science	2-5	\$1,142
Johnson, Steven L.	Chemistry	2-4	\$1,099

**ACADEMIC EMPLOYEES
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AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Jonas, Vida Phoebe	English	3-6	\$1,255
Joshua, Stacey	English	1-1	\$1,046
Jung, Shinsuck	Kinesiology	1-6	\$1,141
Kang, Eun Suk	English	4-6	\$1,307
Kang, Hwang Jen	Earth Science	2-4	\$1,099
Kang, Leah	Music	4-3	\$1,207
Kassab, Mohamad Salem	Mathematics	1-2	\$1,046
Kawai, Julie K.	English	3-6	\$1,255
Kelly, Donna R.	English	4-6	\$1,307
Kennelley, Erika F.	Speech	1-4	\$1,046
Killen, Monica Guadalupe	Ethnics	3-5	\$1,202
Kim, Edward B.	Mathematics	2-6	\$1,197
Lake, Carolyn	Counseling	1-1	\$1,046
Lam, Wood C.	English as a Second Language	2-6	\$1,197
Leano, Esther Jaimie	English	1-3	\$1,046
Lee, Bianca A.	English	1-6	\$1,141
Lee, Monica Jean Ale	Biology	2-6	\$1,197
Lei, Li Hua	Mathematics	2-6	\$1,197
Leung, Sing Lit	Mathematics	4-6	\$1,307
Levine, Brianne J.	Psychology	3-3	\$1,152

**ACADEMIC EMPLOYEES
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Name	Department/Discipline	Placement	LHE Rate
Lewis, David Charles	History	1-6	\$1,141
Linville, Brian Scot	English	4-6	\$1,307
Liskey, Renee Lynne	Dance	1-6	\$1,141
Lloset, Giovanna	Mathematics	1-1	\$1,046
Logan, Stephanie L.	History	1-4	\$1,046
Long, Stacy Katherine	Communications	1-6	\$1,141
Love, Jamie Christopher	Humanities	4-2	\$1,207
Love, Jamie Christopher	Philosophy	4-2	\$1,207
Loya, Henry Alen	English	4-6	\$1,307
Malik, Huma	Biology	2-1	\$1,099
Mallory, Roy B.	Automotive	1-6	\$1,141
Maloney, Ryan P	Music	1-3	\$1,046
Manrique, Miguel	Mathematics	2-1	\$1,099
Mansolino, Ann	Art	1-1	\$1,046
Martinez, Jose L	Water Technology	1-5	\$1,093
Martinez, Suzanne Lucille	English	1-5	\$1,093
Mastrosimone, Vince	Public Works	1-3	\$1,046
McCabe, Dale C.	Biology	3-6	\$1,255
McDonald, Tamara Nicole	Kinesiology	1-5	\$1,093
McGarry, Michael E	History	4-4	\$1,207

**ACADEMIC EMPLOYEES
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Name	Department/Discipline	Placement	LHE Rate
McWilliams, Stuart M.	Health Sciences	1-5	\$1,093
Milbrandt, David William	Political Science	4-5	\$1,259
Miller, Robert D.	History	4-3	\$1,207
Miramontes, Nathalie	Counseling	2-4	\$1,099
Misanchuk, Rosemarie	Art	3-5	\$1,202
Mixson, Vonetta Nivon	Music	2-6	\$1,197
Montes, Monica	Biology	2-5	\$1,142
Montgomery, Robert A.	Chemistry	4-6	\$1,307
Moore, Elanie A	Art	2-6	\$1,197
Morales, Janette Veronica	Counseling	2-3	\$1,099
Myers, Kimberly A.	English	2-6	\$1,197
Myrtetus, Juliet	English	1-1	\$1,046
Naiyer, Zakaria H.	English	2-6	\$1,197
Nelson, Maurene Frances	Speech	1-6	\$1,141
Nelson, Stephen R.	History	1-6	\$1,141
Nguyen, Cynthia Ngocmai	Mathematics	2-6	\$1,197
Nguyen, Tracy	Mathematics	2-6	\$1,197
Norman, Scott	Kinesiology	1-5	\$1,093
Null, Nicholas E.	English	1-3	\$1,046
Nuttall, Adora Johanna	Child Development	1-6	\$1,141

**ACADEMIC EMPLOYEES
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AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Ogimachi, Tom M.	Mathematics	1-3	\$1,046
Orso, Robert A	Photography	3-6	\$1,255
Ottaviano, Lori Ann	Sociology	4-4	\$1,207
Ozminkowski, Mariusz	Speech	4-6	\$1,307
Page, Rita Delores	History	4-5	\$1,259
Parry, Erica Margaret	Dental	1-4	\$1,046
Pearsall, Sam A.	Mathematics	4-3	\$1,207
Perez, Anissa	Health Sciences	2-3	\$1,099
Peterson, LaRynda Lynn	Psychology	3-1	\$1,152
Phan-Yamada, Tuyetdong Thi	Mathematics	3-6	\$1,255
Ponciano, Ronald L.	Kinesiology	1-6	\$1,141
Porter, Kimberly Lynn	Nursing	1-1	\$1,046
Prewitt, Dezzie Allen	Economics	1-5	\$1,093
Provencher, Henry W.	Administration of Justice	1-6	\$1,141
Quinones, Nancy	Ethnic Studies	1-1	\$1,046
Ramos Bernal, Natasha Marie	Political Science	1-5	\$1,093
Ramos, Christopher M.	English	4-6	\$1,307
Ramos, Michael	Psychology	2-5	\$1,142
Randolph, Stephanie M.	Health Sciences	1-6	\$1,141
Rashidi, Waleed	Communications	1-6	\$1,141

**ACADEMIC EMPLOYEES
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AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Rath, Carolyn A.	Earth Science	1-1	\$1,046
Reagan, Di Phan	Mathematics	1-6	\$1,141
Reed, Jeanine Marie	English	1-3	\$1,046
Regalado, Shelley Marie	Earth Science	3-3	\$1,152
Resch, Amy K.	Psychology	2-6	\$1,197
Resto-Ometeotl, Luivette	English	3-6	\$1,255
Richardson, Patricia E	Accounting	1-4	\$1,046
Rickman, Tracy E.	Health Sciences	1-6	\$1,141
Rizk, Sharon Lee	Psychology	4-6	\$1,307
Robles, Andrew L.	English	1-6	\$1,141
Rodriguez, Eric E.	Drafting	1-3	\$1,046
Rodriguez, Nelly	Speech	4-4	\$1,207
Rodriguez, Traci Lynn	Kinesiology	1-5	\$1,093
Rosales, Aurora N.	Psychology	2-3	\$1,099
Ross, Lisa Ann	Political Science	4-6	\$1,307
Rusch, Lori Fuller	Art	1-4	\$1,046
Saad, Nancy Hosny	Biology	3-4	\$1,152
Salvi, Lisa Jean	Anthropology	1-6	\$1,141
Seccombe, June S	English	4-6	\$1,307
Shaw, Tammie Denette	Psychology	4-2	\$1,207

**ACADEMIC EMPLOYEES
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Name	Department/Discipline	Placement	LHE Rate
Shearer, Margaret Rose	English	2-6	\$1,197
Sherman, Stephen Harrima	Water Technology	1-6	\$1,141
Shima, Kevin T.	Recording Arts	1-6	\$1,141
Shimano, Brooke Mariko	Biology	1-6	\$1,141
Silva, Daniella Alexandra	English as a Second Language	1-3	\$1,046
Simpson, Lakisha Delores	Child Development	1-6	\$1,141
Slay, Kevin D.	Theatre Arts	3-4	\$1,152
Smith, David A.	Philosophy	1-1	\$1,046
Smith, Lynda	Cosmetology	1-3	\$1,046
Smith, Rochelle Lajeanne	Cosmetology	1-2	\$1,046
Smyth, Nathaniel Ignatius	Chemistry	2-6	\$1,197
Smythe, Colville Nathaniel	English	1-6	\$1,141
Steinmetz, John A.	Music	2-5	\$1,142
Stepp-Bolling, Cassandra Taia	Biology	1-3	\$1,046
Stevenson, Matthew E	Mathematics	1-4	\$1,046
Stoup, Nicholas A.	Music	1-4	\$1,046
Sun, Sam Wei-Chih	Music	1-6	\$1,141
Swartz, Theodore R.	Public Works	1-6	\$1,141
Swatek, Cheryl L.	Kinesiology	4-4	\$1,207
Tabata, Flint Yuji	Architecture	1-6	\$1,141

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Tabata, Flint Yuji	Drafting	1-6	\$1,141
Tate, Erin M	Psychology	1-6	\$1,141
Tracey, Timothy D.	Kinesiology	1-6	\$1,141
Tsark, Eleanor Christi	Biology	4-6	\$1,307
Tseng, Kelly	Mathematics	2-6	\$1,197
Tufano, Andrew A.	Speech	1-6	\$1,141
Turcios, Ana	Counseling	3-1	\$1,152
Tyck, Robert John	Recording Arts	1-6	\$1,141
Uhl, Suzanne Marie	Speech	4-6	\$1,307
Urita-Lopez, Haydee	Ethnic Studies	3-3	\$1,152
Valdez, Antonio	Cosmetology	1-6	\$1,141
Valverde, Yesenia	Dance	1-6	\$1,141
Van Leersum, Amanda H.	Biology	1-2	\$1,046
Victor, Christopher K.	Kinesiology	1-6	\$1,141
Villeneuve, Louisa M.	Biology	4-6	\$1,307
Vinci, Dominic C	Automotive	1-6	\$1,141
Waddington, Alan W	Music	1-6	\$1,141
Weiss, Neil H.	Theatre Arts	4-6	\$1,307
Wessel, Mark S.	Art	2-6	\$1,197
Wheeler, Andrew J.	Kinesiology	1-3	\$1,046

**ACADEMIC EMPLOYEES
FALL 2013 ADJUNCT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
White, Jake	Economics	4-1	\$1,207
Wong, Kerwin Jay	Administration of Justice	1-6	\$1,141
Woolery, Laurie Ann	Theatre Arts	1-6	\$1,141
Woolsey, Ronald C	History	2-6	\$1,197
Yang, Rebecca Yee	Chinese	1-6	\$1,141
Ysais, Melissa Susan	Child Development	1-6	\$1,141
Yu, Jane Chun	Drafting	1-6	\$1,141
Zarate, Eloy Italo	History	4-3	\$1,207
Zawahreh, Luai G.	Economics	1-6	\$1,141
Zeman, William Joseph	History	2-6	\$1,197

**ACADEMIC EMPLOYEES
SPRING 2014 ADJUNCT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	LHE Rate
Frankini, Armida	Chemistry	1-1	\$1,046
Mackins, Allan	Political Science	1-1	\$1,046

**LAB SUPERVISORS
2013-2014
AUGUST 13, 2013**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Calderon, Joseph	A	Music	08/23/13	12/31/13	1-3	\$31.50
Silva, Daniel	A	Music	08/23/13	12/31/13	1-3	\$31.50
Waddington, Alan	A	Music	08/23/13	12/31/13	1-3	\$31.50

**ACADEMIC EMPLOYEES
FALL 2013 NON CREDIT
AUGUST 13, 2013**

Name	Department/Discipline	Placement	Hourly Rate
Ascencio, David	Non Credit	1-1	\$38.43
Cho, Young (Hannah)	Non Credit	1-3	\$42.24
Church, Luke	Non Credit	1-1	\$38.43
Fallat, Paul	Non Credit	1-3	\$42.24
Fernando, Jody	Non Credit	1-3	\$42.24
Johnson, Clayton	Non Credit	1-3	\$42.24
Mira, Linda	Non Credit	1-3	\$42.24
Perez, Nelida	Non Credit	1-3	\$42.24
Reyes, Laura	Non Credit	1-1	\$38.43
Richer, Margaret	Non Credit	1-1	\$38.43
Ropicki, Michael	Non Credit	1-1	\$38.43
Sailors, Bernetta	Non Credit	1-3	\$42.24
Starke, Dianne	Non Credit	1-3	\$42.24
Toda, Jim	Non Credit	1-3	\$42.24
Ufkes, Maureen	Non Credit	1-1	\$38.43

**COACHES - HEAD 2013-2014
FALL 2013
AUGUST 13, 2013**

2013-14 (Fall 2013)

VOLUNTEER HEAD COACHES

Horton, Julian M. Golf Head

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
AUGUST 13, 2013**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Locke, Caroline	100% Human Resources Assistant (Human Resources)	Temporary Upgrade	8/14/13 thru 12/31/13	29-7 (28-7+1A)	\$4174.51/mo
Michel, Frank	Food Service Supervisor	Temporary Upgrade	7/30/13 thru 9/30/13	9-1 (8-1+1A)	\$4878.00/mo
Serrano, Crisanta	100% Administrative Clerk III (Human Resources)	Temporary Upgrade	8/14/13 thru 12/31/13	26-6	\$3691.86/mo

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
AUGUST 13, 2013**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Johnson, Cheryl	100% Admissions and Records Technician II	Retirement	Admissions	08/10/13

**CLASSIFIED SUBSTITUTES
AUGUST 13, 2013**

NAME	CLASS/DEPT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Alvarez, Carmelita	Bookstore Operations Coordinator	Serve as substitute for a variety of dates and times	1/1/2014 thru 6/30/14	36-1	\$20.94/hr
Medina, Janine	Custodian	Serve as substitute for rotating absences	8/14/13 thru 6/30/13	22-1	\$15.12/hr
Rieder, Karol Kimberly	Library Media Technician II	Vacant position	8/14/13 thru 12/31/13	31-1	\$18.88/hr limited to 20hrs per week
Worthington, Terri Jo	Library Media Technician II	Vacant position	8/14/13 thru 12/31/13	31-1	\$18.88/hr limited to 20hrs per week

**SHORT-TERM, HOURLY
AUGUST 13, 2013**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Dinneen, Greg	Campus Services	Duties required to assist for facility rentals	Facility Rentals	\$14/hr	8/14/13 thru 12/31/13
Kniss, Matthew	Performing Arts Support	Backstage assistance in the preparations, rehearsal and performances of events	Performing Arts	\$9/hr	8/14/13 thru 12/31/13
Orantes, Michelle	Fiscal Support	Rush Coverage	Bookstore	\$14/hr	8/14/13 thru 10/19/13
Perez, Jennifer	Campus Services	Rush Coverage	Bookstore	\$14/hr	8/14/13 thru 10/19/13
Tran, Steven	Performing Arts Support	Backstage assistance in the preparations, rehearsal and performances of events	Performing Arts	\$9/hr	8/14/13 thru 12/31/13

**SUMMER 2013
COMMUNITY EDUCATION
NON-STRS
AUGUST 13, 2013**

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Bigley-Cronin, Mary	Community Education	1-3	\$42.24
Miyabe, Joyce	Community Education	1-3	\$42.24
Richardson, Patricia	Community Education	1-2	\$40.31

**VOLUNTEERS, NON-ACADEMIC
AUGUST 13, 2013**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Aleman, Andrew	Kinesiology (athletic student trainer)	8/14/13	6/30/14

VOLUNTEER COACHES
AUGUST 13, 2013

VOLUNTEER NAME	SPORT	BEGIN DATE	END DATE
Alvarado, Oscar	Volleyball	8/15/13	6/15/14
Oyefeso, Oluwajimi (BJ)	Football	8/13/13	6/15/14
Rodriguez, Damian	Cross Country	8/14/13	6/30/14

**PROFESSIONAL EXPERT
August 13, 2013**

Name	Description	Department	Rate	Begin/End
Allen, Melea	Bus Driver	Transportation	\$20.94/hr.	08/14/13 to 06/30/14
Chau, My	Supplemental Instruction Lead	STEM	\$35.00/hr.	08/14/13 to 06/30/14
Gonzalez, Nicole	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	08/14/13 to 06/30/14
Gonzalez, Roxanne	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	08/14/13 to 06/30/14
Hernandez, Denise	Softball Program Assistant	Kinesiology	no more than \$4,418.00/ttl.	08/26/13 to 06/15/14
Lopez, Deborah	Activity Lead - Center for Teacher Excellence	Counseling	\$20.00/hr.	08/14/13 to 08/13/14
Miramontez, Stephanie	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	08/14/13 to 06/30/14
Moore, Loree	Women's Basketball Program Assistant	Kinesiology	no more than \$4,418.00/ttl.	08/15/13 to 06/15/14
Oudich, Ali	Supplemental Instruction Assistant	STEM	\$12.00/hr.	08/14/13 to 06/30/14
Paccone, Lisa	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	08/14/13 to 06/30/14
Paredes, Terry	Softball Program Assistant	Kinesiology	no more than \$3,977.00/ttl.	08/26/13 to 06/15/14
Perez, Lauren	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	08/14/13 to 06/30/14
Puhawan, Erica	Supplemental Instruction Facilitator	STEM	\$20.00/hr.	08/14/13 to 06/30/14

PROFESSIONAL EXPERT
August 13, 2013

Name	Description	Department	Rate	Begin/End
Rocha, Lauren	Writing Café Facilitator	Bridges to Success	\$11.50/hr.	08/14/13 to 06/30/14
Roel, Anthony	Women's Basketball Program Assistant	Kinesiology	no more than \$3,977.00/ttl.	08/15/13 to 06/15/14

**STIPENDS STRS NON-CREDITABLE
AUGUST 13, 2013**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Campos, Eduardo	Stipend	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/19/13 thru 7/18/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	August 13, 2013	Resolution	<u> </u>
SUBJECT:	District Participation in the 2014 Chancellor's Office Tax Offset Program (COTOP)	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND

AB2347 authorizes the Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The program was enhanced by legislation to permit the offset of specific non-financial aid obligations owed to the districts.

By contracting with the Chancellor's Office, local districts can recover outstanding student debts owed to the college such as enrollment fees, out-of-state fees, library fines, personal checks written with non-sufficient funds, student loans, financial aid overpayments and other approved debts. In the last twelve years, the COTOP program has succeeded in offsetting and returning almost \$16.1 million directly to participating districts.

Under the COTOP program, the Chancellor's Office request the Franchise Tax Board to offset the amount owed to a district from the student/debtor's personal state income tax refund, lottery winnings or other state refund. The Franchise Tax Board remits any amounts offset to the Chancellor's Office. Authorization is then given to the State Controller to disburse the offset amount, minus a 25 percent administrative fee, to the participating local districts.

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

RECOMMENDATION

Authorization is requested to approve participation in the 2014 Chancellor's Office Tax Offset Program (COTOP) program.

Carol R. Horton
Recommended by

 /
Moved Seconded

Approved for Submittal

Aye___Nay___Abstained___

Item No. H.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 13, 2013	Resolution	_____
SUBJECT:	Superintendent/President Agreement Modification	Information	_____
		Enclosure(s)	x

BACKGROUND

The Citrus Community College District Board of Trustees first entered into a contractual agreement with Dr. Geraldine M. Perri as Superintendent/President in 2008 with subsequent amendments ending the agreement June 30, 2016.

The following is the requested modification to the agreement:

1. Position and Term

The Board hereby employs Dr. Perri as Superintendent/President of Citrus Community College District (hereinafter "District") for the period beginning July 1, 2013 and ending June 30, 2017.

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

RECOMMENDATION

Authorization is requested to modify Section 1 – Position and Term of the contractual agreement with Dr. Geraldine M. Perri to extend the end date to June 30, 2017.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.3.

**AMENDMENT NUMBER NINE
TO EMPLOYMENT AGREEMENT**

Between

CITRUS COMMUNITY COLLEGE DISTRICT

And

DR. GERALDINE M. PERRI

This Amendment Number Nine is entered into on August 13, 2013, by and between the BOARD OF TRUSTEES OF THE CITRUS COMMUNITY COLLEGE DISTRICT (hereinafter the "Board") and DR. GERALDINE M. PERRI (hereinafter "Dr. Perri" or "Superintendent/President") and shall be effective as of July 1, 2013.

The Board and Dr. Perri agree that it is their mutual advantage to amend *Section 1 - Position and Term* of the Employment Agreement entered into on May 30, 2008, to read as follows:

1. POSITION AND TERM

The Board hereby employs Dr. Perri as Superintendent/President of Citrus Community College District (hereinafter "District") for the period beginning July 1, 2013 and ending June 30, 2017. During this period Dr. Perri shall serve as the Chief Executive Officer and Secretary of the Board and shall have primary responsibility for execution of Board policy. Dr. Perri shall perform her duties and responsibilities as set forth in the California Education Code and formal job description developed by the Board, as well as rules and regulations of the Board of Governors of the California Community Colleges, and rules, regulations, policies and directives of the Board. Dr. Perri shall serve as the primary liaison agent with governmental and community civic organizations, including but not limited to the Citrus College Foundation. Dr. Perri shall perform such duties and responsibilities at a professional level of competence and due diligence.

The parties agree that all other provisions of the Employment Agreement shall remain unchanged except as amended.

Dated: _____

Dated: _____

Dr. Geraldine M. Perri
Superintendent/President
Citrus Community College District

Mrs. Susan M. Keith
President, Board of Trustees
Citrus Community College District

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: August 13, 2013 Resolution _____
SUBJECT: Employment of Ms. Renee Liskey Information _____
One Year Full-Time Temporary Instructor Enclosure(s) _____
Dance Commercial/Folk

BACKGROUND

The Fine and Performing Arts Department would like to hire a one year, full-time temporary, non-tenure track faculty to off-set the vacancy of a full-time dance instructor in an interim position. This recommendation is to approve the hiring of this position.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Renee Liksey as a one year, full-time temporary, non-tenure track instructor in the Fine and Performing Arts Department beginning on August 23, 2013 and ending on June 14, 2014 at a salary placement of Class 1, Step 4 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$54,419.00 annually health and statutory benefits.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	August 13, 2013	Resolution	<u> </u>
SUBJECT:	Board of Trustees – 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 were 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. Where applicable, the corresponding Administrative procedures are included, for information only:

- BP 2315 – Closed Sessions
- BP 2345 – Public Participation at Board Meetings
- BP 2365 – Recording

These Board Policies were presented to and approved by the Board on June 18, 2012, for a first reading.

This item was prepared by Patricia Robidoux, Administrative Assistant, Superintendent/President’s Office.

RECOMMENDATION

Authorization is requested to approve the second reading of BP – 2315 Closed Session; BP 2345 – Public Participation at Board Meetings; BP 2365 – Recording; and deletion of BP 2350 – Speakers Addressing the Board.

Robert L. Sammis _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.5.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2315 CLOSED SESSIONS

References: Education Code Section 72122;
Government Code Sections 54956.8, 54956.9, 54957, 54957.6, and
11125.4

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- provide direction to the District's designated representative regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its unrepresented employees;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and/or
- consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board of Trustees shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board of Trustees or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Trustees. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Board Approval	04/07/09
Desk Review	01/18/12
Revised	

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References: Education Code Section 72121.5;
Government Code Sections 54954.3 and 54957.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of three ways:

1. There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the recording secretary that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340 titled Agendas.

A written summary of the item must be submitted to the Office of the Superintendent/President at least five working days prior to the Board meeting to assure compliance with the Brown Act. The summary must be signed by the initiator and state his or her organizational affiliation, if any.

3. Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should reach the Office of the Superintendent/President no later than seven working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board of Trustees under this rule, but shall be submitted to the District.

(Replaces BP 2350 Speakers Addressing the Board)

Board Approved	11/18/08
Desk Review	06/16/11
Revised	

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

References: Education Code Section 72121.5:
Government Code Section 54954.2

All meetings of the Citrus College Board of Trustees are limited public forum meetings not to be construed as public forums. The conduct of all those attending the meeting or addressing the Board shall be conducted in an orderly manner. These procedures establish a protocol in addressing the Board.

Procedure for Addressing the Board of Trustees:

Persons may address the Board of Trustees either on an agenda item or on matters of interest to the public that are within the subject matter jurisdiction of the Board of Trustees.

General Public Comments:

Persons wishing to speak to matters not on the agenda shall do so at the time designated on the agenda for public comment.

To address the Board of Trustees under the Public Comment section of the agenda, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the public comment section of the agenda.

Comments Relating to a Specific Agenda Item:

Persons wishing to speak to a specific agenda item may do so at the time the specific item is under consideration by the Board of Trustees. Any such public comment will be heard before a vote is called on the item.

To address the Board of Trustees as to a specific agenda item, individuals shall complete the *Request to Address Board of Trustees* card and submit the card to the recording secretary prior to the Board of Trustees reaching the particular agenda item.

Time Limit for Speakers

- Those wishing to address the Board will be given five minutes per topic or agenda item unless the time limit is waived by the Board President and may be shorter when there are a large number of speakers to be heard. The total

amount of time allocated for public speakers to address matters during the public comment section of the agenda or for any specific agenda item is a maximum of thirty minutes.

- Those addressing the Board will be seated at a table with microphone after acknowledgement by the Board President.
- The speaker will give his/her name, and affiliation, if any.

Conduct of Speakers

- Undue interruption or other interference with the orderly conduct of the Board meeting will not be tolerated.
- Defamatory remarks or profanity will not be allowed. The Board President may terminate a speaker's privilege of address if he/she persists in improper conduct or remarks.
- Board members may interrupt a speaker at any time to ask questions or make comments as necessary to clarify the discussion.
- The Board President may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.
- No member of the public may speak without being recognized by the Board President.
- Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Complaints Concerning College Personnel

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions (Government Code section 54954.3). The Board may not prohibit public criticism of District employees.

Whenever a member of the public makes specific complaints or charges against an employee while addressing the Board, the Board President shall inform the speaker that it is the preference of the Board to receive such complaints in writing, or to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code section 54957. The Board President may also encourage the speaker, if he or she is the complaining party, to file a complaint using the appropriate district complaint procedure. However, the presentation of such complaints

or charges to the Board by a recognized speaker shall not alone be grounds for declaring the speaker out of order.

Board Approved 03/17/09
Desk Review 01/18/12
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

BP 2365 RECORDING

References: Education Code Section 72121(a);
Government Code Sections 54953.5 and 54953.6

Any audio or video recording of an open and public Board meeting made by or at the direction of the Board of Trustees shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Superintendent/ President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least 30 days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Board Approved 11/18/08
Desk Review 06/16/11
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

AP 2365 RECORDING

Reference: Government Code Section 54953.5

At the request of the Board of Trustees, regular meetings may be recorded and shall be subject to inspection by members of the public in accordance with the California Public Records Act. After preparation of the minutes, the recording shall be retained and erased thirty (30) days after the meeting.

No other recording device shall be used at any Board meeting in such a way that it interferes with the regular conduct of the meeting.

Board Approved 03/17/09
Desk Review 03/19/13

~~CITRUS COMMUNITY COLLEGE DISTRICT BOARD~~

~~BP 2350 ——— SPEAKERS ADDRESSING THE BOARD~~

~~References: ——— Education Code Section 72121.5;
————— Government Code Sections 54950 et seq.~~

~~Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.~~

~~Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.~~

~~Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.~~

~~Those wishing to speak to the Board of Trustees are subject to the following:~~

- ~~• The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.~~
- ~~• Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.~~
- ~~• Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.~~
- ~~• Each speaker shall complete a written request to address the Board of Trustees at the beginning of the meeting at which they wish to speak. The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.~~
- ~~• No member of the public may speak without being recognized by the President of the Board.~~
- ~~• Each speaker will be allowed a maximum of five minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. With a majority vote of the Board of Trustees, additional time to hear speakers may be scheduled at the end of the meeting.~~
- ~~• Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.~~

~~Board Approved~~ 11/18/08

~~Desk Review~~ 01/18/12

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 13, 2013	Resolution	_____
SUBJECT:	Physical Resources – Board Policy Revisions – Second Read	Information	_____
		Enclosure(s)	X

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 Policy was revised and approved by constituent groups on various dates and the Steering Committee on June 10, 2013. Attached to the Board Policy, for information only, is the related Administrative Procedure.

BP 3505 Emergency Response Plan

The Board Policy was presented to and approved by the Board on July 16, 2013, for a first reading.

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

RECOMMENDATION

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

Carol R. Horton _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. H.6.

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.

Board Approved 05/17/11
Revised _____

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

- 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.

Board Approved 05/17/11
Revised 07/16/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 13, 2013	Resolution	
SUBJECT:	Educational Programs Committee – Board Policy Revisions – Second Read	Information	
		Enclosure(s)	X

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 constituent groups on various dates and by the Steering Committee on May 13, 2013, and June 10, 2013. Attached to the Board Policies, 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)

These Board Policies were presented to and approved by the Board on July 16, 2013.

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

RECOMMENDATION

Authorization is requested to approve the second 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, Ed.D. _____
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. H.7.

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

**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.

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
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

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

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.
3. Major Requirement Completion of at least 18 units with a grade point average of 2.0 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 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
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; 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 and consents to the award without requiring the student to submit a graduation petition.

 - a. Graduation requirements must come from a single catalog.
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.

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 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 grade point average of 2.0 or better for each courses taken at the college or elsewhere, which 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;
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 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.

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.

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 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

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4225 COURSE REPETITION

References: Title 5 Sections 55000 et seq., 55040 et seq., 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.

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.

Board Approved 02/02/10
Revised

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4225 COURSE REPETITION

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

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.

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 instructor of the 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.

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 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.

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, with Title 5, or District procedures relating to retention and destruction of records.

Board Approved 02/02/10
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4290 CLASSROOM INTERFERENCE

Any 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 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
Revised

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4400 COMMUNITY EDUCATION PROGRAMS

Reference:

Education Code Section 78300

The District 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
Revised

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	August 13, 2013	Resolution	_____
SUBJECT:	Measure G Citizens' Oversight Committee	Information	_____
		Enclosure(s)	_____

BACKGROUND

As a result of the passage of Measure G, the Citrus College Facilities Bond, in March 2004, the Board of Trustees is required to establish 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.

Mr. Arthur Corral was the student representative appointed for a one-year term which has expired. The Board's Ad-Hoc Committee of Trustee Montgomery and Trustee Rasmussen reviewed applications received and recommend the selection of Mr. Tyler Hernandez for the Student Representative on the Measure G Oversight Committee for a one-year term.

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

RECOMMENDATION

Authorization is requested to appoint Mr. Tyler Hernandez as the student representative to the Measure G Oversight Committee for a one-year term (expires September 2014).

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.8.

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

July 13, 2013

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, July 13, 2013, in the Center for Innovation Community Room.

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

TRUSTEE ROLL CALL – Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, and Gary L. Woods. Absent: Mariana Vega, Student Trustee.

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

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Monica Christenson, Chris Garcia, Paula Green, Lan Hao, Samuel Lee, Martha McDonald, Eric Rabitoy, Gerald Sequeira, and Linda Welz

Faculty: Roberta Eisel, Bruce Langford, and Margaret O'Neil

Supervisor/Confidential Team: Leigh Buchwald, Marti DeYoung, Marilyn Grinsdale, and Eric Magallon

Classified Employees: Tom Cheng, Robert Coutts, Cathy Day, and Rose Ann Manfre-Campillo

Adjunct Faculty: Cecil Brower and Tom Gerfen

Students: Chips Bairavico, Carolyn Foote, Tyler Hernandez, and Sarah Nesh

VISITORS: Elly Karipides

Geraldine M. Perri, Ph.D., Superintendent/President, began her report with a presentation of the Above and Beyond – Classified Development (ABCD) Award. The award was presented to Mr. Mike Ramos, Facilities Access Technician. Dr. Perri said

Mr. Ramos is known for his continuous desire to expand his knowledge base of facilities management and his willingness to take on extra tasks. His colleagues say he has a great attitude and is always willing to help fellow staff members. Mr. Ramos is also an adjunct faculty member in Social and Behavioral Sciences, teaching classes such as Introduction to Psychology, Abnormal Psychology and Introduction to Social Psychology. Board President Keith presented the "Hootie" trophy to Mr. Ramos, saying he does a great job for the college. She thanked and congratulated him on behalf of the Board. Mr. Robert Coutts, CSEA President, congratulated Mr. Ramos on behalf of the classified staff, and he said they appreciate the support and recognition of the Board, Dr. Perri, managers and supervisors/confidential employees.

Dr. Perri said the special informational reports on the agenda reflect a year's work and effort on the part of various individuals and committees throughout the college. She thanked Mr. Jim Woolum, Past Program Review Coordinator, and Ms. Roberta Eisel, Incoming Program Review Coordinator, for their efforts in preparing the college's new program review process. The highlights of the final progress report on the Annual Implementation Plan, which will also be presented, detail the many activities and strategies that have been implemented this past year to advance 50 objectives of the college's Strategic Plan. She thanked Dr. Lan Hao, Director of Institutional Research and Planning, for her efforts in coordinating the Annual Implementation Plan and Progress Report.

Dr. Perri was pleased to report the college's standing in *Community College Week's* most recent rankings on the nation's top-producing community colleges. Using data gathered from the 2011-2012 year, the publication ranked Citrus College 36 out of the top 100 producers of associate degrees awarded to Hispanic students; 60 out of the top 100 producers of associate degrees awarded to minority students; 68 out of the top 100 producers of associate degrees awarded to Asian students; 23 out of the top 50 producers of associate degrees awarded in multi/interdisciplinary studies; 37 out of the top 50 producers of associate degrees awarded in parks, recreation, leisure and fitness; and 38 out of the top 50 producers in nursing.

Board President Keith thanked Dr. Perri and said the college just received some additional good news. She said Dr. Perri has been selected by Congresswoman Judy Chu as "Educator of the Year" for the 27th Congressional District.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, provided an update on Bridges to Success and College Success programs. He said summer planning retreats are currently being organized for two of the most active programs. The Learning Community Faculty Summer Planning Retreat will take place July 26, 2013, and the Faculty Leads Summer Retreat is schedule for August 16, 2013.

Dr. Spor said the Citrus College High Altitude Balloon and Rocket Owls teams conducted a four-hour workshop scheduled for Glendora students, grades three through

five, with 23 elementary students in attendance. They had the opportunity to build their own rocket and then launch and recover them on the baseball field.

Dr. Spor reported that Counseling has been very busy offering assessment and orientation Monday through Thursday. Immediately following testing, students attend a workshop called College 101, which teaches them how to access their Citrus e-mail and WingSpan. Students have the option of completing orientation online or in person. To offset the tremendous number of requests for appointments, counseling faculty are offering several other types of counseling assistance. These include a "Triage Station" for prerequisite clearances, assessment concerns and placement; "Course Planning Sessions" that teach new students how to choose classes for their first semester; "Registration Assistance Sessions" that provide open workshops with an advisor to help students; and "Advisor Questions and Answer Sessions" that assist students with frequently asked questions.

Dr. Spor said Citrus College is the 10th college in the California Community College system to go live with Open CCCApply. Currently, the college has received 1,237 applications using the new application. He said CCCApply will generate savings of approximately \$15,000 a year.

Robert Sammis, J.D., Director of Human Resources, provided details of the annual Human Resources staff retreat. He said staff identified Human Resources' presence on the Internet and Intranet as an issue they would like to focus on for the coming year. During the retreat, they explored a number of related topics and came up with some good ideas.

Lisa Villa, Academic Senate President, introduced herself to the Board and announced the names of the faculty members who will serve on the incoming Executive Board. The officers are: Mr. John Vaughan, Vice President/President Elect; Mr. Alfie Swan, Secretary; Ms. Laura Villegas, Treasurer; Ms. Patricia Lawrence, CCFA Liaison; Ms. Nicki Shaw, Curriculum Chair; and Mr. Jim Woolum, Past President. Ms. Villa said she is looking forward to working with the institution she has come to call "my second family."

Robert Coutts, CSEA President, said Owl Bookstore Operations Coordinator, Mr. Mike Bilbrey, is running for President of the California School Employees Association. Mr. Bilbrey currently serves as 1st Vice President of CSEA. Later this year, he will also be running for re-election as a CalPERS Administrative Board Member, a position he currently holds. Mr. Coutts said he and two other chapter delegates are looking forward to representing Citrus College and voting for Mr. Bilbrey at the 87th Annual CSEA Conference, which will take place at the end of July.

Gary L. Woods, Member, Board of Trustees, provided the following response regarding comments made from the audience at the June 16, 2013, Board meeting.

Trustee Woods took great offense to the statement made that he and Trustee Ortell were not faculty friendly. Trustee Woods has been a faculty member since 1968. He received his Master's in the field of Education. He taught eight years at high schools located in the intercity of Los Angeles and has been a faculty member for 35 years in the California Community College system. Trustee Woods has also received several awards for his service to the faculty.

Trustee Woods feels that the faculty union leaders should have opposed the nepotism policy as it is deeply flawed. The policy includes such things as cousins, but does not identify the degree of cousins. He made reference to an old saying that everyone is related to the sixth degree, which means most people would be subject to the policy. Trustee Woods voted against approval of the policy due to possible negative effects on the faculty.

Trustee Woods indicated that a previous president of the college asked Board members to have computers. The laptop provided to Trustee Woods is approximately 10 years old and the current value on e-bay is \$27. Therefore, he was somewhat amazed at the attack on Trustee Ortell about his computer. He made reference to Trustee Ortell's handicap status indicating it would be very difficult for him to physically bring his desktop computer to campus for repairs. Trustee Woods was offended by the comments and felt everyone else should have been.

Patricia Rasmussen, Vice President, Board of Trustees, commented on a brochure from the Haugh Performing Arts Center announcing their upcoming season. She said it is a beautiful publication.

As the Board's representative to the Citrus College Foundation, Trustee Rasmussen reported on the Foundation's Board Retreat. She said the Board celebrated the success of the past year and planned for the future. Trustee Rasmussen highlighted several accomplishments by the Foundation last year, including awarding more than \$100,000 in scholarship assistance to students and providing \$25,000 to faculty through the mini-grant process. She also provided details of plans for a productive year ahead.

Susan M. Keith, President, Board of Trustees, reported on the California Community College Trustees (CCCT) first board meeting for the 2013-2014 year. She said CCCT, along with the Chief Executive Officers of the California Community Colleges (CEOCCC), is the governance and policy board of the Community College League of California (CCLC). Board President Keith said they worked through a very large agenda, and topics included education issues, legislation, finance and emergency preparedness. One topic of particular interest to the Board was SB 440. This bill would, among other things expand the provisions of the Student Transfer Achievement Reform Act (STAR) to require that California community colleges create associate transfer degrees in every major and require that the California State University accept these degrees. Board President Keith concluded her report with positive comments about the meeting and the new CCCT Board.

MINUTES

Item 1: Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve the regular meeting minutes of the June 18, 2013, as submitted.

5 Yes.

INFORMATION AND DISCUSSION

Above and Beyond Classified Development (ABCD) Award – Geraldine M. Perri, Superintendent/President

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 Rabinov. 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.

Program Review Update – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

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 Mr. 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.

Dr. Spor introduced Ms. Eisel, Incoming Program Review Coordinator, who provided an overview of the new program review model.

Strategic Plan 2012-2013 Progress Report – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs, and Lan Hao, Director of Institutional Research

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*.

Dr. Spor and Dr. Hao provided highlights of the 2012-2013 Annual Implementation Plan and Progress Report.

Educational Programs Committee – Administrative Procedures – Revisions – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs

- 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**

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 Administrative Procedures listed above 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.

Dr. Spor explained revisions to the Administrative Policies listed above.

**Physical Resources Committee – Administrative Procedures – Revisions –
Carol R. Horton, Vice President of Finance and Administrative Services
AP 6800 – Safety**

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

Mrs. Horton explained revisions to the above Administrative Procedure.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

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

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

PERSONNEL RECOMMENDATIONS

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

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

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

CONSTRUCTION – CAPITAL PROJECTS

Item 9: Moved by Trustee Montgomery and seconded by Trustee Rasmussen 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. 5 Yes.

BIDS

- Item 10:** Moved by Trustee Ortell and seconded by Trustee Woods 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. 5 Yes.

STUDENT SERVICES

- Item 11:** Moved by Trustee Montgomery and seconded by Trustee Rasmussen to approve increasing the Student Service Fee by \$1 per term, effective fall 2013. 5 Yes.

SALARIES

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

MANAGEMENT PERSONNEL RECOMMENDATION

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

BOARD POLICIES

- Item 14:** Moved by Trustee Woods and seconded by Trustee Ortell to approve the first reading of BP 3505 ~~mer~~ Emergency Response Plan. 5 Yes.
- Item 15:** Moved by Trustee Ortell and seconded by Trustee Montgomery 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. 5 Yes.
- Item 16:** Moved by Trustee Rasmussen and seconded by Trustee Woods to approve the second reading of BP 3280 – Grants; and BP 4226 – Multiple and Overlapping Enrollments. 5 Yes.

RESOLUTIONS

- Item 17:** Moved by Trustee Rasmussen and seconded by Trustee Montgomery to approve Resolution 2013-14-01 opposing Assembly Bill 955. 5 Yes.

BOND

Item 18: Moved by Trustee Woods and seconded by Trustee Ortell to select Patricia Rasmussen and Joanne Montgomery as the Board of Trustees ad-hoc committee to recommend candidates for appointment to the Measure G Citizens' Oversight Committee. 5 Yes.

Item 19: Moved by Trustee Woods and seconded by Trustee Ortell 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

5 Yes.

BOARD OF TRUSTEES

Item 20: Moved by Trustee Rasmussen and seconded by Trustee Montgomery 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.

Mr. George Yin, Attorney, Kaufman Legal Group, read the following statement:

Honorable President and Trustees of Citrus College,

My name is George Yin. I am an attorney with Kaufman Legal Group. I am here to speak on Item H(13) on today's Board agenda.

On May 7, 2013, the Board of Trustees authorized the formation of an ad-hoc committee of two Board members who were tasked with gathering facts in response to allegations regarding the residency status of Trustee Gary L. Woods. Our office has been retained to advise Mr. Woods with respect to those proceedings and have outlined our legal position in a letter sent to the Board on Monday. Hopefully, you have had a chance to review the letter.

At present, the extent of the ad-hoc committee's activities to date is unknown, although we are aware that the Board is contemplating an extension of time for the ad-hoc committee to act.

Moreover, it is not known what sort of action, if any, the Board contemplates taking as a result of the ad-hoc committee's activities.

Given the lack of transparency and uncertainty regarding this process, we have found it necessary to express our strong objections in writing and at this meeting. Mr. Woods and the District's residents deserve an orderly process that complies with California law.

The Board's duties and responsibilities are clearly prescribed by law. Yet, it appears that the Board may be going in a direction that is not in the best interests of the District and not in accord with the law.

Courts and the California Attorney General's Office have made clear that the proceeding known as quo warranto is the only proper method for adjudicating a Board member's title to political office.

*In fact, the California Attorney General's Office has expressly stated that quo warranto is **the** proper vehicle for a board of trustees of a community college district to test whether one of its members is entitled to hold office on account of the member's residency status.*

Mr. Woods has satisfied all relevant residency requirements to serve as a Board member for the District. Yet, if certain members of the Board insist on continuing to question his qualifications, we expect that the Board will use the proper legal procedure, and allow the Attorney General's Office to decide whether or not to pursue a quo warranto proceeding. This process will allow the Attorney General to make an independent determination as to Mr. Woods' residency rather than leaving it in the hands of a non-transparent ad-hoc committee.

To engage in other non-legally prescribed proceedings opens the District up to potential lawsuits and ridicule. The residents of the District and Mr. Woods deserve better. We expect that the District will follow the processes that the law prescribes.

After further discussions where Trustee Ortell expressed his disapproval of the agenda item, Board President Keith read the following statement:

The subcommittee was authorized to work with legal counsel to gather facts and prepare a report to the Board of Trustees, which may include a recommendation for action. At the request of the subcommittee, legal counsel is collecting certain information and must provide feedback to the subcommittee before the report may be prepared. Legal counsel has not completed several tasks necessary for the report. The subcommittee's term should be

extended to allow for completion of fact gathering and analysis, and the preparation of a thorough, well-reasoned report. For that reason, the subcommittee seeks this extension.

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

CLOSED SESSION: At 5:45 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 6:35 p.m., Board President Keith reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 6:36 p.m. it was moved by Trustee Rasmussen and seconded by Trustee Woods to adjourn the meeting.

Date

Joanne Montgomery
Clerk/Secretary
Board of Trustees