

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Second Regular Meeting in May

DATE: Tuesday, May 27, 2014

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

Patricia A. Rasmussen, President
Joanne Montgomery, Vice President
Barbara R. Dickerson, Clerk/Secretary
Edward C. Ortell, Member
Susan M. Keith, Member
Fariyah Chowdhury, 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
Claudette E. Dain, Vice President of Finance and Administrative Services
Lisa Villa, Academic Senate President
Robert Coutts, Classified Employees
Fariyah Chowdhury, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. Approval of the Regular Meeting Minutes of May 6, 2014

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(b)(1): Public Employee Performance Evaluation: Superintendent/President.
5. Per Section 54957.6: Conference with Designated Representative, Patricia A. Rasmussen, President, Board of Trustees, Unrepresented Employee – Superintendent/President.

G. PUBLIC HEARING

1. In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043, the district proposes a transfer of one dollar (\$1.00) between the Equal Employment Opportunity Program and the Disabled Student Programs & Services (DSP&S) program, open a public hearing and invite members of the audience to present any comments with regard to the transfer of funds between state categorical programs. (Page 7)

H. INFORMATION AND DISCUSSION

1. Citrus Automotive and Physics Eco-Marathon Team – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs (Page 8)

2. **Notification of Grant Submission per Board Policy BP/AP 3280 – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs**

**Project Title: Title V Proposal: CASA: Home of Completion
(Center for Accelerated Student Achievement) Under the
Institute for Completion**

(Page 9)

3. **Educational Programs Committee – Administrative Procedure – Revision – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs**
AP 4103 Cooperative Work Experience
AP 4230 Grading and Academic Record Symbols

(Page 11)

4. **Student Services Committee – Administrative Procedure – Revision – Arvid Spor, Vice President of Student Services/Interim Vice President of Academic Affairs**
AP 5012 International Students

(Page 18)

I. 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 24)
- b. Authorization is requested to approve facility rentals and usage. (Page 26)

- c. Authorization is requested to approve A & B Warrants for April 2014. (Page 28)
- d. Authorization is requested to approve purchase orders for April 2014. (Page 30)
- e. Authorization is requested to approve Change Order Number Five in the amount of \$32,018.15 and add two days to the time for completion for Bid #02-0809, Administration Building Renovation Project. (Page 37)

Academic Affairs

- f. Authorization is requested to approve the new courses and modified courses. (Page 43)

Student Services

- g. Authorization is requested to approve the revised 2014-2015 Academic Calendar. (Page 49)
- h. Authorization is requested to approve the proposed 2015-2016 Academic Calendar. (Page 51)

Personnel Recommendations

- i. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 53)
- j. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 82)
- k. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 85)

I. ACTION (continued)

Business Services

2. In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043, authorization is requested to approve Resolution #2013-14-10 to transfer one dollar (\$1.00) between the Equal Employment Opportunity Program and the Disabled Student Programs & Services (DSP&S) program. (Page 102)
3. Authorization is requested to reject the claim, submitted on May 7, 2014, in the amount of \$6,310.42 as a result of damage to a personal automobile and to refer the claim to the District's claim administrators, Keenan & Associates, for the District's liability insurance plan (SWACC). (Page 104)

Personnel Recommendations

4. Authorization is requested to approve the employment of Ms. Natalie Desimone effective July 1, 2014, in a full-time tenure track position (a first year contract of 175 days over a twelve month period) in the discipline of Counseling – Career, at a salary placement of Class 1, Step 3, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$51,732.00 annually plus health and statutory benefits. (Page 105)
5. Authorization is requested to approve the employment of Ms. Renee Liskey effective August 22, 2014, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Dance, at a salary placement of Class 1, Step 7, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$62,488.00 annually plus health and statutory benefits. (Page 106)

General

6. Authorization is requested to approve the first reading of BP 4021 Program Discontinuance and BP 4250 Probation, Dismissal, and Reinstatement. (Page 107)
7. Authorization is requested to approve the first reading of BP 5070 Attendance, BP 5110 Counseling, BP 5120 Transfer Center, BP 5130 Financial Aid, BP 5150 Extended Opportunity Programs and Services, BP 5400 Associated Students Organization, BP 5410 Associated Students Elections and BP 5700 Athletics. (Page 123)
8. Authorization is requested to approve the second and final reading of BP 2015 Student Trustee. (Page 153)

9. Authorization is requested to honor the contributions made by the classified employees of the Citrus Community College District to the educational community and adopt a proclamation declaring the week of May 18-24, 2014, as Classified School Employees Week. (Page 156)

J. GOVERNING BOARD SUGGESTIONS FOR FUTURE AGENDA TOPICS

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

K. ADJOURNMENT

Dates to Remember:

May 28, 2014	9:00 a.m. to 1:00 p.m. Board of Trustees Retreat
June 14, 2014	Commencement
June 17, 2014	3:30 p.m. Administration Building Dedication
	4:15 p.m. Board of Trustees Meeting & Self Evaluation Work Session
July 4, 2014	HOLIDAY – Independence Day
July 15, 2014	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	May 27, 2014	Resolution	_____
SUBJECT:	Public Hearing –Transfer Between State Categorical Programs	Information	X
		Enclosure(s)	_____

BACKGROUND

In response to the State's fiscal crisis, major budget revisions were signed into law on July 28, 2009. Amongst these revisions was a categorical flexibility provision providing districts with greater flexibility in managing State categorical program funding reductions. Under the flexibility provision, districts are allowed to redirect funds from certain categorical programs to support any other categorical program funded in the State budget. This flexibility applies to fiscal years 2009-10 through 2014-15. In addition, any district electing to exercise the flexibility provision shall be deemed in compliance with the program and funding requirements contained in statutory, regulatory, and provisional language associated with the specified programs to which the flexibility provisions apply.

In order to exercise the flexibility provision, the District's governing board shall, at a regularly scheduled open public hearing, take testimony from the public, discuss, and take action on the proposed use of funding. In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043, the district proposes a transfer of one dollar (\$1.00) between the Equal Employment Opportunity Program and the Disabled Student Programs & Services (DSP&S) program.

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

RECOMMENDATION

In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043, the district proposes a transfer of one dollar (\$1.00) between the Equal Employment Opportunity Program and the Disabled Student Programs & Services (DSP&S) program, open a public hearing and invite members of the audience to present any comments with regard to the transfer of funds between state categorical programs.

Claudette E. Dain
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 27, 2014	Resolution	_____
SUBJECT:	Citrus Automotive and Physics Eco-Marathon Team	Information	X
		Enclosure(s)	_____

BACKGROUND

The Citrus Automotive and Physics Eco-Marathon Team (CAPE Owls) is another member of the Citrus College Research in Science and Engineering (RISE) family. Mr. Mariano Rubio will introduce the team comprised of Automotive Technology and Physics students and the vehicle they designed, built and competed with at the 2014 Shell Eco-Marathon challenge in Houston, TX.

This item was prepared by Jim Lancaster, Dean of Curriculum, Career/Technical & Continuing Education.

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. H.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 27, 2014	Resolution	_____
SUBJECT:	Notification of Grant Submission per Board Policy BP/AP 3280	Information	X
		Enclosure(s)	_____

BACKGROUND

Board Policy 3280 requires that the Board of Trustees be informed of all grant applications completed in support of college programs. The following Grant Launch information is a summary of the most recent federal Title V funding request named CASA: Home of Completion (Center for Accelerated Student Achievement). Submitted by Dr. Arvid Spor on May 7, 2014.

Project Title: Title V Proposal: CASA: Home of Completion (Center for Accelerated Student Achievement) Under the Institute for Completion

Project Leader: Dr. Arvid Spor

Funding Agency: U.S. Department of Education, Title V

Total Request: \$ 2,568,000.00

Length of Project: October 2014 through September 30, 2019

Need Addressed by Project

As the first major funding source for the Institute of Completion this grant seeks to increase - student success rates in mathematics, students declaring and completing degrees, student transfers, and support and resources faculty per year for professional development related to pedagogical practices, instructional technology and high impact practices.

Project Description with goals and objectives

To increase the number of Hispanic and other low income students attaining degrees, Citrus College proposes to create a new central hub, the CASA Center, that will be instrumental in strengthening the integration and coordination of student support services, improving teaching and learning for student success through high impact practices, and implementing a "Get the Degree" campaign to move students across the finish line to complete Associates degrees.

Overall, strategies include: a central one-stop-shop of student services focused on completion; accelerated math courses with supplemental instruction support; tech-based counseling and dedicated completion counseling; peer-to-peer and faculty-to-student mentoring; enhanced

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 27, 2014	Resolution	_____
SUBJECT:	Educational Programs Committee – Administrative Procedure - Revision	Information	X
		Enclosure(s)	X

BACKGROUND

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

The following Administrative Procedures were revised and approved by constituent groups on various dates and the Steering Committee on May 12, 2014. There is no corresponding Board Policy to AP 4103. Attached to AP 4230 is the corresponding Board Policy.

AP 4103 Cooperative Work Experience
AP 4230 Grading and Academic Record Symbols

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. H.3.

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 4103 COOPERATIVE WORK EXPERIENCE

Rev. 01-08-14

References:

Title 5 Sections 55250 et seq.

~~The Student Employment Office shall ensure that the District maintains a current plan approved by the California Community Colleges Chancellor's Office for the administration and operation of its cooperative work experience program. A Cooperative Work Experience plan is developed and submitted to the State Chancellor's Office. This plan will include:~~

- The systematic design of the program whereby students gain realistic learning experiences through work
- Specific descriptions of the respective responsibilities of the college, the student, the employers and other cooperating agencies
- A description of guidance services offered to prospective and accepted students
- Assurances that there is a sufficient number of qualified academic personnel to direct the program
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives
- Criteria for student participation and evaluation
- The basis for awarding grades and credit
- Information about how adequate clerical and instructional services are provided

~~Co-op Work Experience records are maintained in the Student Employment Office for seven years after the completion of the work experience. These records include:~~

- ~~Type and units of work experience~~
- ~~Location of employer~~
- ~~Position held by student~~
- ~~Basis of determining student qualification~~
- ~~Student hours worked~~
- ~~Performance evaluation(s)~~
- ~~Work permits (if required).~~

In addition, procedures address the maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of, and issuance of a work permit.

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience class
- ~~Participate in a Coop Ed Orientation in the Student Employment Office~~
- Identify the student's Faculty Advisor in a related discipline and the student's Worksite Supervisor
- ~~Complete forms from Student Cooperative Work Experience Handbook and ensure Faculty Advisor and Worksite Supervisor complete required forms.~~

~~The maximum number of work experience units that may be earned is 16 semester units.~~

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade. Final grades will be determined by the work experience instructor who may consult with the employer.

Office of Primary Responsibility: Academic Affairs

Board Approved 05/18/10

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

Approved by	ASCC	3/25/14
	CSEA	4/21/14
	Management Team	4/2/14
	Senate	4/9/14
	Supervisor/Confidential Team	3/14/14
	EPC	5/5/14
	Steering	5/12/14

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Rev. 12/11/13

References:

Education Code Section 76224;
Title 5 Sections 55021, 55022, 55023, and 55024

The Board of Trustees of the Citrus Community College District establishes this administrative procedure for the evaluation of student performance based on sound academic principles and consistent with the requirements of Title 5 Regulations for California Community Colleges. ~~This grading procedure shall apply to all degree-applicable and non-degree applicable credit courses.~~

Academic Record Symbols and Grade Point Average for all Degree Applicable and Non-Degree Applicable Credit Courses

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
FW	Failing/Withdrawal	0
	(Indicates that a student ceased participating in a course after the drop date without achieving a final passing grade.)	
P	Passing	
	(at least satisfactory, units awarded, not counted in grade point average)	
NP	No Pass	
	(less than satisfactory, or failing, units not counted in grade point average)	

Students have the option to be evaluated on a Pass/No Pass grading basis in courses approved for this option by the Curriculum Committee. Courses approved for the Pass/No Pass Option shall be so indicated in the college catalog. A student must declare the option by no later than 30% of the term, or the fourth Friday of a full semester course by filing a Pass/No Pass petition in the Office of Admissions and Records. The Pass/No Pass option became effective Summer 2009 and replaces Credit/No credit.

Instructors shall have the authority to assign an "F" (Failing) on a test, paper, or examination for cheating or plagiarism and may refer the student for additional disciplinary action.

An instructor's determination of a student's grade shall be final in the absence of mistake, fraud, bad faith, or incompetence. A student who believes that a grade assigned by an instructor should be reviewed, must file a student grievance in accordance with Student Rights & Grievance Procedures, AP 5530

The following non-evaluative symbols will be used to represent the status of student work.

Non-Evaluative

Symbol

Definition

I	Incomplete - Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. Before the time limit has passed, a student may petition for one extension of time due to unusual circumstances. The "I" symbol shall not be used in calculating units attempted nor for grade points.
W	Withdrawal - The "W" symbol may be used to denote withdrawal from a course
MW	Military Withdrawal - The "MW" symbol may be used to denote withdrawal from a course for military service
IP	In Progress - The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress" but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed.

The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of a term and does not re-enroll in that course during the subsequent term, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record for the course.

RD **Report Delayed** - The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

Progress Indicators for Noncredit Courses

<u>Symbol</u>	<u>Definition</u>
<u>P</u>	<u>Pass, satisfactory completion of a course</u>
<u>SP</u>	<u>Satisfactory Progress toward completion of a course</u>
<u>NP</u>	<u>Did not complete the course satisfactorily (no measureable or unknown progress)</u>

Office of Primary Responsibility: Academic Affairs

Board Approved 10/20/09
Desk Review 09/17/12

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

Approved by	ASCC	3/25/14
	CSEA	4/21/14
	Management Team	4/2/14
	Senate	4/9/14
	Supervisor/Confidential Team	3/14/14
	EPC	5/5/14
	Steering	5/12/14

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4230 GRADING AND ACADEMIC RECORD SYMBOLS

Reference: Title 5 Section 55023

The governing board of the Citrus Community College District establishes that student performance shall be based on sound academic principles. Courses shall be graded using the grading system established by Title 5. This grading policy shall apply to all degree-applicable and non-degree-applicable credit courses. The grading system shall be published in the college catalog and made available to students. The grading system shall include the “FW” grade for unofficial withdrawal.

Board Approval 10/20/09
Revised 03/19/13

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	May 27, 2014	Resolution	_____
SUBJECT:	Student Services Committee – Administrative Procedure – Revision	Information	X
		Enclosure(s)	X

BACKGROUND

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

The following Administrative Procedure was revised and approved by constituent groups on various dates and by the Steering Committee on May 12, 2014. Attached to the Administrative Procedure, for information only, is the related Board Policy 5010.

AP 5012 International Students

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. H.4.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5012 INTERNATIONAL STUDENTS

References: Education Code Sections 76141 and 76142;
Title 5 Section 54045;
Title 8, U.S. Code Sections 1101. et seq.

~~Citrus College~~ The District may admits international students who have an F-1 or M-1 Visa permitting them to study in the United States. International students, who come from all over the world, must comply with certain requirements imposed both by ~~Citrus College~~ the District and the Department of Homeland Security ~~regulations~~. International students pay nonresident tuition and a capital outlay fee in addition to college enrollment fees (see AP 5020 ~~titled~~ Nonresident Tuition and AP 5030 ~~titled~~ Fees for more information on fees and exemptions). The International Student Office ~~at Citrus College~~ monitors the student's academic progress.

International Student Admission Policy:

~~Citrus College~~ The International Student Office will issue an I-20 to a foreign student to obtain F-1 Visa student status upon completion of:

- District ~~College~~ admission application (~~not done until student arrives, after I-20 is issued~~);
- International (F-1 Visa) student application;
- Application Processing Fee;
- Confidential financial support documentation;
- Test of English as a Foreign Language (TOEFL) ~~score of 450 on the paper based test, 133 on the computer based test, or 45 on the internet based test (no TOEFL score required for ESL program)~~. No test score is required for entrance into the Intensive English Program;
- Academic transcripts from high school and/or college (college transcripts must be evaluated by ~~Academic and Professional International Evaluations, Inc.~~ an approved evaluation service) ~~and; and~~
- Tuberculosis (TB) test results.

F-1 Visa students already attending a U.S. institution of higher education may apply for admission to Citrus College for F-1 student status and may be issued an I-20 provided the ~~following criteria are met~~ student submits:

- ~~Must provide~~ A transfer release form from previous institution indicating the student maintains their F-1 status or requiring reinstatement ~~and;~~
- ~~A copy of the I-20, I-94, Visa, passport, and college transcripts.~~ Appropriate immigration status documents; and
- College transcripts.

F-1 Visa students attending Citrus College are not eligible for financial aid.

F-1 Visa students will be held to the same scholastic requirements and to the same college rules and regulations as other students.

~~F-1 students will not be accepted for admission into any program where applications by qualified United States citizens exceed spaces available.~~ F-1 Visa students may be restricted from admissions into impacted programs and may be subject to other enrollment limitations.

Students issued an I-20 and attending ~~the~~ Citrus College are required to comply with U.S. Federal Code, Department of Homeland Security (DHS), and Citizenship and Immigration Services (CIS) regulations that pertain to F-1 Visa students.

~~Non-native speakers of English who are permanent~~ Permanent residents of the United States and students who hold other types of visas are not considered international students.

Health Insurance

F-1 Visa students must purchase health insurance. ~~The Dean of Students shall appoint a person to be responsible for all international students.~~ The Dean of Admissions and Records shall be responsible for seeing that all international students have accident insurance, health and medical insurance ~~plus a release signed by the student's parents (or guardian if needed) for any emergency medical care and for hospitalization and a medical emergency release.~~

Concurrent Enrollment

F-1 Visa students enrolled full time at another Student and Exchange Visitor Information System (SEVIS) approved home institution and considered in good status ~~are~~ may be permitted to enroll part time at Citrus College in up to two classes, ~~with a unit limit established by each college~~ subject to unit limitations imposed by the home institution.

Part-time F-1 Visa students must complete appropriate paperwork and pay all appropriate fees.

F-2 Visa Dependents

In accordance with U.S. Federal Code, the spouse and minor children accompanying an F-1 Visa student are eligible for admission in F-2 Visa status. The F-2 Visa spouse or F-2 Visa child may not engage in full-time study and the F-2 Visa spouse and F-2 Visa child may only engage in studies that are vocational or recreational in nature.

The college will comply with all immigration policies in regard to admitting students to the credit programs at Citrus College.

Application Fee

Per California Education Code Section 76142, any prospective international student who possesses an economic hardship is exempt from paying the international student application fee. Students qualifying under Education Code Section 76140 who are exempt from paying nonresident tuition, are also exempt from paying the international student application fee.

Nonresident Tuition Fee

Nonresident tuition fee will be charged for all credit courses taken. Any nonresident who is both a citizen and resident of a foreign country, who has demonstrated a financial need may be exempted on an individual basis. Not more than 10 percent of the nonresident foreign students attending Citrus College may be so exempted.

Capital Outlay Fee

A community college district may charge nonresident students who are both citizens and residents of a foreign country, who have not or cannot establish residence, an amount not to exceed the amount expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. This fee cannot exceed 50 percent of the nonresident tuition fee.

Board Approved 07/21/09

Revised 11/05/13

Approvals:

Student Services Committee – 11/21/13

Academic Senate – 04/9/14

ASCC – 04/01/14

CSEA – 04/21/14

Management Team – 04/02/14

Supervisor Confidential Team – 03/19/14

Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References: Education Code Sections 76000, 76001, 76002, and 76038;
 Labor Code Section 3077;
 U.S. Department of Education regulations on the Integrity of
 Federal Student Financial Aid Programs under Title IV of the Higher
 Education Act of 1965, as amended;
 34 Code of Federal Regulations Section 668.16(p)

The District shall admit persons who meet one of the following requirements:

- Any person possessing a high school diploma or its equivalent.
- Other persons, who are over the age of 18 and not possessing a high school diploma and who, in the judgment of the Superintendent/President or his/her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.
- Any high school student, as a special part-time or special full-time student, who has completed the 10th grade, receives parental consent, and who is recommended by the high school principal for advanced scholastic or vocational work.
- A kindergarten through 10th grade student, as a special part-time student, who receives parental consent and who is recommended by the principal for advanced scholastic or vocational work. The District reserves the right to determine that a student is academically qualified to benefit from the advanced scholastic or vocational work in the discipline to be studied.

Special part-time and special full-time students must have availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.

The Superintendent/President shall establish procedures regarding ability to benefit from advanced scholastic or vocational work and admission of high school and younger students.

Denial or Conditions on Admissions

Citrus College may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the

applicant continues to present a danger to the physical safety of the students and employees of the District.

Denial of Requests for Admission of Special Part-Time or Special Full-Time Students

If the District denies a request for special part-time or special full-time enrollment at a community college for a pupil who is identified as highly gifted, the District shall record and issue to the student its findings and the reason for denying the request in writing within 60 days.

The Superintendent/President shall establish procedures regarding evaluation of requests for special part-time or special full-time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

See Administrative Procedure 5010.

Board Approved	07/21/09
Desk Review – No Changes	01/27/12
Revised	12/03/13

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – May 27, 2014

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Cannon, Merle	\$6,000.00max	District	7/1/14-6/30/15	5 Year Plan
Cannon, Merle	\$6,000.00max	District	7/1/14-6/30/15	Space Inventory
<u>EXTERNAL AND GOVERNMENT RELATIONS</u>				
Amezcuca, Lisa	\$15,000.00max	District	7/1/14-6/30/15	Photography Services
Lin, Ricky Jui-Chi	\$1,000.00max	District	5/28/14-6/30/14	Professional Photography Services
Lin, Ricky Jui-Chi	\$15,000.00max	District	7/1/14-6/30/15	Professional Photography Services
Marsh, Brian Y.	\$5,000.00max	District	5/28/14-9/30/14	Video Production for Convocation and 2014-15 Academic Year
<u>FINE AND PERFORMING ARTS</u>				
Holder, Susan	\$4,500.00max	District	7/1/14-6/30/15	Musician Services
Thanksgiving Whatever, Inc.	\$7,500.00max	District	7/1/14-6/30/15	Musician Services
<u>FOSTER CARE EDUCATION</u>				
Alvidrez, Maria Dolores	\$2,315.00max	Grant	7/1/13-6/30/14 <i>Revision</i>	Training of Foster Care Participants
Browne, Sandra	\$3,612.00max	Grant	7/1/13-6/30/14 <i>Revision</i>	Training of Foster Care Participants
Cash, Karen	\$12,585.50max	Grant	7/1/13-6/30/14 <i>Revision</i>	Facilitation of Foster Care Participant Classes
Cash, Karen	\$10,900.00max	Grant	7/1/13-6/30/14 <i>Revision</i>	Training of Foster Care Participants
Christensen, Sandra	\$5,550.00max	Grant	7/1/14-6/30/15	Training of Foster Care Participants
Haghani, Richard	\$10,780.00max	Grant	7/1/13-6/30/14 <i>Revision</i>	Training of Foster Care Participants
Olague, Lorena	\$4,464.00max	Grant	7/1/14-6/30/15	Training of Foster Care Participants
Razo, Jorge	\$8,370.00max	Grant	7/1/13-6/30/14 <i>Revision</i>	Facilitator of Foster Care Participant Classes
Rios, Kenneth Gabriel	\$2,000.00max	Grant	5/28/14-6/30/14	Management of Databases
Rios, Kenneth Gabriel	\$6,400.00max	Grant	7/1/14-6/30/15	Management of Databases
Washington, Gwen	\$8,775.00max	Grant	7/1/14-6/30/15	Training of Foster Care Participants
<u>HEALTH SCIENCES</u>				
Citrus Valley Health Partners	no fee	no fee	7/1/14-6/30/15	Clinical Education Agreement
Mesa Glen Care Center	no fee	no fee	4/30/14-4/30/16	Clinical Education Agreement
<u>MATHEMATICS</u>				
Fentzloff, Meg	\$2,500.00max	Grant	5/28/14-9/30/14	Develop Grant-Specified Informational Materials
<u>STUDY ABROAD</u>				
American Institute for Foreign Study, Inc.	no fee	no fee	6/26/14-7/26/14	Study Abroad – Florence, Italy Summer 2014
American Institute for Foreign Study, Inc.	no fee	no fee	9/4/14-11/14/14	Study Abroad – London, England Fall 2014

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

**Use of Facilities
May 27, 2014**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
FLS International	Library Fishbowl	Meeting	5/8/2014	\$50.00 plus additional labor if required
Tara League	Gym and Locker Rooms	Basketball Games	5/24 & 5/25/14	\$2,550.00 plus additional labor if required
FLS International	LH102	Meeting/ Workshop	6/17 & 6/18/14	\$100.00 plus additional labor if required
FLS International	Campus Center East Wing	Meeting	6/17/2014	\$787.50 plus additional labor if required
Club West Volleyball	Gym Floor	Volleyball Practice	Saturdays 7/12/14 through 8/30/14	\$1,546.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
April, 2014		
B WARRANT AMOUNT PAID TO VENDORS		\$2,875,921.69
GRANT AMOUNT PAID TO STUDENTS		\$29,236.30
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
172	C1I-C	\$1,554,344.66
430	C5I-C	\$704,168.40
23	C5I-N	\$28,386.29
10	C3I-C	\$6,647.27
448	C3I-N	\$214,078.96
17	105-N	\$3,528.99
12	113-N	\$114,252.16
303	C2J-N	\$1,351,439.78
1,415		\$3,976,846.51
ske		
5/21/2014		

Purchase Orders Dated 04/01/2014 - 04/30/2014

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
14-24126	Branders.com Inc.	0060	Supplies	01-4300	2,279.42
14-24193	Amazon.com	9100	Supplies	01-4300	141.29
14-24383	Kosmet Inc.	9375	Esthetician Equipment-TC Building	42-6400	1,808.72
14-24514	Summit Racing Equipment	3020	Supplies	01-4300	204.80
14-24554	LBI-Boyd Wallcoverings	0080	Bulletin Board	01-4300	236.20
14-24555	Williamson-Dickie Mfg. Co.	9190	Uniforms	01-5550	310.68
14-24561	MusiCity.com	9170	Music Stands & Parts	01-4300	2,129.00
14-24564	Amazon.com	9260	Supplies	01-4300	381.81
14-24565	Dell Computer Corp	9100	Computers	01-6400	20,242.66
14-24566	Bio Rad Laboratories	0030	General Biology Supplies	01-4300	223.72
14-24567	Amazon.com	9360	Supplies - Staff Development	01-4300	2,295.37
14-24568	Sehi Computer Products Inc	9260	Printer - Library	01-6400	686.17
14-24569	Amazon.com	9680	Supplies	01-4300	97.93
14-24571	Stamp Out	9250	Stamp	01-4300	27.20
14-24572	Owl Bookshop	9081	Spring EOPS Textbooks	01-7600	97,827.64
14-24573	Owl Bookshop	9081	Spring CARE Textbooks	01-7600	869.77
14-24575	Glaxosmithkline Financial Inc.	9160	Vaccines	01-4300	1,470.19
14-24576	South Coast Air Quality	9430	Annual Operating Fees	01-5805	121.44
14-24577	KI	0030	Desk - DSP&S	01-6400	1,374.49
14-24578	UCR, LLC	3200	Hard Drive	01-6400	502.28
14-24579	CalWorks Association	9580	CalWorks Annual Training 2014	01-5220	650.00
14-24580	Elsevier	3200	Supplies	01-4300	3,535.65
14-24581	CINHC	3200	Subscription	01-5800	350.00
14-24583	McNaughton Book Service	3160	Book Subscription	01-6300	4,211.76
14-24584	Pinpoint Industries	9350	Women's Waterpolo Supplies	01-4300	538.62
14-24585	Sports Imports Inc.	0060	Volleyball Game Net	01-4300	418.90
14-24586	Clarion At Citrus	3370	Workshop Advertisement	01-5800	440.00
14-24587	Media Education Foundation	9320	AV Media	01-6300	171.50
14-24588	Movies Unlimited	9320	AV Media	01-6300	68.19
14-24589	ATIXA-Orange Coast College	9070	Title IX Training Course	01-5800	500.00
14-24590	BSN Sports	0060	P.E. Supplies	01-4300	1,411.50
14-24591	BSN Sports	0060	Tennis Nets	41-6400	330.36
14-24592	Alert Services	0060	Training Room Supplies	01-4300	656.80
14-24593	Fitness Anywhere	0060	TRX Trainers	01-4300	355.66
14-24594	Gaylord Bros.	9260	Supplies	01-4300	118.14
14-24595	Gaylord Bros.	9260	Archival Case	01-6400	855.57
14-24596	Owl Bookshop	9360	Supplies	01-4300	400.00
14-24597	Center for Education & Employ	9200	Annual Subscription	01-4300	241.95
14-24598	NCHERM Group LLC	9200	Registration Fee	01-5200	1,000.00
14-24599	Harland Technology Services	9100	Scantron Software	01-5840	1,890.00
14-24600	Citrix Online LLC	9100	Software Support	01-5840	1,320.00
14-24601	Altaware Inc.	9100	Juniper Maintenance Renewal	01-5810	2,040.00
14-24602	Hewlett Packard Company	9100	HP Software Support	01-5840	241.92
14-24603	Clear Tech Media	9100	LCD Monitor - SS172	41-6400	3,059.30
14-24604	Spinitar	9100	Scala Software Maintenance	01-5810	1,507.26
14-24605	Solid State Logic, Inc.	0281	Audio Console Extended Warranty	01-5630	8,057.69
14-24606	Apple Inc	0060	iPad - Sports Information	01-6400	480.42
14-24607	Vology Data Systems	9100	Network Equipment	01-6400	4,349.10
14-24608	CPP, Inc.	9290	Site License Renewal	01-5800	195.00
14-24609	Kelly Paper	9250	Paper-Warehouse Stock	01-4300	2,513.25
14-24610	Hearlihy	3080	Parallel Bars-Drafting Tables	01-4300	638.00
14-24611	Bryce Eikelberger Hunter Svc	3020	Repair-Alignment Equipment	01-5600	645.99
14-24612	Goodson-West	3020	Supplies-Auto Labs	01-4300	317.90
14-24613	Dexis Henry Schein Dental	3370	Intra-oral Camera	01-6400	3,314.55
14-24614	Mark Armitage	0030	Microscope Repair	01-5630	440.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
14-24615	Snap-On Industrial	3370	Automotive Tool Kits	01-6400	55,398.40
14-24616	Lester A. Dine, Inc.	3370	Extra-oral Digital Kit	01-6400	1,872.55
14-24617	Patterson Dental	3370	Instrument Sterilization Cassette	01-4300	4,446.49
14-24618	Tom's Truck Center	3020	Diesel Truck Repair	01-4300	141.10
14-24619	Alcan Technologies, Inc.	9250	Panic Button-Student Services	01-4300	58.10
				01-5800	75.00
14-24620	Fisher Scientific	0311	Lab Supplies	01-4300	654.55
14-24621	W.W. Grainger, Inc.	3020	Supply-Auto Lab	01-4300	57.51
14-24622	Hardy Diagnostics	0030	General Biology Supplies	01-4300	135.77
14-24623	Carolina Biological Supply	0030	Biology Supplies	01-4300	2,457.02
14-24624	Ticket Envelope Co.	9030	Ticket Envelopes	01-4300	370.60
14-24625	Aldrich Chemical Co.	0311	Lab Supplies	01-4300	2,996.86
14-24626	Sargent-Welch Scientific	0030	General Biology Supplies	01-4300	212.10
14-24627	Medco Supply	0060	Training Room Rehab/Exercise	01-6400	1,840.91
14-24628	Insight Media	3200	ADN DVD's	01-4300	2,612.49
14-24629	Duarte Unified School District	3340	Summer School 2013	01-5800	28,567.54
14-24630	Bryce Eikelberger Hunter Svc	3020	Repair-Alignment Machine	01-5600	4,964.87
14-24631	Patterson Dental	3370	Instrument Sterilization Unit	01-6400	2,216.95
14-24632	Design Space Modular	9375	Trailer Move	42-5800	300.00
14-24633	Gatlin Education Services	3340	Training Services	39-5800	895.00
14-24634	Education To Go	3340	Educational Services	39-5800	865.00
14-24635	Balance Body, Inc.	0282	Instructional Supplies	01-4300	356.36
14-24636	EVT Automobile Equipment, Inc.	3020	Repair-Tire Machine	01-5600	573.71
14-24637	Bryce Eikelberger Hunter Svc	3020	Repair-Alignment Equipment	01-5600	372.53
14-24638	Southern Aluminum	0280	Portable Stage Deck Supplies	01-4300	2,393.96
14-24639	Sports Imports Inc.	9195	Supplies	01-4300	50.60
14-24640	ATIXA Central Offices	9350	ATIXA Training	01-4300	400.00
14-24641	R & D Business Interiors	3370	Metal Cabinets-PC317	01-6400	2,591.13
14-24642	NIMCO	3200	Supplies	01-4300	86.43
14-24643	Monrovia Unified School Dist	3340	Summer School 2013	01-5800	29,696.05
14-24644	Jeff's Sporting Goods	0060	Practice Footballs	01-4300	673.35
14-24645	Jeff's Sporting Goods	0060	Softball & Baseball Balls	01-4300	1,010.70
14-24646	Dumbell Man Fitness Equipment	0060	Rotary Calf Exercise Machine	01-6400	3,494.55
14-24647	Dumbell Man Fitness Equipment	0060	Supplies	01-4300	351.60
14-24648	Soccer Loco	0060	Soccer Goal Nets	01-6400	6,055.56
14-24649	Sears Home Central Parts	3050	Blanket PO	01-4300	1,000.00
				01-5600	700.00
14-24650	Bell Handengine, Inc.	3050	Repair	01-5600	661.44
14-24651	Paradigm	9010	Shipping Fees	01-4390	527.62
14-24652	MusiCity.com	0280	Band Stand Cases	01-4300	999.75
14-24653	Medic Batteries	0010	Batteries	01-4300	614.47
14-24654	Rose Brands Textile Fabrics	3260	Supplies	01-4300	122.41
14-24655	Laguna Clay	0010	Supplies	01-4300	962.25
14-24656	Baron Ingnias	0060	Football Rings	01-4300	7,423.85
14-24657	Craft Fair/Holiday House	9230	Outreach and School Relations	01-5800	75.00
14-24658	IKEA	9030	Supplies	01-4300	77.29
14-24659	Amazon.com	3270	Supplies	01-4300	776.56
14-24660	Amazon.com	3270	Supplies	01-4300	1,114.18
14-24661	Sehi Computer Products Inc	9160	Printer	01-4300	196.75
14-24662	Sehi Computer Products Inc	9230	Scanner-Student Affairs	01-4300	215.18
14-24663	Dell Computer Corp	9030	Computers	01-6400	1,396.55
14-24664	Sport & Cycle Team Athletics	0060	Game Balls	01-4300	2,204.92
14-24665	IPEVO Inc	3340	Supplies	01-4300	202.74
14-24666	The Betty Mills Company	9195	Supplies	01-6400	448.81
14-24667	San Gabriel Valley Tribune	9370	Legal Ad-PC Dental Modernization	41-5800	1,986.16
14-24668	Postmaster	9220	Postage	01-5850	6,500.00
14-24669	Amazon.com	9030	Supplies	01-4300	107.65
14-24670	CSS/Rancho Janitorial Supplies	9370	Supplies	41-4300	763.20

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
14-24671	Data Impressions	3370	Monitors - Drafting Design	01-6400	10,641.40
14-24672	Data Impressions	9100	Monitors	01-6400	4,364.40
14-24673	ComputerLand of Silicon Valley	9030	Software	01-4300	440.36
14-24674	Kurzweil / Intellitools, Inc.	3270	Keyboards	01-6400	1,742.20
14-24675	Other World Computing	0281	Computer Parts	01-4300	512.27
14-24676	Vintage King Audio	0281	Computer Expansion Chassis	01-6400	4,341.34
14-24677	Powell Camera Shop	3260	Supplies	01-4300	352.90
14-24678	America's Software Corporation	3040	Cosmetology Software Support	01-5810	2,542.00
14-24679	Vintage King Audio	0281	Computer Expansion Chassis	01-6400	1,984.77
14-24680	R & R Custom Signs	9230	Sign Banner	01-4300	354.25
14-24681	Hillyard, Inc.	9270	Supplies	01-4300	1,069.88
14-24682	Virco Manufacturing Corp	3200	Student Desks	01-6400	846.36
14-24683	Dell Computer Corp	3270	Computer	01-6400	1,033.17
14-24684	Dell Computer Corp	9099	Computer	01-6400	917.73
14-24685	Dell Computer Corp	9170	Computers	01-6400	7,260.25
14-24686	Sehi Computer Products Inc	9099	Printer	01-6400	882.49
14-24687	CSI Fullmer	9090	Office Chair	01-6400	318.83
14-24688	San Diego Police Equipment Co.	0020	Supplies	01-4300	572.18
14-24689	McMurry Stern	9320	Service Agreement Renewal	01-5810	990.00
14-24690	Crestline Specialties, Inc.	9099	Promotional Products	01-4300	4,966.48
14-24691	Sea West Enterprises Inc.	9375	HVAC Bridge-AD	42-6400	1,615.50
14-24692	Monrovia Reproduction	9375	Printing-Main Gym Project	42-5800	63.87
14-24693	Magna Publications	3180	Subscription Renewal	01-4300	457.00
14-24694	Bone Clones	0020	Supplies	01-4300	467.61
14-24695	Bone Clones	0020	Supplies	01-4300	212.55
14-24696	Bone Clones	0020	Supplies	01-4300	725.94
14-24697	Academic Works, Inc.	9090	Scholarship Annual Service Fee	01-5800	6,300.00
14-24698	CareerAmerica, LLC	9099	Financial Aid Handbooks	01-4300	10,876.09
14-24699	Steve Weiss Music	9170	Musical Instrument	01-4300	38.84
14-24700	Bainbridge Environmental	9375	Environmental Testing-Annex Bldg	42-5800	2,575.00
14-24701	Avis Rent A Car	9240	Van Rentals	01-5610	994.00
14-24702	California State Univ San Marcos	9660	Conference Registration Fee	01-5220	250.00
14-24703	Barstow Community College	9420	Fall 2013 Instructor Reimbursement	01-5810	9,000.00
14-24704	ComputerLand of Silicon Valley	3180	Software Licenses	01-4300	470.88
14-24705	Data Impressions	9099	Monitors	01-6400	727.40
14-24706	SARS Software Products, Inc	9090	Software	01-5800	9,190.00
14-24707	Troxell Communications, Inc	9170	AV Equipment	01-6400	1,543.44
14-24708	CDW-G	9170	LCD Projectors	01-6400	11,172.61
14-24709	Toshiba Direct Gov.	9170	Computer	01-6400	1,340.60
14-24710	Western Audio Visual Corp	9170	Audio Equipment	01-6400	276.22
14-24711	Maintex Inc.	9270	Supplies	01-4300	2,187.59
14-24712	Denault Commercial Hardware	9270	Supplies	01-4300	1,087.82
14-24713	CDW-G	9099	Projector - Financial Aid	01-6400	1,723.28
14-24714	Toshiba Direct Gov.	9099	Laptops - Financial Aid	01-6400	13,406.02
14-24715	Denville Scientific	0030	Biology Supplies	01-4300	356.17
14-24716	Ward's Natural Science	0020	Supplies	01-4300	94.63
14-24717	Sunshine Windows	9370	Window Cleaning Services	41-5800	11,046.00
14-24718	Office Depot	3200	Blanket PO	01-4300	260.67
14-24719	TEK-Line Products	9110	Poster & Banner Supplies	01-4300	1,118.06
14-24720	Board of Governors California	9230	Spring 2014 Registration Fee	72-5200	1,550.00
14-24721	DWI Enterprises	9375	Board Room Furniture - AD	42-6405	6,333.57
14-24722	Board of Governors California	9151	ETS Counselor Training	01-5200	3,045.00
14-24723	Hilton San Francisco	9099	Hotel Reservation Fees/Conference	01-5220	6,025.36
14-24724	Pacific Work Apparel	9190	Uniforms	01-5550	73.57
14-24725	Dell Computer Corp	9090	Computers	01-6400	8,311.87
14-24726	LBI-Boyd Wallcoverings	9375	Tackboards	42-4300	301.60
14-24727	Alliance Bus Lines	9347	Bus Transportaion	01-5600	5,101.20
14-24728	ACT Lighting	9030	Supplies	01-4300	98.67

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
14-24729	Troxell Communications, Inc	9170	Document Camera	01-4300	474.41
				01-6400	2,924.21
14-24730	Toshiba Direct Gov.	9030	Laptop Computer	01-6400	1,330.61
14-24731	Best Buy	0010	Digital Cameras	01-6400	3,419.46
14-24732	CDW-G	9099	Financial Aid Lab Equipment	01-6400	3,257.16
14-24733	Clear Tech Media	9375	AV Equipment-Board Room	42-6400	56,596.49
14-24734	It's A Gas, Inc.	9170	Helium Tank Refill	01-4300	200.00
14-24735	Kelly Paper	9250	Paper-Warehouse Stock	01-4300	2,513.25
14-24736	ComputerLand of Silicon Valley	9010	Software License	01-4300	31.61
14-24737	Hillyard, Inc.	9270	Supplies	01-4300	4,516.46
14-24738	Dell Computer Corp	9721	Computers	71-6400	4,405.91
14-24739	Sweeper Shop.com	9140	Supplies	01-4300	238.25
14-24740	Smurfit Kappa Orange County LLC	9250	Moving Boxes	01-4300	2,098.25
14-24741	Learning Resources Network	3340	On-line Classes	39-5800	292.50
14-24742	Learning Resources Network	3340	On-line Classes	39-5800	97.50
14-24743	Office Depot	9250	Document Storage Boxes	01-4300	1,765.80
14-24744	Pocket Nurse	3200	Nursing Supplies	01-4300	306.29
14-24745	Snap-On Industrial	3370	Tools	01-4300	1,636.29
14-24746	Marine Rescue Products, Inc.	3340	Blanket PO	39-4300	1,200.00
14-24747	Clear Tech Media	9170	AV Equipment	01-6400	7,233.83
14-24748	Cable Leader	3160	AV Supplies	01-4300	32.20
14-24749	Division of State Architect	9375	Tech C Bldg - DSA Add'l Fees	42-5800	1,277.87
14-24750	Full Compass Systems, LTD.	9030	Supplies	01-6400	2,019.59
14-24751	Clean Sweep Supply Co.	9270	Supplies	01-4300	3,466.20
14-24752	Bryce Eikelberger Hunter Svc	3020	Lift Repair	01-5600	407.50
14-24753	Airdraulics	3020	Lift Repair	01-5600	308.35
14-24754	Innerchild Pictures	3370	Video Auto/Physics CAPE Owls	01-5800	1,400.00
14-24755	Nova Solutions, Inc.	3370	Glass Insert-Drafting/Design Lab	01-6400	1,094.99
14-24756	Ergo Desktop	3180	Ergo Desktop for Dual Screen	01-6400	722.67
14-24757	Glendora Trophy	9360	Distinguished Faculty Award Plaque	01-4300	77.83
15-25001	Otmar's Office Equipment	9250	Blanket PO	01-5630	500.00
15-25002	Escape Technology	9250	Software Maintenance Agreement	01-5840	10,000.00
15-25003	Office Depot	9250	Blanket PO	01-4300	3,000.00
15-25004	Purchase Power Pitney Bowes	9250	Blanket PO	01-4300	1,500.00
15-25005	Daisy I.T.	9250	Blanket PO	01-4300	50,000.00
15-25006	McNeill Sound & Security System	9250	Blanket PO	01-5810	27,000.00
15-25007	The Shredders	9250	Blanket PO	01-5800	1,500.00
15-25008	R & D Business Interiors	9250	Blanket PO	01-5800	1,800.00
15-25009	Grainger, Inc.	9250	Blanket PO	01-4300	1,000.00
15-25010	San Gabriel Valley Tribune	9250	Blanket PO	01-5790	2,000.00
15-25011	Getinge/Castle Inc.	0030	Preventive Maintenance-Autoclave	01-5800	14,772.00
15-25012	Evoqua Water Technologies LLC	0030	Blanket PO	01-5800	1,500.00
15-25013	KLM Bioscientific	0030	Blanket P.O.	01-4300	1,000.00
15-25014	Ward's Natural Science	0030	Blanket PO	01-4300	1,000.00
15-25015	Office Depot	0060	Blanket PO	01-4300	3,000.00
15-25016	Owl Bookshop	0060	Blanket PO	01-4300	200.00
15-25017	Just Do It Fitness Equipment	0060	Blanket PO	01-5810	2,000.00
15-25018	IMS Commercial Ice System Inc	0060	Blanket PO	01-5630	1,000.00
15-25019	Western States Design	0060	Blanket PO	01-5630	2,000.00
15-25020	Office Depot	9020	Blanket PO	01-4300	4,000.00
15-25021	Mission Ace Hardware	9720	Blanket PO - Emergency Supplies	41-4300	3,000.00
15-25022	W.W. Grainger Inc.	9720	Blanket PO - Emergency Supplies	41-4300	8,000.00
15-25023	Costco Wholesale	9250	Blanket PO	01-4300	1,000.00
15-25024	Home Depot	9250	Blanket PO	01-4300	1,000.00
15-25025	Best Buy	9250	Blanket PO	01-4300	100.00
15-25026	Toyota-Lift of Los Angeles	9250	Blanket PO	01-4300	500.00
15-25027	Lion Express	9240	Blanket PO	01-5610	5,000.00
15-25028	Central Drug System, Inc.	9240	Blanket PO	01-5800	500.00

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
15-25029	All Time Gas & Diesel Repair	9240	Blanket PO	01-5630	3,000.00
15-25030	A-Z Bus Sales, Inc.	9240	Blanket PO	01-5630	10,000.00
15-25031	German Auto Repair	9240	Blanket PO	01-5630	4,000.00
15-25032	German Auto Repair	9240	Blanket PO	01-5630	4,000.00
15-25033	VIP Center	9240	Blanket PO	01-5630	2,000.00
15-25034	Owl Cafe	9720	Blanket PO - Emergency Supplies	41-4300	2,000.00
15-25035	Owl Bookshop	9720	Blanket PO - Emergency Supplies	41-4300	2,000.00
15-25036	Mission Ace Hardware	9720	Blanket PO - Emergency Supplies	41-4300	3,000.00
15-25037	SOS Survival Products	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
15-25038	A-1 Event and Party Rentals	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
15-25039	Walmart	9720	Blanket PO - Emergency Supplies	41-4300	2,000.00
15-25040	Albertsons LLC	9720	Blanket PO - Emergency Supplies	41-4300	4,000.00
15-25041	Plaza Produce	9720	Blanket PO - Emergency Supplies	41-4300	3,000.00
15-25042	Smart & Final	9720	Blanket PO - Emergency Supplies	41-4300	1,000.00
15-25043	Costco Wholesale	9720	Blanket PO - Emergency Supplies	41-4300	5,000.00
15-25044	Home Depot	9720	Blanket PO - Emergency Supplies	41-4300	5,000.00
15-25045	Pitney Bowes	9250	Blanket PO	01-5850	13,000.00
15-25046	Pitney Bowes	9250	Blanket PO	01-5850	6,000.00
15-25047	Owl Bookshop	9020	Blanket PO	01-4300	500.00
15-25048	Office Depot	9050	Blanket PO	01-4300	8,000.00
15-25049	Monrovia Reproduction	9375	Blanket PO	42-5800	1,000.00
15-25050	Office Depot	9375	Blanket PO	42-4300	1,000.00
15-25051	Monrovia Reproduction	9375	Blanket PO	42-5800	500.00
15-25052	Monrovia Reproduction	9375	Blanket PO	42-5800	15,000.00
15-25053	Monrovia Reproduction	9375	Blanket PO	41-5800	<u>1,500.00</u>
Total Number PO's 251					\$893,087.25

Fund Recap

<u>Fund</u>	<u>Description</u>	<u>PO Count</u>	<u>Amount</u>
01	General Fund	177	543,351.70
39	Community Education	5	3,350.00
41	Capital Outlay Projects Fund	5	17,185.02
42	Revenue Bond Construction Fund	9	70,872.62
71	Associated Student Trust Fund	1	4,405.91
72	Student Representation Fee	1	<u>1,550.00</u>
Total Fiscal Year 2014			\$640,715.25
01	General Fund	35	187,372.00
41	Capital Outlay Projects Fund	14	47,500.00
42	Revenue Bond Construction Fund	4	<u>17,500.00</u>
Total Fiscal Year 2015			\$252,372.00
Total			\$893,087.25

<u>PO Number</u>	<u>Vendor Name</u>	<u>Site</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Amount</u>
------------------	--------------------	-------------	--------------------	--------------------	---------------

PO Changes

<u>PO #</u>	<u>New PO Amount</u>	<u>Description</u>	<u>Fund-Object</u>	<u>Change Amount</u>
14-22634	1,200.00	General Fund/Materials and Supplies	01-4300	-1,500.00
14-22643	3,300.00	General Fund/Materials and Supplies	01-4300	-3,000.00
14-22665	10,500.00	Golf Driving Range/Materials and Supplies	59-4300	-2,800.00
		Golf Driving Range/Contracted Services	59-5800	-500.00
14-22684	4,000.00	Golf Driving Range/Materials and Supplies	59-4300	-2,500.00
14-22722	7,000.00	General Fund/Materials and Supplies	01-4300	-5,000.00
14-22789	1,045.22	General Fund/Contracted Services-Serv A	01-5810	-708.00
14-22806	7,000.00	General Fund/Materials and Supplies	01-4300	-5,000.00
14-22812	2,000.00	General Fund/Materials and Supplies	01-4300	-1,000.00
14-22850	35,250.00	General Fund/Contracted Services	01-5800	-32,250.00
14-22883	358.05	General Fund/Materials and Supplies	01-4300	-200.00
14-22884	277.59	General Fund/Materials and Supplies	01-4300	-250.00
14-22909	9,862.84	General Fund/Materials and Supplies	01-4300	-6,500.00
14-22931	.00	General Fund/Rentals, Leases and Repairs	01-5600	-3,000.00
14-22946	21,200.00	General Fund/Books & Media	01-6300	-15,000.00
14-22947	3,100.00	General Fund/Books & Media	01-6300	-3,900.00
14-23095	5,400.00	General Fund/Advertising	01-5790	-5,000.00
14-23115	2,313.00	General Fund/Materials and Supplies	01-4300	-2,200.00
14-23142	100.00	General Fund/Materials and Supplies	01-4300	-1,500.00
14-23144	500.00	General Fund/Materials and Supplies	01-4300	-2,000.00
14-23145	300.00	General Fund/Materials and Supplies	01-4300	-1,200.00
14-23154	400.00	General Fund/Materials and Supplies	01-4300	-800.00
14-23156	400.00	General Fund/Materials and Supplies	01-4300	-800.00
14-23211	14,691.00	General Fund/Contracted Services	01-5800	-249.00
14-23457	2,291.36	General Fund/Materials and Supplies	01-4300	1,831.00
14-23494	1,300.00	General Fund/Materials and Supplies	01-4300	-250.00
14-23557	900.00	General Fund/Materials and Supplies	01-4300	-700.00
14-23715	2,205,081.14	Revenue Bond Construction Fund/Bldg-Improvement	42-6200	122,024.81
14-23850	895.09	General Fund/Materials and Supplies	01-4300	467.05
14-23879	12,784.48	General Fund/Materials and Supplies	41-6405	-1,900.00
14-23956	10,000.00	General Fund/Materials and Supplies	01-4300	-10,000.00
14-23957	.00	General Fund/Materials and Supplies	01-4300	-83.25
14-24055	740.00	Capital Outlay Projects Fun/Bldg. & Improvement	41-6200	-260.00
14-24157	3,274.50	General Fund/Materials and Supplies	01-4300	-163.50
14-24196	649.71	General Fund/Rentals and Leases	01-5610	51.74
14-24274	1,590.00	General Fund/Oth Contracted Services	01-5800	-70.00
14-24281	14,591.18	General Fund/Materials and Supplies	01-4300	-14,591.18
14-24313	672.45	General Fund/Materials and Supplies	01-4300	-227.55
14-24327	8,992.60	General Fund/Oth Contracted Services	01-5800	-507.40
14-24331	1,948.38	General Fund/Materials and Supplies	01-4300	-899.24
14-24342	11,375.00	Capital Outlay Projects Fund/Contracted Services	41-5800	-9,840.00
14-24359	80.08	General Fund/Materials and Supplies	01-4300	-385.26
14-24421	419.60	General Fund/Materials and Supplies	01-4300	39.00
14-24468	279.26	General Fund/Materials and Supplies	01-4300	84.15
14-24508	3,550.00	General Fund/Materials and Supplies	01-4300	-3,550.00
		Total PO Changes		-\$15,786.63

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 27, 2014	Resolution	_____
SUBJECT:	Approval of Change Order Number Five for Bid #02-0809, Administration Building Renovation Project	Information	_____
		Enclosure(s)	X _____

BACKGROUND

At its meeting of July 16, 2013, the Board of Trustees authorized a Takeover Agreement for Bid #02-0809, Administration Building Renovation Project to Ohio Casualty Insurance of Fairfield, Ohio. During the course of construction the District has identified additional project requirements. They are enumerated in the enclosed Change Order Request that is part of Change Order Number Five. The increase is \$32,018.15. The revised total of the contract after Change Order Number Five is \$4,391,004.56. The change will add two days to the construction time.

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

RECOMMENDATION

Authorization is requested to approve Change Order Number Five in the amount of \$32,018.15 and add two days to the time for completion for Bid #02-0809, Administration Building Renovation Project.

Claudette E. Dain

Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.e. _____

CHANGE ORDER

R²A Architecture
 2900 Bristol Street, Suite E-205
 Costa Mesa, CA 92626-7909
 Phone#: 714-435-0380
 Fax #: 714-435-0383
 E-mail: lrunge@r2aarchitecture.com

PROJECT:	District Bid #02-0809, Administration Building Renovation	CHANGE ORDER #	Five
	Citrus Community College District	Board Date	May 27 , 2014
SURETY COMPANY:	Ohio Casualty Insurance Company	D.S.A.	
	9450 Seaward Road	Application #	03-113385
	Fairfield, OH 45014	D.S.A. File #	19-C9
CONTRACTOR:	Sea West Enterprises, Inc.	Architect Project #	9662P.00

ORIGINAL CONTRACT AMOUNT:		\$	4,697,000.00
Previous Change Order:	\$	(338,013.59)	
This Change Order:	\$	32,018.15	
Total Change Order:		\$	(305,995.44)
REVISED CONTRACT AMOUNT:		\$	4,391,004.56

Percentage of Change to Contract for Total Change Orders: -7.20%
 Notice to Proceed: July 17, 2013, 240 Calendar Day Contract

ORIGINAL CONTRACT COMPLETION DATE (per Takeover Agreement):	March 14, 2014
Previous Change Order:	<u>83</u> Calendar Days
This Change Order:	<u>2</u> Calendar Days
Total Change Orders:	<u>85</u> Calendar Days

REVISED CONTRACT COMPLETION DATE: June 7, 2014

Upon signing by the Owner and the Contractor, the above noted Contract is hereby changed per the terms of the contract and this Change Order including attached exhibit "A".

The price of this Change Order represents full and final compensation to the Contractor for all cost, direct and indirect, associated with the work, including but not limited to all costs for general conditions, field and home office overhead, profit, delay, disruption or suspension of work, acceleration, labor inefficiencies and the change's impact on the unchanged work. The time extension set forth in this Change Order constitutes the final adjustment to the date of Substantial Completion for any and all delays to the Contract Time for the items listed in this Change Order and to the Project as a whole.

APPROVALS

	DATE	
Architect:		
	DATE	
Contractor:		
	DATE	
Owner:		

EXHIBIT "A"
Change Order No: Five
Project Name: Administration Building Renovation
DSA # 03-113385
Owner: Citrus Community College District
Architect Project No.: #9662P.00
Board Date: May 27, 2014

COP # 105R

DESCRIPTION: Revisions to the marker boards and tack boards per Bulletin #40 and RFI #242.

REASON: Provide credit to delete (14) ea. 3'x4' tack boards; (7) 4'x6' tack boards; (5) Bulletin board cases, for an amount of 5,279.45. Provide cost for (1) 4'x10' marker board; (2) 4'x4' tack board; (2) 4'x5' marker board; and (1) 4'x9' combination marker/tack board in the amount of 1,681.90. This equals a credit in the amount of (\$3,597.55).

REQUESTED BY: Owner

ENCLOSURES: RFI # 242 and Bulletin #40

CREDIT: (\$3,597.55)

TIME EXTENSION: Zero (0) Days

COP # 113R

DESCRIPTION: Additional signage, increased sign sizes and slide-in name inserts.

REASON: The contractor provided a credit for (5) 6" x 6" signs and (16) 9" x 6" signs that needed to be increased in size to fit copy. (6) 9" x 6" signs needed to be increased to 12" x 6" signs to fit copy; (6) 9" x 6" signs needed to be increased to 12" x 6.25" signs to fit copy; and (4) 9" x 6" signs needed to be increased to 12" x 7.25" signs to fit copy. Additional signs were requested by Owner as follows: (13) 12" x 6" signs were provided; (1) 12" x 6.25" sign was provided; and (7) 12" x 7.25" signs were provided. (21) plastic inserts with vinyl copy and (3) blank inserts were also provided.

REQUESTED BY: Owner

ENCLOSURES: RFI # 212

COST: \$10,603.75

TIME EXTENSION: Zero (0) Days

COP # 114R

DESCRIPTION: Cabinet, power and data changes in the Mail Room #134, per FCD #19. Revise the existing casework in Mail Room 134. Remove existing cabinets on east, south and west walls, while maintaining the existing upper cabinets on the east wall. Provide a new dedicated 120 volt receptacle and circuit and new voice/data outlet for mail machine. Also, revise the existing casework in Hallway 225.

REASON: Owner requested changes

REQUESTED BY: Owner

ENCLOSURES: FCD # 19

COST: \$13,694.36

TIME EXTENSION: Zero (0) Days

COP # 116

DESCRIPTION: Concrete ramp modifications per RFI #283.

REASON: Additional concrete work was provided as well as a contrasting finish (grooved borders) at the top of the curb ramp and each side; provided flares not to exceed 10% slope; raised the paving between the curb ramp and driveway apron; and relocated the truncated domes at each side of the bus driveway aprons.

REQUESTED BY: Contractor and Architect

ENCLOSURES: RFI # 283

COST: \$2,884.05

TIME EXTENSION: Zero (0) Days

COP # 117R

DESCRIPTION: Data, electrical drywall and paint per Bulletin #43.

REASON: FCD #4 was issued 5/7/12, which modified specification 16741-Data/Telephone Structured Cabling System. Contractor had already installed data outlets per keynote 3 on sheets E4.1 and E4.2. Revised specification 16741 in FCD #4 changed requirements. Given that the power and data have already been installed, the College has identified the power and data requirements as follows: Provide (1) new dedicated circuit for countertop appliances in Workroom 220. Provide (1) new dedicated circuit in File Room 221, providing a combination data/voice outlet for (2) CAT6 and (1) voice. Remove existing data on south wall and provide blank cover plate. Replace the

existing data outlet on the south wall of File Room 240, with a new combination data/voice outlet for (2) CAT6 and (1) voice.

REQUESTED BY: Owner / Architect

ENCLOSURES: Bulletin #43

COST: \$4,640.60

TIME EXTENSION: Two (2) Days

COP # 118

DESCRIPTION: Install door seals at eight (8) doors.

REASON: To mitigate sound concerns at doors 138, 140, 142, 230, 228, 227, 231, and 233. Sound attenuation was not sufficient.

REQUESTED BY: Owner / Architect

ENCLOSURES: Meeting Report # 30, item 26.1

COST: \$702.85

TIME EXTENSION: Zero (0) Days

COP # 119

DESCRIPTION: Additional roof walking pads per RFI #267.

REASON: The installed location of the hydronic piping could not be installed in accordance with the contract documents, and prevented access to the AHU. As a result, Sea West proposed the fabrication and installation of aluminum bridges to provide access over the hydronic pipes. This resulted in more extensive walkway pad path around the roof screen wall and hydronic piping obstructions.

REQUESTED BY: Contractor / Architect

ENCLOSURES: RFI # 267 and Meeting Report # 21, item 03.1

COST: \$2,068.22

TIME EXTENSION: Zero (0) Days

COP # 121

DESCRIPTION: Add visual strip in carpet at edge of stage in the board room.

REASON: The stage between Board Room 1 and Board Room 2 is not a path of travel, and as such, is not required by Code to have a contrasting stripe. However, to alleviate concerns of both the IOR and the District, the contrasting carpet stripe was requested and approved by the Owner.

REQUESTED BY: Owner

ENCLOSURES: None

COST: \$449.23

TIME EXTENSION: Zero (0) Days

COP # 123

DESCRIPTION: Change light type over cashier's window per RFI #289.

REASON: The fixture type that was specified in the construction documents at the cashier window does not physically fit in the space as designed.

REQUESTED BY: Architect

ENCLOSURES: RFI # 289

COST: \$572.64

TIME EXTENSION: Zero (0) Days

NEW COURSES		
Course Subject And Number	Course Title	Justification
ART 131A	Intermediate Painting: Urban Art	Course follows ART 130 and provides greater facility with chosen painting medium.
CHEM 201	Organic Chemistry I with Lab	Program applicable course intended for the majors in natural sciences.
PHYS 112C	Physics for Life Sciences II Calculus Supplement	Course is intended for students who require credit for a calculus-based physics for life science course.
SPCH 150	Intercultural Communication	Program applicable course. Introduction to intercultural communication in domestic and/or global contexts.

MODIFIED COURSES		
Course Subject And Number	Course Title	Justification
AJ 106	Patrol Procedures	Updated methods of instruction removing DE.
AJ 107	Traffic Control	Updated methods of instruction removing DE.
AJ 108	Juvenile Procedures	Updated methods of instruction removing DE.
AJ 111	Narcotics and Vice Control	Updated methods of instruction removing DE.
AJ 121	Death Investigation	Updated methods of instruction removing DE.
AJ 123	Writing for Criminal Justice	Updated methods of instruction removing DE.
AJ 130	Introduction to Probation and Parole	Updated methods of instruction removing DE.
AJ 133	Correctional Writing	Updated methods of instruction removing DE.
AJ 135	Control and Supervision in Corrections	Updated methods of instruction removing DE.
AJ 136	Correctional Interviewing and Counseling	Updated methods of instruction removing DE.
AJ 137	Legal Aspects of Corrections	Updated methods of instruction removing DE.
ANTH 216	Sex and Gender in a Cross Cultural Perspective	Updated methods of instruction removing DE.

ANTH 216H	Sex and Gender in a Cross Cultural Perspective - Honors	Updated methods of instruction removing DE.
ANTH 220	Introduction to Archaeology	Updated methods of instruction removing DE.
ART 100	Art History and Appreciation – Fundamentals	Updated methods of instruction removing DE.
ART 130	Beginning Painting	Updated content hours, objectives, library resources, GE, and course assignments.
ART 131	Intermediate Painting	Updated minimum qualifications, entrance skills, library resources, GE, and course assignments.
ART 200	History of Motion Pictures	Updated methods of instruction removing DE.
ART 201	History of Motion Pictures II	Updated methods of instruction removing DE.
ART 230	Advanced Painting	Updated minimum qualifications, objectives, entrance skills, library resources, GE, and course assignments.
ASTR 115H	Planetary Astronomy - Honors	Updated methods of instruction removing DE.
AUTO 100	Automotive Technology and Maintenance for the Consumer	Updated methods of instruction removing DE.
AUTO 296	Cylinder Head Development	Updated prerequisites, and entrance skills.
AUTO 297	Cylinder Block Development	Updated prerequisites, and entrance skills.
BIOL 105	General Biology	Updated methods of instruction removing DE.
BUS 140	International Business	Updated methods of instruction removing DE.
BUS 161	Business Law and the Legal Environment II	Updated methods of instruction removing DE.
BUS 170	Small Business Management	Updated methods of instruction removing DE.
BUS 192	Advertising	Updated methods of instruction removing DE.
CHLD 114	Home-Child-Community Relations	Updated methods of instruction removing DE.
CHLD 154	Observing and Recording Behavior	Updated methods of instruction removing DE.

CIS 109	Network and Computer Security	Updated methods of instruction removing DE.
CIS 162	Electronic Spreadsheets Using Microsoft Excel	Updated methods of instruction removing DE.
COMM 103	Freelance Journalism	Updated advisory requisite, minimum qualifications, student learning outcomes, lab content, methods of assessment, methods of instruction, textbooks, and course assignments.
COMM 104	Public Relations	Updated methods of instruction removing DE.
COMM 200	Visual Communications	Updated methods of instruction removing DE.
COMM 250	Multimedia Reporting	Updated methods of instruction removing DE.
ECON 101H	Principles of Macroeconomics - Honors	Updated methods of instruction removing DE.
ENGL 103H	Composition and Critical Thinking – Honors	Updated methods of instruction removing DE.
ENGL 210	Creative Writing I	Updated methods of instruction removing DE.
ENGL 291	Film as Literature	Updated methods of instruction removing DE.
ENGL 291H	Film as Literature – Honors	Updated methods of instruction removing DE.
ENGL 293H	Children’s Literature – Honors	Updated methods of instruction removing DE.
ESCI 119	Physical Geology without laboratory	Updated methods of instruction removing DE.
ETHN 101	Introduction to Ethnic Studies	Updated methods of instruction removing DE.
ETHN 116	Introduction to Chicano Studies	Updated methods of instruction removing DE.
FOR 103	Plant Identification	Updated methods of instruction removing DE.
FOR 106	Principles of Wildlife Management and Ecology	Updated methods of instruction removing DE.
HIST 109	The World in Conflict – The 20 th Century, a History	Updated methods of instruction removing DE.
HIST 111	History of the African-Americans to 1876	Updated methods of instruction removing DE.
HIST 130	Latin American Culture and Civilization	Updated methods of instruction removing DE.
HIST 139	History of California	Updated methods of instruction removing DE.

HUM 101	Humanities – Prehistory through the Medieval Period	Updated methods of instruction removing DE.
KIN 116	Yoga	Updated methods of instruction removing DE.
KIN 169	Introduction to Coaching	Updated methods of instruction removing DE.
MUSP 170	Musical Theatre Academy Production	Updated short title, methods of assessment, methods of instruction, entrance skills, requisites, library resources, and course assignments.
MUSP 290	Applied Music I Beginning	Updated entrance skills, requisites, and course assignments.
MUSP 291	Applied Music II Intermediate	Updated entrance skills, requisites, and course assignments.
PHYS 110	Introduction to College Physics	Updated methods of instruction removing DE.
PHYS 111C	Physics for Life Sciences I Calculus Supplement	Updated prerequisites.
POLI 104	Introduction to Political Science	Updated methods of instruction removing DE.
POLI 105	Comparative Politics	Updated methods of instruction removing DE.
POLI 116	International Relations	Updated methods of instruction removing DE.
PSY 110	Psychology of Religion I	Updated methods of instruction removing DE.
PUB 159	Urban Forest Management Planning	Updated methods of instruction removing DE.
READ 040	Basic Reading Skills	Updated methods of instruction removing DE.
READ 099	Reading Skills	Updated methods of instruction removing DE.
READ 120	College Reading	Updated methods of instruction removing DE.
REC 115	Recording Studio Workshop I	Updated student learning outcomes, TOP code, minimum qualifications, lab content, textbook edition, and entrance skills.
REC 135	Live Sound Reinforcement	Updated catalog description, TOP code, transfer status, student learning outcomes, major course concepts, lab content, methods of assessment, entrance skills, and course assignments.

REC 145	Critical Listening Skills for Engineers	Updated student learning outcomes, textbooks, and entrance skills.
REC 205	Advanced Audio Technology	Updated SAM code, student learning outcomes, objectives, textbooks, and entrance skills.
SOC 118	Minorities in America	Updated methods of instruction removing DE.
SOC 201H	Introduction to Sociology - Honors	Updated methods of instruction removing DE.
SOC 216	Sex and Gender in a Cross Cultural Perspective	Updated methods of instruction removing DE.
SOC 220	Introduction to Gender	Updated methods of instruction removing DE.
SPAN 130	Latin American Culture and Civilization	Updated methods of instruction removing DE.
THEA 250	Theatre Appreciation	Updated methods of instruction removing DE.
THEA 292B	Special Techniques in Acting – Intermediate	Updated requisites adding audition.
VNRS 151L	Fundamentals of Nursing Lab	Updated objectives, course concepts, textbooks, entrance skills, and course assignments.
WATR 150	Introduction to Water Systems	Updated methods of instruction removing DE.
WATR 162	Water Conservation	Updated methods of instruction removing DE.
WATR 165	Water Systems Operations and Technology Update	Updated methods of instruction removing DE.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 27, 2014	Resolution	
SUBJECT:	Student Services Committee – Revised 2014-2015 Academic Calendar	Information	
		Enclosure(s)	X

BACKGROUND

The Academic Calendar Committee is a sub-committee of the Student Services Committee. Their task is to prepare new academic calendars and to revise existing academic calendars when needed.

The 2014-2015 Academic Calendar was Board approved on December 4, 2012. Given new information about the census date assignment and to align the fall and spring semesters, the spring 2015 start date changed to Monday, February 16, 2015.

All constituent groups have reviewed and approved the revised 2014-2015 academic calendar and the Student Services Committee approved on January 30, 2014. A revised calendar is posted on the college website, pending Board approval.

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

RECOMMENDATION

Authorization is requested to approve the revised 2014-2015 Academic Calendar.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. _____ I.1.g. _____



Academic Calendar 2014-2015

Fall Semester 2014 201520

Aug 22-Dec 13

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

Winter Session 2015 201525

Jan 5-Feb 12

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

Spring Semester 2015 201530

Feb 16-Jun 13

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

Summer Session 2015 201540

Jun 22-Aug 13

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

- Legal/Local Holidays
- Winter 2015 Jan 5-Feb 12
- Flex Day
- Spring 2015 Feb 16-Jun 13
- Fall 2014 Aug 22-Dec 13
- Spring Vacation Apr 13-18
- Final Exams
- Commencement Jun 13, 2015
- Semester Break
- Summer 2015 Jun 22-Aug 13

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

Board Approved December 4, 2012
Revised

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 27, 2014	Resolution	
SUBJECT:	Student Services Committee – Proposed 2015-2016 Academic Calendar	Information	
		Enclosure(s)	X

BACKGROUND

The Academic Calendar Committee is a sub-committee of the Student Services Committee. Their task is to prepare new academic calendars and to revise existing academic calendars if needed.

The proposed 2015-2016 Academic Calendar was reviewed and approved by all constituent groups and by the Student Services Committee on January 30, 2014.

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

RECOMMENDATION

Authorization is requested to approve the proposed 2015-2016 Academic Calendar.

Arvid Spor, Ed.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ I.1.h. _____



Academic Calendar 2015-2016

Fall Semester 2015

201620
Aug 21-Dec 12

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

Winter Session 2016

201625
Jan 4-Feb 11

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

- Legal/Local Holidays
- Winter 2016 Jan 4-Feb 11
- Flex Day
- Spring 2016 Feb 15-Jun 11
- Fall 2015 Aug 21-Dec 12
- Spring Vacation Apr 11-16
- Final Exams
- Commencement Jun 11, 2016
- Semester Break
- Summer 2016 Jun 20-Aug 11

Spring Semester 2016

201630
Feb 15-Jun 11

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

Summer Session 2016

201640
Jun 20-Aug 11

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

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

Board Approved _____

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Bigby, Shauna	College Nurse - Health Center	Hourly as needed	07/01/14	06/30/15	\$51.73/hr.
Goedhart, Christine	Biology Lab Coordinator - Biology	Hourly as needed	07/01/14	12/31/14	\$51.73/hr.
Juncosa, Barbara	Perkins/Career Technical Education Grant	Hourly as needed	07/01/14	08/15/14	\$51.73/hr.
Juncosa, Barbara	Summer Research Experience Orientation - Race To STEM Grant	Stipend	06/23/14	07/31/14	\$750.00/tl.
O'Neil, Margaret	Clarion Faculty Advisor - Language Arts	Stipend	08/22/14	12/13/14	\$2,535.00/tl.
Riderer, Lucia	Summer Research Experience Orientation - Race To STEM Grant	Stipend	06/23/14	07/31/14	\$750.00/tl.
Ryba, David	Chemistry Labs ChemNet Software Maintenance - Chemistry	Hourly as needed	07/01/14	12/31/14	\$51.73/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Adams, James	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Aghyarian, Meray	Instructor - ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Al-Sabea, Taha	Instructor - Economics	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Amaya, Hector	Instructor - History, Humanities, Philosophy	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Amaya-Anderson, Beatriz	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Anderson-McGill, Taylor	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Avila, Naomi	Instructor - Technology Academy - HSI Title V Cooperative Grant	Hourly as needed	08/05/14	08/09/14	\$50.00/hr.
Ayala, Eduardo	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Azizian, Edith	Counselor - Bridges to Success Grant	Hourly as needed	07/01/14	09/30/14	\$45.80/hr.
Azpeitia, Maria	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Baca, Richard	Instructor - Communications	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Baldrige, Todd	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ballard, Stephanie	Librarian - Library	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Bartelt, John	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Baxter, Susan	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Beach, Kristine	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Bent, Dennis	Instructor - Economics	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Bidwell, Jennifer	Librarian - Library	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Birmingham, Thomas	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Blynn-Avanosian, Sylvia	Instructor - Spanish	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Bobo, Michael	Instructor - Humanities	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Bollman, Jeri	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Brennan, Donna	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Brown, Malaika	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Brus, Mary	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Burns, Linda	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Butler, Sean	Instructor - Philosophy	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Calderon, Tony	Instructor - Cosmetology	Hourly as needed	06/23/14	06/30/14	\$45.80/hr.
Cao, Alvin	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Carvajal, Everardo	Instructor - Philosophy, History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Chai, Haley	Instructor - Chinese	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Chai, Janet	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Chan, Linda	Instructor - Physical Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Chavez-Appel, Mercedes	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Cheung, Michael	Instructor - Physical Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Chhabra, Usha	Librarian - Library	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Chou, Ni-Hua	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Christensen, Niel	Instructor - Political Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Cloughly, Cecilia	Instructor - German	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Coson, Murniz	Instructor - Economics	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Cross, Peter	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Culliver, Katherine	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Culp, Jean	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Curran, Keith	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
D'Amato, Jennifer	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Daves-Schneider, Lida	Instructor - German	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Deets, Kristin	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Dennis, Paul	Instructor - Administration of Justice	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Dery, Kenneth	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Dillibe, Anne	Librarian - Library	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Doolittle, Jan	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Dougall, Natalie	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Durfield, Amberly	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Elias, Brian	Instructor - Administration of Justice	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Entus, Robert	Instructor - Chemistry	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Evans, Sara	Instructor - Anthropology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Fair, Charles	Instructor - Geography	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Fair, Charles	Instructor - Physical Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Farnum, Martin	Instructor - Chemistry	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Fehr, Jody	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ferguson, Mark	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Fernandez, Genevieve	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Fisher, Jamie	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Foisia, L.E.	Instructor - ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Gabrielian, Lorig	Counselor - Counseling	Hourly as needed	06/01/14	06/30/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Gabrielian, Lorig	Counselor - Student Success and Support Program	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Garcia, Victor	Instructor - Spanish	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Gerrard, Amanda	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Gold, Peter	Instructor - Administration of Justice	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Gonzalez-Bohorquez, Valentin	Instructor - Spanish	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Gregoire, Monique	Instructor - Administration of Justice	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Guillen, Nelida	Instructor - Spanish	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Hall, James	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Harfouche, Youssef	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Harris, Caroline	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Hawkins, Karen	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Hemphill, Kathi	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Hinesmon-Matthews, Lezlee	Instructor - Sociology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Holbrook, Joseph	Instructor - Theatre Arts	Hourly as needed	06/23/14	12/31/14	\$45.80/hr.
Hollenshead, Marcia	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Hullings, Ginger	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Hunt, Stephan	Instructor - Administration of Justice	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ie, Eileen	Instructor - Sociology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Iott, Becky	Counselor - Race to STEM Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Iskander, Christine	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Jaimes, Franciella	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Jefferson, Rolanda Elaine	Instructor - Political Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Jennings, Sanae	Instructor - Japanese	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Johnson, David	Instructor - Physical Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Johnson, Steven	Instructor - Chemistry	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Jonas, Vida	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Joshua, Stacey	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Kang, Eun	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Kawai, Julie	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Keller, James	Instructor - German	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Kelly, Donna	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Kennelley, Erika	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Killen, Monica	Instructor - Ethnic Studies	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Krause, Sandra	Librarian - Library	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Kuroki, Mikage	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Lam, Wood	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Leano, Esther	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Lee, Bianca	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Lee, Monica	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Levine, Brianne	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Lewis, David	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Linderman, Vivian	Librarian - Library	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Linville, Brian	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Logan, Stephanie	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Long, Stacy	Instructor - Communications	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Love, Jamie	Instructor - Humanities, Philosophy	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Mahmood, Anwar	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Martinez, Suzanne	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Mayo, Daniel	Instructor - Chemistry	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
McCabe, Dale	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
McGarry, Michael	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Milbrandt, David	Instructor - Political Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Miller, Robert	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Mitchell, Michelle	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Montes, Monica	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Montgomery, Robert	Instructor - Chemistry	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Myers, Kimberly	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Myrtetus, Juliet	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Naiyer, Zakaria	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Nelson, Maureen	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Nelson, Stephen	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Nikodym, Holly	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Null, Nicholas	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Nuttall, Adora	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Nwangwu, Helen	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Okubo, Emi	Instructor - Japanese	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ottaviano, Lori	Instructor - Sociology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ozminkowski, Mariusz	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Palacios, Roberto	Instructor - Spanish	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Parsons, Karla	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Patton, Cherice	Instructor - Cosmetology	Hourly as needed	06/23/14	06/30/14	\$45.80/hr.
Pecoraro, Susan	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Perez, Anissa	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Peterson, LaRynda	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Pineda, Selene	Librarian - Library	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Prewitt, Dezzie	Instructor - Economics	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Provencher, Henry	Instructor - Administration of Justice	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Quinones, Nancy	Instructor - Ethnic Studies	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Ramirez, Colleen	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ramos Bernal, Natasha	Instructor - Political Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ramos, Christopher	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Rangel, Efren	Counselor - CalWORKs	Hourly as needed	06/16/14	06/30/14	\$45.80/hr.
Rashidi, Waleed	Instructor - Communications	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Rath, Carolyn	Instructor - Physical Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Reed, Jeanine	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Regalado, Shelley	Instructor - Physical Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Resch, Amy	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Resto-Ometeotl, Luivette	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Rizk, Sharon	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Rodriguez, Nelly	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Rodriguez, Raul	Counselor - Race to STEM Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Romero, Vienessa	Instructor - ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Rosales, Aurora	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Ross, Lisa	Instructor - Political Science	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Saad, Nancy	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Salvi, Lisa	Instructor - Anthropology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Salyer, Kimberly	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
San Antonio, Vivian	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Santana, Citlally	Counselor - Nursing	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Seccombe, June	Instructor - English and ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sharp, Lauren	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.
Sharp, Lauren	Instructor - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.
Sharp, Lauren	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sharp, Lauren	Instructor - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Sharp, Lauren	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Shaw, Tammie	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Shearer, Margaret	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Shimano, Brooke	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Shrope-Austin, David	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sim, Richbert	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.
Sim, Richbert	Instructor - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.
Sim, Richbert	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sim, Richbert	Instructor - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sim, Richbert	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Simpson, LaKisha	Instructor - Child Development	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Smith, Daniella	Instructor - ESL	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Smith, David	Instructor - Philosophy	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Smyth, Nathaniel	Instructor - Chemistry	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Smythe, Colville	Instructor - English	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Stepp-Bolling, Cassandra	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sullivan, Sharon	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.
Sullivan, Sharon	Instructor - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.
Sullivan, Sharon	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sullivan, Sharon	Instructor - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Sullivan, Sharon	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Tate, Erin	Instructor - Psychology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Tufano, Andrew	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Uhl, Suzanne	Instructor - Speech	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Urita-Lopez, Haydee	Instructor - Ethnic Studies	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Van Iwaarden, Sandy	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Van Iwaarden, Sandy	Instructor - Health Sciences and EGR Grant	Hourly as needed	05/28/14	06/30/14	\$45.80/hr.
Van Iwaarden, Sandy	Skills Lab Support - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Van Iwaarden, Sandy	Instructor - Health Sciences and EGR Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Van Iwaarden, Sandy	Skills Lab Support - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
VanLeersum, Amanda	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Versace, Emily	Counselor - STEM2-CSUF Grant	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Villeneuve, Louisa	Instructor - Biology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Weber, Daniel	Counselor - Basic Skills Initiative Budget	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
West, Cres Anne	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
White, Jake	Instructor - Economics	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Wickman, Mary	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Williams, Monique	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Williams, Tiffany	Instructor - Cosmetology	Hourly as needed	06/23/14	06/30/14	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
MAY 27, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Wills, Laura	Instructor - Anthropology	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Wong, Kerwin	Instructor - Administration of Justice	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Woolford, Ryan	Instructor - Geography	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Woolsey, Ronald	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Wozencroft, Paulette	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Yang, Rebecca	Instructor - Chinese	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Young, Kee	Instructor - Health Sciences, EGR and Rupe Grants	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Zarate, Eloy	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Zawahreh, Luai	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.
Zeman, William	Instructor - History	Hourly as needed	07/01/14	12/31/14	\$45.80/hr.

**LAB SUPERVISORS
2013-2014
MAY 27, 2014**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Cruz Santoyo, Maria	A	Learning Center	05/28/14	06/30/14	2-3	\$33.34
Durfield, Amberly	A	Learning Center	05/28/14	06/30/14	4-3	\$36.95

**LAB SUPERVISORS
2014-2015
MAY 27, 2014**

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Aghyarian, Meray	A	Learning Center/ESL	07/01/14	12/31/14	2-3	\$33.34
Azpeitia, Maria	A	Learning Center/Eng, ESL	07/01/14	12/31/14	2-3	\$33.34
Beach, Kristine	A	Learning Center/Eng	07/01/14	12/31/14	2-3	\$33.34
Brower, Cecil	A	Learning Center/Comp Sci	07/01/14	12/31/14	1-3	\$31.52
Chai, Janet	A	Learning Center/Eng, ESL	07/01/14	12/31/14	1-3	\$31.52
Cruz Santoyo, Maria	A	Learning Center	07/01/14	12/31/14	2-3	\$33.34
Durfield, Amberly	A	Learning Center	07/01/14	12/31/14	4-3	\$36.95
Fehr, Jody	A	Learning Center/Eng, ESL	07/01/14	12/31/14	2-3	\$33.34
Fisher, Jamie	A	Learning Center/Eng	07/01/14	12/31/14	1-3	\$31.52
Foisia, L.E.	A	Learning Center/ESL	07/01/14	12/31/14	1-3	\$31.52
Gonzlez, Nicole	A	Learning Center/Health	07/01/14	12/31/14	1-1	\$28.23
Iskander, Christine	A	Learning Center/Eng	07/01/14	12/31/14	2-2	\$31.70
Lam, Wood	A	Learning Center/Eng, ESL	07/01/14	12/31/14	2-3	\$33.34

**LAB SUPERVISORS
2014-2015
MAY 27, 2014**

Lawrence, Hugh	A	Learning Center/Math	07/01/14	12/31/14	4-3	\$36.65
Long, Stacy	A	Communications	07/01/14	12/31/14	1-3	\$31.52
Null, Nicholas	A	Learning Center/Eng,ESL	07/01/14	12/31/14	1-3	\$31.52
Plummer, Brian	A	Learning Center/History	07/01/14	12/31/14	4-3	\$36.65
Rashidi, Waleed	A	Communications	07/01/14	12/31/14	1-3	\$31.52
Reed, Jeanine	A	Learning Center/Eng, ESL	07/01/14	12/31/14	1-3	\$31.52
Riego Jr., Gil	A	Communications	07/01/14	12/31/14	1-1	\$28.23
Romero, Vienessa	A	Learning Center/ESL	07/01/14	12/31/14	2-3	\$33.34
Smith, Daniella	A	Learning Center/ESL	07/01/14	12/31/14	1-3	\$31.52

**ACADEMIC EMPLOYEES
SUMMER 2014 ADJUNCT
APRIL 8, 2014**

Name	Department/Discipline	Placement	LHE Rate
Acosta, Jorge	Counseling	2-3	\$1,099
Afshari, Maryam	Counseling	1-1	\$1,046
Holbrook, Joseph	Theatre Arts	1-1	\$1,046
Urell, Mary	Counseling	1-1	\$1,046
Waugh, Christine	Counseling	1-1	\$1,046
Yeh, Lauren	Counseling	1-1	\$1,046

**ACADEMIC EMPLOYEES
SUMMER 2014 NON CREDIT
MAY 27, 2014**

Name	Department/Discipline	Placement	Hourly Rate
Antonio, Lauren	Non Credit - Monrovia High School	1-1	\$38.43
Arionus, Lisa	Non Credit - Monrovia High School	1-3	\$42.24
Ascencio, David	Non Credit	1-3	\$42.24
Aveson, Marji	Non Credit - Gladstone High School	1-1	\$38.43
Barsh, Richard	Non Credit - Azusa High School	1-3	\$42.24
Bazyouros, Tim	Non Credit - Azusa High School	1-3	\$42.24
Beier, Lisa	Non Credit - Monrovia High School	1-1	\$38.43
Caldwell, Charlotte	Non Credit - Azusa and Gladstone High School	1-2	\$40.31
Caldwell, Charlotte	Non Credit - Azusa High School	1-2	\$40.31
Chang, Jessica Mei-H	Non Credit - Monrovia High School	1-1	\$38.43
Chavez, Carlos	Non Credit - Azusa and Gladstone High School	1-1	\$38.43
Church, Luke	Non Credit	1-2	\$40.31
Ciccoianni, Paul	Non Credit - Azusa High School	1-3	\$42.24

**ACADEMIC EMPLOYEES
SUMMER 2014 NON CREDIT
MAY 27, 2014**

Name	Department/Discipline	Placement	Hourly Rate
Conde, Shirley	Non Credit - Monrovia High School	1-1	\$38.43
Cuellar, Carlos	Non Credit - Monrovia High School	1-3	\$42.24
Davis, Ana Victoria	Non Credit - Azusa and Gladstone High School	1-3	\$42.24
De Ridder, Carrie	Non Credit - Monrovia High School	1-1	\$38.43
Dominguez, Mauro	Non Credit - Monrovia High School	1-1	\$38.43
Duff, Shawn	Non Credit - Monrovia High School	1-3	\$42.24
Edwards, Jason	Non Credit - Monrovia High School	1-3	\$42.24
Elliott, Susan	Non Credit - Gladstone High School	1-3	\$42.24
Fallat, Paul	Non Credit	1-3	\$42.24
Fieri, Carol	Non Credit - Gladstone High School	1-3	\$42.24
Fogel, Charles	Non Credit - Azusa and Gladstone High School	1-3	\$42.24
Galeazzi, Airena	Non Credit - Azusa and Gladstone High School	1-3	\$42.24
Garrison, Steve	Non Credit - Monrovia High School	1-3	\$42.24

**ACADEMIC EMPLOYEES
SUMMER 2014 NON CREDIT
MAY 27, 2014**

Name	Department/Discipline	Placement	Hourly Rate
Glavin, Kevin	Non Credit - Claremont High School	1-3	\$42.24
Heng, Philip	Non Credit - Monrovia High School	1-3	\$42.24
Hernandez, Octavio	Non Credit - Claremont High School	1-3	\$42.24
Hertenstien, Katherine	Non Credit - Claremont High School	1-3	\$42.24
Ho, Benjamin	Non Credit - Monrovia High School	1-1	\$38.43
Ilharreguy, Brian	Non Credit - Monrovia High School	1-3	\$42.24
Johnson, Clay	Non Credit	1-3	\$42.24
Khalaf (Reyes), Nancy	Non Credit - Monrovia High School	1-3	\$42.24
Kim, Jung	Non Credit	1-2	\$40.31
Klaus, Barbara	Non Credit - Gladstone High School	1-3	\$42.24
Lambright, Gary	Non Credit - Azusa High School	1-3	\$42.24
Long, Sheryce	Non Credit - Azusa and Gladstone High School	1-1	\$38.43
Maddox, Ryan	Non Credit - Monrovia High School	1-3	\$42.24

**ACADEMIC EMPLOYEES
SUMMER 2014 NON CREDIT
MAY 27, 2014**

Name	Department/Discipline	Placement	Hourly Rate
Maxwell, Desmond	Non Credit - Monrovia High School	1-3	\$42.24
Mira, Linda	Non Credit	1-3	\$42.24
Moore, Gavin	Non Credit - Azusa High School	1-3	\$42.24
Nehring, Brian	Non Credit - Claremont High School	1-3	\$42.24
Ng, Chuen	Non Credit - Gladstone High School	1-3	\$42.24
Oldaker, Margaret	Non Credit - Gladstone High School	1-3	\$42.24
Perez, Nelida	Non Credit	1-3	\$42.24
Ramirez, Erika	Non Credit - Monrovia High School	1-1	\$38.43
Reale, Thomas	Non Credit - Monrovia High School	1-3	\$42.24
Roth, Raymond	Non Credit - Azusa High School	1-1	\$38.43
Sailors, Bernetta	Non Credit - Claremont Manor	1-3	\$42.24
Sena, Vanessa	Non Credit - Azusa and Gladstone High School	1-3	\$42.24
Spankle, Matthew	Non Credit - Claremont High School	1-3	\$42.24

**ACADEMIC EMPLOYEES
SUMMER 2014 NON CREDIT
MAY 27, 2014**

Name	Department/Discipline	Placement	Hourly Rate
Vazquez, Luis	Non Credit - Monrovia High School	1-3	\$42.24
Velasco, Aracely	Non Credit - Azusa and Gladstone High School	1-3	\$42.24

**ACADEMIC EMPLOYEES
SEPARATIONS
MAY 27, 2014**

Name	Classification	Department	Reason	Date of Separation
Smedley, Deanna	Counselor	Counseling	Resignation	5/30/2014

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
MAY 27, 2014**

NAME	CLASS/DEPT/PRCT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Burke, Jessica	49% Program Assistant (Campus Safety)	Employment	05/28/14	24-1	\$1,349.11
Cheng, David	Campus Safety Officer II	Shift Change	06/16/14	31-7	\$4,385.87
Cunha, Charles	Campus Safety Officer II	Shift Change	06/16/14	28-2	\$3,191.06
Dineley, Dawn	100% Administrative Secretary I	Temporary Upgrade	7/1/14 thru 12/31/14	34-7 (31-7+3A)	\$4,723.08
Gibson, Jess	49% Research Analyst (Institutional Research)	Employment	05/28/14	49-1	\$2,501.17
Jimenez, Sandy	100% Transcript Evaluator (Admissions)	Employment	06/02/14	36-1	\$3,702.87
McDonald, Tamara	Women's Basketball Program Coordinator-Classified Supervisor (Kinesiology)	Employment (One year contract renewable year-to-year)	7/1/14 thru 6/30/15	6-2	\$4,519.00
Ponciano, Ronald	Football Program Coordinator-Classified Supervisor (Kinesiology)	Employment (One year contract renewable year-to-year)	7/1/14 thru 6/30/15	13-2	\$6,352.00
Tracey, Timothy	Women's Soccer Program Assistant-Classified Supervisor (Kinesiology)	Employment (One year contract renewable year-to-year)	7/1/14 thru 6/30/15	1-2	\$3,537.00
Victor, Christopher	Men's Basketball Program Coordinator-Classified Supervisor (Kinesiology)	Employment (One year contract renewable year-to-year)	7/1/14 thru 6/30/15	11-2	\$5,762.00

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
MAY 27, 2014**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Manfre-Winchester, Marian	100% Athletic & Kinesiology Equipment Assistant	Retirement	Kinesiology	11/30/14
Shimauchi, Ken	100% Instructional Computing Technician	Resignation	Learning Center	5/22/14

**CLASSIFIED SUBSTITUTES
MAY 27, 2014**

NAME	CLASS/DEPT	REASON/MOS.	BEGN/END	RANGE & STEP	MONTHLY RATE
Adkins, Darlene	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Alvarez, Carmelita	Bookstore Operations Coordinator (Bookstore)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	36-1	\$20.94
Cazarez, Elias	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Cruz, Carmen	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Franks, Andrew	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Gutierrez, Arnoldo	Skill Maintenance Technician (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	38-1	\$22.44
Hughes, Andrew	Telephone/Mailroom Coordinator	Serve as substitute during employee absences	7/1/14 thru 12/31/14	30-1	\$18.42/hr
Jauregui, Joanna	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Medina, Janine	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Orantes, Michelle	Bookstore Operations Coordinator (Bookstore)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	36-1	\$20.94

**CLASSIFIED SUBSTITUTES
MAY 27, 2014**

Quijas, Mark	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Rice, Travis	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr
Trujillo, Angie	Custodian (Facilities)	Serve as substitute during employee absences	7/1/14 thru 12/31/14	22-1	\$15.12/hr

**SHORT-TERM, HOURLY
MAY 27, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Ayala Santos, Ava Elizabeth	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Batcheller, Sarah	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Benjamin, Stacy	Fiscal Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Braggins, Andrew	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Burge, Justin	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Bush, Erin	Fiscal Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Bush, Teresa	Fiscal Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Calderon, Joshua	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Ciru, Teresa	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Corbett, Jennifer	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Cordova, Stacy	Fiscal Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Cortez, Jorge	Campus Services	Assist with facility rentals	Facility Rentals	\$14/hr	7/1/14 thru 12/31/14

**SHORT-TERM, HOURLY
MAY 27, 2014**

Dickey, Shannon	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Egbert, Ida	Fiscal Support	Student Registration	Fiscal Support	\$14/hr	7/1/14 thru 7/3/14
Egbert, Rossanne	Fiscal Support	Student Registration	Fiscal Support	\$14/hr	7/1/14 thru 7/3/14
Ferrer, Martin	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Flores, Nathaniel	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Gasper, Melissa	Instructional Support	PAGE program	STEM	\$12/hr	6/16/14 thru 7/25/14
Gatti, Christopher	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Gomez, Paula	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Guzman, Stacy	Instructional Support	PAGE program	STEM	\$12/hr	6/16/14 thru 7/25/14
Hansen, Paula	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Hernandez, Johnny	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Hill, Matthew	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Inda, Kathryn	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14

**SHORT-TERM, HOURLY
MAY 27, 2014**

Jacob, Erin	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Jamison, Johanna	Instructional Support	PAGE program	STEM	\$12/hr	6/16/14 thru 7/25/14
Johnson, Kara	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Jontz, James	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Khalil, Karim	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Kniss, Matthew	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Kofmehl, Jocelyn	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Koulos, Patricia	Fiscal Support	Student Registration	Fiscal Support	\$14/hr	7/1/14 thru 7/3/14
Lambert, Amber	Instructional Support	PAGE program	STEM	\$12/hr	06/16/14 thru 7/25/14
Lopez, Erick	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Luevano, Dave	Instructional Support	Middle School Summer Experience/ Automotive	Career Technical/ Curriculum	\$12/hr	6/12/14 thru 8/15/14
Macias, Lorenzo	Campus Services	Assist with facility rentals	Facility Rentals	\$14/hr	7/1/14 thru 12/31/14

**SHORT-TERM, HOURLY
MAY 27, 2014**

McConnell, Megan	Performing Arts Support	Event Support	Performing Arts	\$9/hr	5/7/14 thru 6/30/14
Munoz, Israel	Instructional Support	PAGE program	STEM	\$12/hr	6/16/14 thru 7/25/14
Nystrom, Alec	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Polzin, Alyssa	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Ramos, Julio	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Riggs, Ariana	Fiscal Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Riggs, Damiane	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Robles, Alicia	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Rodriguez, Alexander	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Rodriguez, Michelle	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Rodriguez, Jose Mari	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14

**SHORT-TERM, HOURLY
MAY 27, 2014**

Rodriguez, Vanessa	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
Romero, Jesus	Instructional Support	PAGE program	STEM	\$12/hr	6/16/14 thru 7/25/14
Smith, Megan	Fiscal Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Sorteberg, Rachel	Fiscal Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Thomas, Brandon	Campus Services	Assist with facility rentals	Facility Rentals	\$14/hr	7/1/14 thru 12/31/14
Thompson, Monique	Instructional Support	Tech Girls Engage Empower Experience	Career Technical/ Curriculum	\$12/hr	6/12/14 thru 8/15/14
Torres, Vanessa	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Tran, Steven	Performing Arts Support	Event Support	Performing Arts	\$9/hr	7/1/14 thru 12/31/14
VanKlavren, John	Campus Services	Assist with facility rentals	Facility Rentals	\$14/hr	7/1/14 thru 12/31/14
Worman, James	Student Services Support	Event Support	Performing Arts	\$14/hr	7/1/14 thru 12/31/14
Zampielo, Vince	Instructional Support	Middle School Summer Experience/ Automotive	Career Technical/ Curriculum	\$12/hr	6/12/14 thru 8/15/14

**STIPENDS STRS NON-CREDITABLE
MAY 27, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Anakwenze, Arinzes	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Barker, Shaquille	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Brett, Rohjon	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Campos, Eduardo	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Card, Therique	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Cheek, Danny	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Childress, Justin	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Cyprian, Justin	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Cyprian, KC	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Dade, Kiyhanna	Variable pay/ Not to be less than minimum wage	Youth Summer Camp Staff	Kinesiology	Not to exceed \$1,000/tl	6/16/14 thru 7/31/14
Dama, Muusa	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Frederic, Thierry	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14

**STIPENDS STRS NON-CREDITABLE
MAY 27, 2014**

Gaines, Chaveon	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Guo, Ricky	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Henry, Ryan	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Hicks, Matt	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Jefferson, Jordan	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Joseph, Victor	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Liskey, Renee	Stipend	Choreography/ Pireates of Penzance	Dance	\$4000/tl.	5/28/14 thru 6/27/14
Lopez, Michelle	Variable pay/ Not to be less than minimum wage	Youth Summer Camp Staff	Kinesiology	Not to exceed \$1,000/tl	6/16/14 thru 7/31/14
Maduakor, Reverand	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
McConnell, Matt	Variable pay/ Not to be less than minimum wage	Basketball Camp Director	Kinesiology	Not to exceed \$12,000/tl	6/16/14 thru 8/10/14
Medaris, Luis	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Moore, Justin	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14

**STIPENDS STRS NON-CREDITABLE
MAY 27, 2014**

Munoz, Gino	Stipend	Music Arranging/ Girls Aloud	Music	\$850/tl.	5/28/14 thru 6/1/14
Myles, Tim	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Nwabuzar, Mike	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Pacheco, Eduardo	Variable pay/ Not to be less than minimum wage	Youth Summer Camp Director	Kinesiology	Not to exceed \$15,000/tl	6/16/14 thru 7/31/14
Polee Jr., Steven	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Reyes, Chris	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Rideau, Josh	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Rios, Kelly	Variable pay/ Not to be less than minimum wage	Volleyball Camp Director	Kinesiology	Not to exceed \$500/tl	8/4/14 thru 8/7/14
Roach, John	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Santos, Jeriko	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Smith, Levi	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Todd, Elijah	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14

**STIPENDS STRS NON-CREDITABLE
MAY 27, 2014**

Tondre, Max	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Walker, Dominique	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Washington, Khalid	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Watkins, Gary	Variable pay/ Not to be less than minimum wage	Youth Summer Camp Director	Kinesiology	Not to exceed \$15,000/tl	6/16/14 thru 7/31/14
Williams, Mark	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14
Ujaduaghele, Usiomo	Variable pay/ Not to be less than minimum wage	Basketball Camp Staff	Kinesiology	Not to exceed \$1,200/tl	6/16/14 thru 8/10/14

**VOLUNTEERS, NON-ACADEMIC
MAY 27, 2014**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Garcia, Vanessa	Volunteer/Youth Summer Camp Staff (Kinesiology)	6/16/14	7/31/14
Green, Mike	Volunteer/Golf Workshops (Golf Range)	7/1/14	12/30/14
Sundberg, Nils	Volunteer/Golf Workshops (Golf Range)	7/1/14	12/30/14
Wade, Jim	Volunteer/Golf Workshops (Golf Range)	7/1/14	12/30/14

**PROFESSIONAL EXPERT
May 27, 2014**

Name	Description	Department	Rate	Begin/End
Arellano, Jaime	PAGE Mathematics Enrichment Specialist	Race to STEM Grant	\$40.00/hr.	06/16/14 to 07/25/14
Brown, Stacey	High School/College Liaison - Duarte High School	Contract Education (Continuing Education)	\$20.00/hr.	07/01/14 to 12/31/14
Christianson, Monica	Mental Health Therapist	Health Center	\$40.00/hr.	07/01/14 to 12/31/14
Clark, Rachael	Group Fitness Leader	Community Education (Continuing Education)	\$24.00/hr.	06/23/14 to 12/31/14
Curtis, Allison	Nurse Practitioner	Health Center	\$40.00/hr.	07/01/14 to 12/31/14
DeGuzman, Frankie	Fitness Center Attendant	Contract Education (Continuing Education)	\$24.00/hr.	07/01/14 to 12/31/14
Diaz, Alondra	PAGE Mathematics Co-Lead	Race to STEM Grant	\$42.00/hr.	05/28/14 to 07/25/14
Fisher, Nancy	Associate Nurse	Health Center	\$37.50/hr.	07/01/14 to 12/31/14
George, Irene	Group Fitness Leader	Community Education (Continuing Education)	\$24.00/hr.	06/23/14 to 12/31/14
Harrington, Michael	Facilities Planning	Administrative Services	\$90.00/hr.	07/01/14 to 12/31/14
Hoffman, Jennifer	Certified Food Manager	Facilities Rental	\$17.00/hr.	07/01/14 to 12/31/14

**PROFESSIONAL EXPERT
May 27, 2014**

Name	Description	Department	Rate	Begin/End
Khuu, Karen	Fitness Center Attendant	Contract Education (Continuing Education)	\$24.00/hr.	07/01/14 to 12/31/14
Lipscomb, Allen	Mental Health Therapist	Health Center	\$40.00/hr.	07/01/14 to 12/31/14
Murphy, Bonnie	Group Fitness Leader	Community Education (Continuing Education)	\$24.00/hr.	06/23/14 to 12/31/14
Peek, Corbett Grant	Physician	Health Center	\$65.00/hr.	07/01/14 to 12/31/14
Pierce, James	Chief Engineer	Maintenance	\$50.56/hr.	07/01/14 to 12/31/14
Razo, Lynda	Group Fitness Leader	Community Education (Continuing Education)	\$24.00/hr.	06/23/14 to 12/31/14
Rosas-Rios, Liliana	PAGE Mathematics Enrichment Specialist	Race to STEM Grant	\$40.00/hr.	06/16/14 to 07/25/14
Thorpe, Susan	Associate Nurse	Health Center	\$39.00/hr.	07/01/14 to 12/31/14
Torres, Kimberly	Lifeguard	Kinesiology	\$11.00/hr.	06/16/14 to 08/14/14
Walker, Ann	Physician	Health Center	\$65.00/hr.	07/01/14 to 12/31/14

PROFESSIONAL EXPERT
May 27, 2014

Name	Description	Department	Rate	Begin/End
Wright, Linda	Group Fitness Leader	Community Education (Continuing Education)	\$24.00/hr.	06/23/14 to 12/31/14

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE	May 27, 2014	Resolution	<u>X</u>
SUBJECT:	Authorize Transfer Between State Categorical Programs	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043, the district wishes to exercise the district wishes to exercise categorical flexibility to redirect categorical funds in a manner deemed to be in compliance with the statutory, regulatory, and provisional language associated with the specified categorical programs. Therefore, it is recommended that the Board adopt a resolution authorizing the transfer of one dollar (\$1.00) from the Equal Employment Opportunity Program to the Disabled Students Programs & Services (DSP&S) program.

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

RECOMMENDATION

In accordance with the Budget Act of 2009 and as further defined in Education Code Section 84043, authorization is requested to approve Resolution #2013-14-10 to transfer one dollar (\$1.00) between the Equal Employment Opportunity Program and the Disabled Student Programs & Services (DSP&S) program.

Claudette E. Dain
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.2.

**RESOLUTION #2013-14-10 OF THE BOARD OF TRUSTEES OF THE
CITRUS COMMUNITY COLLEGE DISTRICT REGARDING
AUTHORIZING THE TRANSFER BETWEEN
STATE CATEGORICAL PROGRAMS**

WHEREAS, the Budget Act of 2009 and as further defined in Education Code Section 84043 provides categorical flexibility for specified programs and

WHEREAS, districts that elect to redirect categorical funds under this categorical flexibility provision are deemed to be in compliance with the program and funding requirements contained in statutory, regulatory and provisional language associated with the specified programs;

NOW THEREFORE, BE IT RESOLVED, that the Governing Board of the Citrus Community College District hereby authorizes the transfer of one dollar (\$1.00) from the Equal Employment Opportunity Program to the Disabled Student Programs & Services (DSPS) program.

PASSED AND ADOPTED by the Board of Trustees of the Citrus Community College District this 27th day of May 2014 by the following votes:

Ayes: _____

Noes: _____

Absent: _____

Patricia Rasmussen
President, Board of Trustees

Dated: _____

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

BP 4021 PROGRAM DISCONTINUANCE VIABILITY

Rev. 02/21/14

References:

Education Code 78016;
Title 5 Sections 51022 and 55130

Citrus College has established its Program Discontinuance Viability Policy in accordance with Title 5, Section 51022. ~~The primary purpose of this policy is not intended to target programs for revitalization, suspension or discontinuance, but rather to establish criteria and guidelines for the decision-making process. The purpose of this policy is to establish criteria and guidelines for a decision-making process; it is not intended to target programs for revitalization, suspension or discontinuance.~~

Program Review, the Educational & Facilities Master Plan, and other strategic planning activities shall be referenced and considered among sources of data and direction within the process. Program discontinuance Viability recommendations should be considered only if, after most serious deliberation, ~~and after all recommended intervention strategies have been implemented, a program continues to fall outside the college's mission and master plan, as well as the department's goals and objectives.~~ The policy should not be construed as an inducement to look for programs to revitalize, suspend or discontinue, or as a threat to honest participation in an academic process such as program review.

Board Approved 02/02/10

Revised: _____

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

Approved by	ASCC	3/25/14
	CSEA	4/21/14
	Management Team	5/7/14
	Senate	4/9/14
	Supervisor/Confidential Team	3/14/14
	EPC	5/5/14
	Steering	5/12/14

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

Rev.02/21/14
Senate Revision 4/9/14

AP 4021 ~~PROGRAM DISCONTINUANCE~~ INSTRUCTIONAL PROGRAM VIABILITY

References:

Education Code 78016;
Title 5 Sections 51022, 55000, and 55130;
Program Discontinuance: A Faculty Perspective Revisited (ASCCC adopted Fall 2012);
~~Mission College Academic Senate Policy and Process for Program
Discontinuance (May 17, '01)~~
Sierra College Administrative Procedure AP 4021 (February 19, 2010)

I. Definitions

- A. For the purposes of this AP, ~~this procedure applies to the programs as listed in Appendix A (List of Courses/Organizational Taxonomy) of the Citrus College Program Review Handbook~~ programs at Citrus College are groups of courses taught by faculty within a discipline; these courses may lead to one or more degrees, certificates, and/or transfer. Programs must support the California community college mission. Programs complete a program review report and have a cost center in the budget. Each course is mapped to only one program. Programs included in the instructional program review list as recommended and maintained by the Program Review Committee, the Academic Senate, and the Educational Programs Committee are subject to this procedure.
- B. For the purposes of this AP, *viability* outcomes may include revitalization, suspension and discontinuance of a program.

II. Initiating a Discussion on Program Discontinuance Viability

- A. Program discontinuance *viability* discussions can begin in a variety of places shared governance forums, including: the Academic Senate, the Steering Committee, the Office of Academic Affairs, the Educational Programs Committee, the Program Review Committee the Office of Student Services, as well as the following offices and/or departments: the Office of Academic Affairs, the Office of Student Services and individual Programs, Disciplines, Divisions, or Departments or Advisory Committees.

- III. The Academic Senate and its committees, including the Curriculum Committee, must have a fundamental and integral role in any discussion of program discontinuance *viability*, recognizing the District's policy to rely primarily on

the Academic Senate's advice in academic and professional matters.

IV. Formation and Charge of a Program Viability Committee

A. When a formal discussion regarding the viability of a program is initiated, the Academic Senate will vote on the formation of a Program Viability Committee. If the Senate recommends formation of the Committee, the Committee will be charged with:

1. Electing a faculty chair from its prescribed membership who is not assigned to teach within the program under review
2. Gathering all qualitative and quantitative evidence into a written report with the assistance of the offices of Academic Affairs and Institutional Research
3. Conducting and participating in all public meetings and discussions as detailed in this procedure
4. Recommending to the Academic Senate one of the three potential outcomes of the program viability process.

B. Committee

When a formal discussion is initiated, the Academic Senate will form a Program Viability Committee whose membership will include the Academic Senate President or designee; the Citrus College Faculty Association President or designee; the Associated Students of Citrus College President or designee; the Program Review Coordinator; the Curriculum Committee Chair; the Vice President of Academic Affairs; appropriate Dean; full time and/or adjunct faculty from the program; one additional representative from the Academic Senate; counseling faculty with expertise in a given area; and one classified staff member. If the program relates to Student Services, the Vice President of Student Services will be included.

V. III. Formal Discussion Criteria

The Discussion concerning any specific program considered for discontinuance viability must necessarily have two components: qualitative and quantitative. Both qualitative indicators and quantitative indicators must be discussed in order to have a fair and complete review leading to a decision to either continue-revitalize, suspend, or discontinue a program. Indicators that directly impact success of students in the program should be most heavily weighted.

A. Qualitative Indicators

Qualitative indicators are based on the mission, vision and values, goals of the institution, and access and equity for students. Program Review, the Educational & Facilities Master Plan, and other strategic planning documents shall be referenced and considered among sources of data and direction within these indicators. These indicators include, but are not limited to:

1. ●The pedagogy of the discipline
 - The development of the whole student
2. ●The balance of college curriculum
3. ●The effect on students of discontinuing the program
4. ●The potential for a disproportionate impact on diversity at Citrus College
5. ●The quality of the program and how it is perceived by students, articulating universities, local business and industry, advisory committees input for technical/career programs, and the community
6. ●The ability of students to complete their degree or certificate or to transfer. This includes maintaining the catalog rights of students
7. ●The replication duplication of programs in the surrounding area region.
8. The regional effects of the program's discontinuance
9. The effects on local businesses and in meeting workforce demand.
10. The ability of the program to meet standards of outside accrediting agencies, licensing boards, and governing bodies

B. Quantitative Indicators

~~The list of quantitative indicators is long. Any and/or all of these quantitative indicators need to be reviewed to inform the discussion on program discontinuance. They include, but are not limited to: Quantitative indicators are based on the mission, vision and values; goals of the institution; and access and equity for students. These indicators include, but are not limited to:~~

1. ●The projected demand for the program in the future
2. ●~~The persistence of students in the program.~~ Student program completion
3. ●~~Weak enrollment~~ Enrollment trends over a sustained period of time
4. ●~~Rapid reduction in a enrollment due to a c~~ Change in graduation, transfer, or certificate requirements
5. ●~~Insufficient f~~ Frequency of course section offerings
6. ●~~Poor t~~ Term to term persistence (significantly below the college average) of students within the program
7. ●~~Poor r~~ Retention or success rates (significantly below the college average) of students within the program
8. ●Productivity in terms of enrollment such as: FTEs (actual) per FTEF ratio (the version of WSCH/FTE that takes enrollment activity for all attendance types into consideration). and/or WSCH per FTEF
9. ●~~Number of graduates or certificate completers from the program (where applicable)~~
10. ●~~Diversity issues: For example, has the ethnic distribution of department enrollees become more reflective of the overall student body over time?~~ Disproportionate impact on underrepresented

students within the program

11. Disproportionate impact on student diversity

12. •The decline in importance of service to those in related other programs

13. Success rate of students passing state and national licensing exams and industry-based certification

14. Labor market demand

C. Discussion Guidelines Formal Discussion Criteria

1. •Discussion of program discontinuance The program viability committee must include solicit feedback from all parties potentially affected by the decision. These include faculty, staff, administrators, students, the employing businesses and industries, and the community. Extraordinary e Efforts must be employed made, if necessary, to ensure that the student and community voice input is heard received.

2. •Discussion of program discontinuance viability will be conducted culminate in public, open meetings organized and presided over by the Academic Senate. The dates, times and locations of these meetings will be published using all reasonable means of college communications including print, email, and voicemail.

•Discussions will be conducted using the best practices for meeting facilitation following an agreed upon timeline, including agreed upon ground rules, and recording and publishing outcomes of discussions.

3. •Discussions will include both qualitative and quantitative indicators. Sources of data for all indicators will be referenced and cited.

4. •A written record of all discussions will be kept in a central location for review by the public. The Academic Senate Office is recommended as that neutral site, with a copy kept by the Office of Academic Affairs. A written record of all discussions and recommendations will be kept by the Academic Senate for review and will be published.

5. •Deliberations and conclusions shall rely primarily on the advice of the Academic Senate per District policy (BP 2510).

VI. IV. Possible Outcomes of Program Discontinuance Viability Discussion

The Program Viability Committee will make recommendations which will be obtained through consensus. If consensus cannot be reached, a two thirds majority vote of the committee members will determine the recommendation.

There are three potential outcomes of the Program Discontinuance process. A program may be recommended to continue, to continue with qualification, or to discontinue.

The three possible recommendations are:

A. **Recommendation to Continue**

~~A program recommended to continue will do so when after full and open consideration it is decided that it is in the best interest of the college, its students, and the larger community to do so. The conclusions resulting in this recommendation will be documented in writing by an agreed upon party established by the Steering Committee, maintained by the Academic Senate and forwarded to the Vice President of Academic Affairs as information. No further action is required.~~

A.B. **Recommendation to Continue with Qualifications Revitalization**

~~A program undergoing revitalization may be recommended to will continue with qualifications. These qualifications shall include specific interventions designed to improve the viability and responsiveness of the program. A specific timeline will be provided during which these interventions will occur and expected outcomes will be outlined in advance; these interventions and outcomes will be called the Revitalization Plan and will be completed within two primary terms. All interventions and timelines will be published in writing by ~~an agreed upon sub-committee~~ established by the ~~Steering~~ Committee, maintained by the Academic Senate and forwarded to the ~~Vice President of Academic Affairs~~ Steering Committee as information. After the specified qualification revitalization period is completed, the Program Viability Committee will review the program ~~will be reviewed~~ again.~~

The Dean will ensure assignment of appropriate resources to support the program during the revitalization, in particular assignment of adequate personnel.

The Revitalization Plan is developed by the Committee in consultation with program or discipline faculty and is driven by practical, discussion-specific goals.

The plan must include any recommendations imposed by an external regulatory, governing or licensing body to which the program is subject.

~~The Revitalization Program Intervention and Improvement Plan will look at all facets of program performance, including Program Review recommendations, transfer rates or industry demand, student performance indicators, scheduling patterns and student access/equity issues. The use of the U.S. Department of Education “Five Step Process for Improving Performance,” is recommended as a format for developing a Revitalization Program Intervention and Improvement Plan. This five step process involves:~~

1. Documenting program results
2. Analyzing key performance indicators by a variety of comparisons
3. Identifying direct or root causes of concerns
4. Selecting best solutions to impact desired program performance
5. Pilot testing those solutions, evaluating impact, and then implementing tested solutions found to have significant impact

B. Suspension

A recommendation to suspend a program will occur when, after a full and open discussion, it is concluded that the program cannot currently support student success due to a variety of factors. These factors may include, but are not limited to, inability to recruit qualified faculty, lack of sufficient fiscal resources, and/or lack of sufficient physical resources. This recommendation will include a timeline to reevaluate the decision to suspend within three years, at which point a recommendation for either revitalization or discontinuance will be decided. Any recommendation for program suspension will include the following:

- The criteria used to arrive at the recommendation.
- A detailed plan and timeline during suspension of the program with the least impact to students, faculty, staff and community. Due consideration will be given to mechanisms to allow currently enrolled students to complete their course of study. Students' catalog rights will be maintained and accounted for in allowing them to finish the program.
- A plan for the implementation of all requirements of collective bargaining for faculty and staff.

C. ~~Recommendation to Discontinue~~ Discontinuance

A recommendation to discontinue a program will occur when, after a full and open discussion, it is concluded that the program falls outside the college's mission and/or the department's goals and objectives.

The recommendation for a program to be discontinued shall be based upon the aforementioned qualitative and quantitative criteria and will be documented in writing by the Committee and maintained by the Academic Senate. A recommendation to discontinue is mandated if so ordered by an external regulatory, governing or licensing body to which the program is subject.

Any recommendation for program discontinuance will include the following:

1. •The criteria used to arrive at the recommendation
2. •A detailed plan and timeline for phasing out the program with the

least impact to students, faculty, staff and community. Due consideration will be given to mechanisms to allow currently enrolled students to complete their ~~program~~ course of study. Students' catalog rights will be maintained and accounted for in allowing them to finish the program

3. ~~•~~ A plan for the implementation of all requirements of collective bargaining for faculty and staff, including application of policies for reduction in force and opportunities to retrain
4. The plan must include any recommendations imposed by an external regulatory, governing or licensing body to which the program is subject
5. The final recommendation will be submitted to the Chancellor's office and accrediting bodies as needed

VII. Conclusion

The ~~recommendations and discontinuance plan of the Program Viability Committee~~ will be documented in writing ~~by an agreed upon party,~~ and will include the signatures of the Vice President of Academic Affairs, the Superintendent/President and other appropriate administrators, ASCC President and the Academic Senate President. The final recommendation will be maintained locally by the Academic Senate and presented to the Board of Trustees for approval ~~if deemed necessary.~~

Board Approved 02/02/10

Revised: _____

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

Approved by	ASCC	3/25/14
	CSEA	4/21/14
	Management Team	5/7/14
	Senate	4/9/14
	Supervisor/Confidential Team	3/14/14
	EPC	5/5/14
	Steering	5/12/14

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

Revised 12/6/13

**BP 4250 PROBATION, DISMISSAL, AND REINSTATEMENT
READMISSION**

References: Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Probation

A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a cumulative grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I", "NC" and "NP" were recorded reaches or exceeds fifty percent.

~~A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.~~

A student on academic probation shall be removed from probation when the student's accumulated cumulative grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I", "NC" and "NP" drops below fifty percent. Military withdrawals ("MW") are not included in the progress probation calculation.

Dismissal

~~A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two (2) consecutive semesters. A student who is on academic probation for two consecutive semesters and whose semester grade point average for both semesters is less than 2.0 shall be subject to dismissal.~~

~~A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I", "NC" and "NP" are recorded in at least two (2) consecutive semesters reaches or exceeds fifty percent. A student, who is on progress probation, shall be subject to dismissal if fifty percent or more of the cumulative units recorded in each of two consecutive semesters have an entry of "W", "I", "NC" or "NP".~~

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student exhibits evidence of extenuating circumstances or shows significant improvement in academic achievement.

Reinstatement-Readmission

~~Reinstatement~~ Readmission may be granted, denied or postponed ~~according to criteria contained as specified~~ in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

The above standards shall be applied as the minimum standards of satisfactory progress for students who are recipients of federal and state funds administered by the College.

Board Approved	10/20/09
Revised	05/17/11
Desk Review	09/17/12
Revised	

Approved by	ASCC	3/25/14
	CSEA	4/21/14
	Management Team	4/2/14
	Senate	4/9/14
	Supervisor/Confidential Team	3/14/14
	EPC	5/5/14
	Steering	5/12/14

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

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

Revised 12/6/13

AP 4250 PROBATION

References: Title 5 ~~V~~, Sections 55030, 55031, 55032, 55033, 55034

I. Notification of Academic and/or Progress Probation:

- A. A student shall be placed on academic probation if he/she has attempted a minimum of 12 semester units of work and has a cumulative grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he/she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled for which entries of "W", "I", "NC" and "NP" were recorded reaches or exceeds fifty percent. Military withdrawals ("MW") are not included in the progress probation calculation.

A student on academic probation shall be removed from probation when the student's cumulative grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W", "I", "NC", and "NP" drops below fifty percent.

- B. Each student ~~is entitled to~~ shall be notified of his/her academic status and the availability of college support services before the student is subject to dismissal. to respond to the academic status before the student is dismissed. Notification will consist, at a minimum, of the following: ~~After having attempted a minimum of 12 semester units at the end of the semester in which the student's grade point average falls below 2.0 in all units attempted,~~ A probation notice shall be sent after the fall and spring semesters to the student via Citrus College e-mail informing him/her that he/she is on academic and/or progress probation.

~~At the end of the semester in which the student is enrolled in at least 12 units and the percentage of all units in which the student has enrolled, for which entries of W, NC, I and NP reaches or exceeds 50% in at least two consecutive semesters, a probation Notice shall be sent to the student via Citrus College e-mail informing him/her that he/she is on progress probation.~~

- C. ~~At the end of the fall semester in which the student is on academic or progress probation, a notice will be sent to the student via Citrus College e-mail informing him/her that he/she is subject to dismissal at the end of the spring semester.~~

II. Probationary Notification:

- C. The notification advising the student of probation will cover, at a minimum, the significance of being on probation, and a referral to a counselor, ~~and description of the services available~~ counseling services to assist the student to improve

his/her academic standing. Notice shall be sent to the student via Citrus College e-mail informing him/her that he/she is on academic and/or progress probation.

~~B. A student who is on academic probation and earns a cumulative Citrus College grade point average of 2.0 or better shall be removed from academic probation status.~~

~~II.~~ III. Review of Probation Status

A. A student on probation will be required to ~~meet with a counselor to review the reasons for probation~~ participate in a counseling probation intervention and to take corrective actions to improve his/her academic standing. A student Counselor may ~~be limited to~~ limit the number of units ~~and/or required to enroll in specific courses~~ a student may enroll in and/or require enrollment in specific courses.

Board Approved 10/20/09
Revised 05/17/11
Revised 03/05/13
Revised

Approved by	ASCC	3/25/14
	CSEA	4/21/14
	Management Team	4/2/14
	Senate	4/9/14
	Supervisor/Confidential Team	3/14/14
	EPC	5/5/14
	Steering	5/12/14

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

**CITRUS COMMUNITY COLLEGE DISTRICT
ACADEMIC AFFAIRS**

Revised 12/6/13

AP 4255 DISMISSAL AND REINSTATEMENT READMISSION

References: Title 5, Sections 55033 and 55034

I. Standards for Dismissal:

~~A. A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of two (2) consecutive semesters. However, any student on academic probation whose most recent semester GPA is 2.0 or higher shall have their record reviewed by a counselor and *may be* continued on probation. A student who has been placed on probation shall be subject to dismissal if the percentage of units in which the student has been enrolled for which entries of "W," "NC," "I," and "NP" are recorded in at least 2 consecutive semesters reaches or exceeds fifty percent (50%).~~

A student who is on academic probation for two consecutive semesters and whose semester grade point average for both semesters is less than 2.0 shall be subject to dismissal.

A student who is on progress probation shall be subject to dismissal if fifty percent or more of the cumulative units recorded in each of two consecutive semesters have an entry of "W", "I", "NC" or "NP". Military withdrawals ("MW") are not included in the progress probation calculation.

II. Dismissal Notification:

~~A. The notification advising the student that he/she is subject to dismissal will cover, at a minimum, reference to this procedure, explanation of what dismissal means, procedure for reinstatement, and procedure to appeal the dismissal.~~

A notice will be sent to dismissed students via Citrus College email informing the student that he/she has been dismissed for the semester. The notice will make reference to this procedure, and explain the dismissal process, the procedure for readmission and the procedure to appeal the dismissal.

~~IV~~ III. ~~Petition To~~ Petition To Appeal Dismissal Because of Extenuating Circumstances

~~A student who has been dismissed from Citrus College may only appeal the decision if he/she encountered an extenuating situation circumstances and can prove that this ~~situation~~ these circumstances affected his/her scholastic performance. Petitions will be accepted in the Counseling & Advisement Center. ~~up to two weeks before the beginning of the semester. To complete the process, the student will be required to make an appointment to meet with a counselor to complete the petition process.~~~~

~~A-Approved~~ students may be limited to the a number of units and/or required to enroll in specific classes. The completed petition, ~~along with a recommendation from the counselor~~ will be forwarded to a committee consisting of at least one counselor, the Dean of Counseling and the Dean of Admissions and Records for approval.

~~Prior to making an appointment with a counselor~~ In support of their petition, the students must provide the following:

- A. Proof of extenuating circumstances that kept the student from succeeding. Some examples of extenuating circumstances (and appropriate proof thereof) ~~are include:~~ illness (letter from a physician), death in the family (death certificate of the family member), ~~incarceration (appropriate paperwork),~~ car accident (appropriate paperwork), change of work hours (work documentation), etc.
- B. A personal statement describing the extenuating circumstance and how the student's school work was affected.
(Note: the following language in C. and D. is existing language moved from the deleted III. Appeal of Dismissal above)
- C. The decision of the ~~Dean of Counseling and The Dean of Admissions~~ committee will be communicated to the student. ~~The Dean of Counseling will notify the student of the action~~ within 10 working days of the deadline to appeal ~~of receipt of the student's appeal.~~ The student may appeal the decision of the ~~Dean of Counseling and the Dean of Admissions~~ committee in writing to the Vice President of Student Services within 10 working days of the date of notification of the decision ~~of the Dean of Counseling~~ by the committee. The decision of the Vice President of Student Services is final.
- D. If the student's dismissal appeal is granted, the student will ~~be~~ continued on probation for an additional semester. At the end of the additional semester, the student's academic record will again be evaluated to determine whether the student may be removed from probation, should be dismissed, or should ~~be~~ continued on probation.

III IV. Petition Ffor Reinstatement Readmission From Dismissal After One Semester

- A. ~~A student who has been dismissed from Citrus College may file a written petition with the Counseling and Advisement Center after one semester has elapsed since the semester of dismissal.~~ A student who has been dismissed must sit out at least one semester. A dismissed student may file a petition with the Counseling & Advisement Center for readmission. The student will be required to make an appointment with a counselor to complete the petition process. A student may be limited to the number of units and/or required to enroll in specific classes. The petition will be reviewed by the Dean of Counseling and the Dean of Admissions.

- B. A petition for ~~reinstatement~~ readmission must be supported with ~~verification of remedial work~~ or evidence of readiness to do successful college work. The student is ~~required~~ encouraged to meet with a counselor prior to registration each semester until he/she is removed from probationary status.

V. Reinstatement Readmission After Dismissal

~~A reinstated student must earn a grade point average of at least 2.0 and complete more than 50 percent of all units attempted each semester after reinstatement. This is mandatory until the student has achieved a cumulative grade point average of at least 2.0 and the number of “W”, “I”, “NC” and “NP” units drops below 50 percent of all attempted units at Citrus College. A reinstated student who fails to meet these criteria will be dismissed again.~~

A dismissed student that does not enroll at Citrus College for at least one semester will be reinstated. After each semester, the student’s academic record will again be evaluated to determine whether the student should be removed from probation and dismissal, should be on probation, or should once again be dismissed.

Board Approved 10/20/09
Revised 05/17/11
Revised

Approved by	ASCC	3/25/14
	CSEA	4/21/14
	Management Team	4/2/14
	Senate	4/9/14
	Supervisor/Confidential Team	3/14/14
	EPC	5/5/14
	Steering	5/12/14

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 27, 2014	Resolution	
SUBJECT:	Student Services Committee – Board Policy Revisions – First Read	Information	
		Enclosure(s)	X

BACKGROUND

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

The following Board Policies were revised and approved by constituent groups on various dates and by the Steering Committee on May 12, 2014. Attached to the Board Policies, for information only, are the corresponding Administrative Procedures.

- BP 5070 Attendance
- BP 5110 Counseling
- BP 5120 Transfer Center
- BP 5130 Financial Aid
- BP 5150 Extended Opportunity Programs and Services
- BP 5400 Associated Students Organization
- BP 5410 Associated Students Elections
- BP 5700 Athletics

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 5070 Attendance, BP 5110 Counseling, BP 5120 Transfer Center, BP 5130 Financial Aid, BP 5150 Extended Opportunity Programs and Services, BP 5400 Associated Students Organization, BP 5410 Associated Students Elections and BP 5700 Athletics.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. 1.7.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5070 ATTENDANCE

References: Education Code Sections 71020, 76300, 84040, 84040.5, and 84040.6;
Title 5 Section ~~58030~~ 58000 et seq.

The District college shall establish procedures to document and retain all course enrollment, attendance, and disenrollment information. Authorized detailed procedures for implementation of this policy shall be maintained in the Admissions and Records Office and shall be reviewed annually and updated as necessary to reflect changes in state enrollment, attendance, and disenrollment reporting procedures.

See Administrative Procedure 5070.

Board Approved 07/21/09
Revised 03/11/14

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 04/23/14
ASCC – 04/01/14
CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5070 ATTENDANCE

References: Education Code Sections 71020, 76300, 84040, 84040.5, and 84040.6;
Title 5 Sections 58000 et seq.

Pursuant to ~~Education Code Section~~ Title 5 section 58000 et seq., the Department of Finance, the Auditor General, and the California Community Colleges Chancellor's Office, documentation requirements are maintained to promote standardized, accurate reporting of data used for calculating the state general fund apportionment and to facilitate annual audits required of the district. Appropriate support records include the following:

- Computation of units of full time equivalent students (FTES) based on the type of course, the way the course is scheduled, and the length of the course;
- Selection of a single primary term length for credit courses;
- Reporting of FTES during the "first period" (between July 1 and December 31) and "second period" (between July 1 and April 15);
- Compliance with census procedures prescribed by the state California Community College Chancellor's Office for all credit courses, including work experience, independent study, and credit courses being reported on an actual attendance basis;
- Preparation of census day procedure tabulations;
- Preparation of actual student contact hours of attendance procedure tabulations;
- Preparation (as applicable) of actual apprentice hours of teaching procedure tabulations;
- Preparation of support documentation regarding all course enrollment, attendance and disenrollment information;
- Computation of FTES that includes only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the District authorized to render service in the capacity and during the period in which he/she served;
- Verification of a minimum of 175 days of instruction during the fiscal year.

Attendance Requirements

Students are expected to attend all meetings of the courses in which they are enrolled. Meetings include regularly scheduled sessions of the course, and other required activities such as field trips, athletic meets, and performance. It is the responsibility of the instructor to notify the students of all such required activities early enough in the semester to enable students to attend all meetings.

Absences

After an absence it is the responsibility of the student to inform the instructor of the reason for the absence and arrange to make up the course work missed. Excused absences for which work may be made up with the instructor's approval include: (1) Absences due to illness, bereavement, personal emergency, or medical appointment; and (2) Absences due to required attendance at approved field trips, performances, or intercollegiate events.

Instructor Drop

An instructor may drop a student who has missed three class meetings in a regular semester class that meets two or more times a week or who has missed two class meetings in a class that meets once a week. Instructors teaching classes that meet less than a full semester (summer, winter, short term) may allow fewer absences.

If a student fails to attend the entire first class meeting of a term without prior permission from the instructor, the student will be considered to have never enrolled and the instructor may give that student's place seat to another a waiting student who was unable to enroll during registration.

Census Reporting

Instructors shall clear the rolls of students who have never entered the course as of census day for each section.

Readmission Re-enrollment

~~To be readmitted re-enroll to in~~ a course after being dropped by the instructor; a student must submit to the Admissions and Records Office a ~~Petition to Enter/Reenter Class late Program Change Form~~ signed by the instructor. ~~The decision to either grant or deny the petition shall be made by the Dean of Admissions and Records.~~ If a student is ~~readmitted re-enrolled~~, any subsequent absence shall be considered sufficient reason for the instructor to drop the student.

Entering Class Late Registration

To ~~enter~~ register for a class after the add deadline, which is the day before census, a student must submit to the Admissions and Records Office a ~~petition to Enter Class Late Add Petition~~, signed by ~~both~~ the student, the area Dean, and the instructor. The petition must set forth the ~~extraordinary~~ extenuating circumstances that justify allowing the student to ~~enter~~ register for the class ~~late after the add deadline~~. The decision to either grant or deny the petition shall be made by the Dean of Admissions and Records. Apportionment shall only be claimed for students that were in attendance prior to census.

Board Approved	07/21/09
Revised	05/18/10
Revised	11/16/10
Revised	03/10/14

Approvals:

Student Services Committee – 03/20/14

Academic Senate – 4/23/14

ASCC – 04/01/14

CSEA – 04/21/14

Management Team – 04/02/14

Supervisor Confidential Team – 04/02/14

Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5110 COUNSELING

References: Education Code Section 72620; Title 5 Section 51018

Counseling services are an essential part of the educational mission of the District. The Superintendent/President shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be recommended for all students. ~~Counseling~~ A counseling intervention shall be required for students on academic probation, or progress probation and ~~students~~ those returning from dismissal.

See Administrative Procedure 5110.

Board Approved 07/21/09
Revised 03/06/14

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 04/23/14
ASCC – 04/01/14
CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5110 COUNSELING

References: Education Code Section 72620; Title 5 Section 51018

The counseling services available in the District's counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with disabilities and other special needs, assessment/orientation, basic skills, financial assistance programs, and job placement services;
- Evaluating and interpreting test data including learning disabilities assessment, career assessments, assessment/placement testing, and other forms of informal assessment.
- Crisis intervention services to support students in immediate emotional distress.

Counselors also have a role in consultation and advocacy on behalf of students, including such activities as participation in liaison roles, articulation, counseling curriculum development, and explanation of student rights and responsibilities.

Confidentiality of Counseling Information

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Superintendent/President or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Superintendent/President or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

Board Approved 07/21/09
Desk Review – no change 03/06/14

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 04/23/14
ASCC – 04/01/14
CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5120 TRANSFER CENTER

References: Education Code Sections 66720 – 66744; Title 5 Section 51027

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Superintendent/President shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

See Administrative Procedure 5120.

Board Approved 07/21/09
Revised 03/12/14

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 04/23/14
ASCC – 04/01/14
CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5120 TRANSFER CENTER

References: Education Code Sections 66720-66744; Title 5 Section 51027

The District has a Transfer Center Plan that complies with the requirements of Title 5. While transfer services are available to all students, the plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students ~~among transfer students~~.

The plan is updated every five years and reviewed annually by the Transfer Task Force.

The Transfer Center Plan is available in the ~~Career~~/Transfer Center.

The Transfer Center, as well as other counseling ~~offices~~ programs, offers information resources and staff to assist students with transfer planning.

Plan components include, but are not limited to:

- Services to be provided to students
- Facilities
- Staffing
- An advisory committee
- Evaluation and reporting
- References related to transfer path requirements for each articulated baccalaureate major on www.assist.org

The Chancellor's Office Transfer Center Annual Report also includes information about progress related to the transfer plan.

Board Approved 07/21/09
Revised 03/06/14

Approvals:

- Student Services Committee – 03/20/14
- Academic Senate – 04/23/14
- ASCC – 04/01/14
- CSEA – 04/21/14
- Management Team – 04/02/14
- Supervisor Confidential Team – 04/02/14
- Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5130 FINANCIAL AID

References: Education Code Section 76300; 20 U.S. Code Sections 1070 et seq.;
34 Code of Federal Regulations Section 668

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and employment programs.

All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs in accordance with federal regulations which will encourage students to identify and successfully complete their educational objectives within a reasonable time frame.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

See Administrative Procedure 5130.

Board Approved 07/21/09

Revised 12/10/13

Approvals:

Student Services Committee – 01/30/14

Academic Senate – 03/12/14

ASCC – 03/11/14

CSEA – 02/24/14

Management Team – 02/05/14

Supervisor Confidential Team – 02/07/14

Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5130 FINANCIAL AID

References: Education Code Section 76300; Title 5 Sections 58600 et seq.; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Financial Aid programs available:

- BOGW – Board of Governors Enrollment Fee Waiver Program for California residents
- CalWORKs Work Study
- Cal Grants - California Grant B, C
- Chafee Grant
- Federal Direct Student Loan Program
- Federal Pell Grants
- FSEOG - Federal Supplemental Educational Opportunity Grant
- FWS – Federal Work Study
- ~~Federal Direct Student Loan Program~~
- ~~ACG – Academic Competitiveness Grant~~

Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) or the renewal application. These applications are available beginning in January for the following academic year. If a student is applying for a State of California Cal Grant, the FAFSA and a GPA verification form must be completed. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students apply by the March 2nd deadline or the September 2nd deadline.

Student Eligibility

Recipients of aid from federal and state funded programs must be students enrolled in eligible programs of study for the purpose of obtaining a degree, certificate, or transfer program. In addition to financial need, other eligibility requirements for most federal and state programs include:

- Having a high school diploma, a GED, completing home schooling at the secondary level as defined by state law, passing the California High School Proficiency Examination, or passing the Ability to Benefit Test (if grandfathered in), administered at the Testing Center and which that has been approved by the Department of Education administered at the Testing Center;
- Being a U.S. Citizen or eligible non-citizen;

- Maintaining satisfactory progress in accordance with the standards;
- Not be in default on a federal loan or grant overpayment;
- Be registered with the selective service, if required;
- Have a valid social security number.

Payment Procedures

The Federal Pell Grants, ~~Federal Supplemental Educational Opportunity Grant~~, and Federal Loan Programs will be disbursed in two payments per term. ~~The Federal Supplemental Educational Opportunity Grant~~, and ~~the state Cal Grant Program and ACG~~ will be disbursed in one payment per term. ~~The Federal Work Study Program students will~~ be paid disbursed monthly.

Overpayments Recovery

~~Citrus College~~ The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV funds requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received as well as any institutional debt incurred.

In addition, a recalculation of Pell funds will be determined for all students at an established freeze date each term. Students who dropped units may owe an overpayment if they were paid more than their eligible amount.

~~At Citrus College,~~ A student's withdrawal date is:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
- The midpoint of the term for a student who leaves without notifying the College;
- The student's last date of attendance at a documented academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

Accounting Requirements

The District ensures internal checks and balances by separating the functions of authorizing payment and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

Satisfactory Academic Progress Standards

~~Financial Aid Satisfactory Academic Standards must meet the criteria set by Title IV Regulations, published in 668.16(e), 668.32(f) and 668.34 of the Federal Register.~~ In accordance with federal and state regulations, financial aid recipients are required to meet Citrus College's satisfactory academic progress (SAP) requirements. SAP provides qualitative, quantitative and incremental standards by which the college

~~can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Failure to maintain SAP will result in the loss of financial assistance. The financial aid office reviews academic progress at least once a year. This generally occurs at the end of the fall and spring semesters.~~

~~In order for students to receive financial aid at Citrus College, they must adhere to the following requirements:~~

- ~~1. Enroll in an eligible program for the purpose of completing an associate degree, a financial aid eligible certificate program or transfer program.~~
- ~~2. Maintain a Citrus College cumulative GPA of 2.0 or above and successfully complete the units they have attempted. Students are required to complete at least 75% of the total number of units that they have attempted at Citrus College.~~
- ~~3. Students will be limited to a maximum of 72 total units.~~

~~Maximum units allowed~~

~~Federal regulations set the maximum time frame in which students must complete their educational program as 150% of the published program's required units at Citrus College. The 72-unit limit will include courses students have completed at Citrus College and all other colleges that they may have attended. Financial aid will be awarded for repeated courses.~~

~~Financial aid probation status~~

~~Students who do not meet the SAP standards will be placed on probation. While on probation, students will continue to receive financial aid. All probation students are notified of their status and are advised to seek academic counseling.~~

~~Financial aid disqualification status~~

~~Students who do not meet the progress standards for more than one term, will be disqualified from receiving all financial aid, except the Board of Governor's Fee Waiver. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress by:~~

- ~~1. Maintaining a Citrus College cumulative GPA of 2.0 or above;~~
- ~~2. Completing at least 75% of the total number of units attempted;~~
- ~~3. Completing the appeal process (see below).~~

~~Complete withdrawal (Return of Title IV Funds) and repayment requirements~~

~~Students who completely withdraw from all classes (drop to 0 units) before completion of 60% of any semester will be required to repay a portion of the federal financial aid. Failure to do so will prevent students from receiving any further federal financial aid at~~

~~Citrus College or any other college they may attend. (See "Terms of Offer" for further details).~~

How to appeal

~~All students who have been disqualified will receive notification with instructions for completing the appeal process. The appeal requirements are:~~

- ~~1. A written statement submitted with supporting documentation explaining the adverse or unusual circumstances that prevented the student from making satisfactory academic progress.~~
- ~~2. An appointment with a Counselor or an Educational Advisor to obtain a Student Educational Plan (SEP).~~
- ~~3. All academic transcripts from all previously attended colleges must be on file with the Admissions and Records Office.~~

~~Appeals must be returned to the Financial Aid Office and will be submitted to the Financial Aid Appeal Committee for review. All information submitted to the committee will be reviewed as well as each individual's overall academic record and any unusual circumstances before making a decision. Students will be notified by mail of the results. **The decision of the committee is final.** Failure to adhere to your educational plan and/or comments from the appeals committee will result in immediate disqualification from receipt of further financial aid. If the appeal is denied, students must meet SAP standards before any further financial aid may be awarded. For additional information and appeal forms, please visit the Financial Aid Office at Citrus College.~~

Satisfactory Academic Progress (SAP) Standards

Financial Aid Satisfactory Academic Standards must meet the criteria set by Title IV Regulations, published in 668.16(e), 668.32(f) and 668.34 of the Federal Register.

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP standards provide qualitative, quantitative and incremental (time frame) standards by which the District can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students receiving financial aid must be enrolled in a course of study leading to an associate degree, a financial aid eligible certificate program, and/or a transfer program to a four-year college or university. Failure to maintain SAP standards will result in the loss of financial assistance. The Financial Aid Office reviews academic progress at the end of the fall, spring and summer semesters/terms. SAP includes periods of enrollment in which the student did not receive student financial aid funds.

In order for students to receive any federal or state financial aid which includes direct loans, students must adhere to all of the following requirements:

1. Maintain a Citrus College cumulative GPA of 2.0 or above (qualitative);

2. Successfully complete 75% of the total number of units that they have attempted at Citrus College (quantitative/pace); and
3. Not exceed the maximum of 72 total units attempted (quantitative/pace). These units include all units attempted at Citrus College, and all units completed at other colleges.

Maximum Units Allowed

Students may attempt up to 72 units or a maximum of 150% of the program length toward the completion of a degree or certificate program. Students who have completed an Associate degree (including a foreign degree) or attempted 72 or more units will be denied financial aid. Students who have attempted more than 150% of the units required for a certificate program will be denied financial aid. Units completed at other colleges or taken without the assistance of financial aid are calculated into the total number of units attempted. Up to 30 attempted units of remedial coursework at Citrus College may be deducted from the total units accumulated (this includes Math, English, and ESL coursework). ESL classes are counted towards the total number of units attempted. Students who enroll in ESL or who exceed the 30 attempted units of remedial courses that do not apply to their degree or certificate may exhaust their financial aid eligibility prior to completing their program.

Course Repetition

For information on how repeated courses are calculated in the student's GPA, please see Administrative Procedure 4227 Repeatable Course, Administrative Procedure 4228 Course Repetition - Significant Lapse of Time, and Administrative Procedure 4229 Course Repetition - Variable Units. All units, both current and prior, from repeated courses are counted toward the maximum number (72) of units a student is permitted to attempt. Students are not eligible to receive aid for more than one repetition of a course that has been previously passed. Once a student reaches a maximum of 72 units the student's financial aid eligibility will be terminated (see termination status below).

Financial Aid Warning Status

Students who do not meet the SAP standards will be placed on warning status. While on warning status, students will continue to receive financial aid. All students who are notified of their warning status should seek academic counseling and take advantage of all other student services available to ensure student success at Citrus College.

Financial Aid Termination Status

Students, who do not meet the SAP standards for more than one term, will have their financial aid eligibility terminated (student will not receive financial aid, except for the Board of Governor's Enrollment Fee Waiver (BOGW). Being on termination status does not prohibit a student from continuing their education. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress.

Reinstatement

To reestablish eligibility for financial aid, students must:

1. Meet all financial aid satisfactory academic progress standards (qualitative, quantitative, and maximum time frame) or
2. Submit an appeal (as stated below) and successfully complete and meet the conditions of the appeal process.

Appeal Eligibility Criteria

Students that do not meet the satisfactory academic progress standards to receive aid may be eligible to submit a written appeal. If approved on appeal, the students' academic performance will be reviewed at the end of each term to determine continued eligibility. Students approved on appeal remains eligible if they:

- a. Take coursework that are applicable toward their degree or certificate program;
- b. Successfully complete at minimum 75% of all courses attempted in each term following the appeal approval;
- c. Complete all coursework with a term GPA of 2.0 or higher in each term following the appeal approval; and
- d. Complete the program within the maximum time frame allowed by the appeal.

Students that fail to meet these guidelines will be denied aid and will not be eligible to appeal again until the following award year.

Students may appeal their termination status **only if** they meet the following conditions:

1. For students whose aid was terminated due to not successfully completing courses with a cumulative GPA of at least 2.0 and/or due to not successfully completing at least 75% of all coursework at Citrus College, the student must provide the following documentation that covers all periods of deficiencies:
 - a. Medical documents that show the student was medically unable to attend classes for reasons beyond their control;
 - b. Verification (obituary or death certificate) of a death in the student's immediate family. Immediate family for purposes of a financial aid appeal include parents, siblings, children, spouse, or grandparents;
 - c. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service;
 - d. Verification of natural disaster beyond the student's control that impacted the student's academic performance; or
 - e. Personal tragedies that were beyond the student's control and are documented by a 3rd party professional, i.e. police, court, or medical facility.

In addition, all appeals must include:

- a. Statement from the student detailing the reason for the deficiencies and what action has been taken to ensure those deficiencies will not occur in the future; and
 - b. A Student Educational Plan (SEP) developed by Citrus College.
2. For students whose aid was terminated due to having already completed an Associate degree (including a foreign degree), the student must provide a copy of the student's educational plan developed at Citrus College and a statement

explaining why the student is not currently using the degree they completed and why they are returning to college.

3. For students whose aid was terminated for having attempted 72 or more units or for having attempted more than 150% of the units required for a certificate program (this total attempted units includes completed units from other colleges), the student must provide a copy of the student's educational plan developed at Citrus College and a statement detailing the reason for any deficiencies and/or reasons for exceeding the unit level and what action(s) the student has taken to ensure he/she will complete his/her program in a timely manner.

Students that do not submit documentation to support all periods of deficiency are subject to having their appeal denied.

Students whose aid was terminated for having attempted 120 or more units are not eligible to appeal the denial of aid regardless of the reason. The 120 total attempted units includes units completed at other colleges.

Once an appeal decision has been rendered, the appeal decision is final and cannot be appealed for the remainder of the award year. A student that resolves his/her deficiencies and meets the satisfactory academic progress criteria must notify the financial aid office to re-evaluate his/her financial aid eligibility.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

At least once a year, the dean of each department/division will direct a review of each department/division website(s) and other informational materials for accuracy and completeness.

All employees and contractors that provide outreach services will be trained by their hiring/contracting manager concerning the District's educational programs, financial charges, and employment of graduates.

District managers shall periodically monitor employees' and vendors' communications with prospective students to ensure the accuracy of their communications.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Board Approved 07/21/09
Revised 03/10/14

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 04/23/14
ASCC – 04/01/14
CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References: Education Code Sections 69640 – 69656; Title 5 Sections 56200 et seq.

Support services and programs that are over and above the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOP&S) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, retention, priority registration, and book vouchers.

The Superintendent/President shall assure that the EOP&S program conforms to all requirements established by the relevant law and regulations.

See Administrative Procedure 5150.

Board Approved	07/21/09
<u>Revised</u>	<u>03/12/14</u>

Approvals:

- Student Services Committee – 03/20/14
- Academic Senate – 04/23/14
- ASCC – 04/01/14
- CSEA – 04/21/14
- Management Team – 04/02/14
- Supervisor Confidential Team – 04/02/14
- Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5150 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

References: Education Code Sections 69640-69656; Title 5 Sections 56200 et seq.

A program plan is available in the Extended Opportunity Programs and Services (EOP&S) office. The plan is reviewed annually and updated accordingly. At a minimum, the plan addresses the following:

- Staffing and program management
- Documentation and data collection system
- An EOP&S advisory committee
- Full-time director waiver process
- Eligibility criteria
- Student responsibility requirements
- Recruitment and outreach services
- ~~Cognitive and non-cognitive Assessment through collaboration with Career/Transfer Center and Disabled Student Programs & Services~~
- Orientation services
- Priority registration and registration assistance
- Basic skills instruction waiver process
- Workshops and tutorial assistance
- Counseling and retention services
- Career employment services waiver process
- Transfer services
- Direct aid in the form of supplies, book, and incentive grants
- Establishment of objectives to achieve the goals in implementing extended opportunity programs and services
- Review and evaluation of the programs and services and submission of related reports
- Other activities and services offered including Cooperative Agencies Resources for Education (CARE)

Board Approved 07/21/09
Revised 03/12/14

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 4/23/14
ASCC – 04/01/14

CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5400 ASSOCIATED STUDENTS ORGANIZATION

Reference: Education Code Section 76060

The students of the District are authorized to organize a student body association. The Board of Trustees hereby recognizes that association as the Associated Students of Citrus College (ASCC). The association shall be made up solely of the students within the college, with stipulations of membership as determined by the association's constitution and bylaws.

The ASCC organization is recognized as the official voice for the students in the District decision-making processes. It may conduct other activities as approved by the Superintendent/President. ASCC activities shall not conflict with the authority or responsibility of the Board of Trustees or its officers or employees.

ASCC shall conduct itself in accordance with state laws and regulations and administrative procedures established by the Superintendent/President.

ASCC shall be granted the use of District premises subject to such administrative procedures as may be established by the Superintendent/President. Such use shall not be construed as transferring ownership or control of the premises. Student clubs and organizations operate under the auspices of the ASCC.

See Administrative Procedure 5400.

Board Approved	07/21/09
Desk Review	06/27/11
<u>Revised</u>	<u>03/17/14</u>

Approvals:

- Student Services Committee – 03/20/14
- Academic Senate – 04/23/14
- ASCC – 04/01/14
- CSEA – 04/21/14
- Management Team – 04/02/14
- Supervisor Confidential Team – 04/02/14
- Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5400 ASSOCIATED STUDENTS ORGANIZATION

Reference: Education Code Section 76060

The District shall have one Associated Students Organization which shall be known as the Associated Students of Citrus College (ASCC).

A governing body shall be elected which shall be known as the ASCC Executive Board. It shall keep an account of its meetings, expenditures, authorizations, and policies established. Minimum standards for membership to the ASCC Executive Board shall be defined by the association's constitution and bylaws. The governing body will coordinate and integrate its own and the activities of all campus clubs and organizations of the College, and will control the funds of the ASCC organizations and all related organizations operating under its authority. Both day and evening student representatives shall be encouraged.

A simple majority of the elected voting members of the ASCC governing body shall constitute a quorum.

Students will exercise their opportunity to participate in campus governance through ASCC and through appointments to campus committees that review, analyze, and formulate District policies and procedures. Student appointments to these committees will be made by the ASCC.

Board Approved 07/21/09
Desk Review 06/27/11
Desk Review – no change 03/17/14

Approvals:

- Student Services Committee – 03/20/14
- Academic Senate – 04/23/14
- ASCC – 04/01/14
- CSEA – 04/21/14
- Management Team – 04/02/14
- Supervisor Confidential Team – 04/02/14
- Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5410 ASSOCIATED STUDENTS ELECTIONS

Reference: Education Code Section 76061

The Associated Students of Citrus College (ASCC) shall conduct semi-annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Superintendent/President.

Any student elected as an officer in the ASCC shall, at minimum, meet both of the following requirements:

- The student shall be enrolled in the college at the time of election and throughout his/her term of office, with a minimum of ~~seven~~ six semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

See Administrative Procedure 5410.

Board Approved	01/19/10
Desk Review	06/27/11
<u>Revised</u>	<u>03/17/14</u>

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 04/23/14
ASCC – 04/01/14
CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

**CITRUS COMMUNITY COLLEGE DISTRICT
STUDENT SERVICES**

AP 5410 ASSOCIATED STUDENTS ELECTIONS

Reference: Education Code Section 76061

The Associated Students of Citrus College (ASCC) shall conduct semi-annual elections to elect officers.

Any student elected as an officer in the ASCC shall meet the requirements in Board Policy BP-5410 and those set forth in the Constitution and bylaws of the ASCC, as well as the ASCC Elections Code.

Office of Primary Responsibility: Office of Student Life and Leadership Development

Board Approved 01/19/10
Desk Review 06/27/11
Desk Review – no change 03/17/14

Approvals:

Student Services Committee – 03/20/14
Academic Senate – 04/23/14
ASCC – 04/01/14
CSEA – 04/21/14
Management Team – 04/02/14
Supervisor Confidential Team – 04/02/14
Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5700 ATHLETICS

References: Education Code Sections 66271.6, 66271.8, 67360 et seq., and 78223

The District shall maintain an organized program for men and women in intercollegiate athletics. The program shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Superintendent/President shall assure that the athletics program complies with state law, the California Community Colleges Commission on Athletics Constitution and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

See Administrative Procedure 5700.

Board Approved	07/21/09
Desk Review	06/27/11
<u>Revised</u>	<u>03/10/14</u>

Approvals:

- Student Services Committee – 03/20/14
- Academic Senate – 04/23/14
- ASCC – 04/01/14
- CSEA – 04/21/14
- Management Team – 04/02/14
- Supervisor Confidential Team – 04/02/14
- Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

AP 5700 ATHLETICS

References: Education Code Sections 66271.6, 66271.8, 67360 et seq., and 78223, Title IX, Education Amendments of 1972

The college's athletics program is operated by the District and governed by the Athletic Code of the Community College League of California (C.C.L.C.) and by the constitution of the California Community College Athletic Association (C.C.C.A.A.), Western State Conference (W.S.C), and the Southern California Football Association (S.C.F.A.).

The administrative representative and the Dean of Kinesiology / Health / Athletics have been delegated authority to determine individual eligibility according to C.C.L.C., C.C.C.A.A., W.S.C., S.C.F.A., and District regulations. The enforcement of rulings is the responsibility of assigned members of Kinesiology / Health / Athletics Division ~~department~~ staff, the Dean of Kinesiology / Health / Athletics and the team coaches involved. General direction and administration of the program, within the established policies and procedures, is the responsibility of the Dean of Kinesiology / Health / Athletics.

Individual team coaches are directly responsible to the Dean of Kinesiology / Health/ Athletics for governance of their teams and enforcement of established policies and eligibility rulings. The Kinesiology / Health / Athletics Division ~~department~~ staff functions as the Kinesiology / Health / Athletics Division ~~department~~ within the Kinesiology / Health / Athletics Division. The assistant athletic directors report directly to the Dean of Kinesiology / Health / Athletics. The Dean of Kinesiology / Health / Athletics responds directly to the ~~S~~uperintendent/~~P~~resident.

Rules Governing Athletic Eligibility

All rules of the Community College League of California, California Community College Athletic Association, Western State Conference, and the Southern California Football Association are applicable to the District's ~~College's~~ athletes, and in addition:

- Each athlete must have completed both the District, and W.S.C or S.C.F.A. and & C.C.C.A.A eligibility procedures before becoming eligible for any contest, game, meet, match, or scrimmage. These procedures include completion of and signature on the Citrus College declaration form regarding California Education Code 67362 which prohibits participation in intercollegiate athletics by a student athlete who has been convicted as an adult of specific crimes.

- The Citrus College Kinesiology / Health / Athletics Division Department is fully aware of Title IX, the educational amendments of 1972, and their provisions and fully intends to comply with Title IX and provisions thereof. Self-evaluation of the athletics program and all the programs at Citrus College for compliance with Title IX regulations is and will be an ongoing process.
- When the Dean of Kinesiology / Health / Athletics, assistant directors and team coach are notified that an athlete is ineligible, the athlete may not participate until the Dean of Kinesiology / Health / Athletics or designee certifies that the athlete has become eligible.
- Student athletes shall complete a thorough pre-participation examination (PPE). This examination shall be performed by a licensed physician. The PPE shall include a medical examination, an orthopedic examination and a review of the student's history/paperwork screening. A Citrus College athletic trainer will approve the student athlete for competition before participating in a college practice or official competition.

Board Approved	07/21/09
Desk Review	12/06/11
<u>Revised</u>	<u>03/10/14</u>

Approvals:

Student Services Committee – 03/20/14
 Academic Senate – 04/23/14
 ASCC – 04/01/14
 CSEA – 04/21/14
 Management Team – 04/02/14
 Supervisor Confidential Team – 04/02/14
 Steering – 05/12/14

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	May 27, 2014	Resolution	_____
SUBJECT:	Board of Trustees – Board Policy Revision – Second Reading	Information	_____
		Enclosure(s)	X

BACKGROUND

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

The following Board Policy was revised and approved by the Steering Committee on May 13, 2013. Attached to the Board Policy, for information only, is the corresponding Administrative Procedure.

BP 2015 Student Trustee

The Board Policy was presented to and approved by the Board on May 6, 2014, for a first reading.

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of BP 2015 Student Trustee.

Robert L. Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. 1.8.

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

BP 2015 STUDENT TRUSTEE

Reference: Education Code Section 72023.5

The Board shall include one non-voting student member. The term of office shall be one year commencing May 15.

The student member shall be enrolled in five or more semester units of study and maintain a 2.5 grade point average (GPA) in the District at the time of nomination and throughout the term of service per the requirements set forth by the Associated Students of Citrus College. The student member is not required to give up employment with the District. The student member shall be a member of the Associated Students in good standing.

The student member shall be seated with the Board of Trustees and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

Board Approved	11/18/08
Amended	02/19/09
Board Approved	04/07/09
Desk Review	01/18/12

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AP 2015 STUDENT TRUSTEE/STUDENT TRUSTEE ELECT

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

The Student Trustee shall have the following responsibilities:

- Be a member of the Citrus Community College District Board of Trustees and attend all regularly scheduled meetings
- Fulfill all responsibilities of a Board of Trustees member according to the California Education Code
- Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College
- In the absence of a Student Trustee Elect, attend all ASCC Executive Board Meetings and report on the action of the Board of Trustees
- Maintain five or more units of study with a grade point average of 2.5 per the constitution and by-laws of the Associated Students of Citrus College.

The Student Trustee Elect must:

- Attend all Citrus Community College District Board of Trustees Meetings
- Attend all ASCC Executive Board Meetings
- Report at the Board of Trustees and Associated Students Executive Board Meetings in the absence of the Student Trustee, and succeed to that office upon the resignation or disqualification of the Student Trustee
- Maintain five or more units of study with a grade point average of 2.5 per the constitution and by-laws of the Associated Students of Citrus College.

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

WHEREAS, classified school employees provide valuable services to the faculty, staff and the students of Citrus College; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of Citrus College students; and

WHEREAS, classified school employees employed by Citrus College fulfill the College's mission by striving for excellence in all areas relative to the educational community;

THEREFORE BE IT PROCLAIMED that the Board of Trustees of the Citrus Community College District hereby recognizes and wishes to honor the contributions of the classified school employees to quality education in the State of California and in the Citrus Community College District, and declares the week of May 18-24, 2014 as **CLASSIFIED SCHOOL EMPLOYEES WEEK** at Citrus College.

Dated this 27th day of May 2014.

Dr. Patricia A. Rasmussen
President, Citrus Community College District Board of Trustees

Dr. Barbara R. Dickerson
Clerk/Secretary, Citrus Community College District Board of Trustees

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

May 6, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting of Tuesday, May 6, 2014, in the Center For Innovation Community Room.

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

TRUSTEE ROLL CALL – Present: Barbara R. Dickerson, Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia A. Rasmussen, and Mariana Vega (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Claudette Dain, Vice President of Finance and Administrative Services; Robert L. 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: Rosalinda Buchwald, Paula Green, Lan Hao, Sam Lee, Lucinda Over, Gerald Sequeira, Robert Slack, and Linda Welz

Faculty: Gunnar Eisel, Roberta Eisel, Bruce Langford, Maryanne Rachford, and John Vaughan

Supervisor/Confidential Team: Tedd Goldstein and Marilyn Grinsdale

Classified Staff: Robert Coutts and Evan Hicks

Adjunct Faculty: Cecil Brower

Students: Hugo Artura, Anna M. Collins, Kevin Colvin, Victor Farias, Stephanie Hernandez, Tyler Hernandez, Javier Martinez, Joe Moreno, Hung Nguyen, Gabriel Rosales, Michael Quintero, Michael Tejada, Desiree Trapasso, and Harry Chung Hang Yiu,

Citrus College Foundation: Clarence Cernal, Chris Garcia, and Tom Gerfen

VISITORS: Michael Cavalin, Michael Peterson, and Lisel Wells

Geraldine M. Perri, Ph.D., Superintendent/President, said this would be the last meeting for Student Trustee Mariana Vega. She commended her for her leadership and efforts on behalf of students and presented her with a plaque. Board President Rasmussen said Student Trustee Vega had been an outstanding student leader, and she has a great future ahead of her. On behalf of the Board, she thanked her for her service.

Dr. Perri thanked Ms. Stephanie Yee, Student Learning Outcomes (SLO) Coordinator; Ms. Roberta Eisel, Accreditation Co-Chair; and Dr. Lan Hao, Director of Institutional Research; for their efforts in coordinating the “Spring 2014 Roadshow.” The “roadshow” was designed to provide the faculty with a better understanding of how the three key areas of the continuous quality improvement process—student learning outcomes and assessment (SLOA), Program Review, and the Collegewide Planning Model—all work together. The goal was to improve communication, answer questions, and convey the message that data drives the college’s planning and resource allocation process. Dr. Perri said the feedback has been very positive.

Dr. Perri was pleased to report that the third edition of the college’s Integrated Planning Manual was completed last month. The manual, which is updated each year, describes the college’s major planning components and illustrates how they all work together in the planning process.

Dr. Perri announced that Citrus College was voted “Best Community College” by a poll of 28,000 readers of the *San Gabriel Valley Tribune*, *Pasadena Star News* and the *Whittier Daily News*. The survey included Mt. San Antonio, Pasadena City and Rio Hondo Colleges. The results will be published in the *Readers’ Choice Awards Magazine* on Sunday, May 25, 2014.

Dr. Perri said the college had just received word that it has made it into the next round of competition for the Aspen Award. This round of the competition includes interviews of her and three college leaders. She said this is very exciting news.

Dr. Perri attended the Community College League of California (CCLC) Annual Trustees Conference. She provided the Board with two informative handouts provided at the conference: 2014-2015 Budget Points and a policy brief on Non Credit Education.

Arvid Spor, Ed.D., Vice President of Student Services/Interim Vice President of Academic Affairs, reported that Cosmetology students will be participating in two community events on May 9, 2014. Half of the students will provide haircuts, hair styling and manicures to Pomona Valley shelter mothers and their children at Fairplex. The other half will provide haircuts and manicures at the Veterans’ Community Resource Fair at Citrus College, which is being sponsored by Assemblymember Roger Hernandez.

Dr. Spor announced that the agenda included a recommendation that Ms. Cheryl Swatek be hired to fill the vacant position of kinesiology instructor. Ms. Swatek is an experienced educator, and she has been an adjunct instructor at Citrus College since 2011.

Claudette E. Dain, Vice President of Finance and Administrative Services, reported that the release of the Budget May Revise is expected shortly. Later this month, she and Ms. Rosalinda Buchwald, Director of Fiscal Services, will attend the Association of Chief Business Officials' conference to obtain more information on the May Revise, which they will incorporate into the college's budget planning.

Lisa Villa, Academic Senate President, reported on the Academic Senate Spring Plenary, which she, Mr. John Vaughan, Academic Senate Vice President/President Elect, and Ms. Eisel attended. There were a large number of resolutions on a variety of topics, including accrediting agencies; professional development legislation, AB 2558; and the feasibility of the California community colleges conferring bachelor's degrees. She said she, Mr. Vaughan and Ms. Eisel attempted to divvy up the workshops in order to bring the maximum amount of information back to their colleagues.

Robert Coutts, CSEA President, said CSEA Chapter 101 is working with the state CSEA organization on two events, the Unsung Hero Awards, where Mr. Moses Crowder, AV Media Assistant, will be honored and a benefits workshop that will be held at Citrus College. He thanked Dr. Perri for graciously granting release time to classified staff so they could attend the entire presentation. He said the Classified Orientation Committee has developed several ideas on welcoming new staff. The Negotiating Committee is currently surveying the staff regarding bargaining priorities. They are looking forward to statewide recognition for CSEA and also the college's Annual Staff Appreciation Pancake Breakfast.

Mariana Vega, Student Trustee, thanked the students for electing her to represent them on the Board of Trustees. She thanked everyone for his or her support and encouragement. Student Trustee Vega has been accepted to seven colleges and has chosen UCLA.

Student Trustee Vega said ASCC recently attended the Student Senate for California Community Colleges general assembly. This week, ASCC is hosting SpringFest. They plan to put together "goodie bags" for students to help them through finals. In addition, there is a project underway to create transfer walls around campus to recognize students who are transferring.

Joanne Montgomery, Vice President, Board of Trustees, congratulated the Owl's softball team for their outstanding season, including winning the Western State Conference Blue Championship.

Trustee Montgomery reported on several college events, including the annual hair show, "Global Flair." She congratulated Ms. Patty Glover, Cosmetology instructor, and

the Cosmetology Department for an outstanding event. Trustee Montgomery said the college hosted a Monrovia Day at Citrus College where community leaders from Monrovia toured the campus and had lunch. She thanked Ms. Chris Garcia, Foundation Director; Mr. Clarence Cernal, Administrative Assistant; Mr. Tom Gerfen, Foundation Board President; Dr. Perri; Mr. Vaughan; and Mr. Fred Diamond, Director of Facilities and Construction, for their efforts in hosting this event.

Trustee Montgomery congratulated the Journalism Department for the awards they brought back from their conference. She thanked everyone who worked on the beautiful edition of the *Citrus College News Magazine*. In recognition of "Alumni Month" at Citrus College, Trustee Montgomery congratulated all of the Citrus College alumni.

Barbara R. Dickerson, Clerk/Secretary, Board of Trustees, thanked Dr. Perri and Dr. Spor for discussing ways to strengthen articulation between the college and Azusa Unified School District (USD) with Dr. Linda Kaminski, Superintendent of Azusa USD. She also thanked Dr. Marianne Smith, Director, Grant Projects, Race to STEM, for providing information on the college's summer programs for K-12 USDs.

Trustee Dickerson reported on several events in the community. She said Congresswoman Grace Napolitano recently honored student artists from high schools in the 32nd Congressional District. The City of Azusa has hired consultants to study businesses in their downtown corridor in anticipation of the opening of the Gold Line station and they are considering surveying Citrus College students to find out how to attract them to Azusa businesses. Trustee Dickerson added that, as the Gold Line nears completion, she was hopeful that a conversation has begun regarding traffic patterns and how to get students safely across Foothill Boulevard.

Edward C. Ortell, Member, Board of Trustees, said he too was concerned about the safety of the thousands of students who will commute to and from the college on the Gold Line. He said there was an accident involving a student crossing Foothill Boulevard that ended tragically a few years ago. Dr. Ortell is hopeful congressional representatives in the San Gabriel Valley will join forces on safety measures for the Gold Line, similar to their efforts on behalf of rebuilding the 605 and 10 freeway interchange.

Trustee Ortell congratulated the Owl softball "champs," saying they did very well and received a lot of great press. He also congratulated all of the college's most outstanding students who will be recognized in a variety of ways this spring, including those who will participate in commencement.

Susan M. Keith, Member, Board of Trustees, commented on the growing discussion regarding jobs that require some college education, but not necessarily a baccalaureate degree. She said career pathways offer students who do not want degrees the opportunity to change their minds. During the recent CCLC conference, Trustee Keith attended an excellent workshop on career pathways. She cited examples of how these types of programs help students succeed.

Trustee Keith congratulated the college's Accreditation Committee members who are working diligently on the college's reaccreditation. She recently attended a co-leads meeting, where she was very pleased to learn that the college goes over and above what is required to meet accreditation standards. She gave kudos to Ms. Eisel, Dr. Spor, and everyone who serves on the committees. At a future meeting, she will discuss conversations that are taking place at CCLC with regard to accreditation.

Trustee Keith commented on some outstanding college events, including the softball team victory; the Cosmetology hair show; and *Shrek the Musical*. She recently had the opportunity to hear a performance by Branford Marsalis. She thanked Mr. Vaughan for continuing to bring high-caliber shows to Citrus College.

Patricia A. Rasmussen, President, Board of Trustees, provided highlights of the CCLC conference. At a session on board chairmanship, she learned that some boards are adding a topic to their agenda called "Items for Future Discussion." She said community college boards are also receiving training on accreditation, budget and research. She suggested the board consider this type of in-house training on important topics. During the conference, there was a teleconference with the United States Secretary of Education. Board President Rasmussen commended Trustee Keith for asking the Secretary of Education if there would be future federal funds for veteran's education. Regarding legislation, Board President Rasmussen said the big issues are accreditation, dual enrollment and the baccalaureate degree. Board President Rasmussen also attended a conference session on Proposition 30.

MINUTES

Item 1: Moved by Trustee Dickerson and seconded by Trustee Ortell to approve the regular meeting minutes of April 8, 2014, as submitted.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

INFORMATION AND DISCUSSION

Citrus College Celebrates "May as Alumni Month" by Recognizing 2014 Distinguished Alumni – Christina Garcia, Foundation Director

Ms. Garcia and Mr. Eric Magallon, Bookstore Supervisor and Alumni and Friends Association President, announced that May was alumni month at Citrus College. The theme for Alumni relations events this year is: College of Completion – Enriching Communities through Alumni. Ms. Garcia said the Citrus College Foundation recognizes the value of Alumni in enriching the college community, as well as the broader community the college serves.

As an alumnus and employee of Citrus College Mr. Magallon said alumni have an important role in the continued success of the college. He said the Alumni and Friends Association has been recognizing alumni for more than 50 years

with the Distinguished Alumni Award. This year, they are pleased to recognize Ms. Joyce “Tickie” Moline, Mr. Richard Schmidt and Mr. Stan Stokes.

Hot Topics @ Academic Senate – Lisa Villa, Academic Senate President, John Vaughan, Academic Senate Vice President/President-Elect, and Roberta Eisel

Ms. Villa, Ms. Eisel and Mr. Vaughan provided an abbreviated version and update of their FLEX Day workshop on “Hot Topics.” Their presentation included an overview on how SSSP impacts faculty; instructional program review; and course repeatability.

ARCC 2014 (Scorecard) Presentation – Lan Hao, Director of Institutional Research

The ARCC Report (Accountability Reporting for the Community Colleges), also known as the Scorecard, meets a legislative requirement that resulted from Assembly Bill 1417. The Chancellor’s Office produces this report each year and disseminates it so that each college will share it with the Board of Trustees to make college officials aware of system and college performance in specific areas of effort and to inform the public about overall system performance.

Per recommendation 7.3 from the Student Success Task Force, a new Student Success Scorecard was created using the existing ARCC framework and performance indicators.

Dr. Hao presented a summary on the latest Scorecard Report. The report illustrated the importance of K-12 preparation and college readiness of incoming students. She also answered questions that the Board members had such as sample size of the cohort and the specifics regarding the definition of the metrics.

INSTITUTIONAL MEMBERSHIPS

- Item 2:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the attached list of independent contractor/consultant agreements as submitted.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

FACILITIES USAGE

- Item 3:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve facility rentals and usage.
5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 4:** Moved by Trustee Montgomery and seconded by Trustee Ortell to approve A & B Warrants for March 2014.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 5: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve purchase orders for March 2014.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

SURPLUS PROPERTY

Item 6: Moved by Trustee Montgomery and seconded by Trustee Ortell to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CURRICULUM

Item 7: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the new courses, modified courses, deactivated courses, and the modified program.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

Item 8: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 9: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 10: Moved by Trustee Montgomery and seconded by Trustee Ortell to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 11: Moved by Trustee Montgomery and seconded by Trustee Keith to approve the Quarterly Financial Status Report for the fiscal quarter ended March 31, 2014, and the forwarding of this report to the Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 12: Approval of "Resolution of the Board of Trustees of Citrus Community College District Authorizing the Issuance and Sale of Citrus Community College District General Obligation Bonds Election of 2004, Series 2014D, in an Aggregate Principal Amount Not to Exceed \$29,004,698, Certain of

Which Are Proposed to Be Issued in the Form of Capital Appreciation Bonds and Convertible Capital Appreciation Bonds Providing for the Compounding of Interest, and Approving Certain Other Matters Relating to the Bonds."

On March 2, 2004, the voters approved a bond for \$121,000,000 to build, improve and furnish specific capital projects in the District (Measure G). Of the total approved, bonds in the amount of \$91,995,302 have been issued for projects. At the April 8, 2014 meeting, the Board received information about authorizing the issuance of up to \$29,004,698 in general obligation bonds from Measure G (Series 2014D Bonds) to finance new construction of a Fine Arts building, and to complete renovations at the Campus Center, Educational Development Building and Hayden Hall. In accordance with Section 15146(b)(2) of the Education Code, the Board again received information regarding three types of bonds likely to comprise part of this issue (current interest, capital appreciation and convertible capital appreciation, the last two of which provide for the compounding of interest); reviewed documents, including a draft Resolution, Preliminary Official Statement and Bond Purchase Contract. The Board considered the Resolution for possible action.

Summary of Resolution (The complete 53-page Resolution, including exhibits, was made available online at:

<http://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2014%20Agendas/2014.05.06.pdf>

and at the District office at:

Superintendent/President's Office – Student Services Building, Room 218
1000 W. Foothill Blvd.
Glendora, CA 91741

In compliance with Education Code Section 15146(b)(1), the Resolution included, in addition to other information, the following:

- (1) Express approval of the sale of capital appreciation bonds, convertible capital appreciation bonds, and current interest bonds;
- (2) An explanation of why the District has chosen to include capital appreciation bonds in its financing:
 - The remaining projects begun with Measure G money need to be completed soon. The Fine Arts Building has already been reviewed and approved by the Division of the State Architect, and the District has exhausted two deadline extensions; if this project is delayed beyond July 2014, that approval process will need to start over, and there will likely be additional costs associated with any new review. Additionally, the costs of construction are likely to rise over

time, which would require the District to downsize or eliminate one or more of the projects.

- These projects, and the issuance of the 2014 Bonds, have been reviewed and approved by the District's Bond Citizens Oversight Committee, which represents taxpayers and other stakeholders in the District. The projects have also been vetted through the Physical Resources Committee of the District.
- In order to complete the projects during the next few years and stay within the tax levy limits of Proposition 39, the District has chosen to include capital appreciation bonds and convertible capital appreciation bonds in its financing method.

(3) Nixon Peabody, LLP is serving as Bond Counsel and Disclosure Counsel. RBC Capital Markets, LLC is serving as Underwriter. KNN Public Finance is serving as pricing advisor.

(4) The estimated costs of issuance associated with the sale of the bonds are approximately 0.70% of the initial principal amount of the bonds, which include bond and disclosure counsel fees, costs of printing the Official Statement, rating agency fees, Paying Agent fees and other related costs. In addition, the estimated Underwriter's discount, which is not included in the percentage above, is 0.80% of the estimated par amount. An estimate of the itemized fees and expenses may be found in Exhibit C to the Resolution.

(5) The District is proposing the issuance of up to \$29,004,698 in general obligation bonds from Measure G (Series 2014D Bonds). The total amount of debt to be repaid under the 2014 Bonds is estimated to be \$49,840,050 or less, with the District receiving up to \$18,996,566 in proceeds of sale of the 2014 Bonds. The maximum maturity of the bonds would be 25 years from the date of issuance. The estimated repayment ratio is 2.62 to 1. Assessed values within the District over the next 25 years are estimated to increase by an average of 3.6% per year.

(6) There have been two noticed regular meetings for consideration of this issue: (i) On April 8, 2014, the Board received information and public comment. No action on this item was taken by the Board at this meeting. (ii) On May 6, 2014 the Board considered the proposed Resolution for possible action.

In addition to the above information, and in compliance with Education Code Section 15146(c), the governing board was presented with all of the following:

(1) An analysis containing the total overall cost of the bonds that allow for the compounding of interest;

(2) A comparison to the overall cost of current interest bonds;

(3) The reason bonds that allow for the compounding of interest are being recommended; and

(4) A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board.

In speaking to the action item, Ms. Dain reiterated some of the points related to the proposed bond issuance as follows:

"In accordance with AB 182, all of this information has previously been provided to the Board in public meetings and has been previously noticed to the public. You have before you a duplicate copy of the PowerPoint presentation that was presented at the April 8, 2014, Board meeting and in your agenda packet you have the resolution, preliminary official statement, and purchase contract. The proposed Series 2014D proposes an issuance of \$19 million made up of primarily Capital Appreciation Bonds (CABs) and Convertible Capital Appreciation Bonds (CCABs), as well as a portion of the issuance made up of Current Interest Bonds (CIBs). Page 51 of the agenda document states the reasons that bonds that allow for the compounding of interest are being recommended.

Nixon Peabody is serving as Bond Counsel and Disclosure Counsel, RBC Capital Markets is serving as Underwriter, and KNN Public Finance has been selected to serve as an independent Pricing Advisor to the District on this issuance. The estimated costs of issuance associated with this proposed sale are summarized on page 51 of the agenda document and the itemized list may be found in Exhibit C of the Resolution (page 106). Information regarding bonds that allow for the compounding of interest, the financing term to maturity, repayment ratio, and estimated change in the assessed value of taxable property over the term of the bond, were provided in the PowerPoint presentation of the April 8, 2014, Board meeting and are once again provided for your reference this evening.

Specifically, an analysis containing the total overall cost of the bonds that allow for the compounding of interest and a comparison to the overall cost of current interest bonds are included on slide number 5 of the PowerPoint presentation, and a copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the Federal Municipalities Rulemaking Board is included on slide number 1 of the PowerPoint presentation. And again, these were presented to you at the April 8, 2014

board meeting under the informational item related to this proposed bond issuance and a duplicate copy of the PowerPoint presentation has been provided to you tonight for your reference.”

Ms. Dain then introduced the consultants involved with the proposed issuance, Ms. Lisel Wells, with Nixon Peabody; Mr. Frank Vega, Ms. Christina Long, and Managing Director Mr. Rod Carter with RBC Capital Markets; and Mr. Blake Boehm with KNN Public Finance.

RECOMMENDATION

Moved by Trustee Keith and seconded by Trustee Dickerson to approve Resolution 2013-14-09 authorizing the issuance and sale of Citrus Community College District General Obligation Bonds Election of 2004, Series 2014D, in an Aggregate Principal Amount Not to Exceed \$29,004,698, Certain of which Are Proposed to Be Issued in the Form of Capital Appreciation Bonds and Convertible Capital Appreciation Bonds Providing for the Compounding of Interest, and Approving Certain other Matters Relating to the Bonds.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

SALARIES

Item 13: Moved by Trustee Dickerson and seconded by Trustee Montgomery to declare salaries for all unrepresented employees indefinite for the 2014-2015 fiscal year, as a result of financial uncertainties, negotiations, legislation, and other factors.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – FACULTY

Item 14: Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the employment of Cheryl Swatek effective August 22, 2014, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Kinesiology, at a salary placement of Class 4, Step 1, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$60,630.00 annually plus health and statutory benefits. 5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

Item 15: Moved by Trustee Keith and seconded by Trustee Dickerson to approve the first reading of BP 2015 – Student Trustee.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLOSED SESSION: At 5:31 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

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

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

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.

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 Designated Representative, Patricia A. Rasmussen, President, Board of Trustees, Unrepresented Employee – Superintendent/President.

RECONVENE OPEN SESSION: At 6:59 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:00 p.m., it was moved by Trustee Ortell and seconded by Trustee Keith to adjourn the meeting.

5 Yes. (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Date

Barbara R. Dickerson
Clerk/Secretary
Board of Trustees