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

June 16, 2009

The Board of Trustees of the Citrus Community College District met for the Regular Meeting on Tuesday, June 16, 2009, in the Administration Building Board Room.

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

TRUSTEE ROLL CALL — Present: Susan M. Keith, Joanne Montgomery, Edward C. Ortell, Patricia Rasmussen, Gary L. Woods, and Karine Ponce (Student Trustee). Absent: None.

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Carol R. Horton, Vice President of Finance and Administrative Services; Irene Malmgren, Vice President of Instruction, Robert Sammis, Director of Human Resources, Lucinda Over, Dean of Counseling (representing Jeanne Hamilton, Vice President of Student Services); John Vaughan, Academic Senate President; and Christine Link, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Sara Gonzales-Tapia, Paula Green, Lan Hao, Martha McDonald, Sylvia Smythe, and Linda Welz

Faculty: Roberta Eisel

Supervisors/Confidential: James Cope, Marilyn Grinsdale, Joanne Hinojosa, Lari Kirby, and Eric Magallon

Classified Employees: None

Adjunct Faculty: None

Students: Hannah Krebs and Andrew Vasquez

VISITORS: None

Subsequent to the posting of the agenda for this meeting, a need arose requiring the Board of Trustees immediate attention. Therefore, pursuant to Government Code Section 54954.2(b)(2):

Item 1: Moved by Board President Keith and seconded by Dr. Woods to include the following on the closed session agenda:

Conference with legal Counsel: Existing Litigation (THE J.V. LANDCLEARING CO, INC, AND PERERA CONSTRUCTION & DESIGN INC., VS. CITRUS COMMUNITY COLLEGE DISTRICT.

5 Yes.

Geraldine M. Perri, Ph.D., Superintendent/President, was pleased to report that the college was able to meet its goals for the 2008-09 academic year thanks to the leadership and efforts of many faculty and staff. She noted several end-of-the-year accomplishments, including completion of the Accreditation Self-Study draft; a new Educational Master Plan; an Organization and Governance Handbook; a Citrus College Fact Book; an Emergency Operations Plan; numerous updated board policies; many additional SLOs; and two new college publications that will improve communications with the community and within the college. She thanked the many individuals throughout the college who worked to assist the college in meeting these goals.

Dr. Perri expressed her appreciation to the leadership that served the college over the course of the year, including Mr. Andrew Cress, Student Trustee; Mr. John Vaughan, Academic Senate President; Ms Cathy Napoli, CSEA President; Mr. Jim McClain, Management Team President; Mr. Stefano Saltalamacchia, ASCC President; Mr. Terry Miles, CCFA President, Ms. Lari Kirby, Supervisor/Confidential Team President and Mr. Jeff Gordon, CCAFF President.

Dr. Perri introduced Ms. Kirby who presented the Student Worker of the Semester award. Ms. Kirby read the names of the six student workers who received honorable mention and introduced Ms. Hannah Krebs, student worker of the semester. Ms. Krebs exhibited outstanding qualities of initiative, interpersonal communication skills, professional growth, and scholarship. Board President Keith congratulated her on behalf of the Board.

Irene Malmgren, Vice President of Instruction, reported that over 80 students attended the first Finals Math Cram, held in the Math Success Center on the Saturday before finals, to meet with tutors and faculty and to cram for their final exams. Tutoring was available for all levels of math, and Ms Malmgren said the event was met with a lot of enthusiasm from students and support from the faculty.

Focus on Calculus, a pilot mentoring program for pre-calculus students, who often fail calculus, will begin next week. The program was created by Ms. Lucia Riderer, Mathematics instructor. Ten student mentors are ready to begin working with students.

Ms. Malmgren was pleased to announce that five Citrus College students have been accepted to work with research groups in math and biology labs at Cal State Fullerton this summer. Two students from Mt. San Antonio College were also accepted. She was also pleased to report that 97% of our esthetician students who took the state board exam this quarter passed

Lucinda Over, Dean of Counseling, reported on behalf of Dr. Jeanne Hamilton, Vice President of Student Services. Ms. Over said the student services staff has been busy with year-end events and ceremonies for EOPS, DSPS, the Honors Program, Transfer Students, the ASCC banquet and commencement. She thanked Ms. Sara Gonzales-Tapia, Director of EOPS, CARE, & CalWORKs; Ms. Jennifer McLeod, Counselor; Ms. Keleigh Lanphear, Counselor; Mr. Brian Waddington, Social and Behavioral Sciences instructor; Ms. Martha McDonald, Dean of Students; Ms Pam McGuern, Administrative Assistant; and all of the staff who helped organize these events. She also thanked all of the Board members for their attendance.

The first draft of the Accreditation Self-Study is on the agenda for a first reading by the Board. Ms. Roberta Eisel, Accreditation Co-chair, will assist Dr. Hamilton in answering any questions from Board members regarding the draft. The document is about twice as large as the 2003 self-study.

The Career/Transfer Center has reported that the CSU system has declared system-wide impaction, meaning they are allowed to increase admission requirements. Most CSU campuses will not have openings for winter or spring, therefore students are encouraged to complete transfer English, speech, critical thinking, and math courses this fall to be eligible for admission to CSU next fall. CSULA previously offered to accept students finishing transfer requirements this summer, but now they will be turning these students away. Our instructional deans are working to offer vital transfer classes to our students this fall, in spite of budget cuts.

Robert Sammis, J.D., Director of Human Resources, reported that it has been a busy year in Human Resources. They have made considerable progress on negotiations, accreditation, and other projects.

The department will hold a retreat in July to plan for 2009-10. They will be working on establishing clear procedures, a more user-friendly website, and a new series of training workshops for managers and supervisors. Dr. Sammis thanked his "incredible" staff for their dedication to the college.

Carol R. Horton, Vice President of Finance and Administrative Services, spoke to agenda items approving the 2009-10 tentative budget and approving project priorities included in the Five Year Construction Plan.

Mrs. Horton said the state budget remains unsettled and there may still be revisions to the 2008-09 budget.

John Vaughan, Academic Senate President, said the Academic Senate has had a productive and collegial year. They reviewed over 100 board policies and administrative procedures; participated actively in accreditation and the Educational Master Plan; heard many special reports; and increased and improved dialog with many departments. In addition, they developed a formal request process for counselor liaisons to various programs and departments.

Mr. Vaughan was pleased to introduce Dr. Jack Call, Social and Behavioral instructor and incoming Academic Senate President. Mr. Vaughan said it will be a challenging year ahead, and he is confident Dr. Call is more than up to the task. Dr. Patricia Rasmussen, Clerk/Secretary, Board of Trustees, said Mr. Vaughan has been an exemplary leader and she welcomed Dr Call as he takes over from Mr. Vaughan. Dr. Edward C. Ortell, Member, Board of Trustees, said he was certain his fellow Board members shared those sentiments. Board President Keith thanked Mr. Vaughan and his colleagues in the faculty for their work this year.

Karine Ponce, Student Trustee, reported on various end-of-the-year student events and she thanked the Board, Dr. Perri and the administration for their support and participation.

Joanne Montgomery, Member, Board of Trustees, said it has been an outstanding year. She commended the many outstanding student leaders and in particular, the Man and Woman of the Year. Mrs. Montgomery commented on many recent college events and said the best part was getting to know the students, many of whom lament the fact that they must move on and leave our dedicated faculty and staff. She added that the graduation ceremony was one of the best ever, and she was particularly pleased by the number of transfer students. Mrs. Montgomery thanked everyone for their tireless efforts on many projects this past year, and she gave special kudos to Dr. Perri for her outstanding leadership.

Edward C. Ortell, Member, Board of Trustees, reported on the recent Metro Board Meeting where the Gold Line was again discussed. Dr. Ortell testified on behalf of the many colleges along the Gold Line and he spoke to the importance of the light rail line to students. He thanked Board President Keith for her leadership in this area and her willingness to speak on behalf of the Gold Line at various venues. Board President Keith said our persistence in advocating for the Gold Line before the Metro Board is making a difference. She said the Gold Line is "shovel ready" and ready to provide jobs and transportation alternatives for people who truly need them.

Dr. Ortell and Dr. Gary L. Woods, Vice President Board of Trustees, attended a San Gabriel Valley Economic Partnership event at the City of Hope. Chancellor Jack Scott was the keynote speaker and he highlighted the importance of community colleges to business and industry. Dr. Ortell said it is important to keep the value of community colleges highly visible in these difficult economic times.

Board President Keith provided a report on the Citrus College Foundation. The Foundation awarded over $18,000 in Bright Futures Scholarships to students from every feeder school in our district Mrs. Montgomery and Dr. Woods expressed their pleasure at having the opportunity to make presentations to students in their districts. Board President Keith also reported that retired faculty member, Mr. Tom Gerfen, has been installed as the new Foundation Board president.

Board President Keith, Dr. Rasmussen, and Dr. Perri attended the San Gabriel Valley YWCA Women of Achievement awards luncheon. Board President Keith congratulated Ms. Sylvia Smythe, Director of Basic Skills; Ms. Roberta Eisel, Student Learning Outcomes Coordinator; Dr. Lan Hao, Director of Institutional Research; and Ms. Peggy Olson, Administrative Secretary; who were honored for the excellent work they have done at Citrus College this year.

Board President Keith thanked Mrs. Montgomery, Ms. Eisel, and Dr. Hamilton for keeping the board apprised of the details of the accreditation self-study throughout the process.

MINUTES

Item 2: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the May 19, 2009, regular meeting minutes 5 Yes.

INFORMATION AND DISCUSSION

Organization & Governance Handbook – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton presented the new Organization and Governance Handbook to the Board. She said the handbook evolved out of our self-study and was built on a philosophy that encourages participation in college governance. Mrs. Horton said the handbook will be available online so that it is widely accessible and can be easily updated. She thanked the Organization and Governance Handbook committee for their work and Dr. Perri for developing the concept.

http://www.citruscollege.edu/governance/Documents/GovernanceHandbook.pdf

Administrative Procedures – Carol R. Horton, Vice President of Finance and Administrative Services

Mrs. Horton was pleased to present the revised administrative procedures in their entirety for chapter six of the board policies: Business and Fiscal Affairs.

Emergency Operations Plan – Carol R. Horton, Vice President of Finance and Administrative Services & Jim Cope

Mrs. Horton introduced Mr. James Cope, Emergency Operations Plan Coordinator, who presented an overview of our Emergency Operations Plan and training program. Our staff is now trained on how to set up and run an Emergency Operations Center, which will protect life and property in the event of an emergency on campus. In addition, the college is now compliant with the specifications of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS).

Office Technology & Computer Applications 2008-2009 Program Review – Irene Malmgren, Vice President of Instruction

Ms. Malmgren presented the Office Technology & Computer Applications 2008-2009 Program Review for information only.

INDEPENDENT CONTRACTORS

Item 3: Moved by Mrs. Montgomery and seconded by Dr Woods to approve the attached list of independent contractor/consultant agreements as submitted. 5 Yes.

FACILIYT USE

Item 4: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve facility rentals and usage. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 5: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve A & B Warrants for May 2009. 5 Yes.

Item 6: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve purchase orders for May 2009. 5 Yes.

INSTITUTIONAL MEMBERSHIPS

Item 7: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the 2009-2010 institutional membership list. 5 Yes.

BIDS

Item 8: Moved by Mrs. Montgomery and seconded by Dr. Woods to allow staff to prepare specifications and formally bid Project #06-0809, Phone System Upgrade. Funding will be from the Revenue Bond Construction Fund. Award of contract will be by Board action. 5 Yes.

Item 9: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the award of bid #05-0809, Re-roofing of Professional Center and Technology C Buildings to Best Contracting Services of Gardena, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of $40,880.00 is within budget and will be funded from State Scheduled Maintenance Funds. 5 Yes.

Item 10: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the award of bid #04-0809, Campus Walkway Replacement Project, Phase 2 to FS Construction of Sylmar, California and authorize the Vice President of Finance & Administrative Services to execute the contract on behalf of the District. The bid price of $108,335.00 is within budget and will be funded from State Scheduled Maintenance Funds. 5 Yes.

CONSTRUCTION – CAPITAL PROJECTS

Item 11: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve Change Order #1 in the amount of $8,370.87 for Project #15-0708, Landscape and Irrigation Project. 5 Yes.

NOTICE OF COMPLETION

Item 12: Authorization is requested to accept Project #15-0708, Landscape & Irrigation Project as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles The final contract amount is $147,370 87. 5 Yes.

SURPLUS PROPERTY

Item 13: Moved by Mrs. Montgomery and seconded by Dr. Woods to dispose of the enclosed list of surplus items by public auction by The Liquidation Company or donation to another public entity. 5 Yes.

PERSONNEL RECOMMENDATIONS

Item 14: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. 5 Yes.

Item 15: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. 5 Yes.

Item 16: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of short-term, non-academic employees and substitutes. 5 Yes.

RESOLUTION

Item 17: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve resolution #2008-09-14 for the Vice President of Finance and Administrative Services or designee to borrow funds from the Los Angeles County Treasurer during the 2009-2010 fiscal year, whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed $52,390,000. 5 Yes.

Item 18: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve resolution #2008-09-15 for the Vice President of Finance and Administrative Services or designee to make temporary cash loans during the 2009-2010 fiscal year, between District funds whenever such transfers are needed to cover cash flow problems and to permit payment of obligations. The amount of any individual transfer to any fund shall not exceed $5,000,000. 5 Yes.

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 19: Moved by Dr. Rasmussen and seconded by Dr. Woods to authorize the Los Angeles County Office of Education to make the necessary appropriation transfers at the close of the school year 2008-09 in order to permit payment of obligations at the end of the school year in accordance with the provisions of Education Code Section 85201. 5 Yes.

Item 20: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the 2009-10 tentative budget.

CONSTRUCTION – CAPITAL PROJECTS

Item 21: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the attached list of projects priorities included in the Five Year Construction Plan. 5 Yes.

Item 22: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the Citrus College Educational Master Plan 2009-2014. 5 Yes.

CURRICULUM

Item 23: Moved by Mrs. Montgomery and seconded by Dr. Ortell to approve the addition and/or deletion of courses recommended by the curriculum committee. 5 Yes.

AGREEMENTS

Item 24: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve five Institutional Articulation Agreements with Azusa, Duarte, Claremont, Glendora, and Monrovia USDs; and send correspondence acknowledging receipt and review of the Plan for Establishing Sequences of Courses to three contributing ROPs. 5 Yes.

MEMORANDUM OF UNDERSTANDING

Item 25: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the attached Memorandum of Understanding between CSUF and Citrus College, establishing the first Summer Research Experience. 5 Yes.

EMPLOYMENT – FACULTY

Item 26: Moved by Dr. Rasmussen and seconded by Mrs. Montgomery to approve the employment of Mr. David Greene, effective August 28, 2009, in a full-time tenure track position (a contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 8, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling $69,439.00 annually plus $23,289.68 in health and statutory benefits. Mr. Greene is a previous full-time instructor returning within 39 months; therefore he will be entering his fourth year of employment. 5 Yes.

Item 27: Moved by Mrs. Montgomery and seconded by Dr. Woods to approve the employment of Ms. Salima Allahbachayo effective August 28, 2009, in a full-time tenure track position (a first year contract of 175 days) in the discipline of Nursing, at a salary placement of Class 2, Step 6, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling $61,532.00 annually plus $22,340.84 in health and statutory benefits. 5 Yes.

BOARD POLICIES

Item 28: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the second reading of Board Policy BP 2510– Participation in Local Decision Making.

Item 29: Moved by Dr. Rasmussen and seconded by Dr. Woods to approve the second reading of Board Policy BP 3250 Institutional Planning.

Item 30: Moved by Dr. Woods and seconded by Dr. Rasmussen to approve the first reading of Board Policies BP 4020 – Program, Curriculum, and Course Development, BP 4025 – Philosophy and Criteria for Associate Degree and General Education, BP 4030 – Academic Freedom, BP 4040 – Library and Other Instructional Support Services, BP 4050 – Articulation, and BP 4080 – Instructional Materials. 5 Yes.

Item 31: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the first reading of BP 5010 Admissions and Concurrent Enrollment, BP 5015 Residence Determination, BP 5030 Fees, BP 5035 Withholding of Student Records, BP 5040 Student Records and Directory Information, BP 5052 Open Enrollment, BP 5055 Enrollment Priorities, BP 5070 Attendance, BP 5110 Counseling, BP 5120 Transfer Center, BP 5130 Financial Aid, BP 5140 Disabled Student Programs and Services, BP 5150 Extended Opportunity Programs and Services, BP 5210 Communicable Disease, BP 5300 Student Equity, BP 5400 Associated Students Organization, BP 5530 Student Rights and Grievances, and BP 5700 Athletics. 5 Yes.

Item 32: Moved by Dr. Woods and seconded by Dr. Ortell to approve the first reading of Board Policy 6100 Delegation of Authority, BP 6150 Designation of Authorized Signatures, BP 6250 Budget Management, BP 6320 Investments, BP 6330 Purchasing, BP 6340 Bids and Contracts, BP 6400 Audits, BP 6500 Property Management, BP 6540 Insurance, BP 6550 Disposal of District Property, BP 6600 Capital Construction, BP 6620 Naming of Buildings and Facilities, BP 6700 Civic Center and Other Facilities Use, BP 6740 Citizens' Bond Oversight Committee, BP 6750 Parking, BP 6800 Safety, and BP 6900 Bookstore. 5 Yes.

ACCREDITATION

Item 33: Moved by Mrs. Montgomery and seconded by Dr. Rasmussen to approve the first reading of the Accreditation Self Study 5 Yes.

CLOSED SESSION: At 5:27 p.m., Board President Keith adjourned the meeting to closed session per the following sections of the Government Code:

Per Section 54954.5(f) and 54957.6: CONFERENCE WITH LABOR NEGOTIATOR, ROBERT SAMMIS, DISTRICT CHIEF NEGOTIATOR — Employee Organization(s): Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352 of the American Federation of Teachers; Citrus College Faculty Association/CTA/NEA (CCFA); and, California School Employees Association (CSEA) Chapter 101.

Per Section 54954.5(e) and 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 72122 of the Education Code and District Administrative Regulation R-5139: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #AXXXXXX14.

Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: SUPERINTENDENT/PRESIDENT

Per Section of Government Code Section 54954.2(b)(2): Conference with legal Counsel: Existing Litigation (THE J.V. LANDCLEARING CO, INC., AND PERERA CONSTRUCTION & DESIGN INC., VS. CITRUS COMMUNITY COLLEGE DISTRICT.

RECONVENE OPEN SESSION: At 7:00 p.m., Board President Keith reconvened the meeting to open session with the following action taken:

Item 34: Moved by Dr. Rasmussen and seconded by Dr. Woods, per Section 72122 of Education Code and District Administrative Regulation, R5139, the members of the Citrus College Governing Board upheld the expulsion of Student #AXXXXXX14. 5 Yes.

Item 35: Moved by Dr. Woods and seconded by Mrs. Montgomery to approve the Settlement Agreement and Mutual General Release dated May 21, 2009 between The J.V Landclearing Company, Inc. and Perera Construction & Design, Inc. and the Citrus Community College District. 5 Yes.

ADJOURNMENT: At 7:02 p.m., it was moved by Dr. Woods and seconded by Dr. Rasmussen to adjourn the meeting. 5 Yes.

July 21, 2009
Date

Patricia Rasmussen
Clerk/Secretary
Board of Trustees

Citrus Community College District
Administrative Services

AP 6200 BUDGET PREPARATION

References: Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

The Vice President of Finance and Administrative Services is responsible for the budget preparation process which includes establishing guidelines and timelines for the preparation of budgets. Each year the annual budget will be developed in a collaborative environment, support the goals and guidelines established by the Board of Trustees, and be linked to departmental program review documents.

The budget development calendar is as follows:

- The Financial Resources Committee approves a budget calendar and budget assumptions in March;
- Tthe Vice President of Finance and Administrative Services provides the budget calendar and budget assumptions to the Board of Trustees in April;
- The Vice President of Finance and Administrative Services will provide budget worksheets to budget managers for development of the next year's budget in April;
- Budget managers will return budget development documents to the Budget Supervisor in May;
- No later than June 15 the Financial Resources Committee reviews the Tentative Budget;
- No later than July 1 the tentative budget will be presented to the Board of Trustees for adoption;
- During the summer months the Business Office will monitor State budget developments and make modifications to Tentative Budget.
- No later than September 15, a public hearing will be held to allow for public comment on the proposed annual budget;
- No later than September 15 the final budget will be presented to the Board of Trustees for adoption;
- By September 30 two copies of the adopted budget will be submitted to the California Community Colleges Chancellor's Office.

Deadline dates must be met unless an extension is granted by the California Community Colleges Chancellor's Office under the authority of Title 5 Sections 58305 and 58306.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

Citrus Community College District
Administrative Services

AP 6300 FISCAL MANAGEMENT

References: Education Code Sections 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D.2

The Citrus Community College District is committed to principles of sound fiscal management to provide responsible stewardship of available resources as outlined in AP 6200 Budget Preparation and AP 6250 Budget Management. The District adheres to commonly accepted auditing standards as criteria for its fiscal management procedures.

In addition, The Vice President of Finance and Administrative Services shall:

- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that the Board of Trustees are kept current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students.
- Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision making, and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.
- Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

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Date Approved:

PROGRAM REVIEW – Office Technology & Computer Applications

The final summary of the program review process for Office Technology & Computer Applications is attached to this page.

I affirm that this program has been reviewed according to the accepted District procedures for program review and that the final summary accurately reflects the consensus of the members of the review committee.

Steve Lindsey, Dean of Business, CSIS and Distance Education — 5-12-09 Date

John Thompson, Dean of Library/Learning Resource Center — 5/20/09 Date

Michelle Plug, Articulation Officer — 05/21/09 Date

David Kary, Chair of Curriculum Committee — 5/12/09 Date

Irene Malmgren, Vice President of Instruction — 5/14/09 Date

John Vaughan, Academic Senate President — 5/12/09 Date

Geraldine M Perri, Superintendent/President — June 8, 2009 Date

It will be the department's responsibility to communicate review recommendations with additional offices and services.

Citrus College

Office Technology and Computer Applications
Program Review
2008-2009

Spring 2009

Prepared for
Citrus Community College
By: Rhoda A. M. James, Ed D

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OFFICE TECHNOLOGY & COMPUTER APPLICATIONS PROGRAM REVIEW COMMITTEE

2008-2009

Rhoda A. M. James, EDD	Faculty
Stephen L Lindsey, JDD	Dean of Business, CSIS & Distance Education
Jaclyn Vazquez	Administrative Secretary, Business Department
John Vaughan	Academic Senate Representative
Patrick Borja	Curriculum Representative
Irene Malmgren	Vice President of Instruction
Michelle Plug	Articulation Officer
John Thompson	Dean of Library and Information Services
Lan Hao	Director of Institutional Research

FULL-TIME AND ADJUNCT FACULTY

Rhoda A. M James, EDD	Full-Time
Former Adjuncts 2003-2009	
Alice Dominic	Adjunct
Richard Flores	Adjunct
Marilyn Grinsdale	Adjunct
Deborah Kring	Adjunct
Jeff Henderson	Adjunct
Katherine Maschler	Adjunct
Joyce Miyabe	Adjunct
Amy Resch	Adjunct
Patricia Richardson	Adjunct
Debra Soll	Adjunct
Gale Thompson-Proctor	Adjunct

LIST OF CERTIFICATES/AWARDS OFFERRED

Administrative Office Manager (Awarded 1, Spring 08)

Office Occupations (Awarded 1 Summer 06, and 1 Spring 06)

Secretarial

Word Processing

LIST OF DEGREES

Associate of Science, Business—Office Occupations

LIST OF INDUSTRY BASED STANDARD CERTIFICATES

None

ADVISORY COMMITTEE (Career Technical)

Annual advisory committee meetings are usually held in May The last advisory council meeting was June 6, 2008 The minutes for the annual meeting can be found in the Administrative Assistant's office for the Dean of Business/CSIS. The following is a list of professional constituents that encompasses the advisory committee:

Steve Osborn
West Coast Services
123 E. Arrow Highway
San Dimas, CA 91773

Linda DeLong
1699 Vista Del Norte
Chino Hills, CA 91709

Avelina R. Ledford, CPA
750 Torado Plaza, No. 121
Covina, CA 91723

Miriam Burgos
2051 E. Cortez Street
West Covina, CA 91791

Christina Trejo
Methodist Hospital
300 W. Huntington Drive
Arcadia, CA 91007

Mr. Lou Sabandal
Rainbird Product Research
1000 West Sierra Madre, Door G
Azusa, CA 91702

Claire Williams
Methodist Hospital
300 W. Huntington Drive
Arcadia, CA 91007

Gloria Gehres
San Gabriel Valley Tribune
1210 N. Azusa Canyon Road
West Covina, CA 91790

Ilene Bezjian
Dean, School of Business & Mgmt.
Azusa Pacific University
901 E. Alosta Avenue
Azusa, CA 91702

Minnie Scott
Custom Marketing Service
692 B Arrow Grand Circle
Covina, CA 91722

Matthew Souza
Downey Savings and Loan
1101 W. Huntington Drive
Arcadia, CA 91006

David Hutchins
Centrex Homes
250 Commerce, Suite 100
Irvine, CA 92602-1318

Chris Kelly
Biosense Webster
15715 Arrow Highway
Irwindale, CA 91706

Linda Esquivel
Sandra Aimienta
Foothill Federal Credit Union
645 S. Lonehill Avenue
Glendora, CA 91741

Daniel Londo
Century 21 Foothill
680 E. Alosta Avenue, Ste. 115
Azusa, CA 91702

Swapna Ray
Citibank
100 S. First Avenue
Arcadia, CA 91006

Mark Sokol
Jaclyn Dickens
Decore-ative Specialties
2772 S. Peck Road
Monrovia, CA 91706

Scott Magnusson
Gladstone High School
1340 N. Enid Avenue
Covina, CA 91722

Paul Sarmas, Ph.D.
Chair, Finance, Real Estate and Law Dept.
College of Business Administration
California State Polytechnic Univ., Pomona
3801 W. Temple Avenue
Pomona, CA 91768

Jamie Rush
798 Tonner Drive
Pomona, CA 91768

OFFICE TECHNOLOGY & COMPUTER APPLICATIONS
SEQUENCE OF COURSES

Courses		Units
OFF 057	COMPUTER KEYBOARDING	1
OFF 101	INTRO TO MICROSOFT OFFICE APPLICATIONS	3
OFF 120	EX CEL SPREADSHEET	2
OFF 154	INTERPERSONAL SKILLS	1
OFF 155	BUSINESS ETIQUETTE & PROTOCOL	1
OFF 156	TEAM DYNAMICS	1
OFF 157	CUSTOMER RELATIONS	1
OFF 158	LEADERSIP IN ORGANIZATION	1
OFF 159	**CAREER PLANNING & NETWORKING	1
OFF 160	**PROFESSIONAL IMAGE	1
OFF 161	INTERVIEW STYLES & STRATEGIES	1
OFF 201	INTRO TO ELECTRONIC COMMERCE	2
OFF 215	INTRO TO MICROSOFT OUTLOOK	2
OFF 260	COMPUTER KEYBOARDING & DOCUMENT PROCESSING	3
OFF 281	FILING & RECORDS MANAGEMENT	3
OFF 291	TELECOMMUNICATIONS FOR THE OFFICE	2
OFF 294	BEGINNING MICROSOFT WORD	2

Courses not taught in last two years		Units
OFF 121	**INTERMEDIATE EX CEL SPREADSHEET	2
OFF 130	**MACHINE TRANSCRIPTION	2
OFF 140	**TEN-KEY SKILLBUILDING	2
OFF 144	**BUSINESS MACHINES MATH	3
OFF 261	**TYPING KEYBOARDIG REVIEW	2
OFF 267	**LEGAL TYPEWRITING	3
OFF 285	*OFFICE PROCEDURES	3
OFF 286	**PROOFREADING & TEXT EDITING	3
OFF 287	**ELECTRONIC OFFICE MANAGEMENT	3
OFF 290	**LEGAL SECRETRIAL TRAINING	4
OFF 293	**WORD PROCESSING PAPERS & REPORTS	2
OFF 295	**INTERMEDIATE MICROSOFT WORD	2
OFF 298	**DESKTOP PUBLISHING/WINDOWS	4

The *OFFICE TECHNOLOGY & COMPUTER APPLICATIONS* program has adopted the Institutional General Education Competencies of Citrus College The General Education Competencies (as set forth in the Academic Senate minutes dated August 25th 2004) are as follows:

Institutional General Education Competencies- Part of Institutional Mission

General education competencies serve as a common set of core curricular components identified and defined by faculty Student learning outcomes are behaviors based on these competencies.

Any student transferring, completing a degree or certificates from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies

1. Communication (personal expression and information acquisition)

   Examples
   Reading analytically and critically
   Writing with clarity and fluency
   Speaking articulately
   Listening actively

2. Computation

   Examples
   Technology
   Math proficiency
   Analyzing and using numerical data
   Application of mathematical concepts and reasoning
   Computer proficiency
   Decision analysis
   (Synthesis and evaluation)

3. Creative, Critical, and Analytical Thinking

   Examples
   Curiosity
   Analysis
   Synthesis
   Evaluation
   Creativity
   Research
   Learning strategies
   Problem solving
   Decision making
   Aesthetic awareness

4. Community, Critical, and Analytical Thinking

   Examples
   Respect for other beings
   Cultural awareness
   Ethics
   Community service
   Integrity
   Citizenship
   Interpersonal skills
   Lifelong learning
   Self-esteem
   Empathy

5. Technology/information competency

   Examples
   Basic computing and word processing

6. Discipline/Subject Area Specific Content Material – Project Plan

PROGRAM DESCRIPTION

The Office Technology and Computer Applications program (1) prepares students for entry-level office jobs and administrative assistant positions; (2) updates students' work skills in computers, management, keyboarding and other office related functions; and (3) provides employment training that encompasses a broad area of study which includes:

- Keyboarding with proofreading, editing and business letter formatting.
- Filing and records management including database management software
- Hands-on training in Windows operating systems and applications software which includes: document creation and editing with word processing (Microsoft Word), basic and advanced spreadsheet application (Microsoft Excel), database management skills (Microsoft Access), presentation development skills (Microsoft PowerPoint), scheduling and time management skills (Microsoft Outlook) and the integration of these applications to create professional business documents.
- Developing reading, writing, business grammar, punctuation, and communication skills
- Applying job research skills, telephone etiquette, teamwork, customer rapport, and interviewing skills through the Professional Development Series courses.
- Purchasing items on-line through electronic commerce and using telecommunications to increase technology skills for the office.
- Implementing office procedures and mathematical skills to maintain the professional office.

The Office Technology and Computer Applications discipline trains students in the use of current office applications using state-of-the-art equipment in order to prepare students for professional careers, transfer study, and/or personal use.

The program combines classroom lectures, demonstrations, and individual hands-on training in laboratory facilities as well as on-line at home training. Faculty members work closely with various industry sectors, professional organizations and businesses to ensure relevant training.

PROGRAM OBJECTIVES

To provide the preparation and training specified in the "Program Description" section above, the curriculum has been developed to achieve four major objectives:

- **EDUCATION FOR ADULTS:** Adult education is a vital part of the total educational program. The introductions of new office technology, software applications and techniques have created deficiencies in current office skills for many employees in both commercial business and government sectors. By scheduling classes at night, online and on Saturdays, plus special workshops, the Office program provides opportunities for retraining and upgrading skills of currently employed persons
- **VOCATIONAL TRAINING:** Students are offered a comprehensive program to acquire practical skills and hands-on experience in a laboratory setting to complete certificates and enhance their office skills.
- **OFFICE SKILLS AND SOFTWARE APPLICATION INSTRUCTION:** Due to the high demand for office technology skilled professionals with software application knowledge, Citrus offers a two-year program in Office Occupations which is designed to meet the requirements for an Associate of Science degree

- **SPECIAL CLASSES AND WORKSHOPS:** On occasion, students and/or organizations request a class or workshop on a topic not covered in the regular curriculum. These classes are developed and taught on a "by demand" basis.

PROGRAM GOALS

The goals of the Office Technology and Computer Applications program are to:

- Provide training to prepare students for transferring to universities, advance professional careers, and support personal enrichment.
- Meet the student learning outcomes and core competencies institutionalized by Citrus College.
- Provide basic office skills both for new students and for those who are entering and re-entering the job market.
- Provide general education for those who are pursuing an Associates degree

PROGRAM STUDENT LEARNING OUTCOMES

General education competencies serve as a common set of core curricular components identified and defined by faculty. Student learning outcome are behaviors based on these competencies.

Any student, who is either transferring or completing a degree or certificate from Citrus College, must demonstrate effectively assessed awareness, understanding, knowledge, skills, and abilities in the selected competencies

Students completing courses in the Office Technology and Computer Applications program will have acquired the following competencies:

1. **Communication (personal expression and information acquisition)**
   a. Develop reading, writing, business grammar, punctuation and communication skills by completing the following courses: OFF 057, OFF 260. OFF 101, OFF 294, OFF 281 and completing the Professional Development Series of courses OFF 154-161.

2. **Computation**
   a. Purchase items online through electronic commerce and through utilizing telecommunications to increase technological skills for the office by completing the following courses: OFF 101, OFF 120, OFF 201, OFF 215, OFF 291 and OFF 285 (when reinstated)

3. **Creative, Critical, and Analytical Thinking**
   a. Develop database management skills to create tables, forms, queries, and reports for records within an organization by completing the following courses: OFF 101, 260 and OFF 281
   b. Emphasize non-correspondence records, information storage, and retrieval systems and manage records retention, disposition, and the operation of a records management program by completing the following courses OFF 281, OFF 101, OFF 215, and OFF 285 (when reinstated).

4. **Technology**
   a. Keyboard accurately utilizing proofreading and editing skills as well as creating, formatting and editing business documents by completing the following courses: OFF 057, OFF 260, OFF 101, and OFF 285 (when reinstated)

b. Increase knowledge of Windows, Office 2007 which includes Microsoft Word, Excel, Access, PowerPoint and Outlook through hands-on training by completing the following courses: OFF 101, OFF 215, OFF 294, OFF 120 and OFF 291

5. **Discipline (Subject Area Specific Content Material)**
   a Apply job research skills, enhance telephone and business etiquette, develop teamwork and customer rapport, and increase interviewing skills through the Professional Development Series courses by completing the following courses: OFF 154, OFF 155, OFF 156, OFF 157, OFF 158, OFF 159, OFF 160, and OFF 161

6. **Information Competency**
   a Knowledge of basic Windows operations, use of Blackboard management system for online education, and utilization of multimedia software and equipment to ensure relative training for the 21st century by completing the following courses: OFF 120, OFF 101, OFF 057, OFF 260, OFF 294, OFF 201, OFF 215, OFF 291, and OFF 285 (when reinstated)

**** Appendix G (Office Technology and Computer Applications Program SLO's and Course Matrix)**

Course Student Learning Outcomes Timeline

The Office Technology and Computer Applications program student learning outcomes are consistently updated Each new class will have student learning outcomes as well as a distance education component. The department will work with the curriculum development committee to ensure the course outlines are being developed according to standards developed by the committee.

The following courses were updated with student learning outcomes over the past six years:

Course Number	Course Name	Completion
OFF 057	Computer Keyboarding	2006-07
OFF 101	Intro to Microsoft Office Applications	2005-06
OFF 120	Excel Spreadsheet	2005-06
OFF 154	Interpersonal Skills	2006-07
OFF 155	Business Etiquette	2006-07
OFF 156	Team Dynamics	2006-07
OFF 157	Customer Relations and Rapport	2006-07
OFF 158	Leadership in Organizations	2006-07
OFF 159	Career Planning and Networking	2006-07
OFF 160	Professional Image	2006-07
OFF 161	Interview Styles and Strategies	2006-07
OFF 201	Introduction to Electronic Commerce	2005-06
OFF 215	Introduction to Microsoft Outlook	2005-06
OFF 260	Computer Keyboarding & Document Processing	2004-05
OFF 281	Filing and Records Management	2005-06
OFF 294	Beginning Microsoft Word	2005-06
BUS 176	Management for the Office Professional	2006-07

Assessment Timeline

The following chart is the target for assessing courses in the Office Technology and Computer Applications discipline. Since one instructor currently teaches courses in the Office Technology and Computer Applications area, assessments will be conducted not only with Citrus faculty but also faculty in the same discipline from local similar community colleges

Course Number	Course Name	Target Date	Person Responsible
OFF 057	Computer Keyboarding	2009-10	Faculty
OFF 101	Intro to Microsoft Office Applications	2010-11	
OFF 120	Excel Spreadsheet	2010-11	
OFF 154	Interpersonal Skills	2011-12	
OFF 155	Business Etiquette	2011-12	
OFF 156	Team Dynamics	2011-12	
OFF 157	Customer Relations and Rapport	2011-12	
OFF 158	Leadership in Organizations	2011-12	
OFF 159	Career Planning and Networking	2011-12	
OFF 160	Professional Image	2011-12	
OFF 161	Interview Styles and Strategies	2011-12	
OFF 201	Introduction to Electronic Commerce	2010-11	
OFF 215	Introduction to Microsoft Outlook	2011-12	
OFF 260	Computer Keyboarding & Document Processing	2009-10	
OFF 281	Filing and Records Management	2010-11	
OFF 294	Beginning Microsoft Word	2010-11	
OFF 291	Telecommunications for the Office	2010-11	
BUS 176	Management for the Office Professional	2009-10	

Statistical Evaluation

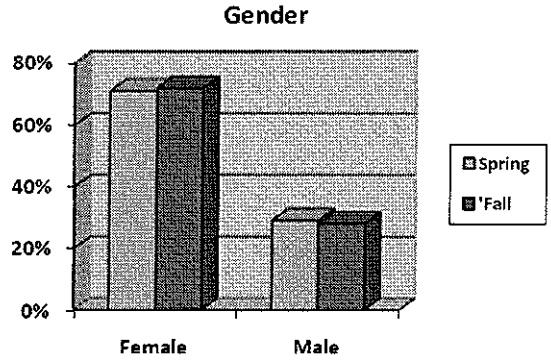
Program Access: Over the past six years the Office Technology and Computer Applications has a mean of 7 67 courses offered ongoing with 7 83 sections of classes for Citrus students The morning courses average is 3 3, afternoon courses average is 1 16 Evening courses average is 1 5, arranged 1 83 and short-term 3 5. These figures are based on fall enrollments over the past six years not including spring and distance education classes taught. The spring classes' average is lower at 5 3, 5 83 respectively for courses and sections offered. The day/time of class offerings remain relatively constant for both fall and spring semesters for morning, afternoon, evening and short-term offerings The Office Technology and Computer Applications courses are accessible during various times for all students

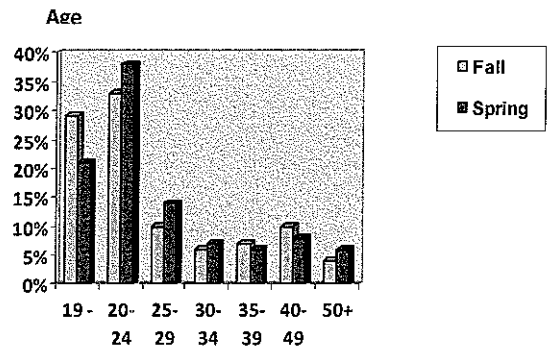
Program Resources/Operation: The Office Technology and Computer Applications discipline is taught by one full-time faculty member and adjuncts as needed. The Weekly Student Contact hours (WSCH) averaged 467 15 over the past six years which include courses taught when the full-time faculty member was on sabbatical for a semester The full-time equivalents (FTES) averaged 16 0 with a drastic drop in fall 07 but the fill-rate at census was stable at 55 6. The spring numbers are one percent lower than the fall

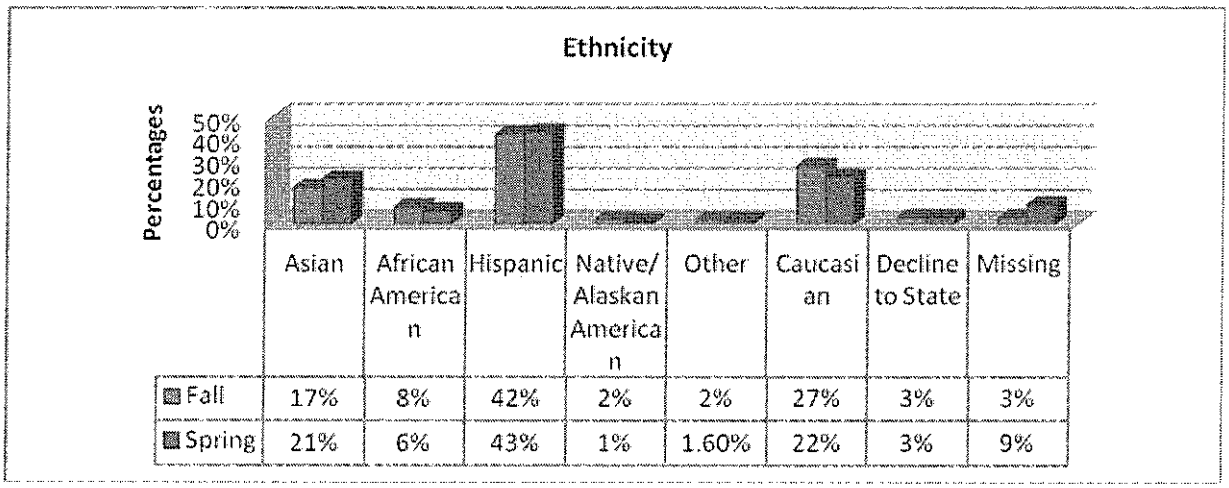
The numbers are skewed in that fall 06 and 07 enrollments seemed lower than actual students taught during those semesters.

Program Success: The Office Technology and Computer Applications average success rate is 56% over the past years. The average retention rate over the past six years is 89% which indicates the faculty is able to retain students to complete the courses. The spring percentages are 54%, 88% respectively.

Student Demographics: The charts below indicate the demographics for the average student enrollments over the past six years during the fall and spring semesters. The specific data is located in Appendix A.







	Asian	African American	Hispanic	Native/ Alaskan American	Other	Caucasian	Decline to State	Missing
Fall	17%	8%	42%	2%	2%	27%	3%	3%
Spring	21%	6%	43%	1%	1.60%	22%	3%	9%

The educational goals of the students in the Office Technology and Computer Applications discipline for the past six years are indicated in the table below:

Educational Goal	Fall	Spring
Degree/Cert/Transfer	85%	87%
Career/Ed Development	12%	11.5%
Improve Basic Skills	3%	2%
Undecided	16%	7%

Overall, the majority of the students who take Office Technology and Computer Applications courses are degree, certificate, and transfer oriented.

Evaluation Criteria—MISSION

Commendations

- The Office Technology and Computer Applications program conforms to the district mission to provide transfer and associate degree courses

- The Office Technology and Computer Applications program encompasses four certificates which demonstrate student accomplishments.
- The Office Technology and Computer Applications program utilizes the computer laboratory facilities to incorporate computer software and office technology skills to teach current applications.
- The Business department holds annual advisory council meetings with community and industry professionals (i e. Business Advisory Committee) to review curriculum and to make recommendations to update the department program
- The Office Technology and Computer Applications program stresses problem solving and analytical thinking skills as part of the course content
- The Office Technology and Computer Applications program provides occupational education for students preparing for employment
- The Office Technology and Computer Applications students are from culturally diverse groups
- The Business/CSIS Department (which includes Office Technology and Computer Applications) normally functions very efficiently, with a high students-per-class ratio.
- The Business/CSIS Department (which includes Office Technology and Computer Applications) has one of the largest vocational education programs on campus

Previous Recommendations Completed

Recommendations	Status
Continue to list all revised Office Technology and Computer Applications certificate programs in the Citrus College catalog and update annually to keep program current	Ongoing
Revised certificates to include seven major certificates in Clerical, Secretarial, Word Processing, Microsoft Office Specialist Office Technology, Assistant Administrative Office Manager, and Administrative Office Manager	Revised to four certificates
List Office Technology and Computer Applications classes under the umbrella of Business in the college catalog with appropriate cross-referencing	Ongoing
Continue to integrate advanced technologies into the current Office Technology and Computer Applications curriculum as it is developed	Ongoing
Continue to provide additional class offerings that include new technology as it evolves.	Ongoing
Utilize marketing and recruitment to attract students and to ensure that the District's diversity continues to be represented in the Office Technology and Computer Applications program.	Ongoing
Continue to receive input from the Business Advisory Committee and encourage participation in the enhancement of the college's program.	Ongoing
Continue to develop an Office Technology and Computer Applications major for an AS degree.	Incomplete

Recommendations	Target Date	Person Responsible
Investigate the need for an Office Technology and Computer Applications AS degree.	2010-11	Faculty and Dean
Create short-term certificates to be completed within two semesters.	2009-10	Faculty
Create short-term non-credited certificates.	2009-10	Faculty
Continue to update curriculum with Citrus College's Institutional Mission in mind.	Ongoing	Faculty
Prepare assessments for Student Learning Outcomes.	Ongoing (see assessments table)	Faculty
Continue utilizing the Business Advisory Committee recommendations to prepare students for entry level jobs.	Ongoing	Faculty and Dean
Continue to utilize marketing and recruitment to attract a diverse student population.	Ongoing	Dean, Public Relations
Continue to both revise existing courses and create new courses that include new and evolving technology.	Ongoing	Faculty
Continue to list courses under the Business, CSIS and Distance Education umbrella with the correct cross-referencing.	Ongoing	Dean, Public Relations

Evaluation Criteria – NEED

Student demand for the Office Technology and Computer Applications classes has been declining over the past several years The numbers of classes offered have been reduced accordingly This consolidation has significantly improved our productivity The average enrollment increased from 18 students per class to 28 students per class in 2007/2008

Labor market information provided by the Employment Development Department indicates that in California, job openings for executive secretaries are expected to grow by 17% between 2006 and 2016 Starting salaries for such jobs are in the $35,000 range, with the highest quarter of secretaries earning approximately $54,000 The median annual income is $43,600

Commendations

- The curriculum currently utilizes advanced software technologies (e.g. Windows XP and Microsoft Office Suite 2007).
- The keyboarding program has been updated multimedia software and utilizes the flash drive to save and retrieve files
- The Office Technology and Computer Applications program receives recommendations from the Business Advisory Committee (which meets annually).
- A full –time student is able to complete the Office Technology and Computer Applications program in two years. Some certificates can be completed in less time.
- Student Learning Outcomes have been added and course names have been updated for the following courses:

Course Number	Course Name	Completion
OFF 057	Computer Keyboarding	2006-07
OFF 101	Intro to Microsoft Office Applications	2005-06
OFF 120	Excel Spreadsheet	2005-06
OFF 154	Interpersonal Skills	2006-07
OFF 155	Business Etiquette	2006-07
OFF 156	Team Dynamics	2006-07
OFF 157	Customer Relations and Rapport	2006-07
OFF 158	Leadership in Organizations	2006-07
OFF 159	Career Planning and Networking	2006-07
OFF 160	Professional Image	2006-07
OFF 161	Interview Styles and Strategies	2006-07
OFF 201	Introduction to Electronic Commerce	2005-06
OFF 215	Introduction to Microsoft Outlook	2005-06
OFF 260	Computer Keyboarding & Document Processing	2004-05
OFF 281	Filing and Records Management	2005-06
OFF 294	Beginning Microsoft Word	2005-06
BUS 176	Management for the Office Professional	2006-07

- The Office Technology and Computer Applications courses have been updated to coincide with the Non-credit division. Courses are both credit and non-credit. A student has a choice to take a course through regular registration for credit or through the non-credit division. The following courses are noncredit courses

854	Interpersonal Skills	855	Business Etiquettes & Protocol
856	Team Dynamics	857	Customer Relations & Rapport
858	Leadership in Organizations	859	Career Planning & Networking
861	Interview Styles & Strategies	862	Professional Image
801	Intro. to Office Applications	820	Excel Spreadsheets
876	Mgmt. for Office Professional	901	Electronic Commerce for Bus.
915	Intro. to Microsoft Outlook	960	Computer Keyboarding & Doc.
981	Filing & Records Mgmt.	994	Beg. Microsoft Word

- Distance education content was either added or updated in the course outlines for the following courses:
  - OFF 057—offered Winter 09
  - OFF 101—offered Fall 06
  - OFF 120—offered Summer 06
  - OFF 201
  - OFF 215—offered Spring 08
  - OFF 260—offered—Summer 06
  - OFF 281
  - OFF 294—offered Spring 09
  - BUS 176—offered Fall 09

Previous Recommendations Completed

Recommendations	Status
Revise certificates to include new courses developed	Completed
Eliminate any course not currently taught in the Office Technology and Computer Applications program (e.g Proofreading & Text Editing)	Completed
Add distance education as a teaching method for courses.	Completed
Continue to increase the availability of hands-on equipment for students	Ongoing
Continue to update applications and systems software programs to be current with industry needs.	Ongoing
Continue to articulate university transfer credit for Electronic Office Management, Beginning and Intermediate Microsoft Word for the Office, and Filing and Records Management classes	Electronic Office Management not offered All others ongoing process
The Business Advisory Committee should include industry representative who have implemented current technology within its offices	Ongoing

Recommendations	Target Date	Person Responsible
Update OFF 291 Telecommunications for the office to include student learning outcomes, course name change to represent current industry need, and distance education addendum.	Fall 2009	Faculty
Investigate creating a course for voice recognition.	2010-11	Faculty
Investigate the use of the Smart panel for instructional purposes.	2009-10	Faculty
Continue to update courses with current applications and systems software needs.	Ongoing	Faculty
Continue to eliminate courses not currently taught.	Ongoing	Faculty
Continue to update and revise certificates.	Fall 2009	Faculty
Continue to articulate university transfer credit for Beginning and Intermediate Microsoft Word and Filing and Records Management.	2010-11	Faculty
Continue to select industry representatives who utilize current technology.	Ongoing	Faculty and Dean
Create a course to include the Professional Development Series	2010-2011	Faculty
Create 8-week curriculum for short-term certificates	Ongoing	Faculty

Evaluation Criteria – QUALITY

Commendations

- Lecture/lab units have been updated to Citrus College's current standards.
- Course outlines have been reviewed and updated
- Full-time faculty participates in professional associations, conducts workshops and has held leadership roles
- Adjunct members possess strong teaching credentials.
- Courses in the Office Technology and Computer Applications incorporate critical thinking, problem solving and writing skills.
- Courses have been updated with current Student Learning Outcomes
- All pre-requisites and co-requisites have been validated for the current courses

Previous Recommendations Completed

Recommendations	Status
Incorporate a Business club for students to challenge their skills with other community college students as well as learn the basic principles of managing a business office	Completed
Courses required for certification should be available to student in a reasonable time span in order for students to complete the program	Completed
All syllabi should include: clear grading standard, attendance and make-up policy, drop date, office hours, homework policy, and a standard DSPS statement	Completed
Faculty should review courses for sensitivity to diversity.	Ongoing

Recommendations	Target Date	Person Responsible
Continue Citrus Business Association to challenge students to increase their leadership skills.	Ongoing	Business Faculty
Continue to offer courses for students to receive short-term certificates.	2009-10	Faculty
Continue to evaluate and update syllabi to follow Citrus College's standards.	Ongoing	Faculty
Continue to review courses for sensitivity to diversity.	Ongoing	Faculty
Investigate and develop curriculum that will be necessary for future employees.	Ongoing	Faculty and Advisory Committee

Evaluation Criteria – FEASIBILITY

Commendations

- Classroom computers are consistently updated to the current software applications.
- Saturday and online classes are offered to meet student needs.
- Certificated classes are offered every other semester.
- Office Technology and Computer Applications curriculum has been updated to meet credit and non credit status
- Professor is in constant communication with Counseling and DSPS to update and offer classes to meet students' needs.

Previous Recommendations Completed

Recommendations	Status
Continue to integrate new technology within the curriculum	Ongoing
Introduce inter-departmental/inter-segmental curriculum	Incomplete
Incorporate the following prioritized needs into the Office Technology and Computer Applications strategic plan:	Completed
1. Construct a technology building to accommodate future growth and demands that meet Office Technology and Computer Applications and Business teaching needs	Incomplete (program reduced)
2. Courses and/or programs in the following areas should be considered for inclusion in the Office Technology and Computer Applications offerings:	
a. Distance Education for Filing Concepts	Completed
b. Distance Education for Keyboarding	Completed
c. Distance Education for Microsoft Word	Completed
d Multimedia Office Procedures	Pending
3. Additional full-time faculty to meet the expanding programs	Incomplete (program reduced)

Recommendations	Target Date	Person Responsible
Develop inter-departmental and inter-segmental curriculum.	2011-12	Faculty and Dean
Develop curriculum for a multi-media office procedures course and rename course Administrative Office Procedures (add distance education as a method of instruction).	2010-11	Faculty
Continue to build the Office Technology and Computer Applications program to include short-term certificates.	2009-10	Faculty
Continue to utilize updated software and equipment to meet the needs of students.	Ongoing	Instruction Office
Add additional faculty as needed.	Ongoing	Instruction Office/Dean

Criteria - COMPLIANCE

Commendations

- Courses have been update with Student Learning Outcomes to meet district guidelines
- Content of courses meet state, district and federal requirements
- The Office Technology and Computer Applications program meets annually with industry leaders on the Business Advisory Council

Previous Recommendations Completed

Recommendations	Status
Continue articulation with the local high schools and the California State University system.	Ongoing
Continue annual meetings with the Business Advisory Committee to evaluate current and future changes in the curricula to prepare students for today's' and future offices	Ongoing
Reorganize the current curricula and certificates to meet the needs in today's office technological and computer applications field.	Completed/Ongoing
Consider the fusion of the computer applications classes with office technology	Ongoing
Continue the Work/Study program to enrich the student awareness of technology utilization in today's offices.	Ongoing

Recommendations	Target Date	Person Responsible
Continue the Work Study program to enrich students in today's offices.	Ongoing	Faculty
Create an internship with local businesses to increase student's technological skills.	2010-11	Faculty, Advisory Committee
Move into or cross list the following courses in the Office Technology and Computer Applications discipline: CSIS 130, CSIS 162, CSIS 166, CSIS 167, CSIS 175, and CSIS 230.	Begin 2010	Faculty, Dean, Instruction Office
Consistently update the curricula and certificates.	Ongoing	Faculty
Continue to meet with the Business Advisory Committee.	Annually	Faculty and Dean
Continue articulation with the local high school and California State University system.	Ongoing	Faculty, Articulation Office, Instruction Office

APPENDIX A—KEY PERFORMANCE INDICATORS

Key Performance Indicator	FA 02	FA 03	FA 04	FA 05	FA 06	FA 07
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	15	6	6	7	7	5
Classes Offered (total # of sections)	16	6	6	7	7	5
Morning (Prior to 11:59AM)	4	2	3	4	3	4
Afternoon (12:00 to 4:29PM)	3	1	1	1	1	
Evening (4:30PM or Later)	2	2	1	2	2	
Arranged Hour	7	1	1		1	1
Weekend						
Short term	6	3	3	5	4	
Distance Education (full term)						1
Distance Education (short term)					1	
Enrollment	154	170	142	141	106	96
Weekly Student Contact Hours (WSCH)	627.08	817.64	688.33	599.86	396.11	308.2
Full-Time Equivalent Students (FTES)	21.5	28.03	23.6	20.57	13.58	10.57
Program Resources						
Full-Time Equivalent Faculty (FTEF)	1.6	1.17	1.17	1.31	1.02	1.11
Credit Reimbursement Rate	**$2,850.73**	**$2,790.53**	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$4,367.00**
Program Operation						
WSCH/FTEF	391.9	698.8	588.3	457.9	388.3	277.7
FTES/FTEF	13.4	24.0	20.2	15.7	13.3	9.5
Fill rate at Census	56.1	68.6	60.9	56.8	39.5	51.6
Program Success						
Error! Hyperlink reference not valid.	59%	60%	68%	55%	56%	40%
Retention Rate	88%	90%	87%	91%	85%	93%

Key Performance Indicator	FA 02		FA 03		FA 04		FA 05		FA 06		FA 07	
	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
Student Demographic Data												
	#	%	#	%	#	%	#	%	#	%	#	%
Gender												
Female	95	72%	99	63%	91	68%	89	72%	70	71%	31	84%
Male	37	28%	57	37%	43	32%	35	28%	28	29%	6	16%
Total	132	100%	156	100%	134	100%	124	100%	98	100%	37	100%
Age												
19 or younger	39	30%	54	35%	46	34%	37	30%	22	22%	9	24%
20-24	39	30%	49	31%	53	40%	44	35%	38	39%	9	24%
25-29	18	14%	17	11%	7	5%	14	11%	10	10%	3	8%
30-34	8	6%	11	7%	4	3%	10	8%	5	5%	5	14%
35-39	11	8%	8	5%	6	4%	7	6%	7	7%	4	11%
40-49	12	9%	12	8%	11	8%	9	7%	12	12%	6	16%
50 and above	5	4%	5	3%	7	5%	3	2%	4	4%	1	3%
Total	132	100%	156	100%	134	100%	124	100%	98	100%	37	100%
Ethnicity												
Asian	16	12%	26	17%	38	28%	18	15%	16	16%	4	11%
African American	11	8%	17	11%	12	9%	5	4%	11	11%	2	5%
Hispanic	60	45%	62	40%	49	37%	60	48%	33	34%	18	49%
Native American/Alaskan Native	1	1%	3	2%	2	1%	3	2%				
Other	1	1%	1	1%	3	2%	1	1%				
Caucasian	37	28%	43	28%	28	21%	29	23%	35	36%	10	27%
Decline to State	6	5%	4	3%	1	1%	5	4%	1	1%		
Missing					1	1%	3	2%	2	2%	3	8%
Total	132	100%	156	100%	134	100%	124	100%	98	100%	37	100%
Educational Goal												
Degree/Cert/Transfer	117	89%	136	87%	129	96%	115	93%	88	90%	20	54%
Career/Ed Development	15	11%	20	13%	5	4%	9	7%	10	10%	10	27%
Improve Basic Skills											1	3%
Undecided											6	16%
Total	132	100%	156	100%	134	100%	124	100%	98	100%	37	100%

Key Performance Indicator	SP 03	SP 04	SP 05	SP 06	SP 07	SP 08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	4	7	6	4	7	4
Classes Offered (total # of sections)	5	7	6	5	7	5
Morning (Prior to 11:59AM)	2	1	3	1	2	3
Afternoon (12:00 to 4:29PM)	1	1	1	3	1	
Evening (4:30PM or Later)	2	4	2		3	
Arranged Hour		1		1	1	2
Weekend						
Short term	2	1	1	1	2	2
Distance Education (full term)				1	1	1
Distance Education (short term)						1
Enrollment	131	168	120	110	115	85
Weekly Student Contact Hours (WSCH)	573.61	705.83	576.53	519.17	472.58	237.51
Full-Time Equivalent Students (FTES)	19.67	24.2	19.77	17.8	16.2	8.14
Program Resources						
Full-Time Equivalent Faculty (FTEF)	0.97	1.17	1.46	1.07	1.17	1.21
Credit Reimbursement Rate	**$2,850.73**	**$2,790.53**	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$4,367.00**
Program Operation						
WSCH/FTEF	591.4	603.3	394.9	485.2	403.9	196.3
FTES/FTEF	20.3	20.7	13.5	16.6	13.8	6.7
Fill rate at Census	91.7	61.1	54.7	59.5	46.1	40.8
Program Success						
Error! Hyperlink reference not valid.	53%	56%	65%	54%	57%	39%
Retention Rate	92%	83%	88%	83%	91%	92%

Key Performance Indicator	Sp 03		Sp 04		Sp 05		Sp 06		Sp 07		Sp 08	
	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
Student Demographic Data												
	#	%	#	%	#	%	#	%	#	%	#	%
Gender												
Female	81	72%	115	74%	74	71%	64	65%	70	70%	32	71%
Male	32	28%	41	26%	30	29%	34	35%	30	30%	12	27%
Missing											1	2%
Total	113	100%	156	100%	104	100%	98	100%	100	100%	45	100%
Age												
19 or younger	31	27%	41	26%	19	18%	18	18%	17	17%	10	22%
20-24	46	41%	61	39%	44	42%	43	44%	43	43%	7	16%
25-29	14	12%	13	8%	13	13%	14	14%	10	10%	13	29%
30-34	5	4%	14	9%	6	6%	4	4%	5	5%	5	11%
35-39	8	7%	5	3%	6	6%	6	6%	8	8%	3	7%
40-49	8	7%	12	8%	9	9%	9	9%	9	9%	3	7%
50 and above	1	1%	10	6%	7	7%	4	4%	8	8%	4	9%
Total	113	100%	156	100%	104	100%	98	100%	100	100%	45	100%
Ethnicity												
Asian	18	16%	44	28%	29	28%	25	26%	19	19%	5	11%
African American	5	4%	7	4%	10	10%	5	5%	3	3%	5	11%
Hispanic	55	49%	62	40%	41	39%	43	44%	46	46%	19	42%
Native American/Alaskan Native	2	2%	1	1%			2	2%	1	1%		
Other	3	3%	1	1%	1	1%	2	2%	1	1%		
Caucasian	24	21%	37	24%	22	21%	21	21%	29	29%	8	18%
Decline to State	4	4%	4	3%	1	1%			1	1%	1	2%
Missing	2	2%									7	16%
Total	113	100%	156	100%	104	100%	98	100%	100	100%	45	100%
Educational Goal												
Degree/Cert/Transfer	95	84%	148	95%	91	88%	89	91%	92	92%	33	73%
Career/Ed Development	18	16%	8	5%	13	13%	9	9%	8	8%	8	18%
Improve Basic Skills											1	2%
Undecided											3	7%
Total	113	100%	156	100%	104	100%	98	100%	100	100%	45	100%

Key Performance Indicator	SU 02	SU 03	SU 04	SU 05	SU 06	SU 07
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)	1			1	2	2
Classes Offered (total # of sections)	1			1	2	2
Morning (Prior to 11:59AM)	1					
Afternoon (12:00 to 4:29PM)						
Evening (4:30PM or Later)				1	1	1
Arranged Hour					1	1
Weekend						
Short term				1	1	
Distance Education (full term)				1	1	
Distance Education (short term)				1	1	
Enrollment	19			29	47	60
Weekly Student Contact Hours (WSCH)	92.36			56.39	173.06	106.58
Full-Time Equivalent Students (FTES)	3.2			1.93	5.93	3.65
Program Resources						
Full-Time Equivalent Faculty (FTEF)	0.24			0.1	0.34	0.35
Credit Reimbursement Rate	**$2,850.73**	**$2,790.53**	**$2,922.30**	**$3,259.71**	**$3,476.34**	**$4,367.00**
Program Operation						
WSCH/FTEF	384.8			563.9	509.0	304.5
FTES/FTEF	13.2			19.3	17.4	10.4
Fill rate at Census	50.0			72.5	51.3	59.4
Program Success						
Error! Hyperlink reference not valid.	68%			76%	53%	52%
Retention Rate	89%			93%	72%	82%

Key Performance Indicator	Su 02		Su 03		Su 04		Su 05		Su 06		Su 07	
	Year 1		Year 2		Year 3		Year 4		Year 5		Year 6	
Student Demographic Data												
	#	%	#	%	#	%	#	%	#	%	#	%
Gender												
Female	11	73%					20	83%	34	77%	9	69%
Male	4	27%					4	17%	10	23%	4	31%
Total	15	100%					24	100%	44	100%	13	100%
Age												
19 or younger	5	33%					2	8%	6	14%	2	15%
20-24	8	53%					11	46%	16	36%	3	23%
25-29	1	7%					2	8%	9	20%	3	23%
30-34							2	8%	3	7%	1	8%
35-39	1	7%					2	8%	2	5%		
40-49							4	17%	6	14%	2	15%
50 and above							1	4%	2	5%	2	15%
Total	15	100%					24	100%	44	100%	13	100%
Ethnicity												
Asian	1	7%					6	25%	8	18%	1	8%
African American									2	5%		
Hispanic	10	67%					10	42%	18	41%	7	54%
Native American/Alaskan Native									2	5%		
Other							1	4%				
Caucasian	4	27%					7	29%	13	30%	4	31%
Decline to State									1	2%	1	8%
Total	15	100%					24	100%	44	100%	13	100%
Educational Goal												
Degree/Cert/Transfer	12	80%					21	88%	43	98%	12	92%
Career/Ed Development	3	20%					3	13%	1	2%	1	8%
Total	15	100%					24	100%	44	100%	13	100%

Key Performance Indicator	Year 1	Year 2	Year 3	Year 4	Year 5	WN 08 Year 6
Program Access						
Majors (total)						
New Majors						
Courses Offered (total # of courses)						2
Classes Offered (total # of sections)						2
Morning (Prior to 11:59AM)						
Afternoon (12:00 to 4:29PM)						
Evening (4:30PM or Later)						
Arranged Hour						2
Weekend						
Short term						1
Distance Education (full term)						1
Distance Education (short term)						1
Enrollment						41
Weekly Student Contact Hours (WSCH)						36
Full-Time Equivalent Students (FTES)						1.23
Program Resources						
Full-Time Equivalent Faculty (FTEF)						0.3
Credit Reimbursement Rate						**$4,367.00**
Program Operation						
WSCH/FTEF						120.0
FTES/FTEF						4.1
Fill rate at Census						34.4
Program Success						
Error! Hyperlink reference not valid.						43%
Retention Rate						76%

Key Performance Indicator	Year 1		Year 2		Year 3		Year 4		Year 5		WN 08 Year 6	
Student Demographic Data												
	#	%	#	%	#	%	#	%	#	%	#	%
Gender												
Female											9	64%
Male											5	36%
Total											14	100%
Age												
19 or younger											1	7%
20-24											6	43%
25-29											3	21%
40-49											3	21%
50 and above											1	7%
Total											14	100%
Ethnicity												
Asian											3	21%
African American											1	7%
Hispanic											4	29%
Caucasian											5	36%
Missing											1	7%
Total											14	100%
Educational Goal												
Degree/Cert/Transfer											10	71%
Career/Ed Development											3	21%
Undecided											1	7%
Total											14	100%

Key Performance Indicator	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Program Resources						
Revenue: FTES* Reimbursement Rate	126,401	145,749	126,740	131,366	124,140	103,018
Total District Adopted Program Budget	n/a	no data	no data	no data	no data	no data
Support Personnel (wage without benefit, 2200 and 2400 in budget)	n/a	no data	no data	no data	no data	no data
Supplies (4300 in budget)	n/a	no data	no data	no data	no data	no data
Cost (district funds only)	n/a	no data	no data	no data	no data	no data
Total FTES for the year	44	52	43	40	36	24
Cost per FTES (district funds only)	n/a	no data	no data	no data	no data	no data
Program Success						
Degrees Awarded						
Certificates Awarded						
Skill Awards						
Licenses						
Career Technical Education Programs						
VTEA Grant						
Industry Contributions to Program Resources						
Available Jobs						
Attach one copy of the three most recent College Core Indicator Information forms for each of the appropriate TOP codes						
Please include "Student Satisfaction" and "Employer Satisfaction" in the program review write-up.						

APPENDIX B—CURRICULUM COURSE OUTLINES

Available at: www.curricunet.com/CITRUS

APPENDIX C—LIBRARY REPORT

CITRUS COLLEGE LIBRARY FALL 2008
PROGRAM REVIEW: OFFICE TECHNOLOGY

LIBRARY ACTIVITY:

Library Research Orientations 0

Circulation of materials: > 2% of total library circulation

LIBRARY RESOURCES:

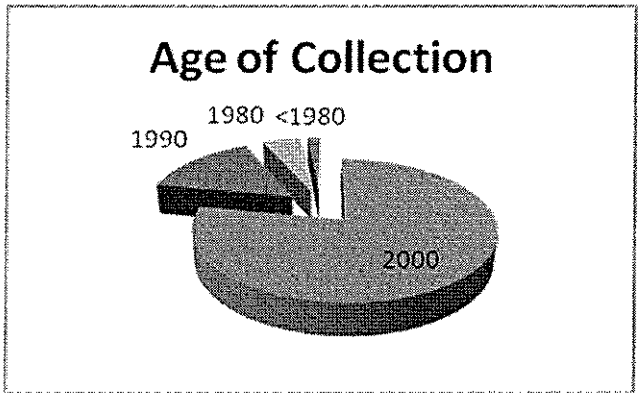
Dewey Call No. Range: 650-659

Collection size:

BOOKS	427
EBOOKS	1750
JOURNALS	5 PRINT (see eJournals below)
AV	48

EJOURNALS:

- Commerce
  - Accounting (80)
  - Advertising (51)
  - Business Communication (16)
  - Commerce - General (43)
  - International Commerce (84)
  - Local Commerce (82)
  - Marketing & Sales (220)
  - Vocational Guidance (20)
- Management
  - Industrial Management (52)
  - Management Styles & Communication (52)
  - Management Theory (103)
  - Office & Personnel Management (190)


Age of Collection
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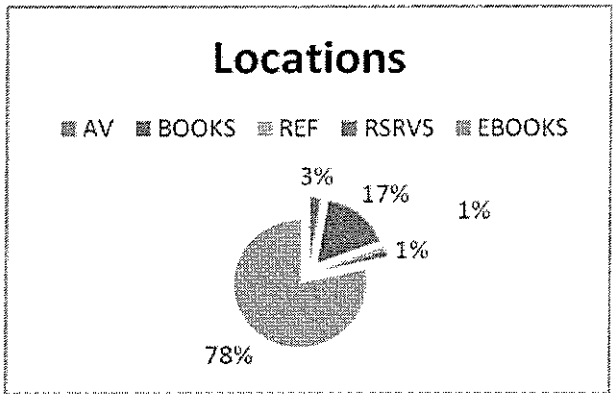
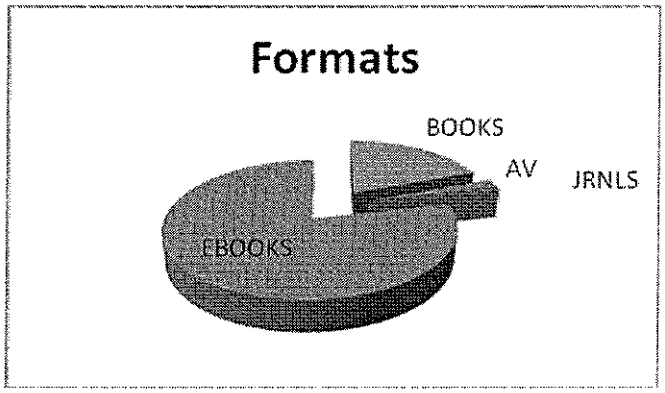
<1980
1990
2000


Locations
AV
BOOKS
REF
RSRVS
EBOOKS
3%
17%
1%
1%
78%


Formats
BOOKS
AV
JRNLS
EBOOKS

ONLINE DATABASES AVAILABLE AT CITRUS LIBRARY:

Electronic books: netLibrary access to more than 18,000 electronic books is available
Journal Articles and reference databases:

ALL ONLINE DATABASES	
Academic Search Premier (1975-)	Historical Los Angeles Times 1881-1966
Alldata Online	History Reference Center
Alt HealthWatch(1990-)	Issues & Controversies: American History
Annals of American History Online	Learning Express Test Prep
Auto Repair Reference Center	LEXIS-NEXIS Academic
Biography Resource Center	Literature Resource Center
Biology Journals	Literary Reference Center
Book Index with Reviews	MagillOnLiterature Plus
Books in Print with Reviews	Magill on History
Business Source Premier(1965-; some 1922-)	Magill's Medical Guide
Communication & Mass Media	MasterFILE Premier(1975-)
CountryWatch	MEDLINE
CQ Researcher 1991-	Military & Government(current)
EBSCO Animals	MLA International Bibliography
Encyclopaedia Britannica Online	Newspaper Source (1997-)
ERIC(1983-)	Oxford English Dictionary
Funk & Wagnalls New World Encyclopedia	Primary Search
Gale Virtual Reference Library	Professional Development(1965-)
Green File	Psychology & Behavioral Science(1965-)
Grove Art Online	Regional Business News(1995-)
Health Source	Religion & Philosophy (1975-)
Health Source: Nursing	SIRS Researcher Full text articles (1989-)
	Tuition Funding Sources
	Vocational & Career(1985-)
	Webster's 3rd New International Dictionary, Unabr.

APPENDIX D—OTHER (Proposed Changes in Certificates)

File Clerk Certificate

Program Description

The File Clerk certificate program prepares you in two semesters entry-level office skills and provides employment training for entry-level positions in the business world. The student will be able to examine incoming material and code it numerically, alphabetically, or by subject matters. The will also be able to enter data electronically in other storage devices.

Students who successfully complete this program are prepared to:

- use email to communicate with others;
- understand and utilize filing procedures;
- use electronic calendars; and
- use correct spelling, grammar, and punctuation in their documents

Course Number	Course Name	Units
OFF 057	Computer Keyboarding	1
OFF 101	Introduction to Microsoft Office Applications	3
OFF 215	Introduction to Microsoft Outlook	2
OFF 281	Filing & Records Management	3
OFF 154-161	Professional Development Series (Any 3)	3
	TOTAL UNITS	**12**

Receptionist and Information Clerk Certificate

Program Description

The Receptionist and Information Clerk certificate program prepares you in two semesters entry-level office skills and provides employment training for entry-level positions in the business world The student will be able to use multiline telephone systems, personal computers, and fax machines. The student will also be able to take messages, sort mail, collect and distribute parcels, transmit and deliver facsimiles, update appointment calendar, prepare travel vouchers and basic word processing and filing.

Students who successfully complete this program are prepared to:

- Using current Office applications program;
- compose routine email messages;
- use email to communicate with others;
- understand and utilize filing procedures;
- use electronic calendars; and
- use correct spelling, grammar, and punctuation in their documents

Course Number	Course Name	Units
OFF 057	Computer Keyboarding	1
OFF 101	Introduction to Microsoft Office Applications	3
OFF 281	Filing & Records Management	3
OFF 291	Introduction to Technology	2
OFF 294	Beginning Microsoft Word	2
OFF 154-161	Professional Development Series (Any 3)	3
	TOTAL UNITS	**14**

General Office Clerk Certificate

Program Description

The General Office Clerk certificate program prepares you in two semesters entry-level office skills and provides employment training for entry-level positions in the business world. The student will be to keyboard data, file data on computers, keep payroll records, access information, make photocopies, set up spreadsheets, work with customers, take inventory, and prepare invoices and answer questions on department services.

Students who successfully complete this program are prepared to:

- format letters, memos, tables, and reports using current Office applications program;
- compose routine letters, memos, and email messages;
- use email to communicate with others;
- understand and utilize filing procedures;
- use electronic calendars; and
- use correct spelling, grammar, and punctuation in their documents

Course Number	Course Name	Units
OFF 101	Introduction to Microsoft Office Applications	3
OFF 215	Introduction Microsoft Outlook	2
OFF 260	Computer Keyboarding & Document Processing	3
OFF 281	Filing & Records Management	3
OFF 291	Introduction to Technology	2
OFF 294	Beginning Microsoft Word	2
OFF 154-161	Professional Development Series (Any 3)	3
	TOTAL UNITS	**18**

Administrative Assistant Certificate

Students enrolled in the in administrative assistant certificate program are prepared to manage functions in the office environment. The student will be able to serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects and disseminate information by using the telephone, mail services, Web sites, and email. They will also be able to handle travel and guest arrangements. This program is recommended for experienced office staff as well as entry-level office workers who are looking to increase their potential for promotion. Graduates will have expert office skills and in-depth software knowledge. The program provides training in office information systems, records management and human relations.

Students who successfully complete this program are prepared to:

- Understand current office procedures and techniques.
- Handle a variety of internal and external business forms and understand their purposes.
- Operate a variety of business machines, including computer equipment, photocopy machines, facsimiles, printers, telephone and calculating machines.
- Exhibit management initiative and dependability, follow directions, and have pride in good work.
- Understand the systems and procedures of organizing and planning office work, and exercising leadership skills that make the modern employer-employee relationship a pleasant, reward and successful experience.

Course Number	Course Name	Units
OFF 101	Introduction to Microsoft Office Applications	3
OFF 120	Excel Spreadsheet	2
OFF 215	Introduction to Microsoft Outlook	2
OFF 260	Computer Keyboarding & Document Processing	3
OFF 281	Filing & Records Management	3
Off 285	Administrative Office Procedures	3
OFF 294	Beginning Microsoft Word	2
OFF 154-161	Professional Development Series (Any 3)	3
BUS 150	Business English	3
	TOTAL UNITS	**24**

Administrative Office Management Certificate

Students enrolled in the in administrative office management certificate program are prepared to manage functions in the office environment. The student will be able to maintain equipment and machinery; evaluate strength and weakness of employees; oversee the work; establish schedules and meetings; evaluate worker's performance; interview prospective employees; organize office procedures; and act as a liaison between the administrative support staff and the professional, technical and managerial staff. This program is recommended for experienced office staff as well as entry-level office workers who are looking to increase their potential for promotion. Graduates will have expert office skills and in-depth software knowledge. The program provides training in office information systems, work process and organizational performance improvement, human relations, business communications, and business decision making.

Students who successfully complete this program are prepared to:

- Understand the principles of personnel supervision and administration including the recruiting and hiring process, training and development, motivating the workforce, completing an appraisal and improving productivity.
- Understand current office procedures and techniques.
- Handle a variety of internal and external business forms and understand their purposes.
- Operate a variety of business machines, including computer equipment, photocopy machines, facsimiles, printers, telephone and calculating machines.
- Exhibit management initiative and dependability, follow directions, and have pride in good work.
- Understand the scope of business operations and economics systems.
- Understand the systems and procedures of organizing and planning office work controlling employees' performance, and exercising leadership skills that make the modern employer-employee relationship a pleasant, reward and successful experience.
- Understand the tools used to make business decisions using quantitative data.

Course Number	Course Name	Units
OFF 101	Introduction to Microsoft Office Applications	3
OFF 120	Excel Spreadsheet	2
OFF 215	Introduction to Microsoft Outlook	2
OFF 260	Computer Keyboarding & Document Processing	3
OFF 281	Filing & Records Management	3
OFF 285	Administrative Office Procedures	3
OFF 294	Beginning Microsoft Word	2
OFF 154-161	Professional Development Series (Any 3)	3
BUS 150	Business English	3
BUS 152	Business Communications	3
BUS 176	Management for the Office Professional	3
	TOTAL UNITS	**30**

APPENDIX E

Office Technology and Computer Applications Program SLO and Course Matrix

Program SLO #	057	101	120	154	155	156	157	158	159	160	161	201	215	260	281	*285	291	294
1	X	X		X	X	X	X	X	X	X	X			X	X			X
2		X	X									X	X			X	X	
3a		X												X	X			
3b		X											X		X	X		
4a	X	X												X		X		
4b		X	X										X				X	X
5				X	X	X	X	X	X	X	X							
6	X	X	X									X	X	X		X	X	X

*OFF 285 is inactive and will be reinstated by spring 2010.

INDEPENDENT CONTRACTOR AGREEMENT
Board of Trustees Meeting – June 16, 2009

CONTRACTOR CONSULTANT/ DEPARTMENT	RATE	FUNDING SOURCE	PERIOD	SERVICE
ADMINISTRATIVE SERVICES				
Cannon, Merle	$6,000 00max	District	7/1/09-6/30/10	Five Year Plan
Cannon, Merle	$6,000.00max	District	7/1/09-6/30/10	Space Inventory
Geobase, Inc.	$62,000 00max	Bond	5/1/07-12/30/09 *Revision*	Geotechnical Investigation Soil Testing For Softball Fields
Geobase, Inc.	$75,000 00max	District/Bond	10/1/07-12/30/10 *Date Revision*	Geotechnical Investigation – Vocational Technology Building
School Services of California	$5,000 00max	District	7/1/09-6/30/10	Community College Updates
CHILD DEVELOPMENT CENTER				
Alcaraz, Cinthya B	$1,140.00max	Grant	6/16/09-2/10/10	Foster Care Ed
Arteaga, Elisa	$600 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Baeza, Martin	$600.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Brown, Patrice	$10,000.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Browne, Sandra	$1,540 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Browne, Sandra	$1,652 00max	Grant	6/17/08-6/30/09 *Revision*	Foster Care Ed
Carson, Kelly Lynn	$4,025.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Carson, Kelly Lynn	$220 00max	Grant	7/1/09-6/30/10	Pre/Post Meets & T4T Meetings
Cash, Frank	$450 00max	Grant	7/1/09-6/30/10	Trainer for Foster Parent Training
Cash, Frank	$400 00max	Grant	7/1/09-6/30/10	Shadow Trainer for Foster Parent Training
Cash, Karen	$13,000 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Cash, Karen	$15,010.00max	Grant	7/1/09-6/30/10	Facilitator for Foster Parent Training
Chung, Carrie Ann	$2,808 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Crain, Dan	$4,000.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Dickson, Maria	$368.00max	Grant	7/1/09-6/30/10	Foster Care Ed & Kinship Orientation
Dixon, Karen	$12,950.00max	Grant	7/1/09-6/30/10	Facilitator for Foster Prarent Training
Dixon, Karen	$10,000.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Doakes, Sarah	$3,900 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Fisher, Christal	$1,579.40max	Grant	7/1/09-6/30/10	Foster Care Ed
Garcia, Corrine	$2,040.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Garcia, Corrine	$255 00max	Grant	4/7/09-6/30/09 *Revision*	Foster Care Ed
Garcia, Marlene	$1,980.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Garcia, Marlene	$2,415.00max	Grant	6/17/08-6/30/09 *Revision*	Foster Care Ed
Geiselman, Patricia	$1,600 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Granillo, Lisa	$1,890.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Haghani, Natalie	$4,050.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Haghani, Richard	$7,315.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Hernandez, Jaime	$220.00max	Grant	7/1/09-6/30/10	Pre/Post Meets & T4T Meetings
Hernandez, Jaime	$4,025 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Hernandez, Jaime	$1,500.00max	Grant	7/1/09-6/30/10	Food Provider – Foster Program
Hill, James	$3,000.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Islas, Jose	$2,000 00max	Grant	7/1/09-6/30/10	Training for Foster Parent Training
Johnson, Saundra L.	$1,116 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Mathis, Bernard	$1,500.00max	Grant	7/1/09-6/30/10	Foster Care Ed
McClellan, Sheila	$3,000.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Paddock, Lee Ann	$10,990.00max	Grant	7/1/09-6/30/10	Facilitator/Trainer for Foster Parents
Razo, Jorge	$5,980 00max	Grant	7/1/09-6/30/10	Facilitator for Foster Parents
Razo, Jorge	$5,120.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Robertson, Deena	$630.00max	Grant	7/1/09-6/30/10	Foster Care Ed/Kinship Orientation

Smith, TaWanna Jean	$1,626.00max	Grant	11/4/08-6/30/09 *Revision*	Foster Care Ed
Smith, TaWanna Jean	$2,775 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Switanowski, Lori	$6,930 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Turner, Leanne	$1,900.00max	Grant	7/1/09-6/30/10	Foster Care Ed
Vracin, Alex	$3,888.00max	Grant	7/1/09-6/30/10	CPR/First Aid/Water Safety Trainer
Walker, Joseph	$1,000 00max	Grant	7/1/09-6/30/10	Foster Care Ed
Washington, Gwen H	$7,056 00max	Grant	7/1/09-6/30/09	Foster Care Ed
FINE AND PERFORMING ARTS				
Booth, Michael	$1,500.00max	District	7/1/09-6/30/10	Video Editing
Castillo, Brenda	$750.00max	District	6/16/09-6/30/09	Choreography Workshop
Castler, Gary	$1,800.00max	District	7/1/09-6/30/10	Costume Designer
Desantis, Mark	$150.00max	District	6/17/09-6/30/09	Music Arranging/Copying
Krinke,Lynda	$2,400.00max	District	6/17/09-6/30/09	Costume Design
Sears, Tony	$650 00max	District	7/1/09-6/30/10	Photographer-Summer Theatre
Volonte, Vanessa	$500.00max	District	6/17/09-6/30/09	Graphic Designer – ETT
Williams, Jason	$990 00max	District	6/17/09-6/30/09	Stage Manager
HEALTH SCIENCES				
Citrus Valley Medical Center	no fee	no fee to district	7/1/09-6/30/10	Clinical Education
San Antonio Community Hospital	no fee	no fee to district	8/1/09-8/1/10	Clinical Education
HUMAN RESOURCES				
Daugherty, Walter F.	$14,300 00max	District	7/1/08-6/30/09	Hearing Officer
LOS ANGELES/ORANGE COUNTY REGIONAL CONSORTIUM				
Education 4 Work	$40,000 00max	District	7/1/09-6/30/10	Coodinate Staff Development
Education Strategic Planning	$70,000 00max	District	7/1/09-6/30/10	Grant Leadership
PHYSICAL EDUCATION				
Zippin, Jerrett M.D	$8,000 00max	District	7/1/09-6/30/10	Medical Services
TECH PREP REGIONAL COORDINATION PROJECT-LA COUNTY/REGION 7				
Education Strategic Planning	$37,500 00max	District	7/1/09-6/30/10	Tech Prep Regional Coordination Project – Project Direction

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

Use of Facilities
June 16, 2009

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
Monrovia Aquatix	Pool	Swim Practice	5/16/2009	$250.00 plus additional labor if required
Getting That Girl LLC	Several Campus Locations	Movie Filming	5/22/09 through 5/28/09	$9,700.00 plus additional labor if required
Western Christian High School	Baseball Field	Baseball Games	5/22/09 and 5/26/09	$525.00 plus additional labor if required
Inland Adventure Boot Camp	Tennis Courts	Exercise Boot Camp	Monday, Wednesday and Friday 5/26/09 through 9/30/09	$940.00 plus additional labor if required
FLS International	LH102	Training	6/17 & 6/18/09	$100.00 plus additional labor if required
Sanburg Middle School	Pool	Pool Party	6/10/2009	$450.00 plus additional labor if required
Adage Dance Center	Performing Arts Center	Dance Recital	6/12 & 6/13/09	$5,005.00 plus additional labor if required
FLS International	Classrooms	Summer Classes	Monday through Friday 6/15/09-8/28/09	$21,030.00 plus additional labor if required
Glendora High School Field	Football Practice Field	Field Hockey Clinics	7/7,7/8, 7/9, 7/14, 7/15 & 7/16/09	$1,200.00 plus additional labor if required
Kare Youth League	Stadium Track and Field Areas	Track Meet	8/6/2009	$1,262.50 plus additional labor if required
Team Millennia Performing Arts Foundation	Performing Arts Center and PA192	Dance Showcase	8/29/2009	$3,337.50 plus additional labor if required
Gladstone High School	Stadium and Locker Rooms	2009 Season Football Games	9/4, 9/10, 9/18, 10/22, 10/30 and 11/6/09	$15,600.00 plus additional labor if required
Pomona Steelers	Stadium	Youth Football Games	9/12, 9/20, 9/26, 10/18 and 11/7/09	$17,500.00 plus additional labor if required
Marcus Coleman	Performing Arts Center	Children's Music and Art Program	10/10/2009	$2,950.00 plus additional labor if required
Angels of Hope USA	Performing Arts Center	Fundraiser	11/21/2009	$2,950.00 plus additional labor if required
Dancecapade Inc.	Performing Arts Center and PA192 & 193	Dance Showcase	5/30/2010	$3,467.50 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
May, 2009		
B WARRANT AMOUNT PAID TO VENDORS		$3,417,206.37
GRANT AMOUNT PAID TO STUDENTS		$495,134.00
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
200	C1J-C	$1,670,031.91
441	C3J-C	$633,652.32
497	C3J-N	$283,162.59
20	133-C	$28,049.61
29	133-N	$16,663 86
2	140-C	$2,586.95
6	140-N	$2,164.38
1	C2K-C	$5,259 66
350	C2K-N	$1,462,774.22
1,546		$4,104,345.50
ske		
7/6/2009		

INCLUDES 05/01/2009 - 05/31/2009

PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
09-11488	L-1 ENROLLMENT SERVICES	9200	BLANKET PO	01-5860	14,000 00
09-11993	KIMBLE CHASE LLC	0311	SUPPLIES	01-4300	199.69
09-12152	CDW-G	9100	EXTERNAL HARD DRIVE	01-6400	947 20
09-12216	BURCH FABRICS	0281	SUPPLIES	01-4300	690 90
09-12240	DELL COMPUTER CORP	0010	COMPUTER	01-6410	1,092.34
09-12251	CDW-G	3200	SOFTWARE	01-4300	1,080 00
09-12254	LUSH LIFE MUSIC	0010	SUMMER TOUR MUSIC -	01-4300	186 02
09-12259	ATM CONCRETE, INC	9140	REPAIRS	01-5630	1,600 00
09-12260	SAFLOK	9040	SUPPLIES	01-6400	3,147.24
09-12261	OWL CAFE	9430	REFRESHMENTS	01-4300	95 05
09-12262	SNAP-ON TOOLS CORPORATION	3060	TOOL CARTS	01-6400	1,670 44
09-12263	SNAP-ON TOOLS CORPORATION	3060	TOOL CARTS	01-6400	1,249.03
09-12264	THE PROMOTIONS DEPT ATTN: B.SHIBATA	3120	SUPPLIES	33-4300	876 69
09-12265	REFLECTIONS BY KRYTHA	3120	ART BLAST SUPPLIES	33-4300	131.10
09-12266	FRED PRYOR SEMINARS	9100	REGISTRATION	01-5200	79 00
09-12267	ADTECH SYSTEMS, INC.	9220	CHART CLAMP	01-4300	59.16
09-12268	TECH DEPOT AN OFFICE DEPOT	9100	CABLES	01-4300	112.48
09-12269	MOVIES UNLIMITED	3160	AV MEDIA	01-6300	482 43
09-12270	DELL COMPUTER CORP	9672	COMPUTERS	01-6400	3,040 36
09-12271	DELL COMPUTER CORP	9100	SERVERS	01-6400	20,311 14
09-12272	SEHI COMPUTER PRODUCTS	9030	PRINTERS	01-4300	359.37
				01-6400	4,995 48
09-12273	SEHI COMPUTER PRODUCTS	9220	PRINTER	01-4300	150.69
				01-6400	233.40
09-12274	SEHI COMPUTER PRODUCTS	9100	PRINTERS	01-6400	1,837 79
09-12275	DELL COMPUTER CORP	9681	SERVER	01-6400	5,152 50
09-12276	DELL COMPUTER CORP	9681	VIDEO CONFERENCE	01-6400	8,525.87
09-12277	DELL COMPUTER CORP	9681	COMPUTERS	01-6400	13,303 97
09-12278	AMAZON COM CORPORATE	9300	SUPPLIES	01-4300	135 98
09-12279	NASCO	3200	EQUIPMENT GRANT	01-4300	.00
				01-6400	1,790.69
09-12281	R & D BUSINESS INT 000446	9681	FURNITURE	01-6400	15,273.26
09-12282	DELL COMPUTER CORP	9680	COMPUTER	01-6400	1,013 45
09-12283	S & R SPORTS	9330	SWIMSUITS	39-4300	1,718 23
09-12284	NATIONAL CRIME PREVENTION COUNCIL	3120	TRAINING CURRICULUM	33-4300	495 11
09-12285	OWL CAFE	9680	FOOD	01-4300	151.86
09-12286	QUALITY MATERIAL HANDLING INC	9030	BLANKET PO	01-4300	2,500 00
09-12287	MARINA MUSIC SERVICE	0010	MUSIC	01-4300	234.61
09-12288	GLENDORA TROPHY	3160	PERPETUAL PLAQUE	01-4300	71 01
09-12289	INSIGHT MEDIA	0020	DVD	01-4300	151 86
09-12290	INSIGHT MEDIA	0020	DVD	01-4300	173.71
09-12291	INSIGHT MEDIA	0020	DVD	01-4300	140 93
09-12292	TRI-BEST VISUAL DISPLAY	9681	FURNITURE	01-6400	1,250 79
09-12293	BIG CERAMICS STORE	3370	CERAMICS SINK	01-6400	1,397.31
09-12294	ARIA MEDICAL EQUIPMENT	3370	NURSING CRIB	01-6400	3,255 94
09-12295	MKH MEDICAL ELECTRONICS	0060	EQUIPMENT REPAIR	01-5630	374 73
09-12296	DEMCO INC.	9260	SUPPLIES	01-4300	103.90

INCLUDES 05/01/2009 - 05/31/2009

PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
09-12297	KI	9681	COMPUTER TABLES	01-6400	4,891.85
09-12298	KAVO DENTAL	3370	DENTAL ASSISTING	01-6400	2,581 61
09-12299	THE CAMERA HOUSE	0010	VIDEO EQUIPMENT	01-5610	136 56
09-12300	R & D BUSINESS INT. 000446	9672	CHAIRS	01-6400	2,379 54
09-12301	KI	9680	FURNITURE	01-6400	4,899.23
09-12302	COSTCO WHOLESALE	0020	SUPPLIES	01-4300	950.00
09-12303	COSTCO WHOLESALE	9420	SUPPLIES	01-4300	950 00
09-12304	ACADEMIC SENATE FOR CALIFORNIA	9550	REGISTRATION	01-5200	725 00
09-12305	ASSOCIATION FOR INSTITUTIONAL RESEARCH	9300	REGISTRATION	01-5200	310.00
				01-5300	125.00
09-12306	DOTEASY TECHNOLOGY INC.	9100	DOMAIN RENEWAL FEE	01-5840	45.00
09-12307	OWL BOOKSHOP	3270	2009 COMMENCEMENT PINS	01-4300	1,278 23
09-12308	HOORAY PROMOS	9230	APPAREL	01-4300	1,557.08
09-12309	DISCOUNT SCHOOL SUPPLY	0020	BLANKET PO	01-4300	999.51
09-12310	OWL BOOKSHOP	9081	SUPPLIES	01-4300	375 00
09-12311	OWL BOOKSHOP	9081	SUPPLIES	01-4300	737.44
09-12312	OWL CAFE	9430	BOTTLE WATER	01-4300	81 94
09-12313	UNIVERSITY OF LAVERNE	9660	DISBURSEMENT	01-5800	25,000 00
09-12314	CPP, INC	9151	SUPPLIES/BOOKS	01-4300	149 07
09-12315	OWL CAFE	9081	FOOD	01-4300	977 79
09-12316	UNIVERSITY OF LAVERNE	9660	DISBURSEMENT	01-5800	17,694 87
09-12317	HOORAY PROMOS	9081	STAFF SHIRTS	01-4300	544 07
09-12318	COLLEGE SOURCE	9290	NEW SITE LICENSE	01-5800	2,067 00
09-12319	DELL COMPUTER CORP	9150	SUPPLIES	01-4300	301 92
09-12320	ALIMED, INC., ORDER DEPT	9151	SUPPLIES	01-4300	71 55
09-12321	TRI-BEST VISUAL DISPLAY	9081	WHITEBOARD	01-6400	633.89
09-12322	DELL COMPUTER CORP	9290	COMPUTER	01-6400	1,036 12
09-12323	ASSESSMENT TECHNOLOGIES INSTITUTE, LLC	9151	SUPPLIES	01-4300	215 84
09-12324	SEHI COMPUTER PRODUCTS	9230	PRINTER	01-6400	828 33
09-12325	GS CONSULTANTS	9151	REGISTRATION FEES	01-5200	775 00
09-12326	UNIVERSITY OF LAVERNE	9660	ULV DISBURSEMENT FOR	01-5800	25,000 00
09-12327	STRATFORD TILEWORKS ATHENA BY VIRGIL	9375	DESIGN TILES FOR FIELD	42-5800	7,500.00
09-12328	APPLE INC	0281	COMPUTERS	01-6400	4,008 00
09-12329	FREESTYLE PHOTOGRAPHIC SUPPLY	0010	LAB SUPPLIES -	01-4310	4,204 56
09-12330	POWELL CAMERA SHOP	0010	LAB SUPPLIES -	01-4300	2,773 68
09-12331	ABC NEWS	3160	MEDIA SITE LICENSE	01-6300	131 10
09-12332	OTHER WORLD COMPUTING	0281	COMPUTER SUPPLIES	01-6400	1,716.22
09-12333	APPLE INC	3200	SERVER	01-6400	6,848.88
09-12334	GRAY BAR ELECTRIC	9100	NETWORK RACK	01-6400	339 69
09-12335	TOSHIBA DIRECT GOV/ED WESTERN DIVISION	9100	COMPUTERS	01-6400	6,313.10
09-12336	NEC UNIFIED SOLUTIONS, INC.	9100	DIGITAL CARD - PHONE	01-6400	3,404 44
09-12337	ARROW WIRE AND CABLE	9100	SUPPLIES	01-6400	2,454 85
09-12338	HIGH PERFORMANCE	9100	HP SERVERS	01-6400	9,253.48
09-12339	FULL COMPASS ATTN: KEN	0281	SUPPLIES	01-6400	756 26
09-12340	APPLE INC	9100	SERVER	01-6400	6,778 58
09-12341	LENOVO INC	9672	THIN CLIENT SOFTWARE	01-6400	21,511 33

INCLUDES 05/01/2009 - 05/31/2009

PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
09-12342	LOS ANGELES COUNTY OFFICE OF EDUCATION	3370	HIGH SCHOOL GUIDES	01-4300	8,705.84
09-12343	AMAZON COM CORPORATE	0020	VIDEO CAMERA	01-4300	737 43
09-12344	AMAZON.COM CORPORATE	0020	SUPPLIES	01-4300	193.46
09-12345	CDW-G	0020	SUPPLIES	01-4300	751 86
09-12346	DELL COMPUTER CORP	9375	COMPUTERS - FIELD HOUSE	42-6400	18,111 57
09-12347	CUSTOM SIGNS INC	9151	SIGN BANNERS	01-4300	1,966.50
				01-5800	00
09-12348	UNIVERSITY OF LAVERNE	9660	ULV DISBURSEMENT	01-5800	18,000 00
09-12349	STAMP OUT	9020	SIGNATURE STAMP	01-4300	28.35
09-12350	J & J SPORTS	9340	LIFEGUARD T-SHIRTS	01-4300	.00
				39-4300	622.73
09-12351	HRC - CYPRESS COLLEGE	3370	CATERING	01-5800	671 78
09-12352	SEHI COMPUTER PRODUCTS	3370	PRINTER	01-6400	400 49
09-12353	UNITED WAY	3370	UNITED WAY	01-5800	96,048 00
09-12354	GLENDALE COLLEGE CAFETERIA	3370	CATERING	01-5800	775 00
09-12355	GBC/EDUCATION DIVISION	9110	SUPPIES	01-4310	1,446.79
09-12356	SIGURDSON SALES & SERVICE	9110	REPART BOOKLET MAKER	01-5630	1,092.50
09-12357	PLAZA PRODUCE	9170	CATERING	01-5800	96.78
09-12358	ARROW RESTAURANT EQUIPMENT	9375	ICE MACHINE - FIELD	42-6400	4,925.26
09-12359	DYNASYS TECHNOLOGIES, INC	3090	ELECTRONIC EQUIPMENT	01-4300	660 04
09-12360	WESTERN AUDIO VISUAL CORP	9680	VGA SWITCHERS	01-6400	3,415 08
09-12361	COMPUTERLAND OF SILICON VALLEY ATTN: EDUCATION	3370	SOFTWARE	01-4300	218 48
09-12362	RSPE AUDIO SOLUTIONS	0281	AUDIO EQUIPMENT	01-6400	3,865.81
09-12363	VIZUAL SYMPHONY	9100	MULTIMEDIA EQUIPMENT	01-6400	7,620.72
09-12364	HEWLETT-PACKARD CORP	9100	COMPUTER SUPPLIES	01-4300	3,541 06
09-12365	4SERVICE INC	9100	BLANKET PO - DATA	01-5810	550.00
09-12366	ADVANCED DATA PROTECTION SERVI CES, INC	9100	BLANKET PO - DATA	01-5810	350 00
09-12367	HENRY SCHEIN DENTAL	3370	DENTAL EQUIPMENT	01-6400	9,936.29
09-12368	WESTERN AUDIO VISUAL	3370	LCD PROJECTOR - PC-309	01-5800	988.66
				01-6400	3,133.13
09-12369	CCLC	9260	ONLINE DATABASE	01-5800	2,700.00
09-12370	INNOVATIVE ESSENTIALS.COM	0281	EQUIPMENT	01-6400	492 48
09-12371	TELECOM & TECHNICAL	9672	CABLING INSTALLATION	01-4300	3,712 00
				01-5800	3,944.24
09-12372	HIGH PERFORMANCE	9680	COMPUTER SUPPLY	01-4300	95 05
09-12373	HIGH PERFORMANCE	9672	COMPUTER SUPPLIES	01-4300	855 43
09-12374	ACCUVANT INC	9100	FIREWALL	01-6400	16,758 00
09-12375	CED INDUSTRY	9040	LIGHTING UPGRADE CC	01-6100	3,001 96
09-12376	ARROW PARKING	9375	LANDSCAPE - ADA RAMP	42-6100	1,250 00
09-12377	HARDY DIAGNOSTICS	9672	BIOLOGY SUPPLIES	01-4300	348 38
09-12378	CAROLINA BIOLOGICAL SUPPLY	9672	BIOLOGY SUPPLIES	01-4300	142 31
09-12379	OWL BOOKSHOP	9660	BLANKET PO	01-4300	8,047.73
09-12380	WESTERN AV CORP	9672	INTERACTIVE PEN DISPLAY	01-6400	2,520 66
09-12381	AZUSA UNIFIED SCHOOL DISTRICT	3370	REIMBURSEMENT	01-5800	400 00
09-12382	DUARTE UNIFIED SCHOOL DISTRICT	3370	REIMBURSEMENT	01-5800	500 00

INCLUDES 05/01/2009 - 05/31/2009

PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
09-12383	CLAREMONT UNIFIED SCHOOL DIST.	3370	REIMBURSEMENT	01-5800	500 00
09-12384	BANNERLAND	9672	TABLE SKIRT	01-4300	215.77
09-12385	BANNERLAND	9680	TABLE SKIRT	01-4300	215.77
09-12386	CITRUS COLLEGE FOUNDATION	9670	ENDOWMENT	01-5800	1,785 00
09-12387	AD INSTRUMENTS, INC	9672	RESPIRATORY KITS	01-4300	1,122 50
09-12388	CLARION AT CITRUS	9420	CLARION ADVERTISING	01-5830	2,970.00
09-12389	LOS ANGELES COUNTY OFFICE OF EDUCATION	3370	GETTING READY FOR HIGH SCHOOL GUIDES	01-4300	2,672.78
09-12390	TRI-BEST VISUAL DISPLAY	0020	WHITEBOARDS	01-4300	714.07
09-12391	TRI-BEST VISUAL DISPLAY	0020	WHITEBOARDS	01-6400	714.07
09-12392	TRI-BEST VISUAL DISPLAY	0020	WHITEBOARDS	01-6400	714 07
09-12393	TRI-BEST VISUAL DISPLAY	9420	WHITEBOARDS	01-6400	714 07
09-12394	TRI-BEST VISUAL DISPLAY	9420	WHITEBOARD	01-4300	714 07
09-12395	TECH DEPOT AN OFFICE DEPOT	9010	COMPUTER SUPPLY	01-4300	99 94
09-12396	AMAZON COM CORPORATE	9290	BOOKS	01-4300	1,630 33
09-12397	WALMART	9300	APPLIANCES	01-6400	54.58
09-12398	CAROLINA BIOLOGICAL SUPPLY	9672	BIOLOGY SUPPLIES	01-4300	147.80
09-12399	CAROLINA BIOLOGICAL SUPPLY	9672	SUMMER ACADEMY	01-4300	815.05
09-12400	VISUCATE	3370	SOFTWARE	01-4300	10,597.25
09-12401	FULL COMPASS ATTN: KEN	9100	PROJECTOR	01-6400	1,841.18
09-12402	CASBO PROFESSIONAL DEVELOPMENT	9250	CANCELLATION FEE	01-5200	150.00
09-12403	DELL COMPUTER CORP	9680	COMPUTERS	01-6400	6,651 98
09-12404	ORANGE COUNTY PRINTING	9344	LANYARDS	01-4300	1,442.10
09-12405	SURVIVAL SKILLS & COMPANY	0310	FIRST AID BAGS	01-4300	326 01
09-12406	UNIVERSITY OF ALASKA PRESS	0030	SUPPLIES	01-4300	20.66
09-12407	ORANGE COUNTY PRINTING	9344	PROMOTIONAL ITEMS	01-4300	3,157.33
09-12408	ORANGE COUNTY PRINTING	9344	PROMOTIONAL ITEMS	01-4300	923 16
09-12409	ORANGE COUNTY PRINTING	9344	PROMOTIONAL ITEMS	01-4300	1,365 63
09-12410	ORANGE COUNTY PRINTING	9344	PROMOTIONAL ITEMS	01-4300	1,633.29
09-12411	ORANGE COUNTY PRINTING	9344	PROMOTIONAL ITEMS	01-4300	1,524 04
09-12412	EDUCATION TO GO	9330	ENROLLMENT FEES	39-5800	229 00
09-12413	SAN GABRIEL VALLEY	9451	EXHIBITOR SPACE FEE	01-5220	00
				01-5800	400 00
09-12414	SONY DIRECT SALES EDUCATION DIVISION	0281	EQUIPMENT	01-6400	873 98
09-12415	R & D BUSINESS INT 000446	9672	BOOKSHELF	01-4300	170 93
				01-6400	00
09-12416	SEHI COMPUTER PRODUCTS	9345	SCANNERS	01-4300	570.63
09-12425	FREESTYLE PHOTOGRAPHIC SUPPLY	0010	LAB SUPPLIES -	01-4300	1,366 15
09-12426	B & H PHOTO VIDEO - PRO AUDIO GOV/EDUCATION SALES	0010	CAMCORDERS	01-4300	139.62
				01-6400	2,292 29
09-12428	WESTERN AV	9672	MULTIMEDIA PROJECTION	01-5800	2,471.99
				01-6400	6,306 29
09-12429	APPLE INC	9345	COMPUTERS - LB204	01-5800	2,380.00
				01-6400	7,935.08
09-12430	DENAULT COMMERCIAL HARDWARE	9270	CUSTODIAL SUPPLIES	01-4300	1,090.32
09-12431	DELL COMPUTER CORP	0040	COMPUTER MONITOR	01-6400	213 25

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PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
09-12432	DELL COMPUTER CORP	9680	COMPUTER	01-6400	1,067.86
09-12434	FISHER SCIENTIFIC EMD DIVISION	9672	SCIENCE ACADEMY	01-4300	163 10
09-12435	RIEGLE PRESS INC.	9250	SCHOOL CALENDARS	01-4300	531 33
09-12436	K-MART	9300	APPLIANCE	01-6400	152.94
09-12437	DUKE SERVICE COMPANY	9190	REPAIR OFFICE EQUIPMENT	01-5800	106.00
09-12438	AIR CLEAN ENVIRONMENTAL, INC.	9370	ASBESTOS ABATEMENT	41-5800	3,342 00
09-12439	AMAZON COM CORPORATE	9290	BOOKS	01-4300	43.43
09-12440	CRUTCHFIELD	0010	BLU-RAY PLAYER	01-4300	00
				01-6400	436 99
09-12441	NASCO	3200	EGR PURCHASE - RN	01-4300	53.65
09-12442	INJOY VIDEOS	3200	EGR PURCHASE	01-4300	1,397.24
09-12443	MEDCO SPORTS MEDICINE	9375	TRAINER'S TAPING	42-6400	4,400.33
09-12444	GLOBAL INDUSTRIAL EQUIPMENT	9375	WIRE RACKS - FH	42-6400	1,110 88
09-12445	VIRCO MFG. CORPORATION	9375	FH 224 FURNITURE	42-6400	5,767.44
09-12446	SCHOOL OUTFITTERS	9375	FURNITURE	42-6400	92 85
09-12447	COSTCO WHOLESALE	9350	BLANKET PO	01-4300	600 00
09-12448	A-1 EVENT & PARTY RENTALS	9350	RENTALS	01-4300	397 58
09-12449	TOSHIBA DIRECT GOV/ED WESTERN DIVISION	9672	COMPUTER	01-6400	1,837 94
09-12450	TRI-BEST VISUAL DISPLAY	9375	WHITEBOARDS FH	42-6400	2,632.31
09-12451	POSSAVINGS COM	9470	POWER SUPPLY	59-4300	109 25
09-12453	SC FUELS	9190	GASOLINE	01-4360	8,382 00
09-12454	APPLIANCE PARTS & SERVICE	9030	REPAIR	01-5630	196.28
09-12455	SMART & FINAL	9190	SUPPLIES	01-4360	16 02
09-12456	BEACON MEDIA, IND	3370	ADVERTISEMENT	01-5830	820 00
09-12457	INDIE RENTALS	0010	VIDEO EQUIPMENT RENTAL	01-6410	1,146 85
09-12459	COSTCO WHOLESALE	9375	SMALL APPLIANCES - FH	42-6400	400.00
09-12460	RSPE AUDIO SOLUTIONS	0281	SOFTWARE UPDATE	01-4300	630 92
09-12461	COLLEGE OF DUPAGE PRESS, SPECIAL SERVICES	3370	NURSING SIMULATING	01-4300	207 58
09-12462	NEWEGG COM	0072	MEMORY	01-4300	102 19
09-12463	TROSSEN ROBOTICS	3090	ELECTRONIC EQUIPMENT	01-4300	1,636 66
09-12464	TECHSMITH CORP	0050	SOFTWARE	01-4300	37.95
09-12465	INDEPENDENT STUDENT MEDIA	9344	HS FILM CURRICULUM	01-4300	3,553.96
				01-5800	17,769 79
09-12466	TECHSMITH CORP	0250	SOFTWARE	01-4300	37.95
09-12467	HOORAY PROMOS	3370	PROMOTIONAL ITEMS	01-4300	2,745 83
09-12468	ORANGE COUNTY PRINTING	9344	PROMOTIONAL ITEMS	01-4300	1,428.82
09-12469	HILLYARD INC	9270	SUPPLIES	01-4300	5,651 27
09-12470	J H MITCHELL	9190	DIESEL FUEL	01-4360	300 44
09-12471	BAINBRIDGE GROUP INC	9370	ASBESTOS ABATEMENT	41-5800	920.00
09-12472	LAERDAL	3370	NURSING SIM MAN	01-4300	3,292 61
09-12473	COLLEGE BOARD, NYO	9680	CONFERENCE	01-5220	250 00
09-12474	LIFE SKILLS EDUCATION	9344	CAREER BOOKLETS / HS CAREER CENTERS	01-4300	11,664.29
09-12475	4 IMPRINT	3370	SUPPLIES	01-4300	1,200 04
09-12476	DIRECT TV	9470	REPLACEMENT PART	59-4300	16.39
09-12477	COMPUTERLAND OF SILICON VALLEY ATTN: EDUCATION	0050	SOFTWARE	01-4300	3,211.95

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PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
09-12478	PLASTIC - LOCKTECH INT'L	9190	KEY SUPPLIES	01-4300	219 93
09-12479	PBS COM DISTRIBUTION	0020	VIDEOS	01-4300	392 07
09-12480	CAROLINA BIOLOGICAL SUPPLY	9672	SUMMER SCIENCE ACADEMY SUPPLIES	01-4300	106.95
09-12481	J & J SPORTS	9672	SCIENCE ACADEMY	01-4300	665 33
09-12482	GOLDEN LADDER PRODUCTIONS, LLC	9344	PUBLICATIONS	01-4300	8,740 13
09-12483	ISLAND IMPRINTS	9344	PROMOTIONAL ITEM	01-4300	1,667.28
09-12484	OWL CAFE	9672	REFRESHMENTS	01-4300	229 43
09-12485	BRIDGES TRANSITIONS CO A XAP CORPORATION COMPANY	9344	CHOICES PLANNER - CAREER EXPLORATION	01-4300	928 63
09-12486	EMPIRE FLOOR MACHINE CO	9270	SUPPLIES	01-4300	742.24
09-12487	CLEAN SWEEP SUPPLY CO INC	9270	SUPPLIES	01-4300	4,124 71
09-12488	PLAZA PRODUCE	9345	LUNCH	01-4300	114 96
09-12489	LAGUNA CLAY	0010	LAB SUPPLIES	01-4310	759.83
09-12490	OWL CAFE	9020	REFRESHMENTS	01-4300	207.58
09-12491	STAMP OUT	9250	SELF INKING STAMPS	01-5850	50 15
09-12492	TOSHIBA DIRECT GOV/ED WESTERN DIVISION	9375	COMPUTER	42-6400	1,510 16
09-12493	XPEDX	9250	COPIER PAPER	01-4300	23,511 47
09-12494	ROUTE 66 GLASS &	9040	SUPPLIES	01-4300	43.69
09-12495	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9195	POOL REPAIRS	01-5600	1,812.80
09-12496	NATIONAL SIGN & MARKETING	9230	MARQUEE - BOOKSTORE	51-6400	13,384.05
				71-6400	13,384 05
10-13034	OFFICE DEPOT BSD ED DIV	9160	BLANKET PO	01-4300	5,462 50
10-13039	MAGNA PUBLICATIONS	3180	SUBSCRIPTION RENEWAL	01-4300	457 76
10-13040	OWL BOOKSHOP	3180	BLANKET PO	01-4300	800.00
10-13041	IMPATICA INC	3180	SOFTWARE LICENSE	01-5810	920 00
10-13042	GLENDORA TROPHY	3160	AWARDS	01-4300	764.75
10-13043	OFFICE DEPOT BSD ED DIV	0281	BLANKET PO	01-4300	500.00
10-13044	VIRTUAL SOUNDS TECHNOLOGY	0281	BLANKET PO	01-5630	1,000.00
10-13045	LOCATION SOUND CORP	0281	BLANKET PO	01-5630	1,000 00
10-13046	BRIAN HOLT (000313)	0281	BLANKET PO	41-5630	1,000.00
10-13047	ICUBED	3180	BLANKET PO	01-5880	800 00
10-13048	OFFICE DEPOT BSD ED DIV	3180	BLANKET PO	01-4300	2,300 00
10-13049	IPARIDIGMS	3180	BLANKET PO	01-5810	7,134.86
10-13050	PACIFIC RADIO	0281	BLANKET PO	01-4300	2,500 00
10-13051	HOME DEPOT	0281	BLANKET PO	01-4300	1,500 00
10-13052	ARROWHEAD PURITAS	9620	BLANKET PO	41-4300	750.00
10-13053	COSTCO WHOLESALE	0281	BLANKET PO	41-4300	500 00
10-13054	VERIZON CALIFORNIA	0281	BLANKET PO	41-4300	1,800 00
10-13055	CARL ROWE (000151)	0281	BLANKET PO	41-5630	1,500.00
10-13056	GLENDORA TIRE & BRAKE CENTER	9190	BLANKET PO	01-4360	1,000 00
10-13057	GLENN B DORNING INC	9190	BLANKET PO	01-4360	1,000.00
10-13058	EMPIRE FLOOR MACHINE CO	9270	BLANKET PO	01-4300	15,000 00
10-13059	EMPIRE FLOOR MACHINE CO	9270	BLANKET PO	01-5630	7,000 00
10-13060	MAINTEX INC	9270	BLANKET PO	01-4370	10,000 00

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PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
10-13061	WAXIE SANITARY SUPPLY ATTN: KEITH THOMAS	9270	BLANKET PO	01-4300	5,000.00
10-13062	ORGANIC COMPOUNDS	9270	BLANKET PO	01-4370	1,000 00
10-13063	CHAMPION CHEMICAL CO	9270	BLANKET PO	01-4300	7,000.00
10-13064	CLEAN SWEEP SUPPLY CO INC	9270	BLANKET PO	01-4300	7,000.00
10-13065	ALLDATA, LLC	9190	BLANKET PO	01-5800	1,055.44
10-13066	BIG O TIRES	9190	BLANKET PO	01-4360	1,000 00
10-13067	BRIAN WOOD AUTOMOTIVE	9190	BLANKET PO	01-5630	1,000 00
10-13068	CLIPPINGER FORD	9190	BLANKET PO	01-4300	2,000.00
10-13069	CSK (CHECKER-SCHUCK'S-KRAGEN)	9190	BLANKET PO	01-4300	3,000 00
10-13070	OWL BOOKSHOP	9020	BLANKET PO	01-4300	500.00
10-13071	A & N ELECTIC TOOL, INC.	9040	BLANKET PO	01-4300	500.00
10-13072	AIRGAS WEST	9040	BLANKET PO	01-4300	1,600 00
10-13073	AZUSA PLUMBING & HEATING SUPPLY	9040	BLANKET PO	01-4300	1,000 00
10-13074	BURKE ENGINEERING CO	9040	BLANKET PO	01-4300	10,000 00
10-13075	CONSOLIDATED ELECTRICAL DIST	9040	BLANKET PO	01-4300	2,000 00
10-13076	DAVE GRATTAN & SON	9040	BLANKET PO	01-4300	300.00
10-13077	ELECTRIC MOTOR SOURCE	9040	BLANKET PO	01-5600	2,000 00
10-13078	UC FACTORS	9040	BLANKET PO	01-5800	.00
				01-5810	6,000.00
10-13079	FRASCA PLUMBING CO	9040	BLANKET PO	01-5600	12,000.00
10-13080	GLENDORA GLASS & MIRROR	9040	BLANKET PO	01-4300	4,000.00
10-13081	GMS ELEVATOR	9040	BLANKET PO	01-5600	5,500.00
10-13082	W W GRAINGER INC	9040	BLANKET PO	01-4300	70,000 00
10-13083	HI-LINE	9040	BLANKET PO	01-4300	5,000 00
10-13084	HOME DEPOT	9040	BLANKET PO	01-4300	8,500.00
10-13085	HOMER DIETERICH (000157)	9040	BLANKET PO	01-5800	12,000.00
10-13086	HYDRAULIC INDUSTRIAL SUPPLY	9040	BLANKET PO	01-4300	5,000 00
10-13087	OFFICE DEPOT (000043)	9020	BLANKET PO	01-4300	5,000.00
10-13088	GOLF VENTURES WEST	9190	BLANKET PO	01-4300	3,000 00
10-13089	JAN'S TOWING	9190	BLANKET PO	01-5800	400.00
10-13090	JOHNSON LIFT - HYSTER	9190	BLANKET PO	01-5630	2,000.00
10-13091	KELLY EQUIPMENT	9190	BLANKET PO	01-4360	1,000 00
10-13092	NAPA AUTO PARTS	9190	BLANKET PO	01-4360	7,000.00
10-13093	PAT'S TIRE SERVICE	9190	BLANKET PO	01-4360	500.00
10-13094	STATE CHEMICAL CO	9190	BLANKET PO	01-4300	5,000 00
10-13095	ADVANCED DATA PROTECTION SERVICES, INC	9100	BLANKET PO	01-5810	2,200.00
10-13096	THE HOSE-MAN	9190	BLANKET PO	01-4300	1,500 00
10-13097	TONY'S UPHOLSTERY & CANVAS	9190	BLANKET PO	01-5800	3,000.00
10-13098	VIP CENTER	9190	BLANKET PO	01-4360	5,000 00
10-13099	DOOR TECH	9040	BLANKET PO	01-4300	6,000.00
				01-5600	6,000 00
10-13100	DUNN-EDWARDS CORP	9040	BLANKET PO	01-4300	5,000 00
10-13101	MISSION ACE HARDWARE	9040	BLANKET PO	01-4300	16,000 00
10-13102	MONTGOMERY HARDWARE	9040	BLANKET PO	01-4300	11,000 00
10-13103	PATTON SALES CORP.	9040	BLANKET PO	01-4300	4,000 00

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PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
10-13104	PLUMBING WHOLESALE OUTLET	9040	BLANKET PO	01-4300	1,000.00
10-13105	POM ATTN: REPAIR	9040	BLANKET PO	01-5630	350 00
10-13106	ZEE MEDICAL INC	9190	BLANKET PO	01-4300	1,000.00
10-13107	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9195	POOL REPAIRS	01-5600	1,812.80
10-13108	NEXTEL COMMUNICATIONS	9190	BLANKET PO	01-5800	10,000 00
10-13109	OWL BOOKSHOP	9190	BLANKET PO	01-4300	200.00
10-13110	OFFICE DEPOT (000043)	9190	BLANKET PO	01-4300	3,750 00
10-13111	RED WING SHOE STORE	9190	BLANKET PO	01-6400	6,100 00
10-13112	TWO 2 MANGO	9190	BLANKET PO	01-5550	15,000 00
10-13113	J K. SPECIALTY PRINTING	9190	BLANKET PO	01-5550	1,500.00
10-13114	JUST DO IT FITNESS EQUIPMENT	9195	BLANKET PO	01-5600	16,000.00
10-13115	4SERVICE INC.	9100	BLANKET PO - DATA	01-5810	3,300.00
10-13116	TECHSMITH CORP	3180	SOFTWARE	01-4300	37 95
10-13117	MONROVIA NURSERY CO	9140	BLANKET PO	01-4300	2,500.00
10-13118	O F WOLFINBARGER INC	9140	BLANKET PO	01-4300	2,500.00
10-13119	RAIN BIRD SERVICES CORP. COMMERCIAL DIVISION	9140	BLANKET PO	01-5800	2,000 00
10-13120	STAT EXTERMINATING, INC.	9140	BLANKET PO	01-5800	1,000 00
10-13121	TARGET SPECIALTY PRODUCTS	9140	BLANKET PO	01-4300	8,000.00
10-13122	TURF STAR	9140	BLANKET PO	01-4300	8,000 00
10-13123	UNITED RENTALS	9140	BLANKET PO	01-5610	2,000 00
10-13124	WORKPLACE RESOURCE	0281	CONSOLE UPGRADE	01-4300	2,862.92
10-13125	LIGHTNING OIL CO	9430	BLANKET PO	01-5890	5,800 00
10-13126	NORTH STATE ENVIRONMENTAL	9430	BLANKET PO	01-5890	15,000.00
10-13127	RESTO TECH	9430	BLANKET PO	01-5890	500.00
10-13128	STERICYCLE INC	9430	BLANKET PO	01-5890	7,000 00
10-13129	VEOLIA ENVIRONMENTAL SERVICES	9430	BLANKET PO	01-5890	3,000 00
10-13130	ATHENS SERVICE	9130	BLANKET PO	01-5560	41,000 00
10-13131	MARX BROS FIRE EXTINGUISHER CO	9190	BLANKET PO	01-5810	3,500 00
10-13132	OWL BOOKSHOP	0030	BLANKET PO	01-4300	400.00
10-13133	OWL BOOKSHOP	0310	BLANKET PO	01-4300	400 00
10-13134	OFFICE DEPOT BSD ED DIV	0030	BLANKET PO	01-4300	1,700.00
10-13135	OFFICE DEPOT BSD ED DIV	0310	BLANKET PO	01-4300	900.00
10-13136	OFFICE DEPOT BSD ED DIV	0311	BLANKET PO	01-4300	900 00
10-13137	AAA BACKFLOW	9040	BLANKET PO	01-5810	1,920.00
10-13138	DYNALECTRIC	9190	BLANKET PO	01-5810	4,000.00
10-13139	E SAM JONES DISTRIBUTOR, INC	9040	BLANKET PO	01-4300	1,500 00
10-13140	COSTCO WHOLESALE	0220	BLANKET PO	01-4300	1,000.00
10-13141	OFFICE DEPOT (000043)	0250	BLANKET PO	01-4300	3,000 00
10-13142	OFFICE DEPOT (000043)	0230	BLANKET PO	01-4300	1,000.00
10-13143	OFFICE DEPOT (000043)	0050	BLANKET PO	01-4300	1,500 00
10-13144	GRAHAM CO	9040	BLANKET PO	01-5810	7,500 00
10-13145	MONROVIA REPRODUCTION 1205 S SHAMROCK	9040	BLANKET PO	01-4300	500.00
10-13146	SAF-COM SUPPLY INC.	9040	BLANKET PO	01-4300	1,000.00

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PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
10-13147	SCHWALM & ASSOCIATES	9190	BLANKET PO	01-5600	1,000 00
10-13148	WON-DOOR CORPORATION	9040	BLANKET PO	01-5810	1,000.00
10-13149	OFFICE DEPOT (000043)	0240	BLANKET PO	01-4300	1,500.00
10-13150	OWL BOOKSHOP	0250	BLANKET PO	01-4300	300 00
10-13151	ACOSTA GROWERS	9140	BLANKET PO	01-4300	2,500 00
10-13152	COMMERCIAL LANDSCAPE SUPPLY	9140	BLANKET PO	01-4300	4,000.00
10-13153	JOHN DEERE LANDSCAPES, INC	9140	BLANKET PO	01-4300	7,000 00
10-13154	LEWIS SAW & LAWNMOWER	9140	BLANKET PO	01-4300	6,000 00
10-13155	AMERICAN SCIENTIFIC LABS, LLC	9430	BLANKET PO	01-5800	300.00
10-13156	SOUTHERN CALIFORNIA AIR CONDITIONING DIST	9040	BLANKET PO	01-4300	7,000 00
10-13157	ROTO-ROOTER SERVICE & PLUMBING CO	9040	BLANKET PO	01-5800	5,000.00
10-13158	S R & B BOILERS, INC	9040	BLANKET PO	01-5600	6,000 00
10-13159	HAWK SIGNS & ENGRAVING	9040	BLANKET PO	01-4300	1,000 00
10-13160	VERIZON CALIFORNIA	9130	BLANKET PO	01-5540	1,000.00
				01-5640	00
10-13161	MC MASTER-CARR	9040	BLANKET PO	01-4360	7,000 00
10-13162	SAFLOK	9040	BLANKET PO	01-5800	500.00
10-13163	SAFLOK	9040	BLANKET PO	01-4380	500.00
10-13164	OFFICE DEPOT (000043)	0260	BLANKET PO	01-4300	5,000 00
10-13165	OWL BOOKSHOP	0260	BLANKET PO	01-4300	300 00
10-13166	COLD WAX CO	3040	BLANKET PO	01-4300	3,500.00
10-13167	ACCURATE AIR ENGINEERING	3020	BLANKET PO	01-5600	500 00
10-13168	AMERIPRIDE	3020	BLANKET PO	01-5600	2,000 00
10-13169	TRANSTAR INDUSTRIES, INC	3020	BLANKET PO	01-4310	4,000.00
10-13170	CARQUEST AUTO PARTS	3020	BLANKET PO	01-4310	1,000.00
10-13171	ORVAC ELECTRONICS	3020	BLANKET PO	01-4310	500 00
10-13172	RELIABLE AUTO PARTS	3020	BLANKET PO	01-4310	1,000 00
10-13173	COLOMER USA, INC	3040	BLANKET PO	01-4300	300.00
10-13174	RICK'S RADIATOR SERVICE	3020	BLANKET PO	01-4310	250 00
10-13175	DERMAL GROUP	3040	BLANKET PO	01-4300	4,000 00
10-13176	WYNN OIL	3020	BLANKET PO	01-4310	1,000.00
10-13177	CERTIFIED UNDERCAR PARTS	3020	BLANKET PO	01-4310	12,000.00
10-13178	GABEL'S COSMETICS, INC.	3040	BLANKET PO	01-4300	2,500 00
10-13179	JAZZ-Z NAIL SYSTEMS	3040	BLANKET PO	01-4300	3,000.00
10-13180	TRANSTAR INDUSTRIES, INC	3020	BLANKET PO	01-4300	500.00
10-13181	CARQUEST AUTO PARTS	3020	BLANKET PO	01-4300	1,000 00
10-13182	KOSMET, INC	3040	BLANKET PO	01-4300	3,000.00
10-13183	COSTCO WHOLESALE	3020	BLANKET PO	01-4300	100.00
10-13184	KING BOLT CO	3020	BLANKET PO	01-4300	200 00
10-13185	HOME DEPOT	3020	BLANKET PO	01-4300	250.00
10-13186	MATCO TOOLS	3020	BLANKET PO	01-4300	500.00
10-13187	MALY'S BEAUTY SUPPLY	3040	BLANKET PO	01-4300	21,000.00
10-13188	MCKESSON GENERAL MEDICAL	3040	BLANKET PO	01-4300	2,000.00
10-13189	OFFICE DEPOT (000043)	3040	BLANKET PO	01-4300	3,500.00
10-13190	OWL BOOKSHOP	3040	BLANKET PO	01-4300	200 00
10-13191	OFFICE DEPOT BSD ED DIV	3020	BLANKET PO	01-4300	2,500 00
10-13192	THE PROCESSOR	3040	BLANKET PO	01-4300	3,300.00

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10-13193	PATTON'S ARROW PIPE & STEEL	3020	BLANKET PO	01-4300	500 00
10-13194	THE HOSE-MAN	3020	BLANKET PO	01-4300	250 00
10-13195	SALLY BEAUTY SUPPLY	3040	BLANKET PO	01-4300	20,000 00
10-13196	SNAP-ON TOOLS CORPORATION	3020	BLANKET PO	01-4300	2,000 00
10-13197	SWEIS	3040	BLANKET PO	01-4300	2,300 00
10-13198	ZEE MEDICAL INC	3020	BLANKET PO	01-4300	250 00
10-13199	CSK PROSHOP	3060	BLANKET PO	01-4300	1,500 00
10-13200	ORVAC ELECTRONICS	3020	BLANKET PO	01-4300	250 00
10-13201	U.S. FOOD SERVICES	3040	BLANKET PO	01-4300	4,000 00
10-13202	CERTIFIED UNDERCAR PARTS	3020	BLANKET PO	01-4300	3,500 00
10-13203	ARROWHEAD PURITAS	3040	BLANKET PO	01-4300	1,500 00
10-13204	ZEE MEDICAL INC	3060	BLANKET PO	01-4300	250 00
10-13205	BARBARA'S BEAUTY	3040	BLANKET PO	01-4300	4,000 00
10-13206	AIRGAS WEST	3060	BLANKET PO	01-4300	2,000 00
10-13207	BEVRON INC	3040	BLANKET PO	01-4300	2,750 00
10-13208	BIOELEMENTS	3040	BLANKET PO	01-4300	6,000 00
10-13209	OFFICE DEPOT BSD ED DIV	9451	BLANKET PO	01-4300	3,000 00
10-13210	OFFICE DEPOT BSD ED DIV	3060	BLANKET PO	01-4300	500 00
10-13211	TED JOHNSON PROPANE	3060	BLANKET PO	01-4300	250 00
10-13212	ALBERTSONS	3120	BLANKET PO	33-4300	200 00
				33-4700	800 00
10-13213	VERIZON	9451	BLANKET PO	01-5540	3,000 00
10-13214	SERVICE SOLUTIONS GROUP	3120	BLANKET PO	33-5600	2,000 00
10-13215	DRIFTWOOD DAIRY	3120	BLANKET PO	33-4700	15,000 00
10-13216	HOBART CORP	3120	BLANKET PO	33-5600	4,000 00
10-13217	U.S. FOOD SERVICE	3120	BLANKET PO	33-4300	15,000 00
				33-4700	45,000 00
10-13218	APPLIANCE PARTS & SERVICE	3120	BLANKET PO	33-4300	1,000 00
10-13219	BURMAX CO INC	3040	BLANKET PO	01-4300	4,000 00
10-13220	ANGELS SCHOOL SUPPLY	3120	BLANKET PO	33-4300	5,000 00
10-13221	BUDGET VACUMN & JANITORAL	3120	BLANKET PO	33-4300	500 00
10-13222	CLEAN SWEEP SUPPLY CO INC	3120	BLANKET PO	33-4300	15,000 00
10-13223	DIAL US TERMITE AND PEST CONTROL, INC	3120	BLANKET PO	33-5810	1,500 00
10-13224	DISCOUNT SCHOOL SUPPLY	3120	BLANKET PO	33-4300	10,000 00
10-13225	HOME DEPOT	3120	BLANKET PO	33-4300	500 00
10-13226	OFFICE DEPOT BSD ED DIV	9375	BLANKET PO-BOND OFFICE	42-4300	2,000 00
10-13227	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	BLANKET PO-PRINT & REPRO- ADMIN BLDG	42-5800	1,000 00
10-13228	MONROVIA REPRODUCTION 1205 S SHAMROCK	9375	BLANKET PO-PRINT & REPRO-FIELD HSE & CONC	42-5800	500 00
10-13229	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	BLANKET PO-PRINT & REPRO-HAYDEN HALL	42-5800	1,000 00
10-13230	MONROVIA REPRODUCTION 1205 S SHAMROCK	9375	BLANKET PO-PRINT & REPRO-MAIN GYM	42-5800	1,000 00
10-13231	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	BLANKET PO-PRINT & REPRO-STUDENT SVCS	42-5800	1,000 00
10-13232	OFFICE DEPOT BSD ED DIV	9375	BLANKET PO-OFFICE SUPPLIES-STUDENT SVCS	42-4300	500 00

INCLUDES 05/01/2009 - 05/31/2009

PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
10-13233	MONROVIA REPRODUCTION 1205 S. SHAMROCK	9375	BLANKET PO-PRINT & REPRO-VOC TECH	41-5800	1,000.00
10-13234	OFFICE DEPOT BSD ED DIV	9375	BLANKET PO-OFFICE SUPPLIES-VOC TECH	41-4300	300.00
10-13235	BAKER COMMODITIES INC	9040	BLANKET PO	01-5810	1,800.00
10-13236	ZEP MANUFACTURING	3020	BLANKET PO	01-4300	750.00
10-13237	MONTEREY CLUB/A M PLAYER	9470	BLANKET PO	59-5850	.00
				59-9321	2,000.00
10-13238	ARROWHEAD PURITAS	9470	BLANKET PO	59-4300	500.00
10-13239	ASHWORTH	9470	BLANKET PO	59-5850	00
				59-9321	3,000.00
10-13240	PRECEPT	9470	BLANKET PO	59-5850	.00
				59-9321	1,000.00
10-13241	CALLAWAY GOLF	9470	BLANKET PO	59-5850	00
				59-9321	7,000.00
10-13242	CLEVELAND GOLF	9470	BLANKET PO	59-5850	.00
				59-9321	500.00
10-13243	COBRA GOLF, INC	9470	BLANKET PO	59-5850	.00
				59-9321	700.00
10-13244	COSTCO WHOLESALE	9470	BLANKET PO	59-4300	1,373.00
				59-5800	465.68
				59-9329	3,661.32
10-13245	DON MARTIN COMPANY	9470	BLANKET PO	59-4300	700.00
				59-5850	00
				59-9321	1,300.00
10-13246	OFFICE DEPOT BSD ED DIV	3080	BLANKET PO	01-4300	500.00
10-13247	FOOD TIME SALES & DISTRIBUTING	9470	BLANKET PO	59-9329	1,000.00
10-13248	W W GRAINGER INC	9470	BLANKET PO	59-4300	400.00
10-13249	HORNUNGS GOLF PRODUCTS	9470	BLANKET PO	59-4300	1,500.00
				59-5850	.00
				59-9321	1,500.00
10-13250	LITTLE TIKES	3120	BLANKET PO	33-4300	100.00
10-13251	MEDICAL PURCHASING CORPORATION	3120	BLANKET PO	33-4300	4,000.00
10-13252	OFFICE DEPOT BSD ED DIV	3090	BLANKET PO	01-4300	200.00
10-13253	OFFICE DEPOT BSD ED DIV	0350	BLANKET PO	01-4300	800.00
10-13254	HOME DEPOT	9470	BLANKET PO	59-4300	2,500.00
10-13255	LEWIS SAW & LAWNMOWER	9470	BLANKET PO	59-4300	400.00
				59-5630	600.00
10-13256	NICKENT	9470	BLANKET PO	59-5850	00
				59-9321	1,000.00
10-13257	OFFICE DEPOT (000043)	9470	BLANKET PO	59-4300	900.00
10-13258	PEPSI-COLA CO	9470	BLANKET PO	59-4300	800.00
				59-9329	3,200.00
10-13259	PING INC	9470	BLANKET PO	59-5850	00
				59-9321	4,000.00
10-13260	SIMPLOT	9470	BLANKET PO	59-4300	2,500.00
10-13261	TITLEIST FOOTJOY WORLDWIDE	9470	BLANKET PO	59-5850	00
				59-9321	5,000.00
10-13262	WESTERN GOLF INC	9470	BLANKET PO	59-4300	500.00

INCLUDES 05/01/2009 - 05/31/2009

PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT
10-13263	WINN INC	9470	BLANKET PO	59-5850	00
				59-9321	1,000.00
10-13264	WITTEK GOLF SUPPLY	9470	BLANKET PO	59-4300	4,500.00
				59-9321	1,500 00
10-13265	O F WOLFINBARGER INC	9470	BLANKET PO	59-4300	2,000 00
10-13266	ZEE MEDICAL INC	9470	BLANKET PO	59-4300	800 00
10-13267	NEXTEL COMMUNICATIONS	9375	BLANKET PO	42-5800	2,000 00
10-13268	IMS COMMERCIAL ICE SYSTEM	9470	BLANKET PO	59-4300	400.00
				59-5630	400.00
10-13269	J & J SPORTS	3120	BLANKET PO	33-4300	200 00
10-13270	LAKESHORE LEARNING MATERIALS	3120	BLANKET PO	33-4300	1,000 00
10-13271	OFFICE DEPOT (000043)	3120	BLANKET PO	33-4300	4,000 00
10-13272	OWL BOOKSHOP	3120	BLANKET PO	33-4300	500.00
10-13273	POSITIVE PINS	3120	BLANKET PO	33-4300	200.00
10-13274	SCHOLASTIC BOOK CLUBS INC	3120	BLANKET PO	33-4300	500.00
10-13275	TOY R US - DEPT51ST	3120	BLANKET PO	33-4300	100 00
10-13276	ALBERTSONS	3120	BLANKET PO	33-4300	200 00
10-13277	TU-K INDUSTRIS INC	3040	SUPPLIES	01-4300	702.04
10-13278	OWL BOOKSHOP	9081	BLANKET PO	01-7600	4,000.00
10-13279	OWL BOOKSHOP	9081	BLANKET PO	01-4300	250 00
10-13280	OWL CAFE	9081	BLANKET PO	01-7600	20,000.00
10-13281	OFFICE DEPOT (000043)	9050	BLANKET PO	01-4300	9,000 00
10-13282	OFFICE DEPOT (000043)	9250	BLANKET PO	01-4300	6,500.00
10-13283	THE SHREDDERS	9250	BLANKET PO	01-5800	1,500.00
10-13284	QUICK SORT MAILING SERVICES	9250	BLANKET PO	01-5850	5,000 00
10-13285	PITNEY BOWES CREDIT CORP	9250	BLANKET PO	01-5850	11,585.30
10-13286	PURCHASE POWER PITNEY BOWES	9250	BLANKET PO	01-4300	1,500.00
10-13287	W W GRAINGER INC	9250	BLANKET PO	01-4300	300 00
10-13288	RICOH BUSINESS SOLUTIONS	9250	BLANKET PO	01-4300	5,000 00
10-13289	OFFICE DEPOT (000043)	9081	BLANKET PO	01-4300	3,500.00
10-13290	OWL BOOKSHOP	9081	BLANKET PO	01-4300	3,500.00
10-13291	COSTCO WHOLESALE	9081	BLANKET PO	01-5220	500.00
10-13292	THE SHREDDERS	9081	BLANKET PO	01-5800	300 00
10-13293	LAWRENCE E MARINO (000135) DBA CALIBER POOL & SPA SERVICE	9195	BLANKET PO	01-5800	17,400.00
10-13294	DIAL US TERMITE AND PEST CONTROL, INC.	9040	BLANKET PO	01-5810	8,640.00
10-13295	STATE CHEMICAL CO	9190	BLANKET PO	01-5810	2,023.72
10-13296	PACIFIC HIGH REACH	9190	BLANKET PO	01-5630	1,000.00
10-13297	COVINA OFFICE EQUIPMENT	9250	BLANKET PO	01-5630	1,000.00
			TOTAL	**492**	**1,769,037.59**

INCLUDES 05/01/2009 - 05/31/2009

PO	VENDOR	SITE	DESCRIPTION	FUND	ACCOUNT

FUND SUMMARY

FUND	DESCRIPTION	PO COUNT	AMOUNT
01	GENERAL FUND	408	1,485,358.19
33	CHILD DEVELOPMENT FUND	25	127,802.90
39	COMMUNITY EDUCATION	3	2,569.96
41	CAPITAL OUTLAY PROJECTS FUN	9	11,112.00
42	REVENUE BOND CONSTRUCTION F	19	56,700.80
51	BOOKSTORE FUND	1	13,384.05
59	GOLF DRIVING RANGE	28	58,725.64
71	ASSOCIATED STUDENT TRUST FU	1	13,384.05
	TOTAL	**492**	**1,769,037.59**

PO CHANGES

	NEW PO AMOUNT	FUND/ OBJECT	DESCRIPTION	CHANGE
09-10271	24,500.00	01-5890	GENERAL FUND/OTHER SERVICES	4,500.00
09-10273	1,150.00	01-4300	GENERAL FUND/MATERIALS AND SUPPLIES	150.00
09-10274	5,300.00	01-4300	GENERAL FUND/MATERIALS AND SUPPLIES	150.00
09-11977	45,116.14	01-6400	GENERAL FUND/EQUIPMENT-CAPITALIZED	411.31
09-12148	1,788.50	01-4300	GENERAL FUND/MATERIALS AND SUPPLIES	1,788.50
			TOTAL PO CHANGES	**6,999.81**

2009-2010
INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Academic Senate for California Community Colleges	2,446.50
Accrediting Commission for Community and Junior Colleges	18,622.00
American Association of Community Colleges	8,975.00
American Choral Directors Association	100.00
American College Health Association	459.00
American Council on International Intercultural Education	595.00
Associated Collegiate Press	129.00
Association for Institutional Research	323.00
Association for Student Advancement Programs	115.00
Association of Chief Human Resources Officers/Equal Employment Officers	175.00
Association of Community College Trustees	4,537.00
Association of Fundraising Professionals	275.00
Association of Performing Arts Presenters	986.50
Automotive Engine Rebuilders Association	200.00
Automotive Service Councils, Foothill Chapter #5	25.00
Azusa Chamber of Commerce	255.00
California Association of Community College Registrars & Admissions Officers	200.00
California Association of Postsecondary Educators of the Disabled	400.00
California Association of School Business Officials	450.00
California Association of Student Financial Aid Administrators (CASFAA)	200.00
California Chamber of Commerce	3,700.00
California Child Development Administrators Association	600.00
California Colleges for International Education	450.00
California Community College Chief Instructional Officers	300.00
California Community College Council for Staff & Organizational Development	125.00
California Community College Cross Country & Track Coaches Association	100.00
California Community College Ladies Golf Association	150.00
California Community College Mental Health & Wellness Association	200.00
California Community College Women's Basketball Coaches Association	200.00
California Community Colleges Chief Student Services Administrators Association	300.00
California Community Colleges Men's Basketball Coaches Association	125.00
California Community College Soccer Coaches Association	75.00
California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA)	0.00
California Placement Association	100.00
California Presenters	150.00
Child Care Food Program Roundtable	25.00
Claremont Chamber of Commerce	110.00
College Band Directors National Association	75.00
Commission on Athletics	9,190.00
Community College Facility Coalition	825.00
Community College Leadership Development Initiatives Foundation	1,000.00
Community College League of California	11,131.00
Community College Survey of Student Engagement	8,050.00
Connect$_2$One	1,400.00
Consortium of Southern California Colleges and Universities (CSCCU)	250.00
Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	1,750.00
Council for Advancement and Support of Education (CASE)	1,890.00
Council for Higher Education Accreditation	300.00
Council of Chief Librarians, California Community Colleges	100.00
Covina Chamber of Commerce	110.00
Daraia Umoja	1,000.00
Duarte Chamber of Commerce	210.00
Education Mandated Cost Network	2,000.00

2009-2010
INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
Educause	2,810.00
English Council of California Two-Year Colleges	120.00
Equal Employment Diversity and Equity Consortium	200.00
Glendora Chamber of Commerce	1,500.00
Glendora Community Coordinating Council	40.00
Health Services Association -California Community Colleges	75.00
Hispanic Association of Colleges and Universities	7,650.00
Honors Transfer Council of California (HTCC)	50.00
Innovative Users Group	120.00
International Consortium for Education and Economic Development	800.00
International Ticketing Association, Inc.	195.00
International Writing Centers Association	55.00
Irwindale Chamber of Commerce	195.00
ISSA/Interclean	275.00
Journalism Association of Community Colleges	700.00
League for Innovation in the Community College - Alliance Membership	500.00
Learning Resources Association of the California Community Colleges	200.00
Learning Resources Network (LERN)	595.00
Library Orientation Exchange Clearinghouse for Library Instruction	80.00
Los Angeles County Economic Development Corporation	2,500.00
Los Angeles County School Trustee Association	100.00
Los Angeles Flower District	50.00
Metropolitan Cooperative Library System	200.00
Monrovia Chamber of Commerce	380.00
NAFSA Association of International Educators	315.00
National Association for Community College Entrepreneurship	500.00
National Association of College Stores, Inc.	810.00
National Association of Colleges and Employers	400.00
National Association of EMS Educators	25.00
National Association of Student Financial Aid Administrators	1,322.00
National Association of Veterans' Program Administrators	150.00
National Business Incubation Association	425.00
National Collegiate Honors Council	250.00
National Council for Marketing and Public Relations	325.00
National Council for Workforce Education (NCWE)	295.00
National League for Nursing	110.00
National Network 2	200.00
National Student Clearinghouse	574.30
Network of California Community College Foundations	350.00
Public Education Providers of Traffic Violators Schools	150.00
Recording for the Blind & Dyslexic Learning Through Listening	350.00
San Gabriel Valley Economic Partnership	2,500.00
San Gabriel Valley/Foothill Association of Community Colleges	300.00
School Employers Association (SEA) (LACOE)	1,987.00
School Services of California, Inc.	3,420.00
Society for News Design	65.00
Society of Professional Audio Recording Services	350.00
South Coast Higher Education Council	50.00
Southern 30 Information Exchange Consortium	200.00
Southern California Broadcasters Association	35.00
Southern California Golf Association	1,105.00
Southern California Intersegmental Articulation Council	75.00
Specialty Equipment Market Association	150.00

2009-2010
INSTITUTIONAL MEMBERSHIPS

INSTITUTIONAL MEMBERSHIPS	ESTIMATED AMOUNT
State Community College Organization of Physical Educators	400.00
The Resource & Planning Group for California Community Colleges	350.00
Transfer Center Directors Association	50.00
Travel Adventure Cinema Society (TRACS)	100.00
Western Arts Alliance (WAA)	350.00
Western Association of Veteran Educational Specialists	30.00
Western Region Honors Council	50.00
	122,967.30

Approved by the Board of Trustees on June 16, 2009
Revised: 6/16/09

Bid Recap for Bid 05-0809 Re-Roof Professional Center and Technology C Buildings

Bid Opening: June 3, 2009, 10:00 a.m.

Bidder	Bid Amount
Best Contracting Services	**$40,880.00**
Wiltshire Urethane	$63,052.00
RGSLA, Inc.	$82,568.00

Bid Recap for Bid 04-0809 Campus Walkway Replacement Project, Phase 2

Bid Opening: June 3, 2009, 9:00 a.m.

Bidder	Area A	Area B	Area C	Area D	Total for all areas
FS Construction	**$21,735.00**	**$45,000.00**	**$17,600.00**	**$24,000.00**	**$108,335.00**
RC Construction	$33,322.00	$73,512.00	$27,686.00	$35,054.00	$169,574.00
MJW	$39,000.00	$80,000.00	$29,000.00	$40,000.00	$188,000.00
Ramirez	$40,176.00	$85,308.00	$49,760.00	$42,036.00	$197,280.00

Project: Project #15-0708, Landscape and Irrigation Project
Change Order Date: June 16, 2009

Contract Date: March 18, 2009

TO: **Mega Way Enterprises**
1092 South Reservoir St.
Pomona, CA 91766

You are directed to make the following changes in this Contract: CO #1. Make Changes per attached change order request log dated June 1, 2009 consisting of nine (9) change order requests.

Not valid until signed by both the Owner and Architect/Engineer

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was	$139,000.00
Net change by previously authorized Change Orders	$.00
The Contract Sum prior to this Change Order was	$139,000.00
The Contract Sum will be increased by this Change Order	$8,370.87
The new Contract Sum including this Change Order will be	$147,370.87

The Contract Time will be increased by zero (0) days.
The Date of Completion as of the date of this Change Order therefore is unchanged.

Authorized:

Architect / Engineer	**Owner**	**Contractor**
By: _____	By: _____	By: _____
Print Name: _____	Print Name: Carol Horton	Print Name: _____
Date: _____	Date: _____	Date: _____

Distribution:
1. Owner: Purchasing Bid File #15-0708
2. Fiscal Services Accounts Payable
3. Contractor
4. Architect/Engineer

SURPLUS INVENTORY

June 16, 2009

4 student chairs
3 tables
1 microwaves
7 CRT monitors
1 flat screen monitors
9 CPU towers
1 wide carriage printer
1 fax machines
14 student task chairs
1 automotive EZ Liner S21 frame puller
1 refrigerator
3 TV
7 printers
1 LCD projector
4 pallets used toner
1 Kawasaki Personal Watercraft #399
1 Kawasaki Personal Watercraft #400
1 Kawasaki Personal Watercraft #1794
1 Yamaha Personal Watercraft s/n YAMA4865J596
1 Yamaha Personal Watercraft #402
9 diesel engines
8 pallets of automotive crankshafts, blocks, camshafts, transmissions
1 1999 Isuzu Amigo SUV, VIN: 452CK570ZX4300040
1 1999 Isuzu Amigo SUV, VIN: 452CK5702x4300031
1 1996 Isuzu Trooper SUV, VIN: JACDJ58W6570111737
1 1997 Isuzu Hombre PU Truck, VIN: EXP3140 (experimental)
1 1997 Isuzu Hombre PU Truck, VIN: EXP3142 (experimental)
1 1985 Peterbuilt semi-tractor, VIN: IXP4D29X2PP192490
3 parts washers
1 parts bin
2 file cabinets
1 waste oil tank (150 gallon)

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Garner, Jennifer	Instructor	Citrus Summer Enrichment Academy	Stipend	STEM Grant	06/15/09	06/25/09	$1,796.00	tl.
Gerfen, Thomas	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/09	12/31/09	$44.90	hr.
Ghandhi, Louise	Instructor		Hourly as needed	Cultural Geography	06/22/09	06/30/09	$44.90	hr.
Ghandhi, Louise	Instructor		Hourly as needed	Cultural Geography	07/01/09	12/31/09	$44.90	hr.
Ghidella, Richard	Instructor		Hourly as needed	Real Estate	07/01/09	12/31/09	$50.72	hr.
Ghidella, Richard	Instructor		Hourly as needed	Business	07/01/09	12/31/09	$50.72	hr.
Ghosh, Ramya	Instructor		Hourly as needed	Economics	06/22/09	06/30/09	$44.90	hr.
Ghosh, Ramya	Instructor		Hourly as needed	Economics	07/01/09	12/31/09	$44.90	hr.
Gold, Peter	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$44.90	hr.
Gold, Peter	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$44.90	hr.
Gonzalez, Juan	Instructor		Hourly as needed	Automotive	07/01/09	06/30/09	$44.90	hr.
Grasser, George	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$44.90	hr.
Grasser, George	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$44.90	hr.
Greene, David	Instructor		Hourly as needed	Nursing	06/17/09	06/30/09	$44.90	hr.
Greene, David	Instructor		Hourly as needed	Nursing	07/01/09	12/31/09	$44.90	hr.
Greenwell, Maia	Instructor		Hourly as needed	Anthropology	06/22/09	06/30/09	$50.72	hr.

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Greenwell, Maia	Instructor		Hourly as needed	Anthropology	07/01/09	12/31/09	$50.72	hr.
Gregg, Judy	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$50.72	hr.
Gregg, Judy	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$50.72	hr.
Grinsdale, Marilyn	Instructor		Hourly as needed	Office Technology	07/01/09	12/31/09	$44.90	hr.
Grossman, Bruce	Instructor		Hourly as needed	Business	07/01/09	12/31/09	$50.72	hr.
Gutierrez, Jesus	Instructor	Supplemental Instruction for Math	Stipend	STEM Grant	06/18/09	09/30/09	$2,500.00	tl.
Guttman, Kenneth	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$50.72	hr.
Guttman, Kenneth	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$50.72	hr.
Hahn, Shelley	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$50.72	hr.
Hahn, Shelley	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$50.72	hr.
Harris, Natashia	Volunteer		Intern	Counseling	07/01/09	12/31/09		
Henderson, Jeff	Instructor		Hourly as needed	Office Technology	07/01/09	12/31/09	$44.90	hr.
Hernandez, Ernest	Instructor		Hourly as needed	Sociology	06/22/09	06/30/09	$44.90	hr.
Hernandez, Ernest	Instructor		Hourly as needed	Sociology	07/01/09	12/31/09	$44.90	hr.
Hernandez, Nellie	Counselor		Hourly as needed	EOPS/CARE & CalWORKs	07/01/09	12/31/09	$44.90	hr.
Hester, Dana	Instructor	Faculty Lead STEM Science	Stipend	STEM Grant	06/22/09	08/13/09	$3,500.00	tl.
Hester, Dana	Instructor	Faculty Lead STEM Science	Stipend	STEM Grant	08/28/09	12/19/09	$8,000.00	tl.

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Heuring, Patrice	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$44.90	hr.
Heuring, Patrice	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$44.90	hr.
Hodge, Daniel	Instructor		Hourly as needed	Sociology	06/22/09	06/30/09	$44.90	hr.
Hodge, Daniel	Instructor		Hourly as needed	Sociology	07/01/09	12/31/09	$44.90	hr.
Hunt, Stephan	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$44.90	hr.
Hunt, Stephan	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$44.90	hr.
Jabara, Micheline	Instructor		Hourly as needed	Business	07/01/09	12/31/09	$44.90	hr.
James, Rhoda	Instructor		Hourly as needed	Business	07/01/09	12/31/09	$50.72	hr.
James, Rhoda	Instructor		Hourly as needed	Office Technology	07/01/09	12/31/09	$50.72	hr.
Jensen, Scott	Instructor		Hourly as needed	Accounting	07/01/09	12/31/09	$44.90	hr.
Johansen, Greg	Instructor	Citrus Summer Enrichment Academy	Stipend	STEM Grant	06/15/09	06/25/09	$2,028.88	tl.
Johnson, Glenna	Instructor		Hourly as needed	Engineering	07/01/09	06/30/09	$44.90	hr.
Kapland, Richard	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$44.90	hr.
Kapland, Richard	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$44.90	hr.
Kondo, Arnold	Instructor	Citrus Summer Enrichment Academy	Stipend	STEM Grant	06/15/09	06/25/09	$2,028.88	tl.
Korn, Dennis	Instructor		Hourly as needed	Automotive	07/01/09	06/30/09	$50.72	hr.

EXTRA DUTY/HOURLY/STIPEND

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Lau, Bernie	Instructor		Hourly as needed	Sociology	06/22/09	06/30/09	$44.90	hr.
Lau, Bernie	Instructor		Hourly as needed	Sociology	07/01/09	12/31/09	$44.90	hr.
LeMaire, Helen	Instructor	Reading & Writing Workshops	Stipend	Non Credit Matriculation	07/07/09	08/13/09	$1,800.00	tl.
Leos, Ronald	Instructor		Hourly as needed	Political Science	06/22/09	06/30/09	$44.90	hr.
Leos, Ronald	Instructor		Hourly as needed	Political Science	07/01/09	12/31/09	$44.90	hr.
Lewis, David	Instructor		Hourly as needed	History	06/22/09	06/30/09	$44.90	hr.
Lewis, David	Instructor		Hourly as needed	History	07/01/09	12/31/09	$44.90	hr.
Lubisich, Senya	Instructor		Hourly as needed	History	06/22/09	06/30/09	$50.72	hr.
Lubisich, Senya	Instructor		Hourly as needed	History	07/01/09	12/31/09	$50.72	hr.
Macias, John	Instructor		Hourly as needed	History	06/22/09	06/30/09	$44.90	hr.
Macias, John	Instructor		Hourly as needed	History	07/01/09	12/31/09	$44.90	hr.
Mallory, Roy	Instructor		Hourly as needed	Automotive	07/01/09	06/30/09	$44.90	hr.
Marine, Constance	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$44.90	hr.
Marine, Constance	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$44.90	hr.
Martin, Harold	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Martin, Harold	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Martin, Patricia	Instructor		Hourly as needed	Business	07/01/09	12/31/09	$44.90	hr.

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Maschler, Katherine	Instructor		Hourly as needed	Office Technology	07/01/09	12/31/09	$44.90	hr.
McCrumby, Elayne	Instructor		Hourly as needed	Accounting	07/01/09	12/31/09	$44.90	hr.
Mead, Rachel	Instructor	Faculty Lead VTEA Advanced Esthetician Project	Hourly as needed	VTEA	07/01/09	12/31/09	$50.72	hr.
Medrano, Esmeralda	Instructor	Faculty Lead STEM Math	Stipend	STEM Grant	06/22/09	08/13/09	$3,500.00	tl.
Medrano, Esmeralda	Instructor	Faculty Lead STEM Math	Stipend	STEM Grant	08/28/09	12/19/09	$8,000.00	tl.
Melendez-Romero, Marta	Volunteer		Intern	Non Credit Matriculation	06/22/09	12/18/09		
Miles, Terrence	Instructor	Citrus Summer Enrichment Academy	Stipend	STEM Grant	06/15/09	06/25/09	$1,014.40	tl.
Miller, Mark	Instructor		Hourly as needed	Accounting	07/01/09	12/31/09	$44.90	hr.
Mitzen, Kathleen	Interim Director	ADN Program	Hourly as needed	Health Sciences	07/01/09	12/31/09	$680.00	da.
Mondrala, Scott	Instructor	San Gabriel Valley Conservancy Lead	Stipend	STEM Grant	06/18/09	09/30/09	$2,500.00	tl.
Morrill, Eugene	Instructor		Hourly as needed	Automotive	07/01/09	06/30/09	$44.90	hr.
Mustain, James	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/09	12/31/09	$50.72	hr.
Nelson, Stephen	Instructor		Hourly as needed	History	06/22/09	06/30/09	$44.90	hr.
Nelson, Stephen	Instructor		Hourly as needed	History	07/01/09	12/31/09	$44.90	hr.

EXTRA DUTY/HOURLY/STIPEND

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Newell, Jerry	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Newell, Jerry	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Nuttall, Adora	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$44.90	hr.
Nuttall, Adora	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$44.90	hr.
O'Neil, Margaret	Instructor	Faculty Lead Student Generated Content Project	Hourly as needed	VTEA	07/01/09	12/31/09	$50.72	hr.
Pecoraro, Susan	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$44.90	hr.
Pecoraro, Susan	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$44.90	hr.
Perez, Roberto	Instructor		Hourly as needed	Sociology	06/22/09	06/30/09	$44.90	hr.
Perez, Roberto	Instructor		Hourly as needed	Sociology	07/01/09	12/31/09	$44.90	hr.
Perry, Carolyn	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$50.72	hr.
Perry, Carolyn	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$50.72	hr.
Peters, Gerhard	Instructor		Hourly as needed	Political Science	06/22/09	06/30/09	$50.72	hr.
Peters, Gerhard	Instructor		Hourly as needed	Political Science	07/01/09	12/31/09	$50.72	hr.
Plug, Michelle	Counselor	Revision - 100% salary to be paid from counseling		Counseling	07/01/09	09/30/09		
Provencher, Henry	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$44.90	hr.

EXTRA DUTY/HOURLY/STIPEND

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Provencher, Henry	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$44.90	hr.
Ramos, Michael	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Ramos, Michael	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Resch, Amy	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Resch, Amy	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Resch, Amy	Instructor		Hourly as needed	Office Technology	07/01/09	12/31/09	$44.90	hr.
Richard, Levi	Instructor		Hourly as needed	Business	07/01/09	12/31/09	$50.72	hr.
Richardson, Patricia	Instructor		Hourly as needed	Accounting	07/01/09	12/31/09	$44.90	hr.
Richardson, Patricia	Instructor		Hourly as needed	Office Technology	07/01/09	12/31/09	$44.90	hr.
Riderer, Lucia	Instructor	STEM Peer Mentoring Program	Stipend	STEM Grant	06/18/09	09/30/09	$2,500.00	tl.
Rizk, Sharon	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Rizk, Sharon	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Rodriguez, Andrea	Instructor		Hourly as needed	Real Estate	07/01/09	12/31/09	$44.90	hr.
Rodriguez, Lisa	Instructor		Hourly as needed	Anthropology	06/22/09	06/30/09	$44.90	hr.
Rodriguez, Lisa	Instructor		Hourly as needed	Anthropology	07/01/09	12/31/09	$44.90	hr.
Ross, Glen	Instructor		Hourly as needed	Political Science	06/22/09	06/30/09	$50.72	hr.
Ross, Glen	Instructor		Hourly as needed	Political Science	07/01/09	12/31/09	$50.72	hr.

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Ross, Lisa	Instructor		Hourly as needed	Political Science	06/22/09	06/30/09	$44.90	hr.
Ross, Lisa	Instructor		Hourly as needed	Political Science	07/01/09	12/31/09	$44.90	hr.
Saldana, Rudy	Instructor		Hourly as needed	Philosophy	06/22/09	06/30/09	$50.72	hr.
Saldana, Rudy	Instructor		Hourly as needed	Philosophy	07/01/09	12/31/09	$50.72	hr.
Sanchez, Enrique	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$44.90	hr.
Sanchez, Enrique	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$44.90	hr.
Schulte, Francis	Instructor		Hourly as needed	Humanities	06/22/09	06/30/09	$44.90	hr.
Schulte, Francis	Instructor		Hourly as needed	Humanities	07/01/09	12/31/09	$44.90	hr.
Seibert, William	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Seibert, William	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Shannon, James	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$50.72	hr.
Shannon, James	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$50.72	hr.
Skalicky, James	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$50.72	hr.
Skalicky, James	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$50.72	hr.
Smolin, Robert	Instructor		Hourly as needed	Accounting	07/01/09	12/31/09	$50.72	hr.
Solheim, Bruce	Instructor		Hourly as needed	History	06/22/09	06/30/09	$50.72	hr.
Solheim, Bruce	Instructor		Hourly as needed	History	07/01/09	12/31/09	$50.72	hr.

EXTRA DUTY/HOURLY/STIPEND

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Solis, Robert	Instructor	San Gabriel Valley Career Technical Education Community Collaborative	Hourly as needed	Workforce Development	07/01/09	12/31/09	$50.72	hr.
Solis, Robert	Instructor		Hourly as needed	Computer Science & Information Technology	07/01/09	12/31/09	$50.72	hr.
Soll, Debra	Instructor		Hourly as needed	Office Technology	07/01/09	12/31/09	$44.90	hr.
Soremekun, Fola	Instructor		Hourly as needed	History	06/22/09	06/30/09	$50.72	hr.
Soremekun, Fola	Instructor		Hourly as needed	History	07/01/09	12/31/09	$50.72	hr.
Stoner, Bruce	Instructor		Hourly as needed	Engineering	07/01/09	06/30/09	$50.72	hr.
Styles, Christine	Instructor		Hourly as needed	Economics	06/22/09	06/30/09	$50.72	hr.
Styles, Christine	Instructor		Hourly as needed	Economics	07/01/09	12/31/09	$50.72	hr.
Swatzel, James	Instructor	Power Math Program	Stipend	Non Credit Matriculation	07/01/09	07/20/09	$1,525.00	tl.
Tabata, Flint	Instructor		Hourly as needed	Drafting	07/01/09	06/30/09	$44.90	hr.
Tate, Erin	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Tate, Erin	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Telesca, Michael	Instructor		Hourly as needed	History	06/22/09	06/30/09	$44.90	hr.
Telesca, Michael	Instructor		Hourly as needed	History	07/01/09	12/31/09	$44.90	hr.
VanWickle, Fred	Instructor		Hourly as needed	Political Science	06/22/09	06/30/09	$44.90	hr.

EXTRA DUTY/HOURLY/STIPEND

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
VanWickle, Fred	Instructor		Hourly as needed	Political Science	07/01/09	12/31/09	$44.90	hr.
Vinci, Dominic	Instructor		Hourly as needed	Automotive	07/01/09	06/30/09	$44.90	hr.
Waddington, Brian	Instructor		Hourly as needed	History	06/22/09	06/30/09	$50.72	hr.
Waddington, Brian	Instructor		Hourly as needed	History	07/01/09	12/31/09	$50.72	hr.
Walz, Sheryl	Instructor		Hourly as needed	Sociology	06/22/09	06/30/09	$50.72	hr.
Walz, Sheryl	Instructor		Hourly as needed	Sociology	07/01/09	12/31/09	$50.72	hr.
Watson, Dawn	Instructor		Hourly as needed	Real Estate	07/01/09	12/31/09	$44.90	hr.
Weisman, Lisa	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.
Weisman, Lisa	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
White, Gailynn	Instructor		Hourly as needed	Sociology	06/22/09	06/30/09	$50.72	hr.
White, Gailynn	Instructor		Hourly as needed	Sociology	07/01/09	12/31/09	$50.72	hr.
Wong, Kerwin	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$44.90	hr.
Wong, Kerwin	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$44.90	hr.
Woolsey, Ronald	Instructor		Hourly as needed	History	06/22/09	06/30/09	$44.90	hr.
Woolsey, Ronald	Instructor		Hourly as needed	History	07/01/09	12/31/09	$44.90	hr.
Woolum, James	Instructor		Hourly as needed	Administration of Justice	06/22/09	06/30/09	$50.72	hr.
Woolum, James	Instructor		Hourly as needed	Administration of Justice	07/01/09	12/31/09	$50.72	hr.
Yount, Michelle	Instructor		Hourly as needed	Psychology	06/22/09	06/30/09	$44.90	hr.

EXTRA DUTY/HOURLY/STIPEND

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	STATUS	ASSIGNMENT	DEPARTMENT	BEGIN	END	RATE	
Yount, Michelle	Instructor		Hourly as needed	Psychology	07/01/09	12/31/09	$44.90	hr.
Ysais, Melissa	Instructor		Hourly as needed	Human Development	06/22/09	06/30/09	$44.90	hr.
Ysais, Melissa	Instructor		Hourly as needed	Human Development	07/01/09	12/31/09	$44.90	hr.
Yu, Jane	Instructor		Hourly as needed	Drafting	07/01/09	06/30/09	$44.90	hr.
Zaharek, James	Instructor		Hourly as needed	Humanities	06/22/09	06/30/09	$50.72	hr.
Zaharek, James	Instructor		Hourly as needed	Humanities	07/01/09	12/31/09	$50.72	hr.
Zarate, Eloy	Instructor		Hourly as needed	History	06/22/09	06/30/09	$44.90	hr.
Zarate, Eloy	Instructor		Hourly as needed	History	07/01/09	12/31/09	$44.90	hr.
Zawahreh, Luai	Instructor		Hourly as needed	Economics	06/22/09	06/30/09	$44.90	hr.
Zawahreh, Luai	Instructor		Hourly as needed	Economics	07/01/09	12/31/09	$44.90	hr.
Zeman, William	Instructor		Hourly as needed	History	06/22/09	06/30/09	$44.90	hr.
Zeman, William	Instructor		Hourly as needed	History	07/01/09	12/31/09	$44.90	hr.

EXTRA DUTY/HOURLY/STIPEND

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Allgaier, Jennifer	Dance	Lec/Lab	4-6	$1,281/$961	$73.17/$54.88
Anderson, Eric	Physical Education	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Aplanalp, Jane	Cosmetology	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Bacon, Martin	Physical Education	Lec/Lab	1-1	$1,025/$769	$58.54/$43.93
Bruce-Oliver, Fred	Physical Education	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Carter, Keshia	Cosmetology	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Chapman, Fullmer	Public Works	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Clark, Angela,	Nursing	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Curran, Keith	English	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Dennis, Paul	Administration of Justice	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Dingwall, Stephanie	Chemistry	Lec/Lab	1-1	$1,025/$769	$58.54/$43.93
Dunaj, Joshua	Physical Education	Lec/Lab	1-5	$1,072/$803	$61.30/$45.89
Entus, Robert	Chemistry	Lec/Lab	4-3	$1,183/$888	$67.59/$50.74
Fallat, Paul	Heating	Lec/Lab	1-5	$1,072/$803	$61.30/$45.89
Felix, Felipe	Cosmetology	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Fontaine, Suzanne	ESL	Lec/Lab	4-6	$1,281/$961	$73.17/$54.88
Garcia, Victor	Spanish	Lec/Lab	1-3	$1,025/$769	$58.54/$43.93
Ghosh, Ramya	Economics	Lec/Lab	4-3	$1,183/$888	$67.59/$50.74
Glancy, James	Water Technology	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Golden, Kristin	ESL	Lec/Lab	2-1	$1,077/$807	$61.56/$46.15
Gonzalez, Juan	Automotive	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Greene, David	Nursing	Lec/Lab	2-6	$1,174/$876	$67.06/$50.08
Hodge, Raymond	Sociology	Lec/Lab	4-4	$1,183/$888	$67.59/$50.74
Hollenshead, Marcia	Biology	Lec/Lab	4-2	$1,183/$888	$67.59/$50.74
Holm, Daniel	Cosmetology	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Holmes, Alison	Art	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Hunt, Stephan	Administration of Justice	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Iott, Becky	Counseling	Lec/Lab	2-6	$1,174/$876	$67.06/$50.08
Jung, Shinsuck	Physical Education	Lec/Lab	1-2	$1,025/$769	$58.54/$43.93
Krinke, Gary	Music	Lec/Lab	1-5	$1,072/$803	$61.30/$45.89
Kyle, Timothy	Physical Education	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Lau, Bernie	Sociology	Lec/Lab	1-3	$1,025/$769	$58.54/$43.93
Lewis, David	History	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Liskey, Renee	Music	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93

SUMMER 2009 - ADJUNCT

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Livio, Paul	Earth Science	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Loaiza, Alberto	Counseling	Lec/Lab	2-1	$1,077/$807	$61.56/$46.15
Lofthouse, Peter	Physical Education	Lec/Lab	1-3	$1,025/$769	$58.54/$43.93
Loya, Henry	Reading	Lec/Lab	4-4	$1,183/$888	$67.59/$50.74
Malley, Jennifer	Humanities	Lec/Lab	2-6	$1,174/$876	$67.06/$50.08
Martinez, Suzanne	English	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Marzec, Michael	Humanities	Lec/Lab	4-6	$1,281/$961	$73.17/$54.88
Milliken, Keely	Music	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Morales, Edward	Heating	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Morrison, Scott	Physical Education	Lec/Lab	1-3	$1,025/$769	$58.54/$43.93
Murphy, Jill	ESL	Lec/Lab	2-6	$1,174/$876	$67.06/$50.08
Nelson, Stephen	History	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Noonan, Benjamin	Physical Education	Lec/Lab	2-3	$1,077/$807	$61.56/$46.15
Payne, Renee	Nursing	Lec/Lab	1-2	$1,025/$769	$58.54/$43.93
Perez, Roberto	Sociology	Lec/Lab	2-6	$1,174/$876	$67.06/$50.08
Perret, Deborah	Cosmetology	Lec/Lab	1-4	$1,025/$769	$58.54/$43.93
Pires, Marcelo	Biology	Lec/Lab	4-3	$1,183/$888	$67.59/$50.74
Ponciano, Ronald	Physical Education	Lec/Lab	2-6	$1,174/$876	$67.06/$50.08
Ramos, Christopher	English	Lec/Lab	4-6	$1,281/$961	$73.17/$54.88
Resto-Ometeotl, Luivette	English	Lec/Lab	3-6	$1,230/$921	$70.28/$52.64
Riojas, Tomas	Counseling	Lec/Lab	2-1	$1,077/$807	$61.56/$46.15
Rock, Eugene	Cosmetology	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Rodriguez, Lisa	Anthropology	Lec/Lab	1-5	$1,072/$803	$61.30/$45.89
Rose, James	Counseling	Lec/Lab	1-3	$1,025/$769	$58.54/$43.93
Shear, Michelle	Dance	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Simpson, Lakisha	Human Development	Lec/Lab	1-5	$1,072/$803	$61.30/$45.89
Smith, Stephen	Physical Education	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Stone, Traci	Physical Education	Lec/Lab	1-1	$1,025/$769	$58.54/$43.93
Thielke, Erin	Music	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Toda, Jim	Heating	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Tracey, Timothy	Physical Education	Lec/Lab	1-5	$1,072/$803	$61.30/$45.89
Vagnozzi, Jeannette	Water Technology	Lec/Lab	1-3	$1,025/$769	$58.54/$43.93
Valverde, Yesenia	Dance	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Waddington, Alan	Music	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Weiss, Neil	Theatre Arts	Lec/Lab	4-6	$1,281/$961	$73.17/$54.88
Woolsey, Ronald	History	Lec/Lab	2-6	$1,174/$876	$67.06/$50.08
Yu, Jane	Drafting	Lec/Lab	1-2	$1,025/$769	$58.54/$43.93
Zawahreh, Luai	Economics	Lec/Lab	1-6	$1,119/$839	$63.93/$47.92
Zeman, William	History	Lec/Lab	2-4	$1,077/$807	$61.56/$46.15
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SUMMER 2009 - ADJUNCT

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Afzali, Ana	Spanish	Lec/Lab	5-17	$1,636/$1,227	$93.49/$70.11
Anson, Melanie	Speech	Lec/Lab	5-26	$1,636/$1,227	$93.49/$70.11
Bautista, Susan	Cosmetology	Lec/Lab	1-8	$1,182/$887	$67.54/$50.69
Boquiren, Conchita	Nursing	Lec/Lab	3-18	$1,582/$1,187	$90.40/$67.83
Boxley, Jackie	Physical Education	Lec/Lab	1-7	$1,133/$850	$64.74/$48.57
Brown, Cherie	Theatre Arts	Lec/Lab	4-16	$1,636/$1,227	$93.49/$70.11
Brown, David	Automotive	Lec/Lab	1-11	$1,328/$996	$75.89/$56.91
Brown, Ricky	Psychology	Lec/Lab	5-8	$1,343/$1,007	$76.74/$57.54
Call, Jack	Philosophy	Lec/Lab	5-14	$1,636/$1,227	$93.49/$70.11
Carver, Sally	Cosmetology	Lec/Lab	2-34	$1,480/$1,110	$84.57/$63.43
Castillo, Claudia	Counseling	Lec/Lab	2-10	$1,333/$1,000	$76.17/$57.14
Clark, Jeremy	Automotive	Lec/Lab	1-13	$1,377/$1,033	$78.69/$59.03
Cross, Cynthia	ESL	Lec/Lab	2-9	$1,285/$964	$73.43/$55.09
Cummins, Shuling	Mathematics	Lec/Lab	4-33	$1,636/$1,227	$93.49/$70.11
Dau, Carsten	English	Lec/Lab	3-17	$1,582/$1,187	$90.40/$67.83
Duffy, Dyane	Art	Lec/Lab	4-13	$1,587/$1,190	$90.69/$68.00
Dunkerley, Marion	Nursing	Lec/Lab	4-6	$1,246/$935	$71.20/$53.43
Durfield, Timothy	Business	Lec/Lab	5-8	$1,343/$1,007	$76.74/$57.54
Eiland, Thomas	English	Lec/Lab	3-17	$1,582/$1,187	$90.40/$67.83
Eisel, Gunnar	Music	Lec/Lab	2-25	$1,480/$1,110	$84.57/$63.43
Eisel, Roberta	English	Lec/Lab	3-14	$1,582/$1,187	$90.40/$67.83
Ellis, Jeanette	Nursing	Lec/Lab	1-8	$1,182/$887	$67.54/$50.69
Everest, Robert	Mathematics	Lec/Lab	4-15	$1,636/$1,227	$93.49/$70.11
Fincher, John	Speech	Lec/Lab	3-16	$1,582/$1,187	$90.40/$67.83
Flores, Richard	CSIS	Lec/Lab	4-16	$1,636/$1,227	$93.49/$70.11
Garate, Elisabeth	Spanish	Lec/Lab	5-12	$1,539/$1,154	$87.94/$65.94
Ghidella, Richard	Business	Lec/Lab	4-10	$1,441/$1,081	$82.34/$61.77
Glover, Patty	Cosmetology	Lec/Lab	1-10	$1,280/$960	73.14/$54.86
Gomez, Steven	Physical Education	Lec/Lab	3-13	$1,533/$1,150	$87.60/$65.71
Gong, Catherine	Mathematics	Lec/Lab	4-20	$1,636/$1,227	$93.49/$70.11
Goodman, Robert	Biology	Lec/Lab	3-14	$1,582/$1,187	$90.40/$67.83
Graciano, Albert	Cosmetology	Lec/Lab	1-12	$1,377/$1,033	$78.69/$59.03
Green, Martin	Music	Lec/Lab	1-9	$1,231/$923	$70.34/$52.74
Greer, Maurice	Physical Education	Lec/Lab	4-25	$1,636/$1,227	$93.49/$70.11

SUMMER 2009 - OVERLOAD

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Gregg, Judy	Psychology	Lec/Lab	4-24	$1,636/$1,227	$93.49/$70.11
Gunderson, Mark	Reading	Lec/Lab	3-15	$1,582/$1,187	$90.40/$67.83
Gunstream, Marilyn	Physical Education	Lec/Lab	4-33	$1,636/$1,227	$93.49/$70.11
Gutierrez, Jesus	Mathematics	Lec/Lab	2-6	$1,138/$854	$65.03/$48.80
Guttman, Kenneth	Psychology	Lec/Lab	5-23	$1,636/$1,227	$93.49/$70.11
Hadsell, Clifford	Health Occupations	Lec/Lab	5-10	$1,441/$1,081	$82.34/$61.77
Han, June	Biology	Lec/Lab	5-5	$1,197/$898	$68.40/$51.31
Hartman, Steve	Physical Education	Lec/Lab	4-27	$1,636/$1,227	$93.49/$70.11
Harvey, Joseph	English	Lec/Lab	4-24	$1,636/$1,227	$93.49/$70.11
Hernandez, Salvador	Cosmetology	Lec/Lab	1-10	$1,280/$960	73.14/$54.86
Hester, Dana	Biology	Lec/Lab	3-16	$1,582/$1,187	$90.40/$67.83
Hillman, Michael	Art	Lec/Lab	4-17	$1,636/$1,227	$93.49/$70.11
Hoehne, William	Music	Lec/Lab	4-14	$1,636/$1,227	$93.49/$70.11
Jackson, Matt	Art	Lec/Lab	3-13	$1,533/$1,150	$87.60/$65.71
James, Rhoda	Office Technology	Lec/Lab	5-19	$1,636/$1,227	$93.49/$70.11
Johansen, Greg	Biology	Lec/Lab	4-19	$1,636/$1,227	$93.49/$70.11
Johnson, Sandra	Art	Lec/Lab	3-24	$1,582/$1,187	$90.40/$67.83
Kim, Andrew	Psychology	Lec/Lab	5-6	$1,246/$935	$71.20/$53.43
Kondo, Arnold	Biology	Lec/Lab	4-17	$1,636/$1,227	$93.49/$70.11
Korn, Dennis	History	Lec/Lab	4-24	$1,636/$1,227	$93.49/$70.11
Korn, Dennis	Automotive	Lec/Lab	4-24	$1,636/$1,227	$93.49/$70.11
Langford, W. Bruce	Music	Lec/Lab	3-16	$1,582/$1,187	$90.40/$67.83
Lawrence, Patricia	Reading	Lec/Lab	4-23	$1,636/$1,227	$93.49/$70.11
Lerette, Caroline	Cosmetology	Lec/Lab	1-13	$1,377/$1,033	$78.69/$59.03
Low, Joyce	Mathematics	Lec/Lab	3-15	$1,582/$1,187	$90.40/$67.83
Lubisich, Senya	History	Lec/Lab	5-6	$1,246/$935	$71.20/$53.43
Lucido, Grace	Cosmetology	Lec/Lab	2-11	$1,382/$1,037	$78.97/$59.26
McGarry, Anna	Spanish	Lec/Lab	4-15	$1,636/$1,227	$93.49/$70.11
McLeod, Jennifer	Counseling	Lec/Lab	4-8	$1,343/$1,007	$76.74/$57.54
McLeod, Jennifer	DSPS	Lec/Lab	4-8	$1,343/$1,007	$76.74/$57.54
Mead, Rachel	Cosmetology	Lec/Lab	1-8	$1,182/$887	$67.54/$50.69
Medrano, Esmeralda	Mathematics	Lec/Lab	2-8	$1,236/$927	$70.63/$52.97
Mendoza, Natalie	Counseling	Lec/Lab	3-9	$1,338/$1,004	$76.46/$57.37
Miles, Terrence	Chemistry	Lec/Lab	4-15	$1,636/$1,227	$93.49/$70.11

SUMMER 2009 - OVERLOAD

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Mondrala, Scott	Biology	Lec/Lab	5-5	$1,197/$898	$68.40/$51.31
Munoz, Gino	Music	Lec/Lab	1-7	$1,133/$850	$64.74/$48.57
Nguyenhuu, Rick	Mathematics	Lec/Lab	4-14	$1,636/$1,227	$93.49/$70.11
O'Neil, Margaret	Communication	Lec/Lab	3-24	$1,582/$1,187	$90.40/$67.83
Odrich, Steve	Mathematics	Lec/Lab	4-21	$1,636/$1,227	$93.49/$70.11
Overly, David	English	Lec/Lab	5-23	$1,636/$1,227	$93.49/$70.11
Paek, Heddy	Mathematics	Lec/Lab	3-23	$1,582/$1,187	$90.40/$67.83
Peters, Gerhard	Political Science	Lec/Lab	4-7	$1,295/$971	$74.00/$55.49
Rachford, Maryanne	Art	Lec/Lab	4-17	$1,636/$1,227	$93.49/$70.11
Richard, Levi	Business	Lec/Lab	4-13	$1,587/$1,190	$90.69/$68.00
Riderer, Lucia	Mathematics	Lec/Lab	4-9	$1,392/$1,044	$79.54/$59.66
Ross, Glen	Political Science	Lec/Lab	4-20	$1,636/$1,227	$93.49/$70.11
Rudd, Rebecca	English	Lec/Lab	3-8	$1,290/$968	$73.71/$55.31
Saldana, Rudy	Philosophy	Lec/Lab	1-17	$1,377/$1,033	$78.69/$59.03
Salwak, Dale	English	Lec/Lab	5-36	$1,636/$1,227	$93.49/$70.11
Santiago, Lawrence	Nursing	Lec/Lab	3-7	$1,241/$931	$70.91/$53.20
Scott, Chris	Physics	Lec/Lab	3-17	$1,582/$1,187	$90.40/$67.83
Scott, Chris	Mathematics	Lec/Lab	3-17	$1,582/$1,187	$90.40/$67.83
Shannon, James	Psychology	Lec/Lab	4-35	$1,636/$1,227	$93.49/$70.11
Shaw, Nickawanna	Physical Education	Lec/Lab	4-8	$1,343/$1,007	$76.74/$57.54
Shrope, Douglas	Music	Lec/Lab	1-20	$1,377/$1,033	$78.69/$59.03
Slack, Robert	Music	Lec/Lab	4-16	$1,636/$1,227	$93.49/$70.11
Smolin, Robert	Accounting	Lec/Lab	4-13	$1,587/$1,190	$90.69/$68.00
Solheim, Bruce	History	Lec/Lab	5-16	$1,636/$1,227	$93.49/$70.11
Solis, Roberto	CSIS	Lec/Lab	4-15	$1,636/$1,227	$93.49/$70.11
Soremekun, Folahan	History	Lec/Lab	5-22	$1,636/$1,227	$93.49/$70.11
Styles, Christine	Economics	Lec/Lab	4-6	$1,246/$935	$71.20/$53.43
Swan, Alfie	Mathematics	Lec/Lab	4-15	$1,636/$1,227	$93.49/$70.11
Tippins, Ralph	Mathematics	Lec/Lab	4-22	$1,636/$1,227	$93.49/$70.11
Trad, Mohamad	Mathematics	Lec/Lab	3-13	$1,533/$1,150	$87.60/$65.71
Tucker, Connie	ESL	Lec/Lab	4-23	$1,636/$1,227	$93.49/$70.11
Van Citters, Beverly	Reading	Lec/Lab	5-24	$1,636/$1,227	$93.49/$70.11
Vaughan, John	Dance	Lec/Lab	1-15	$1,377/$1,033	$78.69/$59.03
Villa, Elizabeth	Counseling	Lec/Lab	4-9	$1,392/$1,044	$79.54/$59.66

SUMMER 2009 - OVERLOAD

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Villegas, Laura	Counseling	Lec/Lab	1-13	$1,377/$1,033	$78.69/$59.03
Villeneuve, Anna	English	Lec/Lab	4-10	$1,441/$1,081	$82.34/$61.77
Volonte, Daniel	Theatre Arts	Lec/Lab	3-10	$1,387/$1,040	$79.26/$59.43
Waddington, Brian	History	Lec/Lab	1-11	$1,328/$996	$75.89/$56.91
Walz, Sheryl	Sociology	Lec/Lab	1-9	$1,231/$923	$70.34/$52.74
White, Gailynn	Sociology	Lec/Lab	4-15	$1,636/$1,227	$93.49/$70.11
Wood, Jack	English	Lec/Lab	4-24	$1,636/$1,227	$93.49/$70.11
Wurst, Clifton	Physical Education	Lec/Lab	2-22	$1,480/$1,110	$84.57/$63.43
Zhuang, Ying	Mathematics	Lec/Lab	4-15	$1,636/$1,227	$93.49/$70.11

ACADEMIC EMPLOYEES
JUNE 16, 2009

Name	Department/Discipline	Placement	Hourly Rate
Alfred, Linda	Non Credit	1-1	$38.43
Allahbachayo, Salima	Non Credit	1-1	$38.43
Anderson, Mark	Non Credit	1-1	$38.43
Bliss, Philip	Non Credit	1-1	$38.43
Boquiren, Conchita	Non Credit	1-3	$42.24
Bowman, Deborah	Non Credit	1-3	$42.24
Cao, Alvin	Non Credit	1-1	$38.43
Cooper, Dwight	Non Credit/Durate High School	1-1	$38.43
Davenport, Elsie	Non Credit	1-3	$42.24
Deering, Riffany	Non Credit/Durate High School	1-1	$38.43
Dunkerley, Marion	Non Credit	1-3	$42.24
Ellis, Jeannette	Non Credit	1-3	$42.24
Glavin, Kevin	Non Credit/Claremont High School	1-3	$42.24
Marion, Joel	Non Credit	1-1	$38.43
Mendoza, Merian	Non Credit	1-1	$38.43
Payne, Renee	Non Credit	1-2	$40.31

SUMMER 2009
NON CREDIT

ACADEMIC EMPLOYEES
JUNE 16, 2009

NAME	Department/Discipline	Lec/Lab	Placement	Unit Rate	Hourly Rate
Jennings, Sanae	Japanese	Lec/Lab	1-1	$1,025/$769	$58.54/$43.93
Lopez, Emma	Mathematics	Lec/Lab	1-1	$1,025/$769	$58.54/$43.93
McNerney, Christopher	Mathematics	Lec/Lab	1-2	$1,025/$769	$58.54/$43.93
Reagan, DePhan	Mathematics	Lec/Lab	1-1	$1,025/$769	$58.54/$43.93
Smith, Anthony	Speech	Lec/Lab	1-1	$1,025/$769	$58.54/$43.93

ACADEMIC EMPLOYEES
JUNE 16, 2009

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Greene, David	A	Nursing	6/17/2009	06/30/09	2-3	$32.69

2008-2009
LAB SUPERVISORS

ACADEMIC EMPLOYEES
June 16, 2009

Name	Adjunct or Full Time	Department	Begin	End	Placement	Hourly Rate
Beckenham, Susan	A	Business	7/1/2009	12/31/09	3-3	$34.45
Brower, Cecil	A	Business	7/1/2009	12/31/09	1-3	$30.90
Byaleero, Frederick	A	Business	7/1/2009	12/31/09	1-3	$30.90
Creamer, Frederick	A	Business	7/1/2009	12/31/09	1-3	$30.90
Gerfen, Thomas	A	Business	7/1/2009	12/31/09	3-3	$34.45
Greene, David	A	Nursing	7/1/2009	12/31/09	2-3	$32.69
Riffle, Gregory	A	Business	7/1/2009	12/31/09	1-3	$30.90

2009-2010
LAB SUPERVISORS

ACADEMIC EMPLOYEES
JUNE 16, 2009

Name	Classification	Department	Reason	Date(s) of Separation
Cornett, William	Instructor	Automotive	Retirement	6/14/2009

SEPARATIONS

CLASSIFIED EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	REASON	DEPT.	MOS.	PRCT.	BEGIN	END	RANGE & STEP	MONTHLY RATE
Hernandez, Nestor	Maintenance Supervisor	Temporary upgrade	Facilities		100%	6/22/09	6/29/09	12-3 (9-3+3A)	$6,227.00
Kouba, Gary	Grounds Supervisor	Temporary Upgrade	Grounds		100%	6/18/09	7/9/09	11-1 (8-1+3A)	$5,380.00

CLASSIFIED EMPLOYEES
JUNE 16, 2009

NAME	CLASSIFICATION	REASON	DEPARTMENT	BEGIN	END	RANGE & STEP	HOURLY RATE/TOTAL
Alberto, Ricky	Bookstore Shipping/Receiving Clerk	Shipping/Receiving duties as assigned for Spring Semester	Bookstore	7/1/09	12/31/09	20-1	$14.11/hr.
Alberto, Ricky	Bookstore Shipping/Receiving Clerk	Shipping/Receiving duties as assigned for Spring Semester	Bookstore	1/1/10	6/30/10	20-1	$14.11/hr.
Alvarez, Carmelita	Student Services Assistant	Assist bookstore for summer and fall	Bookstore	7/1/09	12/31/09	17-1	$13.10/hr.
Alvarez, Carmelita	Student Services Assistant	Assist bookstore for summer and fall	Bookstore	1/1/10	6/30/10	17-1	$13.10/hr.
Alvarez, Jessica	Stipend	Softball Camp Staff	PE	6/29/09	7/17/09		Not to exceed $500/tl.
Amagrande, Rebecca	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Amagrande, Rebecca	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Andersen, Ed	Stipend	Softball Camp Co-Director	PE	6/29/09	7/17/09		Not to exceed $3,000/tl.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Armenta, Francisco	Custodian	Assist in the maintenance and cleaning of CDC building	CDC	7/1/09	12/31/09	22-1	$14.82/hr.
Armstrong, Stacy	Stipend	Write and develop project specific content to convey information, promote and market the regional initiative	Tech Prep Local and Regional Initiatives	7/1/09	6/30/10		$39.09/hr. Payment based on hours worked
Arredondo, Dora	Instructor	RDA Practical Exam Kits	Dental	8/22/09	8/23/09		$600/tl.
Aurelio, Joanne	Custodian	During unassigned time	CDC	7/1/09	6/30/10	22-1	$14.82/hr.
Aurelio, Joanne	Custodian	During unassigned time	CDC	7/1/09	6/30/10	22-1	$14.82/hr.
Aurelio, Joanne	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Asprilla, Hardy	Stipend	Men's Basketball Camp Co-Director	PE	6/22/09	7/24/09		Not to exceed $5,000/tl.
Baker, Greer	Financial Aid Technician	Substitute for a vacant position	Financial Aid	1/1/10	6/30/10	31-1	$18.51/hr.
Barili, Rosalie	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office cashier	Performing Arts Center	7/1/09	12/31/09	19-1	$13.76/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Bassett, Jessica	Administrative Clerk I	Assist with human resouces banner project	Human Resources	7/1/09	12/31/09	19-1	$13.76/hr.
Batcheller, Sarah	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Beilstein, Amy	Guest Relations Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	10-1	$11.02/hr.
Beilstein, Christain	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Benjamin, Stacy	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office people	Performing Arts Center	7/1/09	12/31/09	19-1	$13.76/hr.
Benjamin, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Bertucci, David	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Bertucci, David	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Bosserman, Steve	Department Aid	Backstage crew for HPAC events	Performing Arts	7/1/09	12/31/09	3-1	$9.27/hr.
Boxley, Jackie	Stipend	Softball Camp Director	PE	6/29/09	7/17/09		Not to exceed $5,000/tl.
Braggin, Andrew	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Brown, Cherie	Instructor	On-line orientation video	Counseling	6/17/09	6/30/09		$1,000/tl
Bryan, Christopher	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Bryan, Christopher	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Bush, Erin	PAC Event Coordinator	Fill in as event coordinator when permanent employee is not available	Performing Arts Center	7/1/09	12/31/09	29-1	$17.62/hr.
Bush, Erin	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Bush, Tersea	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Carr, Derrick	Campus Security Officer I	Assist with coverage due to absent employee	Security	7/1/09	12/31/09	22-1	$14.82/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Castaneda, Michelle	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	10-1	$11.02/hr.
Chau, Priscilla	Student Services Assistant	Performs clerical support duties for students enrolled in special programs	STEM grant	6/17/09	6/30/09	17-1	$13.10/hr.
Chau, Priscilla	Student Services Assistant	Performs clerical support duties for students enrolled in special programs	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Chesleigh, Brandi	Administrative Clerk II	Substitute for office coverage	Non Credit	7/1/09	12/31/09	22-1	$14.82/hr.
Chesleigh, Brandi	Administrative Clerk III	Provide support for VTEA project	VTEA	7/1/09	12/31/09	26-1	$16.36/hr.
Christian, Michelle	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Colindres, David A.	Department Aide	Warehouse receiving and shipping	Purchasing	7/1/09	12/31/09	3-1	$9.27/hr.
Collins, Melia	Stipend	Lead SI review sesions for students enrolled in BIO 105	STEM grant	7/1/09	12/31/09		$13.00/hr Payment based on hours worked
Contreras, Carolinne	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Contreras, Carolinne	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Cordova, Marcelo	Administrative Clerk II	Substitute for office coverage	Non Credit	7/1/09	12/31/09	22-1	$14.82/hr.
Cordova, Stacy	PAC Event Coordinator	Fill in as event coordinator when permanent employee is not available	Performing Arts Center	7/1/09	12/31/09	29-1	$17.62/hr.
Cordova, Stacy	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Corrigan, Ashley	Stipend	Softball Camp Staff	PE	6/29/09	7/17/09		Not to exceed $500/tl.
Croy, Richard	Stipend	Men's Basketball Camp Director	PE	6/22/09	7/24/09		Not to exceed $7,000/tl.
Cruz, Debra S.	Outreach Specialist	Provide outreach services to students and parents	BSI Grant	7/1/09	12/31/09	38-1	$22.00/hr.
Dauden, Cecilia	Administrative Clerk I	Office coverage and assistance	Security	7/1/09	12/31/09	19-1	$13.76/hr.
Deatrick, Steven	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Performing Arts Center	7/1/09	12/31/09		$250/day Do not exceed 90 days
De Los Santos, Berta	Administrative Clerk I	During unassigned time	ASO-Student Affairs	7/1/09	6/30/10	19-2	$14.45/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Dunaj, Joshua	Stipend	Men's Basketball Camp Co-Director	PE	6/22/09	7/24/09		Not to exceed $5,000/tl.
Dusch, Scott	Department Aide	Inventory management	Purchasing	7/1/09	12/31/09	3-1	$9.27/hr.
Dycus, James	Cosmetology Receptionist	Cashier-receptionist as needed	Cosmetology	7/1/09	12/31/09	20-1	$14.11/hr.
Esparza, Maribel	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/17/09	6/30/09	17-1	$13.10/hr.
Esparza, Maribel	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Fasulyn, Aygush	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Fink, Kelly	Stipend	Volleyball Camp Co-Director	PE	8/3/09	8/7/09		Not to exceed $250/tl.
Fish, Christopher	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Fish, Christopher	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Frantz, Jessica	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Gagliano, Stephanie	Performing Arts Cashier	Fill-in in box office for peak periods, vacations and unscheduled absences of permanent box office employees	Performing Arts Center	7/1/09	12/31/09	19-1	$13.76/hr.
Gagliano, Stephanie	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Galleon, Jaedy	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Galleon, Jaedy	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Glenn, Yasuko	Department Aide	Assist in CDC office as needed	CDC	7/1/09	12/31/09	3-1	$9.27/hr.
Hans, Megan	Administrative Clerk I	Provide clerical assistance for department production events	Music	7/1/09	12/31/09	25-1	$15.96
Hansen, Paula	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	10-1	$11.02/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Harrison, Roschanda	Stipend	Event Coordinator Summer Theatre	Performing Arts	7/1/09	7/27/09		$750/tl.
Harrison, Roschanda	Dept. Aide	Clerical/organizational support	Theatre	7/1/09	12/31/09	3-1	$9.27/hr. Not to exceed 20hrs/wk.
Hernandez, Denise	Stipend	Softball Camp Staff	PE	6/29/09	7/17/09		Not to exceed $500/tl.
Herrera, Amanda	Stipend	Softball Camp Staff	PE	6/29/09	7/17/09		Not to exceed $500/tl.
Hilliard, Glenda	Instructional Aide II	Assistance for noncredit classes at the City of Hope	Non Credit	7/1/09	12/31/09	17-1	$13.10/hr.
Johnson, Kara	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Kasnetsis, Eric	Student Services Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Keslake, Greg	Stipend	Audio Engineer for the Fine and Performing Arts and HPAC productions	Music	7/1/09	12/31/09		$250/day Not to exceed 90dys/yr.
Keslake, Greg	Audio Engineer	Audio Engineer for HPAC productions and performances as needed	Performing Arts Center	7/1/09	12/31/09		$250/day Do not exceed 90 days
Khoury, Cameron	Stipend	Men's Basketball Camp Staff	PE	6/22/09	7/24/09		Not to exceed $1500/tl.
King, Richard	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Kofmehl, Jocelyn	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Lao, I Man	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Lao, I Man	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Lee, Maria	Administrative Clerk III	Responsible for answering phone lines, responding to inquiries from student/other dept.	Workforce Development	7/1/09	12/31/09	26-1	$16.36/hr.
Leones Becerra, Ivan O.	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Levin, Jonathon	Stipend	Provide tutoring for students enrolled in math classes	STEM grant	7/1/09	12/31/09		$15.00/hr. Payment based on hours worked
Li, WeiXiang	Administrative Clerk I	Clerical support to the technician and the counselors/advisors in the office	International Student Office	7/1/09	12/31/09	19-1	$13.76/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Lim, Erika	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Lim, Erika	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Lockwood, Christopher	Campus Security Officer I	Assist with coverage due to absent employee	Security	7/1/09	12/31/09	22-1	$14.82/hr.
Logue, Anita	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Logue, John	Department Aide	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Lonquich, Brian	Stipend	Provide tutoring for students enrolled in chemistry and physics classes classes	STEM grant	7/1/09	12/31/09		$15.00/hr Payment based on hours worked
Manopo, Gracia	Student Services Assistant	Performs clerical support duties for students enrolled in special programs	STEM grant	6/17/09	6/30/09	17-1	$13.10/hr.
Manopo, Gracia	Student Services Assistant	Performs clerical support duties for students enrolled in special programs	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Manzatianu, Vlas	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Manzatianu, Vlas	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
McConnell, William	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
McCullough, Jennifer	Stipend	Prop Designer Summer Theatre	Performing Arts	7/1/09	7/26/09		$1000/tl.
McCullough, Jennifer	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Michel, Francisco	Food Service Team Leader	During unassigned time	Cafeteria	6/1/09	6/12/09	27-2	$22.47/hr.
Michel, Francisco	Food Service Team Leader	During unassigned time	Cafeteria	7/1/09	6/30/10	27-2	$22.47/hr.
Mihm, Courtney	Stipend	Softball Camp Staff	PE	6/29/09	7/17/09		Not to exceed $500/tl.
Mora, Jennifer	Administrative Clerk I	Performing a variety of clerical duties to support enrollment office and front desk operations	CDC	7/1/09	12/31/09	19-1	$13.76/hr.
Moreno, Connie	Student Services Assistant	Inter-Club Council Advisor	ASO-Student Affairs	7/1/09	12/31/09	17-1	$13.10/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Munguia, Danny	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	10-1	$11.02/hr.
Muro, Gabriel	Student Services Assistant	Performs clerical support duties for students enrolled in special programs	STEM grant	6/17/09	6/30/09	17-1	$13.10/hr.
Muro, Gabriel	Student Services Assistant	Performs clerical support duties for students enrolled in special programs	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Nackos, Jerrie	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Nasont, Matthew	Stipend	Lead SI review sesions for students enrolled in BIO 105	STEM grant	7/1/09	12/31/09		$15.00/hr. Payment based on hours worked
Navarro, Alicia	Department Aide	To maintain year-round adult-child rations in accordance with California Code of Regulations, Title V	Child Development Center	7/1/09	12/31/09	3-1	$9.27/hr.
Nelson, Michael	Student Services Assistant	Provide support for students enrolled in special programs	STEM grant	6/17/09	6/30/09	17-1	$13.10/hr.
Nelson, Michael	Student Services Assistant	Provide support for students enrolled in special programs	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Nguyen, Anh	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Olsen, Preston	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Olsen, Preston	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Paredez, Terry	Stipend	Softball Camp Co-Director	PE	6/29/09	7/17/09		Not to exceed $4,000/tl.
Patino, Cynthia	Administrative Secretary I	Assist bookstore for summer and fall	Bookstore	7/1/09	12/31/09	31-1	$18.51/hr.
Patino, Cynthia	Administrative Secretary I	Assist bookstore for summer and fall	Bookstore	1/1/10	6/30/10	31-1	$18.51/hr.
Patrick, John	Stipend	Set Design CSC "Footloose"	Music	6/17/09	7/2/09		$3,000/tl.
Pohl, Claudia	Instructor	RDA Practical Exam Kits	Dental	8/22/09	8/23/09		$600/tl.
Price, Jason	Student Services Assistant	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	17-1	$13.10/hr.
Ramos, Julio	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Rashidi, Waleed	Stipend	Adjudication Battle of the Pop Rock Bands	Music	6/17/09	6/17/09		$150/tl/
Reeder, Bonnie	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Resendez, Paul	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Rivera, Jose	Stipend	Men's Basketball Camp Staff	PE	6/22/09	7/24/09		Not to exceed $1500/tl.
Rodgers, Derek	Stipend	Men's Basketball Camp Staff	PE	6/22/09	7/24/09		Not to exceed $1500/tl.
Rodriguez, Jose	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	10-1	$11.02/hr.
Ruiz, Harrison	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.
Ruiz, Harrison	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Sabatino, Karen	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Salas, Melissa	Stipend	Softball Camp Staff	PE	6/29/09	7/17/09		Not to exceed $500/tl.
Santos, Jerry	Stipend	Men's Basketball Camp Staff	PE	6/22/09	7/24/09		Not to exceed $1500/tl.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Schumacher, Barbara	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Sifuentes, Evan	Administrative Clerk II	Substitute for office coverage	Non Credit	7/1/09	12/31/09	22-1	$14.82/hr.
Smith, Megan	Guest Relations Assistant	House staff for HPAC events	Performing Arts Center	7/1/09	12/31/09	10-1	$11.02/hr.
Smith, Megan	Performing Arts Cashier	Fill-in for box office peak periods, vacations and unscheduled absences of permanent box office cashier	Performing Arts Center	7/1/09	12/31/09	19-1	$13.76/hr.
Soto, Herbert	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Stewart, Darin	Stipend	Men's Basketball Camp Staff	PE	6/22/09	7/24/09		Not to exceed $1500/tl.
Stoltz, Gregg	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Sweeney, Kathryn	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Taulbee, Karen	Stipend	Lighting Design CSC "Footloose"	Music	6/17/09	7/2/09		$1000/tl.
Taylor, Austin	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Thompson, Keith	Stipend	Men's Basketball Camp Staff	PE	6/22/09	7/24/09		Not to exceed $1500/tl.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Torres, Vanessa	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Tran, Hong	CDC Aide	During unassigned time	CDC	7/1/09	6/30/10	17-1	$13.10/hr.
Treadway, John	Instructional Aide II	Assist students with a disability in adapted aquatics	PE	7/1/09	12/31/09	17-1	$13.10/hr.
Urena, Laura	Department Aide	Serving, preparation and all around help	Cafeteria	7/1/09	12/31/09	3-1	$9.27/hr.
Urena, Laura	Department Aide	Serving, preparation and all around help	Cafeteria	1/1/10	6/30/10	3-1	$9.27/hr.
Valenzuela, Ralph	Stipend	Softball Camp Co-Director	PE	6/29/09	7/17/09		Not to exceed $3,000/tl.
Vargas, Lucero	Stipend	Volleyball Camp Co-Director	PE	8/3/09	8/7/09		Not to exceed $250/tl.
Volonte, Dan	Stipend	Lighting Design CSC "Footloose"	Music	6/17/09	7/16/09		$1500/tl.
Ward, Cassie	Stipend	Softball Camp Staff	PE	6/29/09	7/17/09		Not to exceed $500/tl.
Washington, Hakeem	Stipend	Men's Basketball Camp Staff	PE	6/22/09	7/24/09		Not to exceed $1500/tl.
Worman, James	Department Aide	Backstage crew for HPAC events	Performing Arts Center	7/1/09	12/31/09	3-1	$9.27/hr.
Yan, Michelle	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	6/18/09	6/30/09	17-1	$13.10/hr.

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

Yan, Michelle	Student Services Assistant	Provide pre-calculus students with support and guidance with important transitions to calculus	STEM grant	7/1/09	12/31/09	17-1	$13.10/hr.
Yang, Seung Ah	Secretary	Clerical support to the coordinator, the technician and the counselor/advisor in the office	International Student Center	7/1/09	12/31/09	28-1	$17.19/hr.
Varela, Claudia	Department Aide	Assist in CDC office as needed	CDC	7/1/09	12/31/09	3-1	$9.27/hr.
Yip, Donald	Stipend	Provide tutoring for students enrolled in chemistry classes	STEM grant	7/1/09	12/31/09		$13.00/hr. Payment based on hours worked

SHORT-TERM, HOURLY, SUBSTITUTES

CLASSIFIED EMPLOYEES
JUNE 16, 2009

NAME	DEPARTMENT	PLACEMENT	HOURLY RATE
Jaquette, Timothy	Community Education	1-1	$38.43

SUMMER 2009
COMMUNITY EDUCATION

PROFESSIONAL EXPERTS
June 16, 2009

Name	Classification	Begin	End	Department	Rate
Allen, Melea	Bus Driver	7/1/09	6/30/10	Transportation	$20.94/hr.
Escoto, Daniel	Bus Driver	7/1/09	6/30/10	Transportation	$20.94/hr.
Wenzel, Robert	Bus Driver	7/1/09	6/30/10	Transportation	$20.94/hr.
Forster, Christie	Lifeguard	6/17/09	8/31/09	Community Ed	$11.02/hr.
Stanley, Eric	Lifeguard	6/17/09	8/31/09	Community Ed.	$11.02/hr.
Pardola, Robert	Lifeguard	6/17/09	8/31/09	Community Ed.	$11.02/hr.
Tsark, Eleanor	STEM Science Project Coordinato	7/1/09	9/30/09	STEM Grant	$5,259.66/mo
Beechler, Jill	Workshop Leader	6/15/09	6/25/09	CCRAA STEM Grant	$38.94/hr.
Valbuena, Becky	Workshop Leader	6/15/09	6/25/09	CCRAA STEM Grant	$38.94/hr.
Zeits, Tiffany	Workshop Leader	6/15/09	6/25/09	CCRAA STEM Grant	$38.94/hr.
McGuigan, William David	Studio Technician I	7/1/09	12/31/09	Performing Arts	$13.46/hr.

CITRUS COMMUNITY COLLEGE DISTRICT

RESOLUTION
2008-09-15

TEMPORARY INTERFUND CASH BORROWING

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42063, and;

WHEREAS, the following restrictions apply to this authorization:

1. Maximum amount of authorized borrowing: $5,000,000.
2. For fiscal year 2009-2010.
3. Amount shall not exceed 75 percent of any moneys held in any fund.
4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

BE IT THEREFORE RESOLVED, The Governing Board hereby authorizes the borrowing of cash between all of the district funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 16th day of June 2009, by the following vote:

5	Ayes:
Ø	Noes:
Ø	Abstain:
Ø	Absent:

Susan M. Keith

Susan M. Keith, President
Board of Trustees

Date: June 16, 2009

CITRUS COMMUNITY COLLEGE DISTRICT

RESOLUTION
2008-09-15

TEMPORARY INTERFUND CASH BORROWING

WHEREAS, sufficient cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year and;

WHEREAS, temporary transfer of cash between district funds is permitted by Education Code Section 42063, and;

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4. Funds borrowed shall not be available for appropriation or considered income to the borrowing fund.
5. Borrowing shall occur only when the fund receiving the money will earn sufficient income during the current fiscal year. The amounts borrowed shall be repaid either in the same fiscal year or in the following fiscal year if the borrowing takes place within the final 120 calendar days of a fiscal year.

BE IT THEREFORE RESOLVED, The Governing Board hereby authorizes the borrowing of cash between all of the district funds.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 16th day of June 2009, by the following vote:

5	Ayes:
ø	Noes:
ø	Abstain:
ø	Absent:

Susan M. Keith

Susan M. Keith, President
Board of Trustees

Date: June 16, 2009

Los Angeles County Office of Education

YEAR-END APPROPRIATION TRANSFERS

Community College Districts

TO: Los Angeles County Office of Education
Division of School Financial Services
Accounting Section – EC 2nd Floor

FROM: Citrus Community College District

SUBJECT: AUTHORIZATION TO MAKE APPROPRIATION TRANSFERS

Our board of trustees hereby authorizes the County Superintendent of Schools to make appropriate transfers necessary at the close of the 2008-09 school year to permit the payment of obligations of the district incurred during such school year.

Signature Patricia Rasmussen Date June 16, 2009

Clerk of the Board of Trustees
Patricia Rasmussen

Attachment to:
Info Bul No.368
SFS-A70-2008-09

CITRUS COMMUNITY COLLEGE DISTRICT

2009 - 2010

TENTATIVE BUDGET

GENERAL FUND UNRESTRICTED REVENUES	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10		BUDGET INCREASES DECREASES
FEDERAL REVENUE					
8150 PELL ADMIN ALLOWANCE	13,105	13 105	13 105		0
8160 VETERANS EDUCATION	1,000	1,000	1,000		0
TOTAL FEDERAL REVENUE	**14,105**	**14,105**	**14,105**		**0**
STATE REVENUE					
8610 GENERAL APPORTIONMENT	47,984,536	48,736,994	48 736 994	*	0
8610 GEN APPORTIONMENT PRIOR YEAR(08800)	0	798,895	0		-798,895
8612 ENROLL FEE ADMIN	42,524	41,587	41,587		0
8624 Return to Title IV PY (08800)	5,352	5,990	5 990		0
8628 PART TIME FAC COMPENSATION FUND (01600)	519,462	514,943	514,943		0
8650 PART TIME FAC HEALTH/OFFICE HOURS	0	0	0		0
8650 PART TIME FAC HEALTH/OFFICE HRS(08800)	0	-1 355	-1,355		0
8670 TAX RELIEF HOMEX	33,710	33 710	33,710		0
8681 LOTTERY NON PROP 20	1,517 008	1,475,590	1,475,590		0
8681 LOTTERY PRIOR YEAR NON PROP 20 (08800)	0	147 002	147 002		0
8682 LOTTERY PROP 20 (00000)	244,264	237,595	237,595		0
8682 LOTTERY PRIOR YEAR PROP 20 (08800)	0	28 165	28 165		0
8683 MANDATED COST-MANDATED REIMB	0	0	0		0
8684 MANDATED COST-COLL BARGAINING	0	0	0		0
8685 MANDATED COST-OPEN MEETINGS	0	0	0		0
8686 MANDATED COST-HEALTH FEE	0	0	0		0
8689 MANDATED COST - INTEGRATED WASTE	0	0	0		0
8691 MOTOR VEHICLE FUEL REFUND	350	350	350		0
TOTAL STATE REVENUE	**50,347,206**	**52,019,466**	**51,220,572**		**-798,894**
LOCAL REVENUE					
8811 SECURED TAXES	2,765,770	2,765,770	2,765,770		0
8812 SUPPLEMENTAL TAXES	191,044	191,044	191,044		0
8813 UNSECURED TAXES	73,613	73,613	73,613		0
8816 PRIOR YEAR TAXES	359,213	359 213	359 213		0
DELIQUENT TAXES JPA	-85,922	-85,922	-85,922		0
TAX PENALTY	0	0	0		0
8817 ERAF TAXES	536,514	638,109	638,109		0
TOTAL TAXES	**3,840,232**	**3,941,827**	**3,941,827**		**0**

GENERAL FUND UNRESTRICTED REVENUES	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
LOCAL REVENUE - CONTINUED				
8860 INTEREST	337,839	337,839	337,839	0
8874 ENROLLMENT FEE	3,466,640	3,276,690	3,276,690	0
8879 TRANSCRIPTS	65,000	65,000	65,000	0
8880 NON-RES TUITION FOREIGN (01800)	2,172,000	2,172,000	2,173,500	1,500
8880 NON-RES TUITION OUT-OF-STATE (01900)	271,500	271,500	283,500	12 000
TOTAL NON-RES TUITION	2,443,500	2,443,500	2,457,000	13,500
8885 OTHER STUDENT FEES	20	20	20	0
8885 REFUND CHARGE/RETAINER (03000)	20 000	20 000	20,000	0
8885 QUILL ACCOUNT (03300)	0	0	0	0
8885 PHOTO ID CARDS (03600)	0	0	0	0
TOTAL FEES	20,020	20,020	20,020	0
8890 OTHER LOCAL INCOME	45 000	45 000	45,000	0
8891 REG CASH OVER SHORT	0	0	0	0
8893 IOU PROCESSING FEE	0	0	0	0
8894 RETURN CHECKS SERVICE	1,500	1,500	1,500	0
8895 PARKING FINES	125,000	125,000	125,000	0
8896 OTHER LOCAL-JOURNEYS	15,000	15,000	15,000	0
8897 COSMETOLOGY INCOME	120,000	120,000	120,000	0
8898 SUBPOENA RECORDS STUDENTS	300	300	300	0
8899 LIBRARY FINES	7,000	7,000	7,000	0
TOTAL OTHER LOCAL REVENUE	313,800	313,800	313,800	0
8910 SALES OF EQUIPMENT	2 000	2 000	2 000	0
8911 LIBRARY BOOK SALES	50	50	50	0
TOTAL LOCAL REVENUE	10,489,081	10,400,726	10,414,226	13,500
TOTAL GENERAL FUND REVENUE	**60,850,392**	**62,434,297**	**61,648,903**	**-785,394**
TOTAL GENERAL FUND EXPENDITURES	**62,987,926**	**60,823,192**	**61,388,283**	**565,091**
EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES	**-2,137,534**	**1,611,105**	**260,620**	**-1,350,484**
OTHER FINANCING				
7210 TRANSFER TO FUND 01 3	-1,006,448	-1,067,771	-998 425	69 346
7312 TRANSFER TO FUND 33 0-PROG MATCH	-137 068	-137 068	-137,068	0
7314 TRANSFER TO FUND 41 0	-130,000	-130,000	0	130,000
7317 TRANSFER TO FUND 59 0	-50,000	-50,000	-50,000	0
8980 TRANSFER FROM FUND 01 3	0	0	0	0
8981 TRANSFER FROM FUND 01 3	78 217	78 217	63 869	-14,348
8989 TRANSFER FROM FUND 74 0 FWS 00000	72,675	72 675	75 000	2,325
TRANSFER FROM FUND 74 0 FWS 90100 Admin	16 752	16,752	21 082	4 330
8989 TRANSFER FROM FUND 74 0 SEOG 90300 Admir	21,740	21,740	17 596	-4,144
8982 TRANSFER FROM FUND 33 0	250 000	250,000	0	-250 000
TOTAL OTHER FINANCING	-884,132	-945,455	-1,007,946	-62,491
INCREASE/DECREASE IN FUND BALANCE	**-3,021,666**	**665,650**	**-747,326**	**-1,412,976**
BEGINNING BALANCE JULY 1, 2009	**6,776,762**	**6,776,762**	**7,442,412**	**665,650**
ENDING BALANCE JUNE 30, 2010	**3,215,572**	**3,110,326**	**3,128,689**	**18,363**
RESERVE FOR CONTINGENCIES	**539,523**	**4,332,086**	**3,566,397**	**-765,689**

GENERAL FUND UNRESTRICTED EXPENDITURE BY DEPARTMENT	DEPARTMENT	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
PAGE 5	00011 FORESTRY	45 787	46 267	20,544	-25 723
PAGE 6	00020 BIOLOGICAL SCIENCE	1,142,898	1,220,401	1,230,733	10,332
PAGE 8	00028 BUSINESS	957 450	943,473	948 662	5,189
PAGE 10	00050 LANG ARTS COMMUNICATIONS	314 314	318 925	328 580	9 655
PAGE 12	00057 COMPUTER SCIENCE/INFO SERV	571,224	596,367	477,949	-118,418
PAGE 14	00065 PHYSICAL EDUCATION	2,172,507	2 086 758	2,067 256	-19 502
PAGE 17	00072 ENGINEERING	66,790	63,396	92,535	29,139
PAGE 18	00076 ELECTRONICS	118,120	111 997	84,580	-27,417
PAGE 19	00077 HEATING/AIR CONDITIONING	26,767	29,402	29,402	0
PAGE 20	00094 TRANS TECH - DIESEL	138 716	129 707	114,127	-15,580
PAGE 22	00097 TRANS TECH-AUTOMOTIVE	465,134	478,585	564,953	86 368
PAGE 24	00099 TRANS TECH-MOTORCYCLE	4,000	2,500	2,500	0
PAGE 25	00116 DRAFTING TECHNOLOGY	196,867	190,693	174,417	-16,276
PAGE 26	00130 WATER TECHNOLOGY	37,819	34,950	48,527	13 577
PAGE 28	00137 ART	1,113,511	1,099,327	1 117 725	18 399
PAGE 30	00142 MUSIC	1,909,818	1,809,251	1,873,195	63 944
PAGE 34	00145 RECORDING TECHNOLOGY	466,204	468 091	439 927	-28,164
PAGE 36	00146 THEATRE ARTS	406 182	410,959	425,370	14 411
PAGE 38	00148 DANCE	196,431	198,404	266 129	67,725
PAGE 40	00151 PHOTOGRAPHY	181 562	166 675	154 228	-12,447
PAGE 42	00159 FOREIGN LANGUAGE	683,064	649,486	683,768	34 282
PAGE 44	00181 NURSING - VOCATIONAL	1,217,491	1,187,065	1,256,391	69 327
PAGE 46	00182 NURSING - RN	422 710	422,494	494 919	72 425
PAGE 48	00188 DENTAL ASSISTING	251 977	248 772	273,632	24 860
PAGE 50	00221 CHILD DEVELOPMENT	396,308	394,528	409,048	14,520
PAGE 52	00236 ENGLISH	1,750,395	1,636,200	1,615,351	-20,849
PAGE 56	00266 SPEECH, DEBATE FORENSIC SCN	562 552	545 278	535 881	-9,397
PAGE 58	00268 PHILOSOPHY	318,393	340,417	261,200	-79,218
PAGE 59	00272 LIBRARY TECHNOLOGY - INSTR	23,745	7,631	7,631	0
PAGE 60	00274 MATHEMATICS	3,325,744	3,224,972	3,309,847	84 875
PAGE 64	00280 PHYSICAL SCIENCE	595,001	569 868	568,176	-1,692
PAGE 66	00283 CHEMISTRY	671,117	694 120	683,690	-10,430
PAGE 68	00286 GEOLOGY	127 228	131,790	179 963	48,174
PAGE 70	00290 PSYCHOLOGY	824,770	842,843	835,825	-7,019
PAGE 72	00295 PUBLIC WORKS	52,089	40,578	47,403	6,825
PAGE 73	00299 ADMIN of JUSTICE	280 198	263 295	240 303	-22,992
PAGE 74	00312 SOCIAL SCIENCE	633 263	614,456	608 094	-6,362
PAGE 76	00318 HISTORY	693,030	678 697	707 369	28,671
PAGE 78	00322 SOCIOLOGY	517,406	509,658	459,962	-49 696
PAGE 80	00326 COSMETOLOGY	1,875,205	1,901,000	1,944,748	43 749
PAGE 83	00331 CITRUS SUM/WINTER AND SUBS	142,968	142,968	142 968	0
PAGE 84	00332 CLAREMONT SUMMER SCH	287,065	287,065	287,065	0
PAGE 85	00333 MONROVIA SUMMER SCH	149,778	149,778	149,778	0
PAGE 86	00335 CLAREMONT H.S. SATELLITE	64,831	0	0	0
PAGE 87	00336 AZUSA UNIFIED SUMMER SCH	136 594	136,594	136,594	0
PAGE 88	00341 HUMANITIES	105 093	104 725	48 998	-55,727
PAGE 89	00346 COUNSELING INSTRUCTIONAL	129 005	121 555	121 716	161

EXPENDITURE BY DEPARTMENT		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
PAGE 90	00362 READING SKILLS	800 177	773 785	737 546	-36,239
PAGE 92	00364 LEARNING CENTER INSTR	364,889	331 882	333 740	1 858
PAGE 94	00365 ENGLISH AS A SECOND LANGUAGE	519,471	538,672	532,361	-6 312
PAGE 96	00371 NON-CREDIT/INSTRUCT	1,348,797	1,347,797	1,366,377	18,580
PAGE 98	00372 DISTANCE EDUCATION	531 971	512 791	449 084	-63,707
PAGE 100	00373 INTERNATIONAL EDUCATION	168 471	168 471	170 028	1,557
PAGE 101	00380 RETIREES BENEFITS INSTR	637 981	667 679	690,541	22 861
PAGE 102	00381 INSTRUCTION V P	548,650	543,848	562,734	18,887
PAGE 104	00382 INSTRUCTION DEANS	2,343,619	2,361,297	2,187,484	-173,813
PAGE 106	00390 ACADEMIC SENATE	180,769	180,769	241 747	60 978
PAGE 107	00391 VOC ED ADM	100 351	93 761	112,728	18,967
PAGE 108	00392 NON-CREDIT & CONTNG ED	111,250	98,584	80,048	-18,537
PAGE 109	00393 NON-CREDIT	271 428	264 830	258,557	-6,273
PAGE 110	00400 LEARNING CENTER NON-INSTR	480,141	407 077	379,289	-27,789
PAGE 112	00401 LIBRARY	1,072,014	995,936	1,011,154	15,219
PAGE 114	00402 LIBRARY MEDIA	174,704	146,967	150,630	3,662
PAGE 116	00410 ADMISSIONS	1 345 223	1 277,211	1 289,389	12,178
PAGE 118	00412 ADMISSIONS - PHOTO ID	35 446	32,504	32,504	0
PAGE 120	00420 COUNSELING	1,566,520	1,435,262	1,473,393	38 131
PAGE 122	00422 TRANSFER CENTER	346 827	329 517	355,359	25 842
PAGE 123	00423 CAREER CENTER	258,297	236,707	215,965	-20,741
PAGE 124	00428 STUDENT SERVICES VP	363 036	350 770	355 748	4 978
PAGE 125	00431 STUDENT EMPLOYMENT SERVICES	206,222	204,768	203,309	-1,460
PAGE 126	00433 INTERNATIONAL STUDENTS	327 435	297 187	300 380	3 193
PAGE 127	00434 TRANSPORTATION	171,226	154,226	154,226	0
PAGE 128	00438 SERVICE LEARNING	4,500	3,982	3,982	0
PAGE 129	00440 BUILDINGS/MAINTENANCE	1,468 849	1 385 362	1,400,888	15,527
PAGE 130	00441 CUSTODIAL	2 019 856	1,939,914	1,991,090	51 176
PAGE 134	00442 GROUNDS	1 002 568	936,591	984,879	48 289
PAGE 136	00443 UTILITIES	2,015,000	2,015,000	2,015,000	0
PAGE 137	00444 FACILITIES-M&O	877 045	761,067	773,126	12 059
PAGE 138	00445 FACILITIES - PE MAINTENANCE	123,000	98 000	98,000	0
PAGE 139	00446 PRESIDENT	1,018,836	1,043,212	1,159,206	115,995
PAGE 140	00447 ADMIN SERVICES VP	824,597	644,222	649,377	5,155
PAGE 141	00448 ADM SERV TRUSTEES	172 802	153 802	160 782	6 980
PAGE 142	00449 COLLEGE ADV/DEVELOPMENT	291,344	300 417	304 257	3,840
PAGE 144	00450 COLLEGE ADV/EXT RELATIONS	913,970	890,458	910,134	19,676
PAGE 145	00451 FISCAL SERVICES	1,718,619	1,582,185	1,617,611	35 426
PAGE 146	00452 HUMAN RESOURCES	410,793	372 226	385,464	13 237
PAGE 147	00453 HUM RESOURCES-PERSONNEL	770 050	750 387	771 187	20 800
PAGE 148	00454 RETIREES BENEFITS NON-INSTR	575,844	589,226	627,166	37,940
PAGE 149	00457 PURCHASING / WAREHOUSE	1,310,450	1,188,236	1,211,978	23 742
PAGE 150	00458 COLLEGE ADV/REPOGRAPHICS	911,510	896,576	910,531	13,955
PAGE 151	00459 INSTITUTIONAL RESEARCH	89,940	80,040	80,806	766
PAGE 152	00460 RISK MANAGEMENT	731 621	797,179	804,253	7,074
PAGE 153	00462 SECURITY	170,486	149,839	176,684	26 845
PAGE 154	00463 TECHNOLOGY & COMPUTER SERVICES	2,384,059	2,165,004	2,219,185	54,181
PAGE 156	00485 STUDENT AFFAIRS	394 884	353 079	313 866	-39 213
PAGE 158	00486 CO-CURRICULAR COACHES	663,908	643,567	611,171	-32,395
PAGE 160	00488 CO-CURRICULAR CLARION	88,518	88,518	88,518	0
PAGE 162	00490 PERFORMING ARTS CENTER	990 847	990 847	1 003 164	12 317
	TOTAL EXPENDITURES	**62,987,926**	**60,823,192**	**61,388,283**	**565,091**

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009 - 2010

GENERAL FUND UNRESTRICTED
FUND 01

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	11 784 351	11 827,423	12 062,457	235,034
1200 SALARY NONINSTR FACULTY REG	3,720,035	3 832 701	3,720,359	-112 342
1300 SALARY FACULTY	1 165 300	1,165,300	1 165 300	0
1310 SALARY FACULTY OVERLOAD	1,232,733	1 480 815	1 498 804	17 989
1320 SALARY FACULTY ADJUNCT	3 643 953	3,204 517	3 066 190	-138,327
1370 SALARY FACULTY EXTRA DUTY	328,743	328 743	347,243	18 500
1380 SALARY SUMMER	1 577 893	1,579,926	1 320 863	-259 063
1385 SALARY WINTER	988,407	746 866	823,883	77,018
1390 SALARY APPLIED MUSIC TUTORS	180 000	150 000	150 000	0
1400 SALARY NONINSTR FACULTY HRLY	511,146	396,833	390,247	-6,586
	25,132,561	**24,713,123**	**24,545,346**	**-167,777**
2100 SALARY CLASSIFIED REGULAR	13,545 342	13 173 166	13 259 961	86,796
2200 SALARY INSTR AIDES REGULAR	333,716	308,803	310 559	1 757
2300 SALARY CLASSIFIED HOURLY	1 817 418	1,576,811	1 571 396	-5,415
2400 SALARY CLASSIFIED INSTR HOURLY	195,090	179,033	179,033	0
	15,891,566	**15,237,812**	**15,320,950**	**83,138**
3100 STRS	1 957 981	1 943,371	1,943 803	432
3200 PERS	1 258,705	1 236 109	1 257,260	21,152
3300 OASDI	1 112 326	1,046,988	1 058 275	11 287
3350 MEDICARE	571,783	555 981	553 848	-2,132
3400 H&W	5 838 535	5,735 263	6 250,268	515,005
3500 UN EMP INSURANCE	122,481	119,766	119 342	-424
3600 WK COMP	815 925	797 257	794 365	-2 892
3700 RETIREMENT BENEFITS	527 328	527,328	527,328	0
3800 RETIREMENT INCENTIVE	25,000	25,000	25,000	0
	12,230,063	**11,987,062**	**12,529,489**	**542,429**
4300 SUPPLIES	1,680,921	1,556,901	1,557,725	824
	1,680,921	**1,556,901**	**1,557,725**	**824**
5100 CONSULTANTS	434 785	437,760	387 291	-50,469
5200 CONFERENCE/TRAVEL	343 502	246,484	246 484	0
5300 DUES/MEMBERSHIPS	110 546	95 646	95,646	0
5400 INSURANCE LIABILITY	450,000	450 000	450 000	0
5500 UTILITIES	2 030 000	2,030,000	2,030 000	0
5600 RENTS LEASES & REPAIRS	711 792	654,428	654 428	0
5700 LEGAL, ELECTION & AUDIT EXPENSE	394 300	280 300	440,600	160 300
5800 OTHER SERVICES	2,673,476	2,598,526	2,596,526	-2,000
	7,148,401	**6,793,144**	**6,900,975**	**107,831**
6100 SITE IMPROVEMENTS	28,000	17 200	17 200	0
6200 BUILDINGS	22 612	7,612	7 612	0
6300 LIBRARY BOOKS	54,765	40 265	40 265	0
6400 EQUIPMENT	799,040	470,073	468,721	-1,352
	904,417	**535,150**	**533,798**	**-1,352**
	62,987,928	**60,823,193**	**61,388,283**	**565,092**

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009 - 2010

GENERAL RESTRICTED FUND 01.3 00000.0-XXX00-00000-XXXX-0000000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
FEDERAL REVENUE					
8120 ULV STEM GRANT	11100	0	570,546	484 845	-85,701
8120 ULV STEM GRANT Y2	11102	0	0	396,255	396,255
8120 HSI SOLO GRANT Y3	11203	0	0	0	0
8120 HSI SOLO GRANT Y4	11204	252 525	252,515	0	-252 515
8120 HSI SOLO GRANT Y5	11205	471,744	471,744	233,949	-237,795
8120 HSI Coop Grant Y2	11402	0	0	0	0
8120 HSI Coop Grant Y3	11403	310,141	310 141	0	-310 141
8120 HSI Coop Grant Y4	11404	699,949	699,949	344 566	-355 383
8120 HSI Coop Grant Y5	11405	0	0	699,927	699,927
8120 STEM Grant	11500	0	1,522 664	652,878	-869,786
8120 STEM Grant YR2	11502	0	0	1,908,312	1 908,312
8170 VTEA	13000	411 675	411,675	346,793	-64,882
8170 REGIONAL CONSORTIUM	13300	336,000	336,000	316,000	-20,000
8170 TECH PREP	14100	81,405	81,405	67,750	-13 655
8170 TECH PREP REG COORD PROJ	14200	122,323	73,797	315,000	241,203
8170 TECH PREP REG COORD PROJ	14209	300,000	300,000	0	-300,000
8140 TANF - FEDERAL SHARE	11800	0	58,967	58 967	0
TOTAL FEDERAL REVENUE		**2,985,762**	**5,089,403**	**5,825,242**	**735,839**
STATE REVENUE					
8613 FINANCIAL AID		348 415	381 146	382,646	1 500
8622 EOPS	12100	958,042	990,567	408 114	-582 453
8623 DSPS	16100	677,764	765,096	315,220	-449,876
8623 DSPS (08800)	08800	0	11,627	0	-11,627
8624 MATRICULATION	10700	643,820	635,063	261,646	-373,417
8624 MATRICULATION PY	10707	0	0	0	0
8624 MATRICULATION-NONCREDIT	10800	196,128	192,306	79 230	-113,076
8624 CAHSEE	10900	0	99,788	0	-99,788
8624 CAHSEE	10908	68,224	0	0	0
8624 CARE	12200	200 324	199,948	82,379	-117,569
8624 CALWORKS	12800	337,321	365,831	150,723	-215,108
8624 INCUMBENT WORKERS GRANT	13200	0	0	0	0
8654 CITD	10500	182,655	205 000	84 460	-120 540
8654 CITD 2007	10507	44 199	44,199	48 224	4,025
8654 CITD 2008	10508	50 000	50,000	0	-50,000
8654 CITD 2009	10509	0	50 000	42,650	-7 350
8654 EQUAL EMPLYMT OPPORTNY FUND	11600	13 544	13,756	5 667	-8,089
8654 FACULTY/STAFF DEVELOPMENT	11700	14,028	14,028	0	-14 028
8654 CTE - Community Collaborative	13400	369,700	369 700	281,269	-88 431
8654 CTE - Community Collaborative	13401	0	400,000	341,200	-58 800
8654 CTE - Nursing	13600	98,333	98 333	0	-98,333
8654 Regional Consortia Partnership 07-08	13808	0	90,890	0	-90,890
8654 Regional Consortia Partnership 08-09	13809	0	9,000	0	-9,000
8654 ASSOCIATE DEGREE NURSING-RN	13900	73,281	73,281	0	-73,281
8654 ASSOCIATE DEGREE NURSING-RN	13901	186,800	196,739	81,259	-115 480
8654 ASSOCIATE DEGREE NURSING-RN	13902	0	0	105,142	105,142
8654 Basic Skills One Time	14500	0	0	0	0
8654 Basic Skills One Time 06-07	14507	289 567	289,567	0	-289,567
8654 Basic Skills One Time 07-08	14508	340 744	340,832	340 832	0

GENERAL RESTRICTED FUND 01.3 00000.0-XXX00-00000-XXXX-0000000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
STATE REVENUE - CONTINUED					
8654 Basic Skills One Time 08-09	**14509**	0	289,571	247 004	-42,567
8654 Basic Skills One Time 08-09	**14510**	0	0	146,939	146,939
8654 CTE/EWDP Fac & Couns Work Exp	**14600**	0	0	0	0
8654 CTE Teacher Career Pathway	**14700**	151 858	150 042	0	-150 042
8654 INSTR EQUIP BLOCK GRANT	**15600**	390,471	315,471	73,980	-241,491
8654 INSTR EQUIP ON-GOING	**15700**	193,772	320,777	330,450	9,673
8654 TELECOM/TECH	**16200**	0	0	0	0
8654 TELECOM/TECH LIBR AUTO	**16200**	36,363	36,036	36,036	0
8654 TTIP PY (08800)	**08800**	6,500	6 500	5 411	-1,089
8689 CAN SYSTEM	**10300**	4 456	4,000	1 648	-2,352
8690 CAN SYSTEM	**10301**	0	0	3,347	3,347
TOTAL STATE REVENUE		**5,876,309**	**7,009,094**	**3,855,476**	**-3,153,618**
LOCAL REVENUE					
8850 AUDITORIUM FACILITY RENTAL	**15200**	37,000	37,000	37,000	0
8876 HEALTH FEE	**15400**	420 000	420 000	420,000	0
8881 PARKING FEE	**17700**	538,933	538,933	546,000	7,067
8882 PARKING TOKENS	**17700**	79,011	79,011	85,000	5 989
8890 OTHER LOCAL REVENUE-CITD	**10500**	3,000	3,000	3,000	0
8890 DPSS CalWorks Program	**12700**	66 920	59,750	53,000	-6 750
8890 Nursing/LAHealthcare	**13500**	0	0	0	0
8890 Metro Water District	**13700**	0	0	0	0
8890 NASA NOVA Mini Grant	**14400**	0	0	0	0
8890 Child Dev Tng Consortium	**18600**	34,000	35,200	35,200	0
TOTAL LOCAL REVENUE		**1,178,864**	**1,172,894**	**1,179,200**	**6,306**
TOTAL REVENUE		**10,040,935**	**13,271,391**	**10,859,918**	**-2,411,473**
TOTAL EXPENDITURES		**10,701,418**	**13,935,174**	**12,265,432**	**-1,669,743**
EXCESS/(DEFICIENCY) OF REV. OVER EXPEND.		**-660,483**	**-663,783**	**-1,405,514**	**-741,730**

GENERAL RESTRICTED FUND 01.3 00000.0-XXX00-00000-XXXX-0000000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
OTHER FINANCING SOURCES					
7210 Intrafund Tfr to Fund 01.0	10900	0	3 838	0	-3 838
7210 Intrafund Tfr to Fund 01 0	10908	2 624	0	0	0
7210 Intrafund Tfr	12800	2,500	9 500	1 000	-8 500
7210 Intrafund Tfr	13200	0	0	0	0
7210 Intrafund Tfr to Fund 01 0	13300	12,923	12 923	12,153	-770
7210 CTE-Community Collaborative	13400	14 220	14,220	10 818	-3 402
7210 CTE-Community Collaborative	13401	0	15,384	13,123	-2 261
7210 Nursing/LA Healthcare	13500	0	0	0	0
7210 CTE Nursing	13600	3 782	3,782	0	-3 782
7210 ADN/RN PROGRAM	13900	2 819	2,819	0	-2 819
7210 ADN/RN PROGRAM	13901	7 185	7,567	3,125	-4,442
7210 ADN/RN PROGRAM Yr 2	13902	0	0	4,044	4,044
7210 TechPrep	14100	3,131	3,131	2,606	-525
7210 TECH PREP REG COORD PROJ	14200	5,161	2,838	15,000	12,162
7210 TECH PREP REG COORD PROJ	14209	14 286	14,286	0	-14,286
7210 CTE/EWDP	14600	0	0	0	0
7210 CTE Teacher Career Pathway	14700	7 586	5 770	0	-5 770
7210 Industry Regional Collaborative	15300	0	0	0	0
7210 Child Dev Tng Transfer	18600	2 000	2,000	2,000	0
7311 CWStudy tfr to Fund 01.3	12800	0	0	0	0
7312 CALWorks CDC TRFR TO FUND 33	12800	102,465	111,125	45,784	-65 341
7312 CWStudy tfr to Fund 33 0	12800	40,000	40,000	20,000	-20,000
7315 CWSStudy tfr to Fund 51 0	12800	8 000	1,500	0	-1,500
7316 CWSStudy tfr to Fund 52 0	12800	1,000	500	0	-500
7318 CWSStudy tfr to Fund 71 0	12800	8,000	8,000	482	-7,518
7500 GRANTS CARE	12200	17 316	24,927	10,650	-14,277
7600 OTHR OUTGO TO STU-CITD	10500	100	100	0	-100
7600 OTHR OUTGO TO STU-CITD C/O	10507	100	0	0	0
7600 OTHR OUTGO TO STU-CITD CTE	10508	100	100	0	-100
7600 OTHR OUTGO TO STU-CITD CTE	10509	0	150	0	-150
7600 OTHR OUTGO TO STU-NCR Matric	10800	4 000	0	0	0
7600 OTHR OUTGO TO STU-TANF	11800	0	4,691	4,086	-605
7600 OTHR PYMTS STUDENT BOOKS	12100	310,775	330,477	103,690	-226,787
7600 OTHR PYMTS STU BOOKS-DM	12100	0	15 606	0	-15,606
7600 OTHR PYMTS STUDENT BOOKS	12103	0	0	0	0
7600 OTHR PYMTS TO/FOR STU-CARE	12200	69 490	66,000	9 912	-56,088
7600 OTHR PYMTS STUDY AIDES	12203	0	0	0	0
7600 OTHR PYMTS TO/FOR STU-VTEA	13000	0	0	0	0
7600 OTHR PYMTS TO/FOR STU-IWG	13200	0	0	0	0
7600 OTHR PYMTS TO/FOR STU-Healthc	13500	0	0	0	0
7600 OTHR PYMTS TO/FOR STU-CDEV	18600	20,000	20 300	20,300	0
7900 CONTINGENCY-LA Healthcare	13500	15,925	15,925	5,925	-10,000
7900 CONTINGENCY-AUDITORIUM	15200	167,310	167 310	167,310	0
7900 CONTINGENCY-HEALTH CENTER	15400	419,840	419,834	0	-419,834
8980 MATRIC PY INTERFUND TFR-IN	**10707**	0	0	0	0
8980 NCR MATRIC INTERFUND TFR-IN	**10800**	196,128	192,306	79 230	-113,076
8980 STAFF DEV TRANSFER-IN	**11700**	25,000	25,000	25,000	0
8980 STATE FINANCIAL AID	**12000**	550,562	602 625	591 163	-11,462
8980 EOPS INTERFUND TRANSFER - IN	**12100**	124,310	135,624	135,624	0
8980 CALWORKS INTERFUND TFR-IN	**12800**	0	0	0	0
8980 INSTR EQUIP one-time INTERFUND	**15600**	25 000	0	0	0
8980 INSTR EQUIP INTERFUND TFR-IN	**15700**	0	42 335	17,408	-24 927
8980 DSPS INTERFUND TRANSFER - IN	**16100**	85,448	73,821	150 000	76,179
8989 FEDERAL WORK STUDY	**12000**	33 075	33 075	118 738	85,663
TOTAL OTHER FINANCING SOURCES		**-223,115**	**-219,817**	**665,155**	**884,972**
INCREASE/DECREASE IN FUND BALANCE		**-883,598**	**-883,600**	**-740,359**	**143,242**
BEGINNING BALANCE:		**883,597**	**883,597**	**740,465**	**-143,132**
ENDING BALANCE		**-1**	**-3**	**106**	**109**

GENERAL RESTRICTED FUND - 01.3

EXPENDITURE BY PROGRAM					ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
	PROGRAM							
PAGE 171	10300	CAN			4,456	4,000	0	-4,000
PAGE 172	10500	CITD		00474	182,555	204,900	84,460	-120,440
PAGE 173	10500	CITD	LOCAL	00475	28,426	28 426	31,477	3 051
PAGE 174	10507	CITD	PY	00474	44 099	44,199	48,224	4,025
PAGE 175	10508	CITD	PY	00474	49,900	49 900	0	-49,900
PAGE 175	10509	CITD	PY	00475	0	49,850	42,650	-7,199
PAGE 176	10700	MATRICULATION			643 820	635,063	323 018	-312,045
PAGE 178	10800	MATRIC-NCR DM		9150	194 128	192 306	135 665	-56 641
PAGE 180	10800	MATRIC-NCR		9151	194,128	192,306	135,665	-56,641
PAGE 182	10900	CAHSEE			0	95 950	0	-95,950
PAGE 183	10908	CAHSEE			65,600	0	0	0
PAGE 183	11100	ULV STEM GRANT			0	570,546	484,845	-85,702
PAGE 184	11102	ULV STEM GRANT YR 2			0	0	396,255	396,255
PAGE 186	11203	HSI Solo Grant Year 3			0	0	0	0
PAGE 187	11204	HSI Solo Grant Year 4			252,525	252,515	0	-252 515
PAGE 188	11205	HSI Solo Grant Year 5			471,744	471,743	233,949	-237,796
PAGE 190	11402	HSI CoOp Grant Year 2			0	0	0	0
PAGE 191	11403	HSI CoOp Grant Year 3			310,141	310 141	0	-310,141
PAGE 192	11404	HSI CoOp Grant Year 4			699,950	699,949	344,566	-355,384
PAGE 192	11405	HSI CoOp Grant Year 5			0	0	388 144	388,144
PAGE 192	11500	STEM GRANT			0	1 522 664	652,878	-869,786
PAGE 193	11502	STEM GRANT YR 2			0	0	1,908,312	1,908,312
PAGE 193	11600	STAFF DIVERSITY			13 544	13,756	5,667	-8 089
PAGE 194	11700	STAFF DEV - GEN	00455		46,019	46 019	56,423	10,404
PAGE 194	11700	STAFF DEV - MGMT	01455		2,427	2,427	1 814	-613
PAGE 195	11700	STAFF DEV - FACULTY	02455		11,318	11,318	0	-11,318
PAGE 195	11700	STAFF DEV - CLASSIFIED	03455		2 622	2 622	0	-2,622
PAGE 195	11700	STAFF DEV - SUPRVS	04455		2,113	2,113	1,763	-350
PAGE 196	11800	TANF			0	54,276	54,881	605
PAGE 197	12000	FINANCIAL AID			534,277	611,885	592 488	-19,397
PAGE 199	12000	FINANCIAL AID BFAP			373,960	381,146	382 646	1,500
PAGE 200	12000	FEDERAL WORK STUDY			33,075	33,075	118 738	85,663
PAGE 201	12100	EOPS			647,267	660,090	515,868	-144,222
PAGE 203	12100	EOPS - DISTRICT MATCH			124 310	120,018	126,034	6,016
PAGE 204	12200	CARE			113,518	109,021	65 982	-43,039
PAGE 205	12700	CALWORKS		DPSS	66,920	59,750	53,000	-6,749
PAGE 207	12800	CALWORKS		COORD	175,356	195,206	155,970	-39,237
PAGE 208	12800	CALWORKS		CHILD CARE	0	0	0	0
PAGE 209-215	13000	VTEA			411 675	411,676	346 793	-64 883

EXPENDITURE BY PROGRAM			ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
PAGE 216	13200	INCUMBENT WORKERS GRANT	0	0	0	0
PAGE 217	13300	REGIONAL CONSORTIUM	323,077	323,077	303 847	-19 230
PAGE 218	13400	CTE Community Collaborative	355,480	355 480	270,451	-85 028
PAGE 218	13401	CTE Community Colla/Energy	0	384,616	328,077	-56 539
PAGE 219	13500	NURSING/LA HEALTHCARE	36,200	36 200	24,356	-11,844
PAGE 220	13600	CAREER TECHNICAL ED/NURSING	94 551	94,551	0	-94,551
PAGE 221	13700	METRO WATER DISTRICT	1 449	1,449	0	-1,449
PAGE 221	13808	Regional Consortia Partnership 07/08	0	90,890	0	-90,890
PAGE 222	13809	Regional Consortia Partnership 08/09	0	9,000	0	-9,000
PAGE 222	13900	AND/RN PROGRAM	70,462	70,462	0	-70,462
PAGE 223	13901	AND/RN PROGRAM	179,615	189,172	78,134	-111,038
	13902	AND/RN PROGRAM Yr 2	0	0	101,098	101,098
PAGE 224	14100	TECH PREP	78,274	78 274	65,144	-13,131
PAGE 225	14200	TECH PREP REG COORD PROJ	117,160	70,959	300,000	229,041
PAGE 226	14209	TECH PREP REG COORD YR 2	285,715	285,714	0	-285,714
PAGE 227	14500	Basic Skills 05/06	0	0	0	0
PAGE 228	14507	Basic Skills 06/07	289,567	289 567	0	-289 567
PAGE 228	14508	Basic Skills 07/08	340,744	340 832	340,832	1
PAGE 229	14509	Basic Skills 08/09	0	289,571	247,004	-42 567
	14510	Basic Skills 09/10	0	0	146,939	146,939
PAGE 229	14600	CTE/EWDP Faculty/Counselor Wk	0	0	0	0
PAGE 230	14700	Strengthening CTE Programs	144,271	144,272	0	-144,272
PAGE 231	15200	AUDITORIUM FACILITY RENTAL	0	0	0	0
PAGE 232	15300	Industry Regional Collaborative	0	0	0	0
PAGE 233	15400	HEALTH CENTER	394,049	394 055	399,906	5 851
PAGE 235	15600	INSTR EQUIP ON-GOING	440 471	340 471	98,980	-241,491
PAGE 235	15700	INSTR EQUIP ON-GOING	258,363	427,702	440,600	12,898
PAGE 235	15800	Career Tech Equip one time	0	0	0	0
PAGE 236	16100	DSPS	827,765	915,096	746,649	-168,447
PAGE 238	16200	TELECOM/TECHNOLOGY	5,411	5,411	5,411	0
PAGE 238	16200	TELECOM/TECH LIBRARY	37,452	37,125	36,036	-1,089
PAGE 240	17700	SECURITY	709,469	709,468	630,894	-78 574
PAGE 241	18600	CHILD DEV TRNG CONSORTIUM	12 000	12 901	12,900	-1
	TOTAL EXPENDITURES		**10,701,418**	**13,935,174**	**12,265,432**	**-1,669,743**

GENERAL RESTRICTED FUND 01.3

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	1 504,402	1,542,451	1.501 986	-40,465
1300 SALARY FACULTY HOURLY	293	3,153	0	-3,153
1400 SALARY NONINST FACULTY HOURLY	1,083,367	1,380,513	1,118,801	-261,712
	2,588,062	**2,926,117**	**2,620,786**	**-305,331**
2100 SALARY CLASSIFIED REGULAR	2,200,914	2,372,312	2,499,606	127,294
2200 SALARY INSTR'L AIDES REGULAR	126,017	126,017	126,672	655
2300 SALARY CLASSIFIED HOURLY	611,033	936,695	857,666	-79,029
2400 SALARY INSTR'L AIDES HOURLY	99,805	86,238	88,000	1,762
	3,037,769	**3,521,263**	**3,571,944**	**50,681**
3100 STRS	203,443	214 305	156,845	-57 460
3200 PERS	219 724	237 233	255 288	18 055
3300 OASDI/MEDICARE	269 758	304 631	299,451	-5,180
3400 H & W	731,454	755,265	753,760	-1,504
3500 UN EMP INSURANCE	16,357	18,288	17,311	-978
3600 WK COMP	109,874	125,786	118,802	-6,984
	1,550,609	**1,655,507**	**1,601,456**	**-54,051**
4000 SUPPLIES	**566,963**	**1,106,162**	**659,983**	**-446,179**
5100 CONSULTANTS	621,826	973 534	946 015	-27,519
5200 CONFERENCE/TRAVEL	368,530	355,510	267,117	-88 393
5300 DUES/MEMBERSHIPS	9,818	9,818	9,200	-618
5400 INSURANCE LIABILITY	23 317	23,317	23,317	0
5500 UTILITIES	12,700	16 543	13,925	-2.618
5600 RENTS, LEASES & REPAIRS	40 194	23,759	2,000	-21,759
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	825,553	1,498,435	1,478,999	-19,436
	1,901,938	**2,900,916**	**2,740,573**	**-160,343**
6100 SITE IMPROVEMENTS	81 676	45,770	0	-45,770
6200 BUILDINGS	0	0	0	0
6400 EQUIPMENT	974,401	1,779,438	1,070,688	-708,750
	1,056,077	**1,825,208**	**1,070,688**	**-754,520**
TOTAL EXPENDITURE	**10,701,418**	**13,935,174**	**12,265,431**	**-1,669,742**
7210 intrafund transfers-out	78,217	98 058	63,869	-34 189
7300 INTERFUND TRANSFERS - OUT	159,465	161,125	66,266	-94 859
7500 GRANTS	17,316	24,927	10,650	-14,277
7600 OTHER PAYMENTS TO/FOR STUDENTS	404 565	437 424	137,988	-299 436
7900 RESERVE FOR CONTINGENCIES	603 075	603,069	173 235	-429,834
TOTAL APPROPRIATIONS	**11,964,055**	**15,259,777**	**12,717,439**	**-2,542,337**

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009-2010

CHILD DEVELOPMENT FUND - 33.0		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
FEDERAL REVENUE					
8140 TANF	**26100**	66,036	66,036	66,036	0
8190 YESS	**28400**	216 040	216 024	194,192	-21,832
8190 FOOD	**29300**	100 000	100,000	100 000	0
TOTAL FEDERAL REVENUE		**382,076**	**382,060**	**360,228**	**-21,832**
STATE REVENUE					
8621 TAX BAILOUT	**20900**	154 643	165,394	68 142	-97,252
8621 FULL-DAY PRESCHOOL (CFDP)	**27500**	175,000	159,305	0	-159,305
8621 CHILDCARE AND DEV'T PROGRAM	**27510**	0	0	189,000	189,000
8621 Campus Child Care Apportionment (CC/	**28900**	1,250 000	1,250,000	0	-1 250,000
8621 CA STATE PRESCHOOL PROGRAM	**28910**	0	0	1,236 000	1 236,000
8621 CDC INFANTS & TODDLERS	**29000**	0	3 418	0	-3 418
8621 CDC APPT-ONE TIME ONLY INSTR L	**29200**	0	3 506	0	-3,506
8621 FOOD PROGRAM CASH IN LIEU	**29300**	2 066	2,066	2,377	311
8626 MAPP	**29600**	8 100	24,300	0	-24,300
8626 MAPP PY	**29606**	0	0	0	0
8628 FOSTER KINSHIP CARE ED (FKCE)	**28000**	418,508	446,135	194,793	-251,342
TOTAL STATE REVENUE		**2,008,317**	**2,054,124**	**1,690,312**	**-363,812**
AL REVENUE					
8860 INTEREST		15 000	10 700	10,700	0
8871 CDC FEES		0	0	135,000	135 000
8871 CDC FEES - COMMUNITY	**20200**	74 500	61 850	0	-61 850
8871 CDC FEES - STUDENT FEE ELIGIBLE	**20400**	60,000	60 000	0	-60,000
8871 CDC FEES - REGISTRATION FEE	**20500**	500	592	0	-592
8890 CAREERS IN CHILD CARE TRNG	**27000**	160,000	75,489	0	-75,489
8890 GLENDORA CHILD CARE	**27300**	8,200	8,200	0	-8,200
TOTAL LOCAL REVENUE		**318,200**	**216,831**	**145,700**	**-71,131**

CHILD DEVELOPMENT FUND - 33.0		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
TOTAL REVENUE		**2,708,593**	**2,653,015**	**2,196,240**	**-456,775**
TOTAL EXPENDITURES		**2,970,631**	**2,928,255**	**2,499,659**	**-428,596**
EXCESS/(DEFICIENCY) OF REV OVER EXPND		**-262,038**	**-275,240**	**-303,419**	**-28,179**
OTHER FINANCIAL SOURCES					
7310 INTRFND TRANS OUT-CAREERS	**27000**	0	0	0	0
7310 INTRFND TRANS OUT-FOSTER	**28000**	0	0	0	0
7310 INTRFND TRANS OUT CHANC IL	**28300**	0	0	0	0
7310 INTRFND TRANS OUT-ESTEP	**28500**	0	0	0	0
7310 INTRFND TRANS OUT CONSRTM	**28600**	0	0	0	0
7310 INTRFND TRANS OUT-MAPP	**29600**	0	0	0	0
7310 INTRFND TRANS OUT-CDC	**28900**	250,000	250,000	0	-250,000
7600 OTHER PMTS TO/FOR STUDENTS	**26100**	9 587	9,587	9 587	0
7600 OTHER PMTS TO/FOR STUDENTS	**28400**	0	0	0	0
7600 OTHER PMTS TO/FOR STUDENTS	**28600**	0	0	0	0
7600 OTHER PMTS TO/FOR STUDENTS	**28900**	0	0	0	0
7900 CONTINGENCY	**28900**	326,450	310 749	192 638	-118 111
8980 INTRFND TRANS IN - District Match	**28900**	137,068	137 068	137,068	0
8981 INTRFND TRANS IN - CALWORKS		102 465	102 465	45 784	-56 681
8981 INTRFND TRANS IN - CALWORKS		40 000	40 000	20 000	-20,000
8989 INTRFND TRANS IN - FWS	**90100**	55 750	53 250	40 000	-13 250
CREASE/DECREASE IN FUND BALANCE		**-512,792**	**-512,793**	**-262,792**	**250,001**
BEGINNING BALANCE JULY 1ST		**512,792**	**512,792**	**262,792**	**-250,000**
ENDING BALANCE JUNE 30TH		**0**	**-1**	**0**	**1**

CHILD DEVELOPMENT FUND - 33.0

EXPENDITURE BY PROGRAM			ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
PAGE 246	90100 FWS		75,820	72 420	0	-72 420
PAGE 247	26100 TANF	00481	56,449	56 449	56 449	-1
PAGE 248	27000 CAREERS		160,001	75,489	0	-75 489
PAGE 250	27500 FULL-DAY PRESCHOOL		174,999	159,305	0	-159,305
PAGE 252	27510 CHILDCARE AND DEV'T PROGRAM		0	0	189 000	189 000
PAGE 254	28000 FOSTER KINSHIP CARE		418,509	446,135	194,793	-251,343
PAGE 255	28300 IND LIVING - CHANCELLOR S		0	0	0	0
PAGE 256	28400 IND LIVING - COUNTY		216,023	216,024	194,192	-21,832
PAGE 257	28500 ESTEP - EARLY START TO EMAN (0048		0	0	0	0
PAGE 258	28600 CDC CONSORTIUM		0	0	0	0
PAGE 259	28800 RENOVATION & REPAIR		0	0	0	0
PAGE 260	28900 CAMPUS		1 758 665	1 769 142	0	-1,769 142
PAGE 263	28910 CA STATE PRESCHOOL PROGRAM		0	0	1,762,848	1,762 848
PAGE 266	29000 CDC INFANTS & TODDLERS		0	3 418	0	-3,418
PAGE 266	29200 ONE TIME ONLY INSTR'L SUPPL		0	3,506	0	-3 506
PAGE 267	29300 FOOD		102,065	102,066	102,377	311
PAGE 268	29500 KEPS		0	0	0	0
PAGE 269	29600 MAPP		8,100	8,100	0	-8,100
PAGE 270	29600 MAPP (00482)		0	16 200	0	-16,200
PAGE 271	29696 MAPP PY		0	0	0	0
PAGE 272	29800 PITC II WEST ED		0	0	0	0
	TOTAL EXPENDITURES		**2,970,631**	**2,928,255**	**2,499,659**	**-428,596**

HILD DEVELOPMENT FUND
FUND 33.0

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	276,260	276,260	276,260	0
1200 SALARY NONINST FACULTY REGULAR	0	0	0	0
1300 SALARY FACULTY HOURLY	238,554	238,554	248,000	9 446
1400 SALARY NONINST FACULTY HOURLY	0	0	0	0
	514,814	**514,814**	**524,260**	**9,446**
2100 SALARY CLASSIFIED REGULAR	940,442	881,409	901,824	20 416
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	487,831	525,652	314,070	-211,582
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	1,428,273	**1,407,061**	**1,215,894**	**-191,166**
3100 STRS	45,430	46,314	46,622	308
3200 PERS	111 013	104 858	108 578	3 720
3300 OASDI/MEDICARE	109,467	107,536	101,068	-6 469
3400 H & W	292,020	271,418	288,899	17,480
3500 UN EMP INSURANCE	5,501	5,447	5,109	-337
3600 WK COMP	38,762	38,351	34,803	-3,548
	602,193	**573,924**	**585,080**	**11,155**
4000 SUPPLIES	**209,521**	**196,483**	**143,875**	**-52,608**
5100 CONSULTANTS	172,830	159,752	9 500	-150,252
5200 CONFERENCE/TRAVEL	24,850	21,136	9,000	-12,136
5300 DUES/MEMBERSHIPS	1 900	1 900	1,900	0
5600 RENTS, LEASES & REPAIRS	2 100	2 100	2 100	0
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	13,050	49,984	8,050	-41,934
	214,730	**234,873**	**30,550**	**-204,323**
6100 SITE IMPROVEMENTS	0	0	0	0
6200 BUILDINGS	0	0	0	0
6400 EQUIPMENT	1,100	1,100	0	-1,100
	1,100	**1,100**	**0**	**-1,100**
TOTAL EXPENDITURE	**2,970,631**	**2,928,255**	**2,499,659**	**-428,596**
7300 INTERFUND TRANSFERS-OUT	250,000	250,000	0	-250,000
7600 OTHER PAYMENTS TO/FOR STUDENTS	9,587	9,587	9,587	0
	259,587	**259,587**	**9,587**	**-250,000**
7900 RESERVE FOR CONTINGENCIES	326,450	310 749	192 638	-118 111
TOTAL APPROPRIATIONS	**3,556,668**	**3,498,591**	**2,701,884**	**-796,707**

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009-2010

COMMUNITY EDUCATION FUND REVENUES FUND 39.0

		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
39 0-00000 0-XXXXX-00000-XXXX-0000000					
LOCAL REVENUE					
8830 CONTRACT SERVICES	30100	66 550	66,550	0	-66 550
8830 CONTRACT SERVICES - JAPANESE	30200	83,125	83.125	130,000	46 875
8830 LOCAL INCOME - GRAMMY CAMP	30400	0	0	0	0
8860 INTEREST		5 000	5 000	4 000	-1 000
8872 COMM ED - GENERAL	00000	0	0	0	0
8872 COMM ED - FINE ARTS	31100	8,495	8,495	8,495	0
8872 COMM ED - BUS/COMP	31200	36,274	36,274	36,274	0
8872 COMM ED - LANGUAGE	31300	5,188	5,188	5,188	0
8872 COMM ED - HEALTH	31400	170	170	170	0
8872 COMM ED - MONEY MANAGEMENT	31500	3,988	3,988	3,988	0
8872 COMM ED - RECREATION	31600	66,100	66 100	90,000	23,900
8872 COMM ED - VOCATIONAL	31700	29,403	29,403	29,403	0
8872 COMM ED - SPECIAL INTERESTS	31800	5 728	5,728	5,728	0
8872 COMM ED - SELF IMPROVEMENT	31900	1 494	1 494	1 494	0
8872 COMM ED - SAFETY	32000	7,186	7,186	7,186	0
8872 COMM ED - ONLINE	32100	4 993	4,993	4 993	0
8891 REFUND SERVICE CHARGE		59	59	0	-59
TOTAL LOCAL REVENUE		323,753	323,753	326,919	3,166
TOTAL REVENUE		323,753	323,753	326,919	3,166
TOTAL EXPENDITURES		329,880	458,617	330,963	-127,653
EXCESS/(DEFICIENCY) OF REV OVER EXPEND		-6,127	-134,864	-4,044	130,819
OTHER FINANCING					
7900 CONTINGENCY-CONTRACT ED	30100	0	0	0	0
7900 CONTINGENCY-KENSHU	30200	0	0	0	0
7900 CONTINGENCY-COMM ED	31000	132,779	4,044	0	-4 044
8989 INTERFUND TRANSFER IN - FWS	31000	0	0	0	0
8989 INTERFUND TRANSFER IN - FWS	30100	0	0	0	0
TOTAL OTHER FINANCING		132,779	4,044	0	-4,044
INCREASE/DECREASE IN FUND BALANCE		-138,906	-138,908	-4,044	134,863
BEGINNING BALANCE		138,906	138,906	4,044	-134,862
ENDING BALANCE		0	-1	0	1

COMMUNITY EDUCATION FUND
FUND 39.0

EXPENDITURE BY DEPARTMENT			ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
	DEPARTMENT					
PAGE 271	30100	CONTRACT EDUCATION	33 986	33 998	0	-33 998
PAGE 272	30200	CONTRACT ED - JAPAN	58,478	58,485	42 000	-16 484
PAGE 273	30400	CONTRACT ED - GRAMMY	0	16,438	0	-16,438
PAGE 274	30500	CONTRACT ED - OPEN HOUSE	5,000	5,000	28,587	23 587
PAGE 275	31000	COMMUNITY ED GEN	150,543	158,641	154,153	-4 488
PAGE 276	31100	COMMUNITY ED F-ARTS	5,609	5,613	2,649	-2 964
PAGE 276	31200	COMMUNITY ED BUSNS	14,582	14,591	14 591	0
PAGE 277	31300	COMMUNITY ED F-LANG	250	251	251	0
PAGE 277	31400	COMMUNITY ED HEALTH	130	130	130	0
PAGE 278	31500	COMMUNITY ED MONEY	1,294	1,294	1,294	0
PAGE 278	31600	COMMUNITY ED RECR	37 503	141,662	66,181	-75,482
PAGE 279	31700	COMMUNITY ED VOC	11,269	11,269	11,269	0
PAGE 279	31800	COMMUNITY ED SPEC	2 518	2 518	2,518	0
PAGE 280	31900	COMMUNITY ED SELF IMPROVEMENT	2 758	2 764	1 377	-1 388
PAGE 280	32000	COMMUNITY ED TRAFFIC	2 166	2 169	2 169	0
PAGE 280	32100	COMMUNITY ED ONLINE	3,794	3,794	3,794	0
	TOTAL EXPENDITURES		**329,880**	**458,617**	**330,963**	**-127,653**

COMMUNITY EDUCATION FUND 39.0- EXPENDITURE TOTALS

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
1100 SALARY FACULTY REGULAR	0	0	0	0
1200 SALARY NONINST FACULTY REGULAR	39,651	46,764	31,906	-14,858
1300 SALARY FACULTY HOURLY	0	0	0	0
1400 SALARY NONINST FACULTY HOURLY	0	7,550	18,000	10,450
	39,651	**54,314**	**49,906**	**-4,408**
2100 SALARY CLASSIFIED REGULAR	65,768	65,768	64,582	-1,186
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	24 051	120,400	52,419	-67,981
2400 SALARY INSTR'L AIDES HOURLY	29,317	35,317	26,511	-8,806
	119,136	**221,485**	**143,512**	**-77,973**
3100 STRS	2 531	2 531	2 632	101
3200 PERS	9,288	8,811	7,611	-1 200
3300 OASDI/MEDICARE	12 145	21,096	14 867	-6,229
3400 H & W	16,079	16,079	16,334	254
3500 UN EMP INSURANCE	82	828	580	-248
3600 WK COMP	3,175	5,516	3,868	-1,647
	43,300	**54,862**	**45,893**	**-8,969**
4000 SUPPLIES	**50,014**	**50,014**	**19,514**	**-30,500**
5100 CONSULTANTS	51,361	51,523	34,719	-16,804
5200 CONFERENCE/TRAVEL	0	0	3 000	3,000
5300 DUES/MEMBERSHIPS	0	0	1 500	1 500
5600 RENTS/LEASE/REPAIR	0	0	0	0
5800 OTHER SERVICES	23,919	23,919	32,919	9,000
	75,280	**75,442**	**72,138**	**-3,304**
6200 SITE IMPROVEMENT	0	0	0	0
6400 EQUIPMENT	2,500	2,500	0	-2,500
	2,500	**2,500**	**0**	**-2,500**
TOTAL EXPENDITURES	**329,881**	**458,617**	**330,963**	**-127,655**
7300 INTERFUND TRANSFERS-OUT	0	0	0	0
7600 OUTGO FOR/TO STUDENTS	0	0	0	0
7900 RESERVE FOR CONTINGENCIES	132 779	4 044	0	-4,044
TOTAL APPROPRIATIONS	**462,660**	**462,661**	**330,963**	**-131,699**

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009-2010

CAPITAL PROJECTS FUND - 41.0

41.0-00000.0-XXXXX-00000-XXXX-0000000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
STATE REVENUE					
8651 CP - MATH/SCIENCE	**40200**	0	0	0	0
8651 CP - Voc Tech Bldg	**40300**	10,338,557	10,338,557	4,711 233	-5 627 324
8651 CP - Stdt Svcs Bldg	**40600**	5,010,272	5,010,272	0	-5,010,272
8652 SM-Block Grant Ongoing Funds	**45100**	130,000	127,017	131,964	4,947
8652 SM-Block Grant One-time	**45200**	0	96 961	35 585	-61 376
8652 SM - Campus Walkway Replacement II	**45300**	0	0	54,465	54 465
8652 SM-09-10	**45400**	0	0	0	0
TOTAL STATE REVENUE		**15,478,829**	**15,572,807**	**4,933,247**	**-10,639,560**
LOCAL REVENUE					
8850 RENTS/LEASES		59,645	59,645	59,645	0
8851 RECORDING ARTS RENTAL		44 682	23 110	23 110	0
8852 GYM RENTAL		13,749	9,470	9,470	0
8853 STADIUM RENTAL		116,243	116,243	116,243	0
8854 POOL RENTAL		21 315	21,315	21 315	0
8855 FLS RENTAL		84,052	80 255	80,255	0
8856 AUDITORIUM RENTAL		82 363	82,363	82 363	0
8857 BUILDING RENTAL		0	0	0	0
8858 GROUNDS RENTAL		154,507	141,175	141,175	0
8859 STUDENT CENTER		1,600	1,725	1,725	0
8860 INTEREST		250 000	150 000	150 000	0
8880 NON-RESIDENT TUITION		348,000	316,825	316,825	0
8890 EDISON/KWH INCENTIVE	**49000**	0	40 902	40 902	0
8890 OTHER LOCAL REVENUE		0	0	0	0
8892 REDEVELOPMENT		35 000	140,357	140,357	0
TOTAL LOCAL REVENUE		**1,211,156**	**1,183,385**	**1,183,385**	**0**
TOTAL REVENUE		**16,689,985**	**16,756,192**	**6,116,632**	**-10,639,560**

CAPITAL PROJECTS FUND - 41.0 41.0-00000.0-XXXXX-00000-XXXX-0000000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
OTHER FINANCING SOURCES					
7900 Contingency		0	0	0	0
8980 INTERFUND TFR - SM UPGRADE HVAC	45100	130,000	127,017	0	-127,017
8980 INTERFUND TFR - SM 09-10	45400	0	0	0	0
8989 INTERFUND TFR FROM FD 74.0 FWS		0	0	1,000	1,000
TOTAL OTHER FINANCING SOURCES		130,000	127,017	1,000	-126,017
TOTAL AVAILABLE		16,819,985	16,883,209	6,117,632	-10,765,577
TOTAL EXPENDITURES		23,754,305	23,817,529	12,907,011	-10,910,517
INCREASE/DECREASE IN FUND BALANCE		-6,934,320	-6,934,320	-6,789,379	144,940
BEGINNING BALANCE		6,934,320	6,934,320	6,789,379	-144,941
)ING BALANCE		0	0	0	0

CAPITAL PROJECTS FUND - 41.0
EXPENDITURE BY DEPARTMENT

	DEPARTMENT	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
PAGE 286	00000 FACILITIES USAGE	111 900	151 405	152 858	1,453
PAGE 287	00000 RECORDING ARTS RENTAL	107,553	107,553	109,274	1,722
PAGE 288	40000 ADMINISTRATIVE SERVICES	6,522,275	6,454,510	6 472 996	18,486
PAGE 289	40008 GYMNASIUM UPGRADE	250,000	250 000	0	-250,000
PAGE 289	40009 COMPUTER TECHNOLOGY	500,000	500,000	500,000	0
PAGE 289	40300 CP VOC TECHNOLOGY	10,337,557	10,337,557	4,711,233	-5 626,324
PAGE 290	40600 CP Student Services Building	5 010,272	5,010,761	0	-5,010,761
PAGE 290	49900 CAMPUS EMERGENCY	1,000	1,000	50,000	49,000
PAGE 291	42100 FITNESS CENTER EQUIPMENT	32,600	32,600	29,800	-2,800
PAGE 291	42500 NETWORK REFRESH	344,572	344 572	255 243	-89 329
PAGE 291	42600 TELEPHONE EXPANSION	270 000	270 000	270 000	0
PAGE 292	43200 SCH MAINT - REPL CAMPUS LOCKS	6,576	6 576	6 576	0
PAGE 293	45100 SCH MAINT - Library DDC	260 000	170 895	168 931	-1 964
	45200 SCH MAINT - PC, TC Roof Recoating	0	71,170	71,170	0
	45300 SCH MAINT - Campus Walkway Replcmnt II	0	108,930	108,930	0
PAGE 293	49000 SCH MAINT-Upgrade HVAC Controls II	0	0	0	0
	TOTAL EXPENDITURES	**23,754,305**	**23,817,529**	**12,907,011**	**-10,910,517**

CAPITAL PROJECTS FUND - 41.0

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	83,918	111,033	101,665	-9 368
2300 SALARY CLASSIFIED HOURLY	78,060	78,060	79,393	1,333
	161,978	**189,093**	**181,058**	**-8,035**
3220 PERS CLASSIFIED	7,912	10 468	9,871	-599
3320 OASDI CLASSIFIED	10,043	11,724	11,226	-498
3360 MEDICARE CLASSIFIED	2,348	2,742	2,689	-53
3420 H&W CLASSIFIED	12 574	19.074	19 631	557
3520 UN EMP INS CLASSIFIED	486	567	543	-24
3620 WK COMP CLASSIFIED	3,239	3,782	3,621	-161
	36,602	**48,357**	**47,581**	**-778**
4000 SUPPLIES	32,029	32,549	61,049	28,500
	32,029	**32,549**	**61,049**	**28,500**
5100 CONSULTANTS	539,642	557,917	176,739	-381,178
5200 TRAVEL	0	0	0	0
5400 INSURANCE LIABILITY	6 120	5,790	5 790	0
5500 UTILITIES ELECTRICAL	1,000	1,000	1,000	0
5600 RENTS LEASES & REPAIRS	105,000	108,623	113,623	5,000
5700 LEGAL FEES	0	20.584	20,584	0
5800 OTHER SERVICES	6,289,151	6,219,821	5,806,450	-413,371
	6,940,913	**6,913,735**	**6,124,186**	**-789,549**
6100 SITE IMPROVEMENTS	772,000	599 000	599,000	0
6200 BUILDINGS	5,180,000	14,614,652	4 610,595	-10 004 057
6400 EQUIPMENT	10,630,783	1,420,142	1,283,543	-136,599
	16,582,783	**16,633,794**	**6,493,138**	**-10,140,656**
TOTAL EXPENDITURES	**23,754,305**	**23,817,529**	**12,907,011**	**-10,910,518**
7100 DEBT RETIREMENT	0	0	0	0
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	**23,754,305**	**23,817,529**	**12,907,011**	**-10,910,517**

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009-2010

REVENUE BOND CONSTRUCTION FUND - 42.0

42.0-00000.0-00000-00000-XXXX-0000000	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
LOCAL REVENUE				
8860 INTEREST	670,000	500 000	500 000	0
TOTAL LOCAL REVENUE	670,000	500,000	500,000	0
OTHER FINANCING SOURCES				
7900 Contingency	0	0	0	0
8940 SALE OF BONDS	0	0	30 000 000	30,000 000
TOTAL OTHER FINANCING SOURCES	0	0	30,000,000	30,000,000
TOTAL AVAILABLE	670,000	500,000	30,500,000	30,000,000
TOTAL EXPENDITURES	16,927,214	16,757,214	19,436,157	2,678,943
INCREASE/DECREASE IN FUND BALANCE	-16,257,214	-16,257,214	11,063,843	27,321,057
BEGINNING BALANCE	16,257,214	16,257,214	0	-16,257,214
ENDING BALANCE	0	0	11,063,843	11,063,843

REVENUE BOND CONSTRUCTION FUND - 42.0
EXPENDITURE BY DEPARTMENT

	42.0-00000.0-XXXXX-00530-XXXX-7100000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
	DEPARTMENT					
PAGE 297	00000	ADMINISTRATIVE SERVICES	446,685	331,095	409,435	78,340
PAGE 298	80100	FIELD HOUSE/CONCESSION	4 979 633	4 988 241	0	-4,988 241
PAGE 298	80300	EAST PARKING LOT	0	0	0	0
PAGE 299	80500	ENTERPRISE SYSTEM	479,647	503,212	503,212	0
PAGE 299	80600	CENTER FOR INNOVATION	0	40,637	0	-40,637
PAGE 300	80700	STUDENT SVCS BLDG	5,735,672	5,987,013	17,073 010	11 085 997
PAGE 300	80800	FINE ARTS/COMMUNICATION COMPLEX	400,000	400,000	400,000	0
PAGE 300	80900	VOCATIONAL TECH COMPLEX	0	10,913	0	-10,913
PAGE 301	81000	MAIN GYM REMODEL	1 000 000	1 000,000	1 000 000	0
PAGE 301	81400	CAMPUSWIDE ROOFING PROJ	0	0	0	0
PAGE 301	81500	CENTRAL PLANT	0	8,049	0	-8 049
PAGE 302	81600	ADMIN REMODEL	0	500	500	0
PAGE 302	82400	CAMPUSWIDE HVAC REPLACE/UPGRADI	0	0	0	0
PAGE 302	82401	HVAC UPGRADE TB/TC	0	0	0	0
PAGE 302	82403	HVAC UPGRADE PAC	0	0	0	0
PAGE 303	82404	HVAC UPGRADE LB	0	0	0	0
PAGE 303	82405	HVAC Little Theatre	0	0	0	0
PAGE 303	82406	HVAC EDC	0	0	0	0
PAGE 304	82407	HVAC IC	0	0	0	0
PAGE 304	82409	HVAC LH	0	0	0	0
PAGE 304	82410	HVAC TECH D/TECH G	0	0	0	0
PAGE 305	82411	HVAC UPGRADE - PHYSICAL SCIENCE	3,821	5,307	0	-5,307
PAGE 305	82412	HVAC UPGRADE - VIDEO TECHNOLOGY	301 179	162,505	0	-162,505
PAGE 305	82413	HVAC Campuswide Control Upgrade	503 309	0	0	0
PAGE 306	82414	HVAC Air Handler Replace - Campus Ctr	500,000	0	0	0
PAGE 306	82500	SECURITY BUILDING	50,000	50,000	50 000	0
PAGE 306	82600	LB REMODEL	147,000	177,196	0	-177,196
PAGE 307	82700	HAYDEN HALL	4 000	4 986	0	-4,986
	82900	VIDEO TECHNOLOGY	0	414,000	0	-414,000
PAGE 307	83000	MATH/SCIENCE	0	0	0	0
PAGE 307	83300	EAST QUAD	0	0	0	0
PAGE 308	83600	Campuswide Fire Alarm	0	0	0	0
PAGE 308	83700	Softball Field	1 950,568	2 247,860	0	-2,247,860
PAGE 308	83800	Swing Space - Portable #2	75 700	75 700	0	-75,700
PAGE 309	83900	Campuswide Walkway Replacement	0	0	0	0
PAGE 309	83901	Campus Landscape	350,000	350,000	0	-350,000
PAGE 309	83902	West Campus Access Drive	0	0	0	0
	TOTAL EXPENDITURES		**16,927,214**	**16,757,214**	**19,436,157**	**2,678,943**

REVENUE BOND CONSTRUCTION FUND - 42.0

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
1400 SALARY CERTIFICATED HOURLY	0	0	0	0
	0	**0**	**0**	**0**
2100 SALARY CLASSIFIED REGULAR	304,426	218,147	276,576	58 429
2300 SALARY CLASS HOURLY	5,000	5,000	5,000	0
	309,426	**223,147**	**281,576**	**58,429**
3100 STRS	0	0	0	0
3200 PERS	28,701	20 567	26 076	5,509
3300 OASDI	19,185	19,373	19,185	-188
3350 MEDICARE	4,487	3,236	4,083	847
3400 H & W	50,346	35,895	44,617	8,722
3500 UN EMP INSURANCE	928	669	845	175
3600 WK COMP	6,189	4,468	5,632	1,163
	109,836	**84,208**	**100,436**	**16,229**
4000 SUPPLIES	34,288	142,883	6,000	-136,883
	34,288	**142,883**	**6,000**	**-136,883**
5100 CONSULTANTS	1 708,983	2,051,766	1 685,263	-366,503
5200 TRAVEL	4,000	4 000	4,000	0
5400 INSURANCE LIABILITY	0	0	0	0
5500 UTILITIES ELECTRICAL	0	0	0	0
5600 RENTS LEASES & REPAIRS	0	6 160	0	-6,160
5700 LEGAL FEES	0	0	0	0
5800 OTHER SERVICES	1,495,661	800,686	926,022	125,336
	3,208,644	**2,862,612**	**2,615,285**	**-247,327**
6100 SITE IMPROVEMENTS	3 588,877	3,286 177	578 000	-2 708 177
6200 BUILDINGS	9,196,575	9,296,916	14,467,770	5,170,854
6400 EQUIPMENT	479,568	861,272	1,387,090	525,818
	13,265,020	**13,444,365**	**16,432,860**	**2,988,495**
TOTAL EXPENDITURES	**16,927,214**	**16,757,214**	**19,436,157**	**2,678,943**
7100 DEBT RETIREMENT	0	0	0	0
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	**16,927,214**	**16,757,214**	**19,436,157**	**2,678,943**

CITRUS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET 2009-2010

BOOKSTORE - 51.0

		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
51.0-00000 0-XXXXX-00000-XXXX-0000000					
LOCAL REVENUE					
8840 SALES NEW BOOKS	50100	3,692,031	3,692,031	3,692,031	0
8840 SALES USED BOOKS	50200	572,369	572,369	572,369	0
8840 SALES TRADE BOOKS	50300	56,533	56,533	56,533	0
8840 SALES SUPPLIES	50400	357 966	357 966	357 966	0
8840 SALES CANDY	50500	261,708	261,708	261,708	0
8840 SALES SOFTWARE	50600	53,785	53,785	53,785	0
8840 SALES DRUGS	50700	6,076	6,076	6,076	0
8840 SALES COSMETOLOGY	50800	210,467	210,467	210,467	0
8840 SALES NONTAXABLE	50900	5 591	5 591	5 591	0
8840 SALES OTHER	51000	0	0	0	0
8840 SALES MATH 129	51100	0	0	0	0
8840 SALES PHOTO PROCESSING	51200	0	0	0	0
8860 INTEREST		6 474	6,474	6,474	0
8890 OTHER LOCAL REVENUE		0	0	0	0
8890 COMMISSIONS		22,907	22 907	22 907	0
8891 SALES OVER/SHORT		0	0	0	0
8891 SALES OVER/SHORT	50800	0	0	0	0
TOTAL LOCAL REVENUE		5,245,907	5,245,907	5,245,907	0
TOTAL REVENUE		**5,245,907**	**5,245,907**	**5,245,907**	**0**
TOTAL EXPENDITURES		**4,910,292**	**4,898,284**	**4,906,793**	**8,508**
EXCESS/(DEFICIENCY) of REV OVER EXPENDITURE		335 615	347 623	339 114	-8 508
OTHER FINANCING					
7316 INTERFUND TRANSFER TO CAFETERIA		97,278	89,474	93,474	4,000
7318 INTERFUND TRANSFER TO ASO		190,000	190,000	190,000	0
7600 OTHER OUTGO TO/FOR STUDENTS	50800	30,877	30,877	30,877	0
7900 CONTINGENCY		978,851	998,663	1 047 426	48 763
8981 INTERFUND TRANSFER FROM Cal Works Study		8,000	8,000	0	-8,000
8989 INTERFUND TRANSFER FROM FWS		15,000	15,000	24,000	9,000
INCREASE/DECREASE IN FUND BALANCE		**-938,391**	**-938,391**	**-998,663**	**-52,271**
BEGINNING BALANCE		**938,391**	**938,391**	**998,663**	**60,272**
ADJUSTMENT TO FUND BALANCE		**0**	**0**	**0**	**0**
ENDING BALANCE		**0**	**0**	**0**	**1**

GENERAL RESTRICTED FUND - 51.0
EXPENDITURE BY PROGRAM

			ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
6910000	BOOKSTORE	9500	4 910 292	4 898 284	4,906 793	8,508
TOTAL EXPENDITURES			**4,910,292**	**4,898,284**	**4,906,793**	**8,508**

BOOKSTORE

FUND 51.0

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
1400 SALARY NONINST FACULTY HOURLY	0	0	0	0
	0	**0**	**0**	**0**
2100 SALARY CLASSIFIED REGULAR	397,761	397,761	398,039	278
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	220,667	220,667	220,667	0
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	618,428	**618,428**	**618,706**	**278**
3100 STRS	0	0	0	0
3200 PERS	37 501	37 501	38 646	1 145
3300 OASDI/MEDICARE	44,963	44 962	44,984	21
3400 H & W	92,540	80,024	87,082	7 058
3500 UN EMP INSURANCE	1,764	1,763	1,764	1
3600 WK COMP	12,155	12,155	12,161	6
	188,923	**176,406**	**184,636**	**8,230**
4000 SUPPLIES	**37,960**	**37,960**	**37,960**	**0**
5100 CONSULTANTS	0	0	0	0
5200 CONFERENCES	2 500	2 500	2 500	0
5300 DUES/MEMBERSHIPS	6,853	6,853	6,853	0
5500 UTILITIES	5 627	5 627	5 627	0
5600 RENTS/LEASES/REPAIRS	1,826	1 826	1 826	0
5700 LEGAL/AUDIT	0	0	0	0
5800 OTHER SERVICES	3,998,175	3,998,685	3,998,685	0
	4,014,981	**4,015,491**	**4,015,491**	**0**
6100 SITE IMPROVEMENT	0	0	0	0
6200 BUILDINGS	13 000	13 000	13,000	0
6400 EQUIPMENT	37,000	37,000	37,000	0
	50,000	**50,000**	**50,000**	**0**
TOTAL EXPENDITURE	**4,910,292**	**4,898,284**	**4,906,793**	**8,508**
7300 INTERFUND TRANSFER OUT	287,278	279,474	285,223	5 749
7600 OTHER OUTGO TO/FOR STUDENTS	30,877	30,877	30,877	0
7900 CONTINGENCY	978 851	998 663	1 047,426	48 763
TOTAL APPROPRIATIONS	**6,207,298**	**6,207,298**	**6,270,319**	**63,020**

CITRUS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET 2009-2010

CAFETERIA - 52.0

52.0-00000.0-XXXXX-00000-XXXX-0000000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
LOCAL REVENUE					
8840 SALES CAFETERIA	60100	306,599	330,000	330,000	0
8840 SALES CONCESSIONS	60200	9,816	10 000	10 000	0
8840 SALES BANQUET	60300	62,704	62,704	62,704	0
8840 SALES OTHER	60400	0	0	0	0
8840 SALES VENDING	60500	0	0	0	0
8840 SALES NONTAXABLE	60600	41 316	52 000	52 000	0
8840 SALES CAMPUS GRIND	60700	13,851	0	0	0
8860 INTEREST		1,347	500	500	0
8890 OTHER LOCAL INCOME		1,250	0	0	0
8890 OTHER LOCAL INCOME	60500	58 212	65 000	65 000	0
8891 SALES OVER/SHORT		0	0	0	0
TOTAL LOCAL REVENUE		495,095	520,204	520,204	0
TOTAL REVENUE		**495,095**	**520,204**	**520,204**	**0**
TOTAL EXPENDITURES		**599,372**	**615,929**	**621,678**	**5,750**
EXCESS/(DEFICIENCY) of REV. OVER EXPENDITURE		**-104,277**	**-95,725**	**-101,474**	**-5,750**
OTHER FINANCING					
7900 CONTINGENCY		0	0	0	0
8981 INTERFUND TRANSFER FROM Cal Works Study		1,000	0	0	0
8985 INTERFUND TRANSFER FROM BOOKSTORE		97,277	89,474	93 474	4 000
8985 INTERFUND TRANSFER BOOKSTORE 00004		0	0	0	0
8989 INTERFUND TRANSFER IN-FWS		6,000	6,251	8,000	1,749
INCREASE/DECREASE IN FUND BALANCE		0	0	0	-1
BEGINNING BALANCE		**0**	**0**	**0**	**0**
ENDING BALANCE		**0**	**0**	**0**	**-1**

CAFETERIA
FUND 52.0

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	195,847	178 754	180 820	2 066
2300 SALARY CLASSIFIED HOURLY	99,333	120,334	120,334	0
	295,180	**299,088**	**301,154**	**2,066**
3100 STRS	0	0	0	0
3200 PERS	18,464	16 853	17 556	703
3300 OASDI/MEDICARE	22 581	22 880	23 038	158
3400 H & W	30 477	30,509	33,283	2,775
3500 UN EMP INSURANCE	886	897	903	6
3600 WK COMP	5,904	5,982	6,023	41
	78,312	**77,121**	**80,804**	**3,684**
4000 SUPPLIES	25 620	25,620	25 620	0
5000 TENTATIVE EXPENSES	197 260	211 100	211 100	0
6000 CAPITAL OUTLAY	3 000	3 000	3 000	0
TOTAL EXPENDITURE	**599,372**	**615,929**	**621,678**	**5,750**
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	**599,372**	**615,929**	**621,678**	**5,750**

CITRUS COMMUNITY COLLEGE DISTRICT

TENTATIVE BUDGET 2009-2010

GOLF DRIVING RANGE

FUND 59.0		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
59.0-00000.0-XXXXX-00000-XXXX-0000000					
LOCAL REVENUE					
8830 CONTRACTED SERVICES		0	0	0	0
8831 LESSONS Youth		750	750	750	0
8832 LESSONS PGA Pro		0	0	0	0
8833 LESSONS Range Pro		20 270	20 270	20 270	0
8834 LESSONS FLS		7 950	7 950	7 950	0
8840 SALES - BALLS	70100	150 000	150 000	150,000	0
8840 SALES - PRO SHOP MERCHANDISE	70200	30,000	30 000	30 000	0
8840 SALES - CONCESSIONS	70300	3,000	3,000	3 000	0
8840 SALES - CONCESSIONS NON TAXABL	70600	10,000	10,000	10 000	0
8840 SALES - LABOR	70400	250	250	250	0
8840 SALES - CONSIGNMENT	70500	0	0	0	0
8850 RENTAL		24,000	24 000	24 000	0
8860 INTEREST		5,000	5 000	5 000	0
8885 GOLF - LOCAL DUES		300	300	300	0
8870 RETURN CHECK SERVICE		0	0	0	0
8890 LOCAL REVENUE		0	0	0	0
8891 LOCAL REVENUE		125	125	125	0
TOTAL LOCAL REVENUE		251,645	251,645	251,645	0
TOTAL REVENUE		**251,645**	**251,645**	**251,645**	**0**
TOTAL EXPENDITURES		**299,791**	**295,710**	**302,072**	**6,362**
EXCESS/(DEFICIENCY)ofREVoverEXPENDITURES		**-48,146**	**-44,065**	**-50,427**	**-6,362**
OTHER FINANCING SOURCES					
7900 CONTINGENCY		95 167	99,248	99 321	73
8980 INCOMING TRANSFER FROM 01 0		50 000	50,000	50 000	0
8989 INTERFUND TRANSFER FWS		750	750	500	-250
INCREASE/DECREASE IN FUND BALANCE		-92,563	-92,563	-99,248	-6,685
BEGINNING BALANCE		**92,563**	**92,563**	**99,248**	**6,685**
ENDING BALANCE		**0**	**0**	**0**	**0**

GOLF DRIVING RANGE FUND 59.0
EXPENDITURES BY PROGRAM

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
59.0-00000.0-00000-00470-XXXX-6810000				
GOLF DRIVING RANGE	299 791	295 710	302 072	6 362
TOTAL EXPENDITURES	**299,791**	**295,710**	**302,072**	**6,362**

GOLF DRIVING RANGE

FUND 59.0

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
2100 SALARY CLASSIFIED REGULAR	113,345	113,345	117,029	3,684
2300 SALARY CLASSIFIED HOURLY	51,000	51,000	51,000	0
2400 SALARY CLASSIFIED HOURLY	5,000	5,000	5,000	0
	169,345	**169,345**	**173,029**	**3,684**
3100 STRS	0	0	0	0
3200 PERS	11,157	11 158	11 848	690
3300 OASDI/MEDICARE	12 955	12,955	13 237	282
3400 H & W	22.436	18 354	19,975	1 621
3500 UN EMP INSURANCE	508	508	519	11
3600 WK COMP	3,387	3,387	3,461	73
	50,443	**46,362**	**49,039**	**2,678**
4000 SUPPLIES	**20,900**	**20,900**	**20,900**	**0**
5100 CONSULTANTS	10,135	10,135	10,135	0
5200 CONFERENCE/TRAVEL	1,700	1 700	1 700	0
5600 RENTS, LEASES & REPAIRS	5 125	5,125	5 125	0
5700 AUDITS	0	0	0	0
5800 OTHER SERVICES	40,143	40,143	40,143	0
	57,103	**57,103**	**57,103**	**0**
6400 EQUIPMENT	2,000	2,000	2,000	0
	2,000	**2,000**	**2,000**	**0**
TOTAL EXPENDITURE	**299,791**	**295,710**	**302,072**	**6,362**
7900 CONTINGENCY	95,167	99 248	99 321	73
TOTAL AVAILABLE	**394,958**	**394,958**	**401,393**	**6,435**

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009-2010

ASSOCIATED STUDENT ORGANIZATIONS
FUND 71.0

71.0-00000.0-00000-00000-XXXX-0000000		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
LOCAL REVENUE					
8830 CONTRACTED SERVICES-ASO	00485	113,162	112,001	66 984	-45,017
8830 MEN'S BASKETBALL	07352	10,896	10 896	10 896	0
8830 WIND SYMPHONY	13352	480	480	480	0
8830 PASSPORTS TO TRAVEL	16352	3 956	3 956	3,956	0
8830 SAT SERIES FOR KIDS	18352	5,073	5,073	5,073	0
8830 EVENINGS AT EIGHT	19352	20,206	20,206	20,206	0
8830 WOMEN'S ENSEMBLE	25352	1,000	1,000	1 000	0
8830 CITRUS SINGERS RECORDINGS	26358	3 600	3 600	3 600	0
8830 RDA EXAM HEALTH OCCUP	28352	5,278	5,278	5,278	0
8830 SUMMER CONSERVATORY	29352	13,808	13 808	13,808	0
8830 BATTLE OF THE BANDS	31358	0	0	0	0
8830 MEN'S SOCCER	40352	275	275	275	0
8830 THEATER	48352	37,662	37,662	37,662	0
8830 DANCE	49352	5,298	5,298	5,298	0
8830 WOMEN'S VOLLEYBALL	52352	550	550	550	0
8830 INSTRUMENTAL MUSIC	53352	0	0	0	0
8830 SPRING MUSICAL	67352	4,427	4,427	4,425	-2
8830 CHRISTMAS SHOW	87358	45,047	45,047	45,047	0
8830 SPRING POP SHOW	90358	2 875	2 875	2,875	0
8830 CITRUS SINGERS TOUR	96358	0	0	0	0
8860 INTEREST		100,000	100,000	100,000	0
8861 INVESTMENT		0	0	0	0
8885 OTHER STUDENT FEES/CHARGES		0	0	0	0
8890 OTHER LOCAL REVENUE		0	0	0	0
TOTAL LOCAL REVENUE		373,593	372,432	327,413	-45,019
TOTAL REVENUE		**373,593**	**372,432**	**327,413**	**-45,019**
TOTAL EXPENDITURES		**473,622**	**444,690**	**429,395**	**-15,295**
EXCESS/(DEFICIENCY) of REVoverEXPENDITURES		**-100,029**	**-72,258**	**-101,982**	**-29,724**
OTHER FINANCING SOURCES					
8981 INTERFUND TRANSFER CalWorks Study		8,000	8,000	482	-7 518
8985 INTERFUND TRANSFER BOOKSTORE		190,000	190,000	190,000	0
8989 INTERFUND TRANSFER FWS		2,025	2,025	11,500	9,475
INCREASE/DECREASE IN FUND BALANCE		**99,996**	**127,767**	**100,000**	**-20,249**
BEGINNING BALANCE		**2,541,494**	**2,541,494**	**2,641,494**	**100,000**
ENDING BALANCE		**2,641,490**	**2,669,261**	**2,741,494**	**72,233**

ASSOCIATED STUDENT ORGANIZATION - 71.0
EXPENDITURE BY PROGRAM

	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
00485 STU ACTIVITIES	311,162	282,228	266,939	-15,289
07352 MEN'S BASKETBALL CAMP	10,896	10 896	10 896	0
13352 WIND SYMPHONY	480	480	480	0
16352 PASSPORTS TRVL	4 257	4 257	4 256	-1
18352 THEATER/YOUTH	5,448	5,448	5,448	0
19352 EVENINGS AT EIGHT	20,701	20,701	20,700	-1
25352 WOMEN'S ENSEMBLE	1 000	1,000	1,000	0
26358 CITRUS SINGERS RECORDINGS	3 600	3 600	3 600	0
28352 RDA EXAM HEALTH	5,278	5,278	5,278	0
29352 SUM CONSERVATRY	14 333	14,333	14,333	0
31358 BATTLE OF THE BANDS	0	0	0	0
40352 MEN'S SOCCER	275	276	275	-1
48352 FA YOUTH SHAKES	37,805	37,805	37,803	-2
49352 DANCE	5,297	5,297	5,298	1
52352 WOMEN'S VOLLEYBALL	550	550	550	-1
53352 INSTRUMENTAL MUSIC	0	0	0	0
67352 MUSIC COORD	4,618	4,618	4,618	0
87358 MUSIC COORD	45,047	45,048	45,047	-1
90358 MUSIC COORD	2 875	2 875	2 875	0
96358 CITRUS SINGERS TOUR	0	0	0	0
TOTAL EXPENDITURES	**473,622**	**444,690**	**429,395**	**-15,295**

ASSOCIATED STUDENT ORGANIZATIONS

FUND 71.0	ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
1400 SALARY NONINST FACULTY HOURLY	8,300	8,300	8,300	0
	8,300	**8,300**	**8,300**	**0**
2100 SALARY CLASSIFIED REGULAR	179,471	160,873	148,118	-12,755
2200 SALARY INSTR'L AIDES REGULAR	0	0	0	0
2300 SALARY CLASSIFIED HOURLY	141,436	141,436	144,045	2,609
2400 SALARY INSTR'L AIDES HOURLY	0	0	0	0
	320,907	**302,309**	**292,163**	**-10,146**
3100 STRS	635	636	635	-1
3200 PERS	16 921	15 167	14 381	-786
3300 OASDI/MEDICARE	22,141	20,715	20,708	-7
3400 H & W	34 463	27 735	23,618	-4,117
3500 UN EMP INSURANCE	920	867	834	-34
3600 WK COMP	6,559	6,185	5,982	-203
	81,640	**71,306**	**66,157**	**-5,149**
4000 SUPPLIES	3 600	3 600	3 600	0
5000 CONSULTANTS	54,175	54,175	54,175	0
	54,175	**54,175**	**54,175**	**0**
6400 EQUIPMENT	5,000	5,000	5,000	0
TOTAL EXPENDITURE	**473,622**	**444,690**	**429,395**	**-15,296**
7900 CONTINGENCY	0	0	0	0
TOTAL APPROPRIATIONS	**473,622**	**444,690**	**429,395**	**-15,296**

*Contingency is equal to beginning balance plus interest

CITRUS COMMUNITY COLLEGE DISTRICT
TENTATIVE BUDGET 2009 - 2010

			Hamilton	Papner	Medina
STUDENT FINANCIAL AID FUND 74.0		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
74.0-00000.0-XXXXX-00000-XXXX-0000000					
FEDERAL REVENUE					
8120 FWS	**90100**	268,027	268,027	337,320	69,293
8150 PELL	**90200**	8 050 000	7 200,000	7 200 000	0
8150 PELL PY	**90206**	0	0	0	0
8150 PELL PY	**90207**	0	0	0	0
8150 PELL PY	**90208**	0	-12 799	0	12,799
8150 FSEOG	**90300**	347,840	347,840	281,530	-66,310
8150 FSEOG PY	**90306**	0	0	0	0
8150 FSEOG PY	**90307**	0	0	0	0
8150 DIRECT LOAN	**90400**	1 440,000	1,440,000	1 440,000	0
8150 Academic Competetive Grant	**90800**	16,000	16 000	16 000	0
TOTAL FEDERAL REVENUE		**10,121,867**	**9,259,068**	**9,274,850**	**15,782**
STATE REVENUE					
8653 CAL GRANT	**90500**	820,000	820,000	820,000	0
8653 CAL GRANT PY	**90507**	0	0	0	0
8653 CAL GRANT PY	**90508**	0	-798	0	798
TOTAL STATE REVENUE		**820,000**	**819,202**	**820,000**	**798**
TOTAL REVENUE		**10,941,867**	**10,078,270**	**10,094,850**	**16,580**
TOTAL EXPENDITURES		**66,000**	**60,000**	**37,500**	**-22,500**
EXCESS/(DEFICIENCY) of REVoverEXPENDITURES		**10,875,867**	**10,018,270**	**10,057,350**	**39,080**
OTHER OUTGO					
7300 TFR ACA FWS to FD 01.0	**90100**	16 752	16 752	21 082	4 330
7300 TFR ACA FSEOG to FD 01 0	**90300**	21 740	21,740	17 596	-4,144
7310 TFR TO FD 01 0 FWS	**90100**	72 675	72,675	75,000	2,325
7311 TFR TO FD 01 3 FWS	**90100**	33 075	39 075	118,738	79 663
7312 TFR TO FD 33 0 FWS	**90100**	55,750	55,750	40,000	-15,750
7314 TFR TO FD 41 0 FWS	**90100**	0	0	1,000	1 000
7315 TFR TO FD 51 0 FWS	**90100**	15,000	15,000	24,000	9 000
7316 TFR TO FD 52 0 FWS	**90100**	6,000	6,000	8,000	2,000
7317 TFR TO FD 59 0 FWS	**90100**	750	750	500	-250
7318 TFR TO FD 71 0 FWS	**90100**	2,025	2,025	11,500	9 475
7510 PELL	**90200**	8,050,000	7 200 000	7,200,000	0
7510 PELL PY	**90206**	0	0	0	0
7510 PELL PY	**90207**	0	0	0	0
7510 PELL PY	**90208**	0	-12,799	0	12 799
7510 SEOG	**90300**	326,100	326,100	263,934	-62,166
7510 SEOG	**90306**	0	0	0	0
7510 SEOG PY	**90307**	0	0	0	0
7510 DIRECT LOAN	**90400**	1,440,000	1,440,000	1,440,000	0
7510 CAL GRANT	**90500**	820,000	820,000	820,000	0
7510 CAL GRANT PY	**90507**	0	0	0	0
7510 CAL GRANT PY	**90508**	0	-798	0	798
7510 ACG	**90800**	16 000	16 000	16 000	0
INCREASE/DECREASE IN FUND BALANCE		**0**	**0**	**0**	**0**
BEGINNING BALANCE		**0**	**0**	**0**	**0**
ENDING BALANCE		**0**	**0**	**0**	**0**

STUDENT FINANCIAL AID FUND 74.0 74 0-00000 0-90100-00429-**XXXX**-7320000 FWS - OFF CAMPUS		ADOPTED BUDGET 08-09	OPERATING BUDGET 08-09	TENTATIVE BUDGET 09-10	BUDGET INCREASES DECREASES
5800 OTHER SERVICES	**90100**	66 000	60 000	37 500	-22 500

PLANNING > District 5 Year Plan >

Citrus College - 2011/2012

Projects | Forecast

[View Project]

	Priority	Project Title	Classification	Occupy Date	Status	I	31	32	33	Funded	Att Cnt I	F	C
☐	1	ATHLETIC FIELD HOUSE/CONCESSIONS	D1	2009/2010	Locally Funded/Future Project	☐	☐	☐	☐	☐			
☐	2	VOCATIONAL TECHNOLOGY BUILDING	C	2008/2009	FPP-Approved	☐	☑	☑	☑	☑			6
☐	3	STUDENT SERVICES BUILDING	E	2009/2010	FPP-Approved	☑	☑	☑	☑	☑	1		6
☐	4	SECURITY BUILDING	E	2010/2011	Locally Funded/Future Project	☐	☐	☐	☐	☐			
☐	5	Main Gym (Physical Education #11) Renovation	C	2010/2011	Locally Funded/Future Project	☑	☑	☐	☑	☐			
☐	6	ADMINISTRATION BUILDING RENOVATION	F	2011/2012	Locally Funded/Future Project	☑	☑	☑	☑	☐	2		
☐	7	Hayden Hall #12 Renovation	C	2012/2013	FPP-Approved	☑	☑	☑	☑	☐			13
☐	8	FINE ARTS/COMMUNICATIONS BUILDING	C	2013/2014	Locally Funded/Future Project	☐	☐	☐	☐	☐			
☐	9	EDUCATIONAL DEVELOPMENT CENTER RENOVATION	C	2013/2014	Locally Funded/Future Project	☑	☑	☑	☑	☐	2		
☐	10	Tech C Remodel	C	2014/2015	Locally Funded/Future Project	☐	☑	☐	☑	☐			
☐	11	Energy, Engines, and Environment Technologies-Demolish #33 and #32	B	2014/2015	FPP-Preparing	☐	☑	☑	☑	☐			1

Calif. Comm. Colleges

Five Year Construction Plan

District Projects Priority Order

Citrus CCD

5/11/2009

No.	Project	Occupancy		Schedule of Funds						
	ASF	Total Cost	Source	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
1	ATHLETIC FIELD HOUSE/CONCESSIO			Citrus College						
	16,500	2009/2010								
		$8,018,406	NonState							
2	VOCATIONAL TECHNOLOGY BUILDIN			Citrus College						
	2,328	2008/2009								
		$16,222,000	State							
		$387,000	NonState							
3	STUDENT SERVICES BUILDING			Citrus College						
	31,071	2009/2010								
		$5,926,000	State							
		$18,792,000	NonState							
4	SECURITY BUILDING			Citrus College						
	1,249	2010/2011		(C)(E)						
		$3,208,763	NonState	$2,321,278						
5	Main Gym (Physical Education #11) Re			Citrus College						
		2010/2011			(C)					
		$5,303,000	NonState		$4,853,000					
6	ADMINISTRATION BUILDING RENOVA			Citrus College						
	2,742	2011/2012		(P)(W)		(C)(E)				
		$5,221,000	NonState	$470,000		$4,751,000				
7	Hayden Hall #12 Renovation			Citrus College						
	-776	2012/2013			(C)(E)(P)(W)					
		$1,535,000	State		$1,535,000					
		$1,487,000	NonState		$1,487,000					
8	FINE ARTS/COMMUNICATIONS BUILD			Citrus College						
	11,815	2013/2014				(C)		(E)		
		$15,571,670	NonState			$13,299,224		$1,190,855		
9	EDUCATIONAL DEVELOPMENT CENTE			Citrus College						
		2013/2014				(P)	(W)(C)(E)			
		$8,322,000	State			$330,000	$7,992,000			
10	Tech C Remodel			Citrus College						
	-2,300	2014/2015					(P)(W)	(C)	(E)	
		$1,586,000	NonState				$195,000	$1,300,000	$91,000	
11	Energy, Engines, and Environment Tec			Citrus College						
	10,315	2014/2015				(P)(W)(C)		(E)		
		$12,169,000	State			$11,538,000		$631,000		
		$1,312,000	NonState			$1,241,000		$71,000		

Educational Master Plan 2009-2014 available at:

http://www.citruscollege.edu/academics/emp/Pages/default.aspx

CITRUS COMMUNITY COLLEGE DISTRICT
OFFICE OF INSTRUCTION

CURRICULUM ITEMS
Board of Trustees Meeting – June 16, 2009

NEW COURSES

AUTO	141	Engine Mechanical Systems
AUTO	299	Engine Dynamometer
AUTO	695 A	Special Topics: Automotive Technology
AUTO	695 B	Special Topics: Automotive Technology
AUTO	695 C	Special Topics: Automotive Technology
AUTO	695 D	Special Topics: Automotive Technology
AUTO	696 A	Special Topics: Automotive Technology
AUTO	696 B	Special Topics: Automotive Technology
AUTO	696 C	Special Topics: Automotive Technology
AUTO	696 D	Special Topics: Automotive Technology
COMM	250	Multimedia Reporting
DENT	204	RDA Clinical Procedures
ENGL	120	Introduction to Women's Literature
EST	101	Introduction to Building Systems
EST	150	Green Building Systems Technology
HIST	132	History of Modern Latin America
MUS	245	Pop, Rock, and Jazz Performance Styles II
PE	160	Advanced Physical Conditioning for Intercollegiate
PE	194	Soccer Theory
PUB	165	Environmental Management In Public Works
WATR	162	Water Conservation

COURSE DELETIONS

CHEM	114	Chemical Principles
CHEM	115	Chemical Principles
CHEM	100	Chemistry for Daily Life
COLL	012	Basic Vocabulary and Spelling Skills
COLL	017	Basic Speaking and Listening Skills
COLL	023	Basic Research Skills
COLL	025	Basic Academic Skills for Cosmetology
COLL	053	Basic Math and Reasoning Skills
COLR	100	Collision Repair Technology I
COLR	101	Collision Repair Technology II
COLR	102	Collision Repair Technology III

COLR	103	Collision Repair Technology IV
COLR	110	Collision Repair Technology Intensive I
COLR	150	Collision Repair Technology Intensive II
COLR	200	Collision Repair Technology Intensive III
COLR	225	Non-Structural Damage Estimating
COLR	250	Collision Repair Technology Intensive IV
COMM	090	Introduction to Distance Education
COS	110	Body Massage Therapy and Reflexology
COS	160	Manicurist
COUN	011	Basic Orientation for International Students
COUN	155	Occupational Exploration
COUN	202	Job Seeking Skills for the Disabled
CSIS	199	Data Processing Project I
CSIS	170	Introduction to Visual Basic
DANC	201	Appreciation and Analysis of Dance
DANC	282	Choreography Repertoire
ENGL	290	Multicultural Voices in Film
HIST	117	History of East Asian Civilizations
HIST	123	French Life and Culture
HIST	125	Mexican Life and Culture
LIBT	103	Library Support Services
MATH	090	Selected Topics in Elementary Algebra
MATH	129	Elementary Algebra Tech
MUS	130	Guitar Ensemble
MUS	241	Electronic Music IV
MUS	288	Summer Vocal Instruction
MUS	289	Summer Vocal Music Academy
NAT	151	Natural History of San Gabriel Mountain Region
NAT	152	Natural History of Death Valley Region
NAT	153	Natural History of the Southern California Coastline
NAT	154	Natural History of the Sierra Nevada Region
NAT	155	Natural History of the High Desert
NAT	156	Natural History of the Anza-Borrego-Salton Basin
NAT	157	Natural History of the Owens Valley
NAT	158	Natural History of the Western Colorado Plateau
NAT	159	Natural History of the Eastern Colorado Plateau
NAT	161	Natural History of the Central San Andreas Region
NAT	162	Natural History of the Northern San Andreas Region
NAT	163	Natural History of the Hawaiian Island

NAT	164	Natural History of the Channel Islands
NAT	165	Natural History of the Cascade Mountains
NAT	166	Natural History of the Banff-Jasper National Park
NAT	167	Natural History of Alaska
NAT	168	Natural History of the Oregon Coast
NAT	169	Natural History of the Southeastern Arizona Region
NAT	170	Natural History of the Central California Coastline
NAT	171	Natural History of the Northern California Coastline
PE	190	Water Polo Theory and Techniques
POLI	111	Introduction to Public Policy
POLI	118	Contemporary Law and Legal Issues
READ	122	Speed Reading
SPAN	298	Spanish V
SPAN	299	Spanish VI

COURSE DELETIONS Spring 2005

MTRK	100	Introduction to Medium Truck Service and Repair
MTRK	108	Introduction to Transportation Technology

INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

MONROVIA UNIFIED SCHOOL DISTRICT

According to the **Career and Technical Education Act (2006)/Perkins IV**, the term articulation agreement means a **"written commitment":**

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary institution and a postsecondary educational; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the 2 institutions named herein.

Citrus College and Monrovia Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days' written notice. Note: Los Angeles County ROP is a Tech Prep partner for this initiative.

Dr. Linda Wagner **Date**	**Geraldine M. Perri, Ph.D.** **Date**
Superintendent	**Superintendent/President**
Monrovia Unified School District	**Citrus College**

C: Jim Coombs, Assistant Superintendent, Curriculum & Instruction

INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

CLAREMONT UNIFIED SCHOOL DISTRICT

According to the **Career and Technical Education Act (2006)/Perkins IV**, the term articulation agreement means a **"written commitment":**

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary institution and a postsecondary educational; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the 2 institutions named herein.

Citrus College and Claremont Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days' written notice. Note: Baldy View ROP is a Tech Prep partner for this initiative.

David Cash, Ed.D. **Date**
Superintendent
Claremont Unified School District

Geraldine M. Perri, Ph.D. **Date**
Superintendent/President
Citrus College

C: **Judith Daley, Director of Educational Services**

INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

DUARTE UNIFIED SCHOOL DISTRICT

According to the **Career and Technical Education Act (2006)/Perkins IV**, the term articulation agreement means a **"written commitment":**

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary institution and a postsecondary educational; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the 2 institutions named herein.

Citrus College and Duarte Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days' written notice. Note: Los Angeles County ROP is a Tech Prep partner for this initiative.

Dr. Dean Conklin **Date**	**Geraldine M. Perri, Ph.D.** **Date**
Superintendent	**Superintendent/President**
Duarte Unified School District	**Citrus College**

C: Terry Nichols, Assistant Superintendent of Instructional Services

INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

GLENDORA UNIFIED SCHOOL DISTRICT

According to the **Career and Technical Education Act (2006)/Perkins IV**, the term articulation agreement means a **"written commitment":**

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary institution and a postsecondary educational; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the 2 institutions named herein.

Citrus College and Glendora Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days' written notice. Note: East San Gabriel Valley ROP is a Tech Prep partner for this initiative.

Catherine J. Nichols, Ed.D. Date	**Geraldine M. Perri, Ph.D. Date**
Superintendent	**Superintendent/President**
Glendora Unified School District	**Citrus College**

C: Eric Andrew, Assistant Superintendent, Educational Services

INSTITUTIONAL ARTICULATION AGREEMENT

CITRUS COLLEGE

and

AZUSA UNIFIED SCHOOL DISTRICT

According to the **Career and Technical Education Act (2006)/Perkins IV**, the term articulation agreement means a **"written commitment":**

- that is agreed upon at the state level or approved annually by the lead administrator of a secondary institution and a postsecondary educational; and
- to a program that is – designed to provide students with non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree; and linked **through credit transfer** agreements between the 2 institutions named herein.

Citrus College and Azusa Unified School District agree to develop and implement programs of study that sequence courses articulated between agencies in Career and Technical Education as mandated by Perkins IV. Under this primary agreement, individual Course to Course Articulation Agreements will be implemented for credit transfer when comparable courses are recognized, i.e., credit by examination, concurrent enrollment or dual enrollment options.

This Agreement will be reviewed annually and will remain in effect until cancelled by either party giving 30-days' written notice. Note: East San Gabriel Valley ROP is a Tech Prep partner for this initiative.

Cynthia Cervantes McGuire **Date**
Superintendent
Azusa Unified School District

Geraldine M. Perri, Ph.D. **Date**
Superintendent/President
Citrus College

C: **Alexis Ruiz-Alessi, Assistant Superintendent, Educational Services**

Citrus Community College District

This Agreement is entered into by and between Citrus Community College District (District) and CSU Fullerton Auxiliary Services Corporation (ASC). This Agreement is for the performance of a portion of the work awarded to Citrus College as fiscal agent for the CCRAA HSI STEM Grant, by the U.S. Department of Education.

1. **STATEMENT OF WORK:** ASC shall exercise its best efforts to carry out the program indicated in Exhibit A, which is incorporated herein and made a part of this Agreement.

2. **PERIOD OF PERFORMANCE:** The period of performance for this project shall be from June 15, 2009 through September 30, 2010. The Summer Research Experience activity for Summer 2009 shall be from June 15, 2009 through August 7, 2009. Continuance of this project is subject to the U.S. Department of Education's award of Year 2 CCRAA HSI STEM grant funding.

3. **PAYMENTS:** District will reimburse ASC actual costs for the performance of work under this Agreement in the amount not to exceed $107,345, based on the budget incorporated into this Agreement in Exhibit A.

4. **INVOICES:** District will reimburse ASC upon receipt of monthly invoices provided by ASC. Invoices shall identify expenditures by major budget categories (i.e., salaries, fringe benefits, equipment, travel, supplies, etc.) as provided in Exhibit A, and shall show current request and cumulative expenses. Invoices must include the following certification signed by an officer or designated official of ASC: "I certify that this request represents actual costs incurred during the invoice period and that these costs are appropriate and in accordance with this Agreement. ASC further certifies that payment made by District under this Agreement shall not duplicate reimbursement of costs and services which are received from other sources."

The final invoice shall be clearly marked "FINAL" and will be submitted to District within 45 days after termination of this Agreement. If applicable, the final invoice shall show ASC's cost share amounts. Final invoices received after forty-five days following the termination or end date of this Agreement shall be honored at the discretion of District unless another date for submission is agreed upon in advance by District and ASC.

Invoices shall be dated, numbered, and referenced to the Citrus College Agreement #_____ _____ and Purchase Order #_____ and mailed to:
Accounts Payable
Bertha Bobadilla
Citrus Community College
1000 West Foothill Boulevard
Glendora, CA 91741-1899.

District reserves the right to withhold payment of ASC's invoices until acceptance of all services, reports, and/or supplies called for in this Agreement.

5. **PROJECT MANAGEMENT:** District's Project Director is responsible for the overall conduct of the project. The Project Director is responsible for program technical monitoring and guidance. ASC's Project Director is responsible for ASC's portion of the project. No substitution may be made of the ASC Project Director without prior written approval from District.

For programmatic or technical matters:

Ms. Sylvia Smythe
Citrus Community College
1000 West Foothill
Glendora, CA 91741-1899

For business matters:

Rosalinda Buchwald, Director of Fiscal Services, Citrus College
Shou-Yinn (Pearl) Cheng, Director of Sponsored Programs Office, ASC

6. **KEY PERSONNEL:** Project activities at ASC shall be under the direction of Dr. Steven N. Murray, Dean. ASC shall notify District in writing of any proposed changes.

7. **EQUIPMENT ACCOUNTABILITY AND DISPOSITION:** For the purposes of this Agreement, equipment is defined as non-expendable, tangible personnel property having a useful life of more than one year and an acquisition cost of $1,000 or more. Title to equipment purchased under this Agreement vests with ASC, subject to the provisions of the Award.

8. **ACCOUNTING RECORDS AND PROGRAM:**

Accounts and Records. The accounting for funds awarded under this agreement will be in accordance with the generally accepted accounting principles consistently applied and in accordance with federal cost principals and Office of Management and Budget circulars, as applicable to Citrus College. ASC shall maintain records to support identifiable charges to the project. Obligations, commitments, encumbrances, or expenditures must be made within the period of the performance as stated in Article 2 of this Agreement.

Examination of Records. ASC agrees that District shall, until the expiration of the three (3) years after final payment under this agreement, have access to and right to examine any directly pertinent books, documents, papers, and records of ASC involving transactions related to this Agreement. It is understood that, unless agreed to in writing by ASC, such examination shall be made during ASC's regularly established business hours.

9. **ASSIGNMENT:** ASC shall not assign, transfer, or subcontract its interest or obligations under this Agreement without the written consent of District.

10. **AMENDMENT:** This Agreement can only be amended by joint written agreement signed by the authorized representative. No modification will be binding until signed by both parties. The authorized representatives are the signatories noted at the end of this Hold Harmless Agreement.

11. **RECORD RETENTION:** Financial record, supporting documents and other record pertaining to this Agreement shall be maintained and retained by ASC for a period of three years from the termination date of this Agreement.

12. **PUBLICATIONS:** ASC agrees that all publications that result from work under this Agreement will acknowledge that the project was supported by a grant from the U.S. Department of Education.

13. **CHANGES:** This Agreement constitutes the entire agreement between the parties regarding the subject matter herein. Any modification to this Agreement shall be made in writing and must be signed by the authorized representatives of both parties.

FOR CSU Fullerton Auxiliary Services Corporation

By_____
William M. Dickerson
Executive Director

_____
Date:

FOR Citrus Community College District

By_____
Mrs. Carol R. Horton
Vice President, Finance and Administrative Services

_____
Date:

Exhibit A

Scope of Work

1) Engage Citrus College students in a summer research experience to provide motivation, improve retention and movement to four-year institutions in STEM fields, and to enhance institutional collaborations between California State University, Fullerton (CSUF) and Citrus College.
   Six students from Citrus College will be selected each year to take part in summer research experiences at CSUF where they will perform research in CSUF STEM faculty labs. Student candidates will be chosen from a pool selected by Citrus College coordinators and then their names submitted to CSUF where assignments to CSUF faculty mentors will be made based on their academic field of interest and mentor availability.
2) Increase the advisement, mentoring, and counseling of STEM students and to introduce them to career, transfer, and research opportunities through the activities of a traveling academic success coach.

Budget

Personnel	*Requested Salary*	*Fringe*	*Total*
PI: Steve Murray	$0	$0	$0
Co-PI: Mark Filowitz	$0	$0	$0
Co-PI: Rochelle Woods	$0	$0	$0
Academic Success Coach	$34,500	$16,009	$50,509
Total Personnel			**$50,509**
Travel			
In-State Travel/Mileage	$4,200		
Total Travel			**$4,200**
Participant Costs			
Stipends: 6 students	$24,000 ($4,000 each)		
Stipends: 6 faculty	$12,000 ($2,000 each)		
Transportation/Parking: 6 students	$750		
Enrollment in UE: 6 students	$400 ($50 each)		
Total Participant Costs			**$37,050**
Other Direct Costs			
Materials/Research Supplies: 8 students	$12,000 ($1,500 each)		
Office Supplies	$2,500		
Events	$1,086		
Total Other Direct Costs			**$15,586**
Total Direct Cost			**$107,345**
Indirect Cost @ 0 %			$0
Total Requested Fund			**$107,345**

CITRUS COMMUNITY COLLEGE DISTRICT
BOARD

BP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

References: Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and 51023.7 (students); ACCJC Accreditation Standard IV.A

Citrus Community College District is committed to shared and participatory governance principles, designed to guide wise decision making supporting the College's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision making, all which must be present for effective governance. These pillars are: shared vision, shared engagement, shared respect, shared information and shared risk.

The Board of Trustees honors the concept of shared and participatory governance in all areas defined by State laws and regulations as policy of Citrus College, while retaining its own rights and responsibilities as the ultimate authority.

The Board recognizes the following groups as part of its policy and procedure implementing its commitment to participatory governance:

Academic Senate

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law as set forth in Administrative Procedure 2510.

Classified Staff

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Classified staff as set forth in Administrative Procedure 2510

Management Staff

Management staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Management staff as set forth in Administrative Procedure 2510.

Supervisors/Confidential Staff

Supervisors/Confidential staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors/Confidential staff as set forth in Administrative Procedure 2510.

Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law as set forth in Administrative Procedure 2510.

(Replaces Citrus College Policy P-1010)

Approved Steering 05/11/09

AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college's mission and strategic goals This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

Shared vision – Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.

Shared engagement – Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.

Shared respect – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial

Shared information – For governance and decision-making to work, each of us needs to take personal responsibility for being informed and informing others. Our best thinking requires the sharing of critical information, explanations, context, and implications before, during, and after decision-making and implementation. Appropriate communication styles and systems are essential components of effective governance.

Shared risk – Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

1. Constituent Group Representation

The District recognizes the following campus constituent groups as participants in matters related to shared governance:

a. The Academic Senate as the body which represents the faculty in academic and professional matters while the Faculty Association is the body which represents faculty on issues within the scope of collective bargaining.
b. The Associated Students of Citrus College which represents the students.
c. CSEA (California School Employees Association) as the representative body for classified staff, excluding managers, supervisors and confidential employees
d. The Citrus College Management Team which represents the managers.
e The Supervisor/Confidential Team which represents the supervisors and confidential employees who are not part of a bargaining unit.

2. District Planning and Advisory Committees

The following organizational structure supports the District's shared and participatory governance policy:

A).Steering Committee

The Steering Committee serves as a liaison group among all campus constituents by coordinating the functions of the Standing Committees. Recommendations for new policy shall be made by the Steering Committee to the Board of Trustees through the Superintendent/President.

The Steering Committee is composed of the college president as chair; the chairs of the Standing Committees, representatives from the Academic Senate, classified staff, supervisors/confidential team, the Associated Students of Citrus College, department chairs, and management. The selection procedure for the representatives to Steering and committee chairs is determined by the Steering Committee Constitution.

The number of Academic Senate representatives constitutes a majority of the Steering Committee.

Standing Committees

The Standing Committees are designed to support continuous self-study and the accreditation process. The constitution of the Steering Committee delineates the title of each standing committee and defines the goals and directives of the Standing Committees. Committee chairs shall establish and publish regular meeting times for all standing committees to maximize participation from all constituent groups.

B). President's Council

The President's Council is an advisory body for the Superintendent/President which provides input to and review of Board of Trustee meeting agendas as well as a forum for the exchange of ideas from all campus constituent groups.

The President's Council is composed of the Superintendent/President as chair and representatives of the Academic Senate, classified and faculty negotiation teams, classified staff, supervisors/confidential employees, the Associated Students of Citrus College, and management.

3. Academic Senate

The Board of Trustees recognizes the Academic Senate as the body which represents the faculty in collegial governance relating to academic and professional matters.

The Board of Trustees honors the provisions of Title 5, Sections 53200-53204, in consulting collegially with the Citrus College Academic Senate. Consult collegially means that the District's governing board shall develop policies on academic and professional matters through either or both of the following methods:

a. Rely Primarily Upon
Instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall communicate its reasons in writing.

ISSUES TO WHICH THE BOARD WILL RELY PRIMARILY ON THE ACADEMIC SENATE'S RECOMMENDATIONS:

For the following matters, the Board will rely primarily upon the advice of the Academic Senate:

(1) Educational program development.
(2) Standards or policies regarding student preparation and success.
(3) District and college governance structures, as related to faculty roles.
(4) Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
(5) Policies for faculty professional development activities.
(6) Processes for instructional and student services program review.
(7) Degree and certificate requirements.
(8) Grading policies.
(9) Curriculum, including establishing prerequisites and placing courses within disciplines.
(10) Processes for institutional planning and budget development.

b. Mutual Agreement

In instances where the governing board elects to provide for mutual agreement with the academic senate and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such cases, the Board or its designee shall communicate the reasons in writing upon request of the Academic Senate.

ISSUES FOR WHICH THE BOARD ELECTS FOR MUTUAL AGREEMENT WITH THE ACADEMIC SENATE.

Faculty Hiring Procedures

Recommendations from the Academic Senate to the Board of Trustees on academic and professional matters shall be developed in a manner which encourages study, deliberation, and consultation from managers and appropriate staff. The Academic Senate shall address the need for policy or procedural development or change.

Nothing in these regulations shall impinge upon the rights of faculty and staff nor the District regarding any negotiated agreements between the District and the bargaining units.

4. Classified Staff Participation in Shared Governance

The Board of Trustees recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District. The classified staff, through representation from the California School Employees Association, shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff.

5. Management Team:

The Board of Trustees recognizes the Citrus Community College Management Team as the appropriate organization to represent the interests of all administrators/managers and classified administrators/managers. The Management Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Administrators/Managers.

6. Supervisory/Confidential Team:

The Board of Trustees recognizes the Citrus Community College Supervisor/Confidential Team as the appropriate organization to represent the interests of all supervisors and confidential employees. The Supervisors/Confidential Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors and Confidential employees.

7. Associated Students:

The Board of Trustees recognizes the Associated Students as the duly elected representatives of the student body of Citrus Community College District. The Associated students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students. Significant effect on students includes the following:

a) Grading policies;
b) Codes of student conduct;
c) Academic disciplinary policies;
d) Curriculum development;
e) Courses or programs which should be initiated or discontinued;
f) Process for institutional planning and budget development;

g) Standards and policies regarding student preparation and success;
h) Student services planning and development;
i) Student fees within the authority of the District to adopt; and
j) Any other District policy, procedure, or related matter the District's Board of Trustees determines will have a significant effect on students.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by the Associated Students regarding District policies and procedures pertaining to the hiring and evaluation of faculty, administration and staff.

Submitted to Board as Information on 05/19/09

General Institution

BP 3250 INSTITUTIONAL PLANNING

The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to,

- Long Range Educational or Academic Master Plan
- Five-Year Construction Plan
- Equal Employment Opportunity (EEO) Plan
- Student Equity Plan
- Matriculation Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan

The Superintendent/President shall submit to the Board of Trustees those plans for which Board approval is required per Title 5.

Office of primary responsibility: Superintendent/President's Office.

Board approved on

Proposed Citrus Community College District Procedure **CCLC No. 3250**

General Institution

AP 3250 INSTITUTIONAL PLANNING

1. The Citrus Community College District, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources.

2. Applying the criteria of accreditation standards I and III, the planning process will be guided by adopted vision, mission and core values statements and will develop specific goals, objectives and strategies, which have measurable outcomes and specific accountability. Action plans will be reviewed and revised periodically and approved by the respective planning bodies.

3. Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process which is intended to complement and inform the resource allocation process.

4. The Board may assist in developing the general institutional mission and goals for the comprehensive plan.

5. Following Board approval, plans are submitted to the California Community Colleges Chancellor's Office as required.

6. The planning system shall include plans required by law, including, but not limited to:

   - Long Range Educational or Academic Master Plan

     The development of the Educational Master Plan is co-chaired by the vice president of instruction, director of institutional research, and the chief information services officer. The educational master plan is developed under the oversight of a planning committee appointed through the steering committee, with consultation with the educational programs and student services committees, as well as the academic senate. The plan is reviewed every two years and updated as necessary, with approval by all campus constituency groups and the steering committee.

- Five-Year Construction Plan

  The vice president of finance and administrative service shall ensure that the District maintains a current Five-Year Construction Plan. The plan shall reflect capital construction for community college purposes of the district for the five year period commencing with the next proposed year of funding. The five year plan is subject to continuing review annually by the Board of Trustees to ensure that it accurately reflects changes in project priority or sequencing

- Equal Employment Opportunity (EEO) Plan

  The director of human resources shall ensure that the District maintains a current Equal Employment Opportunity (EEO) Plan. The EEO plan is developed through consultation with the Human Resources/Diversity Committee and approved by the various constituency groups, including approval by the Steering Committee. The plan is reviewed every two years.

- Student Equity Plan

  The Student Equity Plan is developed, maintained, and updated under the supervision of the vice president of student services. Following approval by the Board of Trustees, the plan is filed as required to the California Community Colleges Chancellor's Office.

- Matriculation Plan

  The dean of counseling shall ensure that the District maintains a current Matriculation Plan that complies with the requirements of Title 5. The Plan is updated every six years and is approved by the Matriculation and Assessment Committee.

- Transfer Center Plan

  The transfer center coordinator shall ensure that the District maintains a current Transfer Center Plan that complies with the requirements of Title 5. The plan is updated every five years and reviewed annually by the Transfer Task Force.

- Cooperative Work Experience Plan

  The Student Employment Services shall ensure that the District maintains a current cooperative work experience plan approved by the California Community Colleges Chancellor's Office for the administration and operation of its cooperative work experience (internship) program. The director of workforce development and the supervisor of student employment services are responsible for the implementation of the plan. The plan is updated as necessary and is submitted to the chancellor's office as required.

- Extended Opportunity Programs and Services (EOPS) Plan

  The director of Extended Opportunity Programs and Services (EOPS) shall ensure that the District maintains a current EOPS plan, reviewed annually and submitted to the California Community Colleges Chancellor's Office for approval. The plan is signed by the director of EOPS, dean of counseling, and vice president of finance and administrative services.

7. Office of Primary Responsibility: Superintendent/President

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Date Approved: IRPC: May 28, 2009
IRPC: November 7, 2008
IRPC: May 29, 2009

Proposed Citrus Community College District Policy CCLC No. 4020

Academic Affairs
DRAFT as of 5/4/09

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:
Education Code Sections 70901(b), 70902(b), 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- **appropriate involvement of the faculty and Academic Senate in all processes;**
- **regular review and justification of programs and course outlines;**
- **opportunities for training for persons involved in aspects of curriculum development; and**
- **consideration of job market and other related information for career and technical programs.**

All new programs and program deletions shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree applicable credit courses and degree-applicable courses that are not part of an existing approved program must satisfy the conditions set forth in Title 5 regulations. They must also be approved by the Board of Trustees.

Office of Primary Responsibility: Academic Affairs

Date Adopted:

Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	3/30/09
Steering	5/11/09

(Replaces current Citrus College Policy P-6001)

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in **bold**.*

❖ ~~**From current Citrus College Policy P-6001 titled Instructional Program**~~

~~The Superintendent/President shall see that administrative procedures are established which will promote an instructional program to meet the expanding needs of the communities which the college serves.~~

Proposed Citrus Community College District Procedure **CCLC No. 4020**

Academic Affairs
DRAFT as of 5/4/09

AP 4020 INSTRUCTIONAL PROGRAMS AND CURRICULUM

References:
Title 5 Sections 51021, 55000 et seq , and a55100 et seq
Accreditation Standard II.A

Program and curriculum development are academic and professional matters which are initiated by faculty within the departments and submitted through the appropriate approval process established by the Curriculum Committee under the jurisdiction of the Academic Senate. The Vice President of Instruction provides the administrative oversight for the process.

Program Review
At least every 6 years, as a regular part of the program review process, the program review committee shall review each prerequisite, corequisite, and advisory to establish that each is still supported by the faculty in the discipline or department and by the Curriculum Committee and is still in compliance with all other provisions of this procedure and with the law.

Program Approval Process
The Office of Instruction, with input from the Educational Programs Committee, is responsible for the oversight of the academic program review approval process. Programs are examined using evaluative criteria established by the committee.

The Office of Instruction and the Educational Programs Committee submit reports of their actions and policies to the Academic Senate. In addition, they submit all actions to the Board of Trustees for review.

The Curriculum Committee is responsible for the oversight of degrees and Certificates of Achievement. All new Associate Degrees, Certificates of Achievement and existing approved programs with substantial modifications are sent first to the Board of Trustees for review, and then on to the Chancellor's Office for approval.

Once approved by the Chancellor's Office, the Degree, Certificate or program is added to the inventory of approved programs. Skill awards are locally approved. All approved programs are published in the Citrus College catalog.

Curriculum Approval Process
The Curriculum Committee is responsible for the oversight of the curriculum approval process. All proposals for new courses, and all modifications to approved courses, are submitted through the curriculum approval process. The stages for initiation, review, approval, and evaluation are contained in the Citrus College Curriculum Handbook which is a publication of the policies determined by the Curriculum Committee and approved by the Academic Senate.

All approved courses are entered in the District database system. The database of approved courses is maintained by the Office of Instruction. Courses are published in the Citrus College Catalog and schedules.

The Curriculum Committee submits reports of its actions and policies to the Academic Senate. In addition, it submits all major actions to the Board of Trustees for review.

Courses not part of an approved program are submitted to the Curriculum Committee for stand-alone approval. Once approved, stand-alone courses are reported to the Chancellor's Office.

The Curriculum Committee is responsible for establishing timelines and limits for the curriculum approval process.

Office of Primary Responsibility: Academic Affairs

Date Adopted:

Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	3/30/09
Steering	5/11/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Note. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold***.

Proposed Citrus Community College District Policy CCLC No. 4025

Academic Affairs
DRAFT as of 10/10/08

BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

References:
ACCJC Accreditation Standard II.A.3
Title 5 Sections 55061

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the District to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to:

- **Think and to communicate clearly and effectively through oral and written expression;**
- **Develop logical and convincing arguments, reaching conclusions that are based on comprehensive inquiry;**
- **Adapt and apply technology to facilitate the acquisition and effective use of information;**
- **Understand the modes of inquiry of the major disciplines;**
- **Enhance the appreciation of the arts;**
- **Develop a lifestyle that will enhance physical and mental health and wellness;**
- **Appreciate the contributions of different cultures, eras, and traditions to the human experience;**
- **Achieve insights gained through experience in thinking about ethics, integrity, honesty, self-management and the welfare of others;**
- **Develop the capacity for self-understanding; and**
- **Become informed citizens and problem solvers.**

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. The general education curriculum includes coursework

from: Arts and Humanities; Language and Rationality; Social and Behavioral Sciences; Mathematics and Natural Sciences. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent/President shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

Office of Primary Responsibility: Academic Affairs

Date Adopted:

Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	3/30/09
Steering	5/11/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold***

Proposed Citrus Community College District Procedure **CCLC No. 4025**

Academic Affairs
DRAFT as of 5/4/09

AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE & GENERAL EDUCATION

References:
Title 5 Sections 55061
Accreditation Standard II.A 3

GRADUATION REQUIREMENTS

The Associate in Arts or the Associate in Science degree will be granted upon the completion of 60 degree applicable units of work and fulfillment of the following specific requirements:

1. Scholarship Requirement
A cumulative grade-point average of 2.00 ("C") in all lower division coursework attempted at any regionally accredited institution of post-secondary education. Please note: Only Citrus courses numbered 100 – 299 and Cooperative Work Experience Education may apply toward the Associate Degree.

2. Residence Requirement
   a. Completion of a minimum of 12 units in residence including attendance during the last semester; or
   b. 30 units in residence if the last semester is not in residence.

3. Major Requirement
A student must achieve a grade of "C" or better in each course attempted that is counted for the major.

4. General Education Requirements
   a. Option I: 22 units as stipulated by the Citrus College graduation requirements; or
   b. Option II: 39 units as stipulated by the CSU general education certification requirements; or
   c. Option III: 37-39 units as stipulated by the completion of the IGETC or CSUGE pattern.

5. Physical Education Requirement
   a. Three units of Physical Education or Dance Activity; or
   b. Completion of PE 170, 171, or 173.

6. Competency Requirements

a. Writing: Completion of an English Composition General Education Requirement with a grade of "C" or better. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the coursework requirement.

b. Mathematics: Proficiency in Mathematics may be satisfied by one of the following:

- Completion of one year of high school elementary algebra AND placement at the level of Intermediate Algebra or higher on the Math Assessment Test; or
- Completion of any mathematics class listed in the mathematics section of the General Education Requirements with a grade of "C" or better.

Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as intermediate algebra (either intermediate algebra or another mathematics course at the same level, with the same rigor and with elementary algebra as a prerequisite, approved locally) or by completing an assessment determined to be comparable to satisfactory completion of the specified math course.

c. Reading: Proficiency in reading may be satisfied by one of the following:

- A satisfactory score on the reading component of the placement test at the level of Reading 120; or
- A passing grade in Reading 099.

7. General Education Requirement

Completion of twenty-two units of general education distributed according to the following pattern:

a. Natural Sciences: One or two courses, four units minimum, including one laboratory course OR one course from Biological Science and One course from Physical Science.

Courses in the natural sciences examine the physical universe, its life forms, and its natural phenomena. They assist in developing an appreciation and

understanding of the scientific method and encourage an understanding of the relationships between science and other human activities.

This category includes introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, physics, physical geography, physical anthropology, and other scientific disciplines.

b. Social and Behavioral Sciences: Two courses, six unit's minimum including one course from History and Political Science and one course from Behavioral Science.

Courses in the social and behavioral sciences focus on people as members of society. They assist in developing an awareness of the methods of inquiry used by the social and behavioral sciences. Critical thinking is stimulated about the ways people act and have acted in response to their societies, and appreciation is developed of how societies and social groups operate.

This category includes introductory or integrative survey courses in cultural anthropology, economics, history, political science, psychology, sociology, cultural geography, and related disciplines.

c. Arts and Humanities: Two courses, six unit's minimum, one course from two different areas which include Fine Arts, Foreign Language, Humanities, Literature and Philosophy.

Courses in the arts and humanities study the cultural activities and artistic expressions of human beings. They assist in developing an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation, and in developing aesthetic understanding and an ability to make value judgments. This category includes introductory or integrative courses in the arts, foreign languages, literature, philosophy and religion.

d. Language and Rationality:

- Students following the mathematics competency requirement using the mathematics assessment test are required to complete two courses, six units minimum, including one course from English Composition and one course from either Mathematics or Communication and Analytical Thinking; or
- Students who have not satisfied the mathematics competency are required to complete three courses from English Composition, one Course from Mathematics and one course from Communication and Analytical Thinking.

- Courses in language and rationality develop the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

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

These graduation requirements shall apply to first-time and returning students enrolling Fall Semester 2008 and thereafter. Students who have maintained continuous attendance (completed a course with an academic record symbol, excluding W, each semester) have the option of meeting these requirements or those in effect at the time continuous attendance began.

Office of Primary Responsibility: Academic Affairs

Date Adopted:

Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	3/30/09
Steering	5/11/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold***

Proposed Citrus Community College District Policy CCLC No. 4030

Academic Affairs
DRAFT as of 10/10/08

BP 4030 ACADEMIC FREEDOM

References:
Title 5 Section 51023;
ACCJC Accreditation Standard II A 7

It is the policy of the Citrus Community College District to support the principles of academic freedom, built upon the free expression and exchange of ideas that are inherent in the search for scholarly truth and upon which a free and democratic society depends. The District affirms the use of a variety of teaching methodologies to fulfill its obligation to raise difficult and meaningful questions in the educational development of students. Faculty are entitled to freely discuss issues germane to their subject matter. This freedom involves the right to introduce controversial topics, as long as the manner of presentation involves objective reasoning and rational discussion.

Academic freedom must be balanced with the obligation of the District to protect the right of students to learn in an environment characterized by civility, open inquiry, and freedom from unlawful discrimination. While faculty have the right to present ideas and conclusions which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views. Faculty and students have a responsibility to engage in teaching and learning that honors and respects divergent viewpoints that are grounded in cultures of reason, logic, evidence and responsible scholarship.

When faculty (or any other District employees) speak or write as citizens, care should be taken to avoid the representation of any personal view as that of the District or of Citrus College.

Office of Primary Responsibility: Academic Affairs

Date Adopted:	
Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	3/30/09
Steering	5/11/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Note. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold***.

Proposed Citrus Community College District Policy CCLC No. 4040

Academic Affairs
DRAFT as of 10/10/08

BP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

References:
Education Code Section 78100;
ACCJC Accreditation Standard II C

The District shall provide library services that are an integral part of the educational program.

Office of Primary Responsibility: Academic Affairs

Date Adopted:

Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/21/09
Educational Programs Committee	3/30/09
Steering	5/11/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Note. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold****.*

Proposed Citrus Community College District Procedure **CCLC No. 4050**

Academic Affairs
DRAFT as of 3/09/09

BP 4050 ARTICULATION

References:
Education Code Sections 66720 - 66744;
Title 5 Sections 51022(b) and 55051

The Superintendent/President shall establish procedures that assure appropriate articulation of the District's educational programs with baccalaureate level institutions and proximate high schools.

The procedures also may support articulation with institutions, including other community colleges, that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

~~The District shall develop appropriate articulation of the District's educational programs with proximate high schools and four year institutions.~~

~~The articulation agreements arranged under these procedures shall be made available to counselors, instructional faculty and students as needed to improve counseling services and to facilitate student transfers.~~

~~Nothing in this policy shall be construed to prohibit articulation agreements with high schools or four year institutions that are not geographically proximate but which are determined by the District to be appropriate and advantageous for students.~~

Date Adopted:

Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	5/4/09
Steering	5/11/09

(Replaces current Citrus College Policy P-5008)

*Note: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in **bold**.*

Proposed Citrus Community College District Procedure **CCLC No. 4050**

Academic Affairs
DRAFT as of 3/9/09

AP 4050 ARTICULATION

References:
Education Code Sections 66720 - 66744;
Title 5 Sections 51022(b) and 55051

The general definition of articulation is a planned process that links two or more educational institutions together to facilitate a smooth transition for students to move from one course, program, or educational level to the next. Its purpose is to coordinate policies and practices among sectors of the education system, therefore minimizing or eliminating course repetition.

Baccalaureate
Articulation of the District's educational programs with baccalaureate level institutions is an ongoing process overseen by the Articulation Officer, a faculty position appointed by the Office of Student Services. This individual develops and maintains articulation with regional and statewide transfer institutions as well as with other community colleges. He/she advises departments about changes in four-year institutions' courses/programs and the Academic Senate about changes in their general education/degree requirements.

Although there are many important aspects of articulation, such as faculty-to-faculty dialogue about course competencies and expectations, this procedure on articulation will limit its discussion to the explanation of course articulation agreements.

Transferable Course List Agreements
These agreements indicate which courses at Citrus are baccalaureate level. At minimum, these courses are acceptable for transfer electives. All subsequent articulation agreements are based on the transferable course lists.

Major Preparation Agreements
These agreements specify which courses at Citrus fulfill lower division major requirements at the four-year institutions. Special requirements, such as supplementing admission requirements for selected majors, may be included as part of the articulation agreement.

General Education/Breadth Agreements
These agreements indicate those courses which a student can complete at Citrus to satisfy the GE/Breadth requirements at the four-year institutions.

Course-to -Course Agreements
These determine if a particular course at Citrus is comparable to, equivalent to, or acceptable in lieu of a corresponding course at the receiving institution. Courses seldom have the same course number or title. Decisions are based on course content with consideration given to units, method of instruction (lecture/lab) and prerequisite course, if any. It is common to articulate clusters of courses such as a year long sequence of courses or a variety of course combinations.

High School/Regional Occupational Programs (ROP)
Articulation of the District's educational programs with secondary institutions will be recorded in the centralized articulation records maintained by the curriculum committee.

The oversight of career technical high school articulation is assigned to the division of Career and Technical Education. The division will appoint someone to advise departments, the Academic Senate, and secondary institutions regarding career technical education (CTE), industry sectors/career pathways, and CTE programs of study linked through credit transfer agreements between institutions.

Institutional Agreements
These agreements are with local unified school districts (USD), authorized by the secondary and postsecondary agency's Superintendent/President, and designed to provide students with a non-duplicative sequence of progressive achievement leading to technical skill proficiency, a credential, a certificate, or a degree. The Institutional Agreement supports the course sequencing for CTE programs of study, credit granting mechanism, advanced placement option, and provision for up to 12 units, accepted in lieu of comparable community college courses, to partially satisfy:

1. Requirements for a certificate program, including the total number of units required for the certificate; or,
2. The major or areas of emphasis requirements in a degree program.

Course to Course Articulation Agreements
A course to course articulation agreement is a formal, written and published document that describes which articulated high school course is accepted to or in lieu of coursework at Citrus College.

The term "articulated high school course" means a high school course or courses that the faculty in the appropriate discipline, using policies and procedures approved by the curriculum committee, have determined to be comparable to a specific community college course.

Articulated secondary courses are used to partially satisfy certificate or major/area of emphasis and shall be clearly noted as such on the student's academic record. Notations of college course credit shall be made only if college

courses are successfully completed or if credit is earned via credit by examination.

Date Adopted:	
Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	5/4//09
Steering	5/11/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Note. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold***.

Proposed Citrus Community College District Procedure **CCLC No. 4080**

Academic Affairs
DRAFT as of 3/11/09

BP 4080 INSTRUCTIONAL MATERIALS

1. It is recognized by the Board of Trustees at Citrus College that selection of educational materials (both print and nonprint along with necessary supplies) is a professional responsibility of the administration and faculty of the College.

2 It is further recognized by the Board that interested citizens may wish to express themselves with reference to instructional materials selected, including library print and nonprint resources and textbooks. The administration is directed to develop procedures whereby such reactions may be received, and evaluated with subsequent recommendations to the Board of Trustees. All complaints and/or comments shall be presented in writing for study and evaluation before any action regarding a given book or instructional material is taken.

Date Adopted:

Supervisors/Confidential	3/5/09	
Management Team		4/1/09
Academic Senate		3/11/09
CSEA		3/5/09
ASCC		4/28/09
Educational Programs Committee		3/30/09
Steering		5/11/09

(Replaces current Citrus College Policy P-6002)

Note. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold.***

Proposed Citrus Community College District Procedure **CCLC No. 4080**

Academic Affairs
DRAFT as of 3/11/09

AP 4080 INSTRUCTIONAL MATERIALS AND TEXTBOOK ADOPTION AND PROCUREMENT

The textbook(s) and other instructional materials (collectively referred to herein as "instructional materials") to be used in a course are normally included in the course outline presented to the Curriculum Committee when the course is first submitted for approval. Subsequent revisions of or updates to course outlines through the curriculum process may also include updates to the instructional materials. The process by which a change may be made to the instructional materials for a course is as follows:

1. Course outline addendum. If a faculty member teaching a course wants to use instructional materials that are not included in the course outline, he or she will submit an addendum to the course outline to the Curriculum Committee for approval. The criteria for approval will be whether the materials are congruent with the content and student learning outcomes as indicated in the course outline of record. If approved, the new course materials will be included as alternates to the previously approved course materials. Once approved, the new materials may be used by any faculty member teaching that course who meets the deadline for ordering them set by the College Bookstore.

2 Timeline. Prior to the start of each term, the College Bookstore will notify the faculty, through the deans and their secretaries, of the deadline for submitting a change in instructional materials, including a change in quantities, for each upcoming term. Each individual faculty member is responsible for submitting the request for a change by that deadline. If the faculty member does not submit a request for a change, the Bookstore will provide the same materials as were used in that section the last term it was taught by that faculty member. The deans, in cooperation with the College Bookstore, are responsible for ensuring that the quantities ordered match the expected class size. Faculty members may request new instructional materials only if those materials have been approved through the process outlined in paragraph 1.

3. Default materials. Faculty members will select default materials for each course from the approved list and submit them to the deans. In the event a faculty member is hired to teach a course at such a late date that it is impossible for him or her to meet the deadline set by the College Bookstore, the dean will notify the Bookstore of the correct quantities required for the course section and ~~of~~ the Bookstore will order the default materials.

4. Cost reduction efforts. Faculty members will strive to utilize the same instructional materials for a period of at least two years. In addition, faculty members will keep in mind the costs of instructional materials when adopting them, striving to keep costs to a minimum. However, faculty members will balance a concern with cost reduction with the goal of adopting instructional materials that are effective in achieving course objectives and student learning outcomes. It is the responsibility of the College Bookstore to provide faculty members, upon request, with the net cost to students of instructional materials, as soon as that information becomes available.

5 Change in edition. A course outline addendum is needed to cancel an older edition or to adopt a new or revised edition of a currently adopted textbook. However, in the event that a change in editions by the publisher, coupled with an inadequate supply of the old edition, makes it necessary for the new edition to be adopted even though it is impossible for the course outline addendum process to be completed in time, the new edition shall be considered as tentatively approved for that term only. In such a case, it is the responsibility of the College Bookstore to so inform the affected faculty member(s), through the dean. For subsequent terms the affected faculty member(s) will then have a choice whether to complete the course outline addendum process for the new edition or for a different textbook altogether, in accordance with the timeline of paragraph 2, or else to adopt one of the already approved alternatives in the course outline of record. If a faculty member fails to do this in accordance with the timeline provisions of paragraph 2, the College Bookstore will order the default materials for that course section.

6. Communication with the College Bookstore. Many problems in procurement of course materials can be avoided, and cost reduction efforts can be improved, through clear communication between faculty members and the College Bookstore. Faculty members are encouraged to communicate directly with the College Bookstore, as well as to do so indirectly through their deans, about any special requirements or permissions affecting their course sections. For instance, if a faculty

member is willing to allow students to use either an older edition of a textbook or a new edition, he or she should so inform the College Bookstore. Similarly, the College Bookstore is encouraged to communicate with the faculty, either directly or through the deans, any new information relevant to instructional materials adoption and procurement or cost reduction efforts.

INPUT FROM INTERESTED CITIZENS

Interested citizens may have comments, concerns or complaints relative to instructional materials in use at the College, including library print and non-print resources and textbooks. If an interested citizen wishes to have his or her concerns considered by the College, the process is as follows:

1. The citizen shall set forth the concerns in writing.
2. The citizen shall submit the written concerns to the Dean of Library and Information Services.
3. Within a reasonable time after receipt of the written concerns (in no event more than 60 days thereafter), a Community Response Team will be convened which consists of the Academic Senate President or their designee, the Bookstore Committee chairperson, and the faculty member(s) who selected the instructional materials (if they would like to be present), the Dean of Library, an academic dean selected by the Vice President of Instruction, and the Vice President of Instruction (or designee) shall meet to consider and evaluate the written concerns.
4. Following this meeting, the Vice President of Instruction shall determine if a recommendation to the Board of Trustees is appropriate.
5. If a recommendation is deemed appropriate, the Vice President of Instruction shall make such recommendation to the Board of Trustees.
6. The Board of Trustees will make a final determination and notify the Community Response Team of the decision.

~~1. Faculty members teaching a given course will act as a committee responsible for selecting and recommending to the head of their department all basic instructional materials to be brought by students taking that course.~~

~~a. Whenever possible, evening instructors will have the same degree of academic freedom and participation in textbook selection as the full-time day instructors. The major responsibility for selection of instructional materials must be assumed by the day faculty since it may be difficult for evening faculty members to participate.~~

~~b. While it is preferable that the same basic instructional materials be used in all sections of a course, alternate selections may be used with the approval of the committee for that course.~~

~~c. The cost of instructional materials which students are required to buy should be kept to a minimum.~~

d. Teachers are encouraged to recommend changes whenever they are convinced better books and materials are available.

2. Applications for adoptions that meet the approval of the department head will be transmitted to the Vice President-Instruction for final approval. It should be understood that at times it may be necessary to adopt some future date for the implementation of new books and materials. The College Bookstore must be given sufficient notification regarding changes so they may plan to return books and place orders for newly adopted materials.

3. Whatever basic instructional materials are adopted, they will be used until changed through the channels established by Items 1 and 2 of this policy statement.

4. Heads of departments should maintain a card file of the basic instructional materials adopted for each course taught in their department.

5. A master card file of all basic adoptions for all departments should be maintained by the Office of Instruction and the College Bookstore Manager.

6. Changes in the master card file will be made only when official notification is given the College Bookstore Manager by the Vice President-Instruction.

7. Each semester the College Bookstore will send to the heads of the departments a list of current adopted textbooks used in the department.

8. The College Bookstore is responsible for having on hand sufficient quantities of textbooks for the courses offered. In the event textbook or material shortages occur, teachers will communicate their needs to the heads of their department who will in turn notify the Bookstore.

TEXTBOOK ADOPTION AND PROCUREMENT PROCEDURES

1. Adoption
   a. The faculty members teaching a given course will act as a committee to select the textbooks and any other basic instructional materials which will be used in that course. If any individual faculty member who teaches that course wishes to use materials which differ from those the committee has selected, that faculty member shall submit to the committee a request to adopt the alternate materials for his sections of that course.

b. Upon approval by the committee, requests for adoption will be submitted to the head of the department for approval. Upon approval by the head of the department, a "Textbook Change and Approval" form shall be completed and forwarded to the Vice President Instruction. Upon approval by the Vice President Instruction, a copy of this form will be forwarded to the College Bookstore. The Office of Instruction will then update its master textbook file.

c. If a proposed adoption is disapproved by either the head of the department or the Vice President Instruction, that person will communicate the reasons for disapproval to the originator(s) of the request. A disapproval by the head of the department may be appealed to the Vice President Instruction.

d. Whenever the same textbook or materials is used in more than one course, it must be adopted for each course. The normal minimum period of adoption for required materials shall be two years.

2. Cancellation

Whenever a decision is made to discontinue use of a currently adopted textbook, cancellation is necessary (whether or not a replacement is anticipated). Upon the approval of a recommended cancellation by the head of the department head, a "Textbook Change and Approval" form shall be completed and forwarded to the Office of Instruction for approval. Upon approval by the Vice President Instruction, a copy of this form will be forwarded to the College Bookstore. The Office of Instruction will then update its master textbook file. Upon disapproval, the same procedure will be followed as specified above in Item 1-c.

3. Changes in Edition

Whenever the faculty teaching a given course wish to use a new or revised edition of a currently adopted textbook, they must cancel the old and adopt the new edition according to the adoption and cancellation procedures outlined above in Items 1 and 2.

4. Time Schedule

a. Text buyers will visit Heads of Departments during the first week of October.

b. Text buyers will visit Heads of Departments during the second week of March.

~~The deadlines for submitting requests to the College Bookstore for the adoption and cancellation of textbooks are:~~
~~a. Fourth Thursday in October for Spring Semester~~
~~b. Last Thursday in March for Summer Session~~

Date Adopted:

Supervisors/Confidential	3/5/09
Management Team	3/4/09
Academic Senate	3/25/09
CSEA	3/5/09
ASCC	4/28/09
Educational Programs Committee	3/30/09
Steering	5/11/09

(Replaces current Citrus College Policy R-6200)

Note. New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and legally required language is indicated in ***bold.***

Proposed Citrus Community College District Policy CCLC No. 5010

Student Services
DRAFT as of 3/9/09

BP 5010 ADMISSIONS AND CONCURRENT ENROLLMENT

References:

Education Code Sections 76000, 76001, and 76002;
Labor Code Section 3077

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years 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.

Students who are under 18 and do not meet the above criteria, are classified as Special part-time or full-time students. Special part-time is defined as enrollment in up to, and including, 11 units per term or up to, and including, 3 units per session. Special full-time is defined as enrollment in 12 or more units per term or 4 units or more per session.

Special part-time or full-time students (students who have completed 10th grade)
The District may admit to any session or term as a special part-time or full-time student any student with parental consent who has completed the 10th grade and who is recommended by the high school principal for advanced scholastic or vocational work.

Special part-time students (students who have not completed 10th grade)
The District may admit as a special part-time student a kindergarten through 10th grade student with parental consent who is recommended by the principal of the school which the student attends. 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 or full-time students (Summer session)
The District may admit to a summer session students with parental consent who have completed the 10th grade, who is recommended by the principal of the school which the

student attends, and who have demonstrated adequate preparation for the course to be studied and 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 and admission of high school and younger students.

Denial of Requests for Admission
If the College denies a request for special part-time or full-time enrollment at a community college for a pupil who is identified as highly gifted, the College 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 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.

~~❖ From current Citrus College Policy P-5111 titled Admission~~

~~**Eligibility for Admission**~~
~~The District shall admit any person who has achieved a high school diploma (or the equivalent) or attained the age of 18 years.~~

~~**Special Part-Time Students (Students Who Have Completed 10th Grade)**~~
~~The District may admit to a semester as a special part-time student (enrollment in up to and including eleven (11) units per semester), any student with parental consent who has completed the 10th grade and who is recommended by the high school principal for advanced scholastic or vocational work.~~

~~The District may admit to a summer session students with parental consent who have completed the 10th grade and:~~

~~1. Whose admission to the summer session is recommended by the principal of the school which the student attends.~~

~~2. Who have demonstrated adequate preparation for the course to be studied.~~

3. Who have availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.

Special Part-Time Students (Students Who Have Not Completed 10th Grade)
The District may admit as a special part-time student a Kindergarten through 10th grade student with parental consent who is recommended by the principal of the school which the student attends. 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.

NOTE: *The current Citrus College Policy P-5111 titled Admission was adopted on 9/19/62, and revised on 9/26/63, 1/5/67, 12/16/68, 12/14/76, 1/9/79, 5/18/82, 6/6/95, and 5/16/06*

Date Adopted: SSC: 4/23/09, ASCC 5/12/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1

(Replaces current Citrus College Policy P-5111)

Proposed Citrus Community College District Procedure **CCLC No. 5010**

Student Services
DRAFT as of 3/16/09

AP 5010 ADMISSION AND CONCURRENT ENROLLMENT

Reference:
Education Code Section 76000

Eligibility for Admissions

The authority to oversee the admissions of eligible students is delegated to the Dean of Admissions and Records under the direction of the Vice President of Student Services. Students eligible for admission to the College must be 18 years of age or older and possess a high school diploma, GED, certificate of proficiency, or the equivalent. In addition, any other person who is over 18 years of age who, in the judgment of the Dean of Admissions and Records, is capable of profiting from the instruction offered at the College, or any apprentice, as defined in Section 3077 of the Labor Code may be admitted.

High School graduates over age 18
Any high school graduate or individual with a GED or high school proficiency certificate may be admitted to Citrus College.

Non-High School graduates over age 18
A person 18 years of age or older who has not received a high school diploma may be admitted to the College to take courses for the purpose of general education or to enroll in specialized vocational programs. The student may prepare for transfer to a four-year institution without a high school diploma. All non-high school graduates should request special counseling from the Counseling Department.

Non-High School graduates under age 18
All students who are younger than 18 and have not graduated from high school must submit appropriate contracts at the time of registration.

Admission requirements
All prospective students must

- File an Application for Admissions with the Admissions and Records Office through CCCApply.
- Request official high school transcripts if you attended high school within the last three years, to be sent to the Counseling Center. It is recommended that transcripts are on file before your appointment with a counselor/educational advisor.
- Request official college transcripts from all colleges previously attended, to be sent to the Admissions and Records Office. It is recommended that transcripts are on file prior to your registration appointment if you're asking for clearance to enroll in courses with prerequisites. Transcripts are also required in order to be considered for Financial Aid and

Veteran's Benefits.
- Complete Citrus College's assessment and orientation.
- Meet with a counselor

Residency
Each person applying for admission or enrollment in a California Community College is classified as a 'resident' or a 'non-resident' for purposes of admission and/or tuition. See AP 5015 titled Residence Determination.

Resident – a 'resident' is a person who is eligible to establish California residency for tuition purposes or who has resided within California for at least one year and who established a legal residence in California prior to the residency determination date.

Non-Resident – a 'non-resident' student is one who has not resided in the State for more than one year prior to the residency determination date and who has not established legal residence or who is not eligible to establish California residency for tuition purposes.

Admission of International Students
The College accepts applications from students holding or attempting to obtain the F-1 Student Visa. The following items are required from international applicants:

- Citrus College Application for Admissions;
- Completed International Student application and fee;
- Confidential Financial support documents;
- A passing score on the Test of English as a Foreign Language (TOEFL) examination. (450 paper based, 133 computer based and 45 internet based) (TOEFL scores not required for ESL program);
- Transcripts from high school and/or college;
- TB (Tuberculosis) test

The following items are required for current F-1 Visa students transferring into Citrus:

- Copy of I-20;
- Copy of 1-94
- Transfer Form
- Visa
- Passport
- College transcripts

The TOEFL, admissions application, and all supporting materials must be received on or before the published application deadlines for the intended semester. Students are required to take the Accuplacer ESL exam when they arrive at Citrus.

Admissions procedures will be clearly delineated in the College catalog online, schedule of classes, and the College web site.

The Citrus College online catalog contains the most recent information regarding admissions. This document is updated annually for currency and correctness.

Office of Primary Responsibility: Admissions and Records Office

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

Date Approved: SSC:4/23/09, ASCC 5/12/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5011**

Student Services
DRAFT as of 3-30-09

AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

References:
Education Code Sections 48800, 48800.5, 76001, and 76002

Eligibility for Admissions

The College authorizes the admission of special students who are highly gifted K-12 minor students without high school diplomas, who can benefit from advanced scholastic or vocational work.

Authority to restrict the admission or enrollment of a special part-time or full-time student in any session based on age, grade-level completion, current school performance or assessment and placement procedures in conformance with matriculation regulations remains the prerogative of the College.

All courses will be taken for college credit. The school of attendance maintains the right to apply course credit.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

Special part-time or full-time students (students who have completed 10th grade)
To be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05. The district may admit a special part-time student enrolled up to 11 units per term or 3 units per session. The District may admit a special full-time student enrolled in 12 units or more per term or 4 units or more per session under special circumstances. The student must present the special circumstances to the Admissions and Records Office for approval to take 12 units or more per term or 4 units or more per session.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

A parent/guardian approval form, allowing the student to participate must be submitted in addition to the College admission application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to conform to all College policies.

Academic Eligibility
Citrus College will admit high school juniors and seniors who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative high school grade point average of 2.0 or better as reflected on their most recent school transcript.
- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

- Students may not normally enroll in more than 11 units.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a College course to alleviate a high school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue.
- Students will not receive priority registration status in their first term or session.
- Students will be charged applicable fees excluding enrollment fee.
- Students who are admitted as full-time, 12 units or more will be charged an enrollment fee.

Special part-time (students who have not completed 10th grade)
To be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. The District may admit a student to a term or session as a special part-time student, for only one class per term or session. The District may admit highly gifted elementary and secondary students as a special part-time student through the 10th grade level for enrollment to the College if they are eligible to participate based on the criteria established below. Admission is subject to seat availability.

The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.

A parent/guardian approval form, allowing the student to participate must be submitted in addition to the College admission application. Parents must also acknowledge that the parent/guardian understands that the student will be expected to conform to all College policies.

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.

Academic Eligibility
Citrus College will admit elementary and secondary students who meet the following conditions:

- Students wishing to enroll in degree appropriate courses must have a cumulative school grade point average of 3.0 or better as reflected on their most recent school transcript.

- For all courses attempted, students must complete the appropriate College assessment process and meet the stated prerequisite and/or co-requisite for the desired course.
- Students with a verifiable disability (verification to be provided by school of origin) will be referred to Disabled Student Programs and Services for assessment and recommendation.

Limitations on Enrollment

- Students will be allowed to enroll in a single course each term or session.
- Students may not enroll in pre-collegiate courses.
- Students may not enroll in a College course to alleviate a school deficiency.
- Students who have previously enrolled and who have dropped their courses and/or have not made satisfactory progress will not be allowed to continue.
- Enrollment in courses is based on space availability and on meeting the stated prerequisite and/or co-requisites.
- Special Admit students will not receive priority registration status in their first term or session.
- Special admit students will be charged applicable fees excluding enrollment fee.

Summer Session: Special part-time or full-time students who have completed the 10th grade
To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001. The District may admit a student to any session as a special part-time or full-time student.

- Whose admission to the summer session is recommended by the principal of the school which the student attends and:
- Who have demonstrated adequate preparation for the course to be studied and:
- Who have availed themselves of all opportunities to enroll in an equivalent course at their school of attendance.

Summer Session: Special part-time or full-time students who have not completed the 10th grade
Under special circumstances any student not having completed the 10th grade wishing to attend summer session must present the special circumstances to the Admissions and Records Office for approval to attend either part-time or full-time.

Minors who are not enrolled in a school program (home schooled)

The Citrus College Superintendent/President, or designee, may admit students who are not enrolled in a public school into any class for which the students may qualify. Such students are eligible to participate based on the criteria established below.

- The student must be recommended by his/her high school principal or designee. As part of the approval process, the principal must verify that the recommended student can benefit from college instruction.
- Complete a Citrus College admission application.
- Submit the appropriate College form for approval to the Superintendent/President or designee stating the following:
    - The student acknowledges that he/she is responsible for knowing and following all College policies and procedures.
    - The grade level of the student.

- Parental approval for the student to enroll in a College level class.
- Verifiable demonstration of the student's ability to benefit from advanced scholastic or vocational work.
- A statement indicating the exact college level class(s) in which the student is requesting enrollment at Citrus College.

Procedures for reviewing K-12 students

For students attending middle and lower schools, the determination shall be made by the Dean of Admissions and Records or designee. The student must provide transcripts and be recommended by his/her principal or designee indicating how in his/her opinion the student can benefit from instruction. The Dean of Admissions and Records or designee will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Dean of Admissions and Records or designee shall be final. Once a decision has been made, the student, his/her parent or guardian shall be informed of the decision. This determination may be done by applying one or more of the following criteria:

- a review of the materials submitted by the student;
- meeting with the student and his/her parent or guardian;
- consultation with the Dean of Admissions and Records ;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor;
- and/or times the class(es) meet and the effect on the safety of the minor.

Denial of Requests for Admission

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

Apportionment

The attendance of a pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance, for which the community college shall be credited or reimbursed pursuant to Education Code Sections 48802 and 76002.

Claims for state apportionment for K-12 students must meet all of the following criteria:

- The class is open to the general public
- The class is advertised as open to the general public in one or more of the following:
  - The college catalog
  - The regular schedule of classes
  - An addenda to the catalog or schedule

If the decision to offer a class on a high school campus is made after publication of the district's regular schedule of classes, and the class is only advertised to the general public through electronic media, the class must be advertised for a minimum of 30 continuous days prior to the first meeting of the class.

If the class is offered on a high school campus, the class may not be held during the time the campus is closed to the general public, as defined by the school board.

If the class is a physical education class, no more than 10 percent of the enrollment of the class may consist of special part-time or full-time students.

Office of Primary Responsibility: Admissions and Records Office

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

Date Approved:

SSC: 4/23/09, ASCC 5/12/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5012**

Student Services
DRAFT as of 2/27/09

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 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 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 will issue an I-20 to a foreign student to obtain F-1 student status upon completion of:

- 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);
- Academic transcripts from high school and/or college (college transcripts must be evaluated by Academic and Professional International Evaluations, Inc.) 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 be issued an I-20 provided the following criteria are met:

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

F-1 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.

Students issued an I-20 and attending the 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 residents of the United States and students who hold other types of visas are not considered international students.

Health Insurance
F-1 students must purchase health insurance. The Dean of Students shall appoint a person to be responsible for all international students The Dean shall be responsible for seeing that all international students have accident, 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.

Concurrent Enrollment
F-1 students enrolled full time at another Student and Exchange Visitor Information System (SEVIS) approved institution and considered in good status are permitted to enroll part time at Citrus College in two classes, with a unit limit established by each college. Part-time F-1 students must complete appropriate paperwork and pay all appropriate fees.

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

❖ ~~From current Citrus College Policy P-5147 titled International Students~~

~~**Health Insurance**~~

~~International students who are accepted and granted the appropriate visa to attend Citrus College shall have accident, health, and medical insurance, as well as a proper medical and hospital release by their parents (or guardian) in case of emergency. No release from parent (or guardian) is necessary if the student is at least 18 years of age.~~

~~Reference: Education Code Section 925 (no such citation)~~

❖ ~~From current Citrus College Regulation R-5147 titled International Students~~

~~**Health Insurance**~~

~~The Dean of Student Activities shall appoint a person to be responsible for all international students. The Dean shall be responsible for seeing that all international students have accident, 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.~~

Office of Primary Responsibility: Admissions and Records Office

NOTE: New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Policy P-5147 titled International Students was adopted on 7/15/64 and revised on 12/14/76 and 6/6/95 and Citrus College Regulation R-5147 titled International Students was approved on 7/15/64 and revised on 12/14/76.

Date Approved: SSC: 4/23/09, ASCC 5/12/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(Replaces current Citrus College Policy P-5147 and Regulation R-5147)

Proposed Citrus Community College District Policy CCLC No. 5015

Student Services
DRAFT as of 2/27/09

BP 5015 RESIDENCE DETERMINATION

References:

Education Code Sections 68040 and76140;
Title 5 Sections 54000 et seq.

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a term or session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

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

Date Adopted: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5015**

Student Services
DRAFT as of 1/12/09

AP 5015 RESIDENCE DETERMINATION

References:

Education Code Sections 68000 et seq. and 68130.5;
Title 5 Sections 54000 et seq.;
Labor Code Section 3078

Residence Classification

Residency classifications shall be determined for each student at the time of each registration as a resident, nonresident, or California nonresident tuition exemption (AB540) and whenever a student has not been in attendance for more than one semester.

Residency Definitions

- Resident - A student who has resided in the State of California for more than one year immediately preceding the residence determination date.
- Nonresident - A student who does not have residence in the State of California for more than one year immediately preceding the residence determination date.
- Residence Determination Date - The day immediately preceding the opening day of instruction for any session in which a student intends to enroll.
- AB 540 – Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition:
  a. The student must have attended a high school (public or private) in California for three or more years.
  b. The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED, California High School Proficiency exam, or California High School Exit Exam
  c. An alien student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions and Records Office.
- Students must be notified of residence determination within 14 calendar days of submission of application.

Residence Guidelines

1. Every person has in law a residence.

2. Every person who is married or 18 years of age or older, and under no legal disability to do so, may establish residence
   a. There can only be one residence.
   b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.
   c. A residence cannot be lost until another is gained.
   d. The residence can be changed only by the union of act and intent.

3. Minors
   a. The residence of the parent with whom an unmarried minor child maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his residence is that of the parent with whom he maintained his last place residence when both parents are deceased and a legal guardian has not been appointed.
   b. The residence of an unmarried minor who has a parent living cannot be changed by his own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.
   c. A student who remains in this state after his parent, who was theretofore domiciled in California for at least one year immediately prior to leaving and has, during the student's minority and within one year immediately prior elsewhere, shall be entitled to resident classification until he has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, he maintains continuous attendance at an institution.
   d. A student may combine his or her time as a resident minor with his or her time as a resident adult to establish the one year necessary for California residence classification.

4. Exceptions
   a. A student who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to residence classification until the student has resided in the state the minimum time necessary to become a resident.

b. A student shall be entitled to resident clarification if, immediately prior to enrolling at an institution, the student has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

c. A student who is a member of the armed forces of the United States stationed in the state on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be entitled to resident classification until he has resided in the state the minimum time necessary to become a resident.

d. A student who is a natural or adopted child, stepchild, or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification until the student has resided in the state the minimum time necessary to become a resident.

e. A student who is an adult alien shall be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States; provided, that the student has had residence in the State of California for more than one year after such admission prior to the residence determination date for the semester or session in which the student intends to enroll.

f. A student who is a minor alien shall be entitled to resident classification if both he and his parent have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States; provided, that the parent has had residence in the state for more than one year after such admission prior to the residence determination date for the semester or session in which the student intends to enroll.

g. A student who is a full-time employee of an institution or a student who is a child or spouse of a full-time employee of an institution may be entitled to resident classification until he has resided in the state the minimum time necessary to become a resident.

h. A student holding a valid credential authorizing service in the public schools of the state who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution shall be entitled to resident classification if the student meets the requirements outlined in the California Administrative Code, Title V, Section 54036.

i. A student who is at least 16 years of age and who has entered into a written agreement called an "apprentice agreement," with an employer or his agent, an association of employers, or an organization of employees,

or a joint committee representing both and which meets the requirements of Labor Code Section 3078.

Right to Appeal
Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions and Records Office may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision regarding classification.

Appeal Procedure
The appeal is to be submitted to the Admissions and Records Office which must forward it to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification
A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any term or session during which the student proposes to attend.

Petitions are to be submitted to the Admissions and Records Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District. (Education Code Section 68044)

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Vice President of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him or her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

A student who is without lawful immigration status may be classified as a resident if he/she meets the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration for classes not earlier than the fall semester ~~or quarter~~ of 2001-02;

- the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Admissions and Records Office. Students may appeal the decision.

Admission in Error

Nonresident students, subject to payment of the College nonresident tuition, who have been admitted to a class or classes in error without payment of the tuition, shall be excluded from such class or classes upon notification pending payment of the tuition. For the purpose of this regulation only, notification shall consist of oral or written advice from the Admissions Office of the College to the student.

Admission by Falsification

Nonresident students who have been admitted to a class or classes without payment of the tuition because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification. For the purpose of this rule only, notification shall consist of oral or written advice from the Admissions Office of the College to the student and such notification may be given at any time. Students excluded because of falsification shall not be readmitted during the term or session from which they were excluded, nor shall they be admitted to any subsequent term or session until all previously incurred tuition obligations are paid

Refunds

Refunds will be made for the following reasons:

1. Erroneous Determination of Nonresident Status

   If a student is erroneously determined to be a nonresident and consequently the tuition is paid, such tuition is refundable in full by the Business Office of the College, provided acceptable proof of State residence is presented within the period for which the tuition was paid.

2. Withdrawal from College or Reduction of Program

   Nonresidents who officially withdraw from College or reduce their program by the stated refund deadline will receive a refund. Nonresidents who fail to show to their class and documentation verifies they never entered would also be entitled to a refund.

❖ **From current Citrus College Regulation R-5130 titled Residence Determination**

RESIDENCE DETERMINATION

A student shall be classified at the time of each registration as a resident, nonresident, or California Nonresident Tuition Exemption (AB 540). A nonresident student shall be subject to the nonresident tuition for all units enrolled.

Determination of Residence

1. Definition of Resident – A student who has residence in the State of California for more than one year immediately preceding the residence determination date.

2. Definition of Nonresident - A student who does not have residence in the State of California for more than one year immediately preceding the residence determination date.

3. Resident Determination Date – The day immediately preceding the opening day of instruction of a semester or summer session in which a student intends to enroll.

4. Definition of AB 540 – Any student, other than a nonimmigrant alien, who meets all of the following requirements, shall be exempt from paying nonresident tuition.

   - The student must have attended a high school (public or private) in California for three or more years.
   - The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED, California High School Proficiency exam, or California High School Exit Exam.
   - An alien student who is without lawful immigration status must file an affidavit with the college stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

Residence Guidelines

1. Every person has in law a residence.

2. Every person who is married or 18 years of age or older, and under no legal disability to do so, may establish residence.
   a. There can only be one residence.
   b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.
   c. A residence cannot be lost until another is gained.
   d. The residence can be changed only by the union of act and intent.

3. Minors

a. The residence of the parent with whom an unmarried minor child maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his residence is that of the parent with whom he maintained his last place residence when both parents are deceased and a legal guardian has not been appointed.

b. The residence of an unmarried minor who has a parent living cannot be changed by his own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

c. A student who remains in this state after his parent, who was theretofore domiciled in California for at least one year immediately prior to leaving and has, during the student's minority and within one year immediately prior elsewhere, shall be entitled to resident classification until he has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as, once enrolled, he maintains continuous attendance at an institution.

d. A student may combine his or her time as a resident minor with his or her time as a resident adult to establish the one year necessary for California residence classification.

4. Exceptions

a. A student who has been entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date, with the intention of acquiring a residence therein, shall be entitled to residence classification until the student has resided in the state the minimum time necessary to become a resident.

b. A student shall be entitled to resident clarification if, immediately prior to enrolling at an institution, the student has lived with and been under the continuous direct care and control of any adult or adults, other than a parent, for a period of not less than two years, provided that the adult or adults having such control have been domiciled in California during the year immediately prior to the residence determination date. This exception shall continue until the student has attained the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.

c. A student who is a member of the armed forces of the United States stationed in the state on active duty, except a member of the armed forces assigned for educational purposes to state-supported institutions of higher education, shall be entitled to resident classification until he has resided in the state the minimum time necessary to become a resident.

d. A student who is a natural or adopted child, stepchild, or spouse and who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification until the student has resided in the state the minimum time necessary to become a resident.

e. A student who is an adult alien shall be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States;

provided, that the student has had residence in the State of California for more than one year after such admission prior to the residence determination date for the semester or session in which the student intends to enroll.

f. A student who is a minor alien shall be entitled to resident classification if both he and his parent have been lawfully admitted to the United States for permanent residence in accordance with all applicable laws of the United States; provided, that the parent has had residence in the state for more than one year after such admission prior to the residence determination date for the semester or session in which the student intends to enroll.

g. A student who is a full-time employee of an institution or a student who is a child or spouse of a full-time employee of an institution may be entitled to resident classification until he has resided in the state the minimum time necessary to become a resident.

h. A student holding a valid credential authorizing service in the public schools of the state who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution shall be entitled to resident classification if the student meets the requirements outlined in the California Administrative Code, Title V, Section 54036.

i. A student who is at least 16 years of age and who has entered into a written agreement called an "apprentice agreement," with an employer or his agent, an association of employers, or an organization of employees, or a joint committee representing both and which meets the requirements of Labor Code Section 3078.

Residence Classification Appeal

Any student, following a final decision on residence classification by the Admissions Office, may make written appeal to the Superintendent/President of Citrus College within thirty calendar days of notification of final decision regarding classification.

Admission in Error

Nonresident students, subject to payment of the College nonresident tuition, who have been admitted to a class or classes in error without payment of the tuition shall be excluded from such class or classes upon notification pending payment of the tuition. For the purpose of this regulation only, notification shall consist of oral or written advice from the Admissions Office of the College to the student.

Admission by Falsification

Nonresident students who have been admitted to a class or classes without payment of the tuition because of falsification of information submitted by or for them shall be excluded from such class or classes upon notification. For the purpose of this rule only, notification shall consist of oral or written advice from the Admissions Office of the College to the student and such notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or session from which they were excluded, nor shall they be admitted to any subsequent semester or session until all previously incurred tuition obligations are paid.

~~**Refunds**~~
~~Refunds will be made for the following reasons:~~

~~1. Erroneous Determination of Nonresident Status~~

~~If a student is erroneously determined to be a nonresident and consequently the tuition is paid, such tuition is refundable in full by the Business Office of the College, provided acceptable proof of State residence is presented within the period for which the tuition was paid.~~

~~2. Withdrawal from College or Reduction of Program~~

~~Nonresidents who officially withdraw from College or who fail to enter may receive a refund as outlined in the following schedule:~~
~~a. Before the end of the first week of the semester.....100%~~
~~b. Before the end of the second week of the semester.....75%~~
~~c. Before the end of the third week of the semester.....50%~~
~~d. Before the end of the fourth week of the semester.....25%~~

~~Reference~~
~~Education Code 25505.8 (EC Section 25505.8 no longer exists), 68130.5, 68130.7~~
~~Title V, Sections 54001-54082, 58003.6~~
~~Labor Code Section 3078~~
~~AB540~~

Office of Primary Responsibility: Admissions and Records Office

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading The current Citrus College Regulation R-5130 titled Residence Determination was approved on 6/17/64 and revised on 2/21/66, 1/16/67, 1/28/74, 12/5/78, and 4/24/06.*

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(Replaces current Citrus College Regulation R-5130)

Proposed Citrus Community College District Policy CCLC No. 5030

Student Services
DRAFT as of 4/20/09

BP 5030 FEES

References:
Education Code Sections 76300 et seq.

The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college class schedule or website. The Board of Trustees authorizes the following fees.

Enrollment Fee
Education Code Section 76300

A per unit enrollment fee shall be charged each student enrolled per term or session. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the board of governors. Concurrent high school students are exempt from enrollment fees with certain limits.

Health Fee
Education Code Section 76355

The District shall charge a mandatory health fee for both full-time and part-time students an amount not to exceed that which is authorized by the Chancellor's Office. The following students are exempted from payment of the fee:

- Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

- Students who are attending a community college under an approved apprenticeship training program.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

Parking Fee
Education Code Section 76360

A parking fee will be assessed per term or session to park on District property parking lots for automobiles and motorcycles. See the class schedule for the specific amount.

The following students are exempt by law from parking fee that exceeds twenty dollars ($20) per term or session:

- Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed twenty dollars ($20) per term or session. These programs include Aid to Families with Dependent Children, Supplemental Security Income/State Supplementary Program, a general assistance program, or demonstration of financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.

Instructional Materials Fees
Education Code Section 76365;
Title 5 Sections 59400 et seq.

Students may be required to have instructional and other required materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom setting and provided that such materials are not solely or exclusively available from the District. Required material may include but is not limited to, textbooks, tools, equipment, and clothing.

Non-District Physical Education Facilities Fees
Education Code Section 76395

Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Service Fee:
Education Code, Section 76062

The Student Service Fee is a voluntary fee enacted by the Associated Students of Citrus College and is used to support a wide range of co-curricular and extra-curricular campus programs as well as financing campus and instructional improvements and the consultation efforts of the student body.

Transcript Fees
Education Code Section 76223

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

Non-resident Tuition Fee

Out-of-state and international students are required to pay tuition in full at the time they register. The amount of tuition is subject to annual review and change. Information on current amounts is available in the class schedule. Tuition will be charged for the maximum number of possible units registered for by the student. Students who have been approved for financial aid who are out-of-state may request and be approved for a deferment of their fees for tuition and registration.

International Students Application Processing Fee

Education Code Section 76142

The District shall charge students who are both citizens and residents of a foreign country a fee to process his or her application for admission. This processing fee and regulations for determining economic hardship may be established by the Superintendent/President. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

International Students/Resident Capital Outlay Fee:

Education Code, Section 76141

The District may charge students who are both citizens and residents of a foreign country a capital outlay fee. The amount of the fee may not exceed the amount that was expended for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year. Additionally, the fee cannot be more than 50 percent of the nonresident tuition fee.

Library Fines

Fines shall be assessed for overdue, damaged, or lost library materials and the monies collected shall be deposited to the appropriate library fines income accounts.

Athletic Insurance:

Student athletes may be required to pay a fee to cover the cost of insurance for participation in an athletic program.

Refunds

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain $10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

❖ **From current Citrus College Policy P-5120 titled Fees for Miscellaneous Services**

FEES FOR MISCELLANEOUS SERVICES

The following fees shall be assessed for services provided to current or former Citrus College students in accordance with the Education Code section or Title 5 regulation cited:

EC 76355 Health Fee	Amount not to exceed that which is authorized by the Chancellor's Office.
EC 76360 Parking Fee	$30 per semester and $15 per summer session. Only $20 per semester will be charged for students eligible for the Board of Governors Fee Waiver.
EC 76330 Enrollment Fee	A per unit Enrollment Fee shall be charged each student enrolled per term.
EC 76062 Student Service Fee	A fee established by the Associated Students of Citrus College for services provided to participating students.
EC 76223 Student Records	$3 per transcript or enrollment verification for the third and successive transcript or enrollment verification furnished.
T5 58508 Refunds	Full or partial refunds of the Parking Fee, Enrollment Fee, Health Fee, and/or Student Service Fee shall be made to eligible students who file a Refund Request by no later than Friday of the second week of instruction. When refunding Enrollment Fees, the District shall retain $10 once per term.

~~In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.~~

~~EC 76365 & 59400~~

~~Instructional Materials~~ ~~A reasonable fee per class (not to exceed the actual cost) for providing instructional materials of continuing value to the students enrolled.~~

~~OTHER STUDENT ASSESSMENTS~~

~~Credit by Examination~~	~~$ 26.00 per unit enrollment fee~~
~~International Student Service Fee~~	~~$ 40.00~~
~~Career Assessment Testing~~	~~$ 15.00 per test~~
~~Citrus College Catalog~~	~~$ 3.00 + postage + tax~~
~~Service Charge for Returned Checks~~	~~$ 22.75 each~~
~~Rush Transcript/Verification (same day service)~~	~~$ 10.00 per request~~
~~Class Schedule~~	~~$ 1.85 + tax~~
~~Duplicate Diploma~~	~~$ 16.00~~
~~Duplicate Certificate~~	~~$ 16.00~~
~~Subpoena~~	~~$ 15.00~~

❖ **~~From current Citrus College Policy P-5123 titled Library Fines~~**

~~LIBRARY FINES~~

~~Fines shall be assessed for overdue, damaged, or lost library materials and the monies collected shall be deposited to the appropriate library fines income accounts.~~

***NOTE:* New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated by shading.** *The current Citrus College Policy P-5120 titled Fees for Miscellaneous Services was adopted on 8/3/82 and revised on 6/21/83, 6/19/84, 9/4/84, 6/4/85, 6/30/87, 11/10/87, 11/9/89, 7/31/91, 1/5/93, 3/22/94, 12/5/95, 7/15/97, 5/15/01, 5/4/04, 3/5/05, 6/8/05, and 2/21/06 and Policy P-5123 titled Library Fines was adopted on 1/12/82 and revised on 10/11/94.*

Date Adopted: SSC: 4/23/09, ASCC 5/12/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1

(Replaces current Citrus College Policies P-5120 and P-5123)

Proposed Citrus Community College District Procedure **CCLC No. 5030**

Student Services
DRAFT as of 4/20/09

AP 5030 FEES

References:

Education Code Sections 66025.3, 70902(b)(9), and 76300;
Title 5 Section 51012;
Chancellor's Student Fee Handbook

Required fees include:

Enrollment Fee (Education Code Section 76300; Title 5 Sections 58500-58509)

A state mandated fee for enrolling in classes will be charged as determined by enrollment status.

Health Fee
This is mandatory for both full-time and part-time students. The following students are exempted from payment of the fee:

a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.

b. Students who are attending a community college under an approved apprenticeship training program.

Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.

Nonresident tuition fee with these permissive exemptions (Education Code Sections 76140 and 76140.5):

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need

Other student assessments

• Credit by examination	Per unit enrollment fee charge
• Career assessment testing	$15.00 per test
• Service charge for returned checks	$25.00 each
• Rush Transcript/Verification (same day service)	$10.00 per request
• Duplicate diploma/certificate	$16.00
• Subpoena	$15.00

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400-59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with CSU or UC (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801-54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 66060 and 79121 et seq.)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55753)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (California Community College Chancellor's Office (CCCCO) Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)

- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks. (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Refunds

Refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain $10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.

~~❖ From current Citrus College Regulation R-5120 titled Fees for Miscellaneous Services~~

~~FEES FOR MISCELLANEOUS SERVICES~~

~~1. Health Fee~~

~~The Health Fee is mandatory for both full-time and part-time students. The following students are exempted from payment of the fee:~~

~~a. Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization.~~

~~b. Students who are attending a community college under an approved apprenticeship training program.~~

~~Low-income students who demonstrate eligibility according to income standards established by the Board of Governors and contained in Section 58620 of Title 5 of the California Code of Regulations will pay a reduced fee.~~

~~2. Enrollment Fee~~

~~A per unit enrollment fee shall be charged each student enrolled per term. Enrollment fees will be waived for low income students who demonstrate eligibility according to income standards established by the board of governors. Concurrent high school students are exempt from enrollment fees with certain limits.~~

~~3. Parking Fee~~

~~Students who receive financial assistance pursuant to any programs described in Education Code, Section 76300 (g) shall be exempt from parking fees that exceed twenty dollars per semester. These programs include Aid to Families with Dependent Children, Supplemental Security Income/State Supplementary Program, a general assistance program, or demonstration of financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid.~~

~~4. Student Service Fee~~

~~The Student Service Fee is a voluntary fee enacted by the Associated Students of Citrus College and is used to support a wide range of co-curricular and extra-curricular campus programs as well as financing campus and instructional improvements and the consultation efforts of the student body.~~

~~5. Refunds~~

~~Full or partial refunds of the parking fee, enrollment fee, non-resident tuition, health fee and or student service fee shall be made to eligible students who file a refund request by the published deadline. When refunding enrollment fees, the district shall retain $10 once per term. In the case of a member of an active or reserve military service who receives orders compelling a withdrawal from courses, a full refund shall be made upon verification of such orders unless academic credit is awarded.~~

- ~~**From current Citrus College Regulation R-5123 titled Library Fines**~~

~~**LIBRARY FINES**~~

~~1. Overdue Library Materials~~

~~$.25 per day per item~~
~~Maximum fine: Current replacement cost of item~~

~~2. Damaged Material~~

~~Cost of repair (labor and materials) as determined by the College Librarian up to the current list price of the closest replacement item. For materials damaged beyond repair, the replacement price will be the closest replacement cost plus $10.00 processing fee.~~

~~3. Lost Materials~~

~~Replacement charge will be the current list price of the closest replacement item, plus $10.00 processing fee, plus any binding fees, plus fines accrued up to the time item is reported lost.~~

Office of Primary Responsibility: Admissions and Records

NOTE: *New language is indicated by underline, deleted language is indicated by strikethrough, and subsequent changes to language are indicated by shading. The current Citrus College Regulation R-5120 titled Fees for Miscellaneous Services was approved on 11/19/02 and revised on 11/1/05 and Regulation R-5123 titled Library Fines was approved on 1/12/82 and revised on 10/11/94.*

Date Approved: *(Replaces current Citrus College Regulations R-5120 and R-5123)* SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

Proposed Citrus Community College District Procedure **CCLC No. 5031**

Student Services
DRAFT as of 4/20/09

AP 5031 INSTRUCTIONAL MATERIALS FEES

References:

Education Code Section 76365;
Title 5 Sections 59400 et seq.

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Definitions

"Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

"Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

"Required instructional and other materials" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class, or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

"Solely or exclusively available from the District" means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

Establishing Required Materials and Related Fees

For new courses requesting fees, or existing courses requesting new or revised fees, the process established by the Curriculum Committee for recommending such fees shall be followed. The request must comply with the definitions above.

As part of the process for establishing fees, justification must be provided of how the request meets the State criteria for allowable fees; and calculation and support data for determining fees must be provided.

The Office of Instruction responds to inquiries from the California Community College Chancellors' Office.

All instructional material fees are published in the class schedule.

~~❖ From current Citrus College Regulation R-6002 titled Instructional Materials~~

~~**INSTRUCTIONAL MATERIALS**~~

~~1. It is recognized by the Board of Trustees at Citrus College that selection of educational materials (both print and nonprint along with necessary supplies) is a professional responsibility of the administration and faculty of the College.~~

~~2. It is further recognized by the Board that interested citizens may wish to express themselves with reference to instructional materials selected, including library print and nonprint resources and textbooks. The administration is directed to develop procedures whereby such reactions may be received, and evaluated with subsequent recommendations to the Board of Trustees. All complaints and/or comments shall be presented in writing for study and evaluation before any action regarding a given book or instructional material is taken.~~

Office of Primary Responsibility: Admissions and Records

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Regulation R-6002 titled Instructional Materials was approved on 11/20/63 and revised on 12/14/76 and 5/16/95*

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(Replaces current Citrus College Regulation R-6002)

Proposed Citrus Community College District Policy CCLC No. 5035

Student Services
DRAFT as of 4/20/09

BP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:
Title 5 Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld. Students who have failed to participate in the disciplinary process may also have grades, transcripts, diplomas, and registration privileges withheld.

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

Date Adopted: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5035**

Student Services
DRAFT as of 4/20/09

AP 5035 WITHHOLDING OF STUDENT RECORDS

Reference:
Title 5 Section 59410

The Dean of Admissions and Records may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error. Students who have failed to participate in the disciplinary process may also have grades, transcripts, diplomas, and registration privileges withheld.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment, or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Each department shall be responsible for notifying the student (in writing) of any financial obligations to the District for that department's services. If a student fails to respond to the letter, that department will place a "hold" in the administrative computer system that will result in the withholding of grades, transcripts, diplomas, and registration privileges.

If the student owes a debt of their registration fees, the cashier's office will send a bill to the student in writing and place a hold on the student's record.

Office of Primary Responsibility: Admissions and Records

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

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5040

Student Services
DRAFT as of 4/20/09

BP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:

Education Code Sections 76200 et seq.;
Title 5 Sections 54600 et seq.

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information including the following items may be released on a limited basis:

- Name, address, telephone number
- Dates of attendance
- Date and place of birth
- Major field of study
- Enrollment status i.e. full-time or part-time
- Most recent public or private school attended by the student

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

NOTE: *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**.*

Date Adopted: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5040**

Student Services
DRAFT as of 4/20/09

AP 5040 STUDENT RECORDS, DIRECTORY INFORMATION, AND PRIVACY

References:

Education Code Sections 76200 et seq. and 76210;
Title 5 Sections 54600 et seq.,
Civil Code Section 1798.85;
U.S Patriot Act

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

1. Definitions
   a. Student - "Student" shall be defined as any person who is currently attending or has attended Citrus College with respect to whom Citrus College maintains educational records or personally identifiable information.

   b. Educational Records - "Educational Records" shall be defined as all documents (recorded by handwriting, print, tapes, film, microfilm or other means) maintained by the College which are directly related to an identifiable student except: (1) Information provided by a student's parents relative to applications for financial aid or scholarships. (2) Records of a College officer or employee which remain in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute. For purposes of this section, a substitute shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes.

   Information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student and is not available to anyone other than persons providing such treatment; provided, however, that such a record may be personally reviewed by a physician or other appropriate profession of the student's choice.

Confidential letters and statements of recommendations maintained by the College on or before January 1, 1975, provided such letters or statements are not used for purposes other than those for which they were specifically intended.

The following Citrus College files, records, and documents shall be designated as "Educational Records" and are maintained at the Admissions and Records Office:

(1) Application for Admission
(2) Registration Forms
(3) Instructor Attendance and Grade Records
(4) Student Permanent Record Card
(5) High School Transcripts
(6) College Transcripts
(7) Student Program Cards
(8) Records Correction Form
(9) Graduation Applications
(10) General Education Certifications
(11) Petitions for Change or Exception
(12) Correspondence
(13) Certification records of students receiving financial assistance from Social Security, Department of Public Services, and the Veterans Administration.

Additional information which may be personally identifiable may be located at one of the following offices:

(1) Counseling Center
(2) Student Employment Services
(3) Health Center
(4) Learning Center
(5) Financial Aid Office
(6) Security Office
(7) Student Affairs
(8) Community Services
(9) Vocational Education
(10) EOP&S Office
(11) International Student Office
(12) DSP&S Office
(13) Transfer Center
(14) Career Center
(15) Human Resources

c. Directory Information

"Directory Information" shall be defined as: student's name, address, telephone number, date and place of birth, major field of study, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended by a student.

Release of Student Records

- "Directory information" may be released in accordance with the definitions in BP 5040 titled Student Records, Directory Information, and Privacy.

No instructor, official, employee, or member of the Board of Trustees shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. Access to a Student's educational record may be permitted to any person for whom the student has executed a written consent specifying the records to be released and identifying the party to whom the records may be released. The consent notice shall be permanently kept with the record of access file.

  Where personal information from the educational record is provided to a third party, the following statement shall accompany the records released:

  "This information is released to you in accordance with the Family Educational Rights and Privacy Act (Section 438, P.L. 93-380 and the California Education Code (Sections 25430 - 25430.18) on the condition that you will not permit any other party to have access to this information without prior written consent of the individual involved."

- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena. The subpoena server would first pay the subpoena fee at the cashier's office and would submit the subpoena along with the receipt of payment to Admissions and Records Office. Each student whose record is requested under a subpoena is notified by certified mail in advance of compliance and will be offered an opportunity to introduce a motion to quash. The Admissions and Records would complete the subpoena request within five business days and would send the documents through certified mail.

- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests must be submitted in writing to the Dean of Admissions and Records.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests must be submitted in writing to the Dean of Admissions and Records.
- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. Requests must be submitted in writing to the Dean of Admissions and Records.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. Requests must be submitted in writing to the Dean of Admissions and Records
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administrating predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. Requests must be submitted in writing to the Dean of Admissions and Records
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. Requests must be submitted in writing to the Dean of Admissions and Records.
- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior

military experience, and/or the most recent previous educational institutions enrolled in by the students.

Charge for Transcripts or Verifications of Student Records

A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the current published rate per copy stated in the current class schedule. Students may request special processing of a transcript.

Transfer of Information by Third Parties

When personally identifiable information contained in the educational record is transferred to a third party, it shall be stipulated that the third party shall not permit access by any other party without written consent of the student.

Notice of Students Rights

Students shall be informed upon initial enrollment and annually thereafter of their rights under this policy by publication of the following statement in the Citrus College Catalog:

EDUCATIONAL RIGHTS AND PRIVACY

Citrus College student records are maintained in accordance with the Family Educational Rights and Privacy Act and the California Education Code. Written student consent is required for access and the release of information defined as educational records in the federal and state laws as described in Citrus College policy.

A student's directory information (defined in the policy as: student's name, address, telephone number, date and place of birth, major field of study, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended), may under certain circumstances or as required by law be released to any person upon request unless the Admissions Office receives written notification, that a student reserves the right to authorize in writing on an individual request basis the access and release of the directory information. Such a notice of restriction shall remain in effect until it is countermanded in writing.

Additionally, the laws provide that a student may request access to the College records which are personally identifiable to that student, and may

challenge the accuracy or the appropriateness of retention of information in the College record.

Questions concerning student rights under the privacy acts should be directed to the Admissions and Records Office.

Destruction of Records

It is not intended that this policy should prevent the destruction of records per established College policy.

Use of Social Security Numbers

Effective January 1, 2007, the District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
    - Application or enrollment purposes;
    - To establish, amend, or terminate an account, contract, or policy; or
    - To confirm the accuracy of the social security number.

If the District has, prior to January 1, 2004, used an individual's social security number in a manner inconsistent with the above restrictions, it may continue using that individual's social security number in that same manner only if:

- The use of the social security number is continuous;
- The individual is provided an annual disclosure that informs the individual that he/she has the right to stop the use of his/her social security number in a manner otherwise prohibited;
- The District agrees to stop the use of an individual's social security number in a manner otherwise prohibited upon a written request by that individual;
- No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

~~❖ **From current Citrus College Policy P-5180 titled Student Rights and Privacy**~~

~~**STUDENT RIGHTS AND PRIVACY**~~

~~The District shall maintain student records in a manner to insure the privacy of all such records and shall not, except as authorized in the Education Code permit any access to nor release of information therein. This policy is in compliance with the (FERPA) Federal Educational Rights and Privacy Act.~~

1. Definitions

a. Student - "Student" shall be defined as any person who is currently attending or has attended Citrus College with respect to whom Citrus College maintains educational records or personally identifiable information.

b. Educational Records - "Educational Records" shall be defined as all documents (recorded by handwriting, print, tapes, film, microfilm or other means) maintained by the College which are directly related to an identifiable student except: (1) Information provided by a student's parents relative to applications for financial aid or scholarships. (2) Records of a College officer or employee which remain in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute. For purposes of this section, a substitute shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes.

Information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student and is not available to anyone other than persons providing such treatment; provided, however, that such a record may be personally reviewed by a physician or other appropriate profession of the student's choice.

Confidential letters and statements of recommendations maintained by the College on or before January 1, 1975, provided such letters or statements are not used for purposes other than those for which they were specifically intended.

The following Citrus College files, records, and documents shall be designated as "Educational Records" and are maintained at the Admissions and Records Office:

(1) Application for Admission
(2) Registration Forms
(3) Instructor Attendance and Grade Records
(4) Student Permanent Record Card
(5) High School Transcripts
(6) College Transcripts
(7) Student Program Cards
(8) Records Correction Form
(9) Graduation Applications
(10) General Education Certifications
(11) Petitions for Change or Exception
(12) Correspondence
(13) Certification records of students receiving financial assistance from Social Security, Welfare, and the Veterans Administration.

Additional information which may be personally identifiable may be located at one of the following offices:

(1) Counseling Center
(2) Student Employment Services
(3) Health Center
(4) Learning Skills Center
(5) Financial Aid Office
(6) Security Office
(7) Student Activities

(8) Community Services
(9) Vocational Education
(10) EOP&S Office
(11) International Student Office
(12) DSP&S Office
(13) Transfer Center
(14) Career Center
(15) Human Resources

c. Directory Information

"Directory Information" shall be defined as: student's name, address, telephone number, date and place of birth, major field of study, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended by a student.

2. Access to Educational Records

Students, as defined above, shall have the right to review and inspect their educational record maintained by the College. A student desiring to exercise this right must put their request in writing and shall be granted access to the records in a reasonable period of time but in no case more than fifteen working days from date of receipt of the request. The Dean of Admissions and Records, or designee, shall be present when the student inspects the educational record in order to maintain adequate safeguards to insure the integrity of the records and to provide any necessary interpretation and explanation of entries.

Whenever there is included in the educational record information concerning any disciplinary action taken by District personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

The Dean of Admissions and Records shall have the authority to make changes in the educational record so long as such changes do not constitute interference of integrity of professional entries.

The student may inspect and review the records for a reasonable length of time and has the right to request copies of documents contained in the educational record to keep in his possession. A charge of $1.00 per page shall be made for materials which are reproduced upon student request.

3. Release of Educational Records

Access to a Student's educational record may be permitted to any person for whom the student has executed a written consent specifying the records to be released and identifying the party to whom the records may be released.

The consent notice shall be permanently kept with the record of access file.

Where personal information from the Educational record is provided to a third party, the following statement shall accompany the records released:

"This information is released to you in accordance with the Family Educational Rights and Privacy Act (Section 438, P.L. 93-380 and the California Education Code (Sections 25430 - 25430.18) on the condition that you will not permit any other party to have access to this information without prior written consent of the individual involved."

In accordance with the federal and state privacy laws, Citrus College shall not require written student consent to provide access to or release of educational records as prescribed in Education Code Section 76243.

4. Transfer of Information by Third Parties

When personally identifiable information contained in the educational record is transferred to a third party, it shall be stipulated that the third party shall not permit access by any other party without written consent of the student.

5. Challenge to Content of the Educational Record

Students who are, or who have been, in attendance at Citrus College shall have the right to challenge the content of their educational record in order to insure that the records are accurate and are not misleading or otherwise in violation of the privacy or other rights of the student.

Grades assigned by an instructor to indicate a student's performance in a course shall not be considered a basis for a hearing unless they were assigned by mistake, fraud, bad, faith, or incompetency.

Students desiring to exercise the right of challenge shall use the following procedure:

a. Informal Hearing

A student may schedule an informal hearing with the Dean of Admissions and Records to examine the educational record for accuracy

The Dean of Admissions and Records shall have the authority to evaluate a student's challenge and, where necessary, to order the correction or deletion of information which is determined to be inaccurate, misleading, or otherwise in violation of the student's right of privacy or other rights so long as such changes do not constitute interference of integrity of professional entries.

Whenever there is included in the educational record information concerning any disciplinary action taken by District personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

The results of the Informal Hearing shall be recorded and attached to the petition.

b. Formal Hearing

A student not satisfied with the outcome of the informal hearing may request a formal hearing. The formal hearing shall be conducted by the Vice President of Student Services acting as designee for the Superintendent/President, within thirty days of receipt of the petition. The student shall be given the opportunity to present witnesses and other evidence in support of his contentions. The student filing the challenge shall present his evidence first, after which appropriate members of the College administration, faculty, and staff, shall have an opportunity to present evidence in support of the information contained in the challenged records.

The student shall have the burden of proving that the record should be corrected or deleted. The Vice President of Student Services shall render his decision in writing within ten days of the conclusion of the hearing. The written decision shall be forwarded to the

Superintendent/President who shall make the final determination of what action, if any, is to be taken.

If the Superintendent/President sustains the student's allegations, in whole or in part, the information found to be inaccurate, misleading, or in violation of the student's right of privacy or other rights shall be corrected or deleted from the student's record. If the Superintendent/President denies the allegations and refuses to order the removal of the information, the student may, within thirty days of the refusal, appeal the decision in writing to the District Board of Trustees. Within thirty days of receipt of such an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, if any, and if such employee is presently employed by the District, determine whether to sustain or deny the allegations. If the Board of Trustees sustains the allegations, it shall order the Superintendent/President to immediately remove and destroy the information. The decision of the Board of Trustees shall be final. Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the Board of Trustees, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

If the final decision of the Board of Trustees is unfavorable to the student, or if the student accepts an unfavorable decision by the Superintendent/President, the student shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the student's record until such time as the information objected to is removed.

6. Notice of Students Rights

Students shall be informed upon initial enrollment and annually thereafter of their rights under this policy by publication of the following statement in the Citrus College Catalog:

EDUCATIONAL RIGHTS AND PRIVACY

Citrus College student records are maintained in accordance with the Family Educational Rights and Privacy Act and the California Education Code. Written Student Consent is required for access and the release of information defined as educational records in the federal and state laws as described in Citrus College Policy.

A student's directory information (defined in the Policy as: student's name, address, telephone number, date and place of birth, major field of study, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended) may (under certain circumstances or as required by law) be released to any person upon request unless the Admissions Office receives written notification, that a student reserves the right to authorize in writing on an individual request basis the access and release of the directory information. Such a notice of restriction shall remain in effect until it is countermanded in writing.

Additionally, the laws provide that a student may request access to the College records which are personally identifiable to that student, and may challenge the accuracy or the appropriateness of retention of information in the College record.

Questions concerning student rights under the privacy acts should be directed to the Admissions and Records Office.

7. Destruction of Records

~~It is not intended that this policy should prevent the destruction of records per established College policy.~~

~~Reference~~
~~P.L. 93-380, Section 438, Education Amendments of 1974 (20 USCA 1232g)~~
~~Education Code: 10753, 76200 et seq.~~
~~Title 5: 54600 et seq.~~

Office of Primary Responsibility: Admissions and Records

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Policy P-5180 titled Student Rights and Privacy was adopted on 6/15/76 and revised on 12/14/76, 6/6/95, and 11/7/06*

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(Replaces current Citrus College Policy P-5180)

Proposed Citrus Community College District Procedure **CCLC No. 5045**

Student Services
DRAFT as of 4/20/09

AP 5045 STUDENT RECORDS – CHALLENGING CONTENT AND ACCESS LOG

References:

Education Code Sections 76222 and 76232;
Title 5 Section 54630

Challenging Content

Any student may file a written request with the Dean of Admissions and Records to correct or remove information recorded in his/her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the Dean of Admissions and Records shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The Dean of Admissions and Records shall then sustain or deny the allegations.

If the Dean of Admissions and Records sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the Dean of Admissions and Records denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the Vice President of Student Services.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Superintendent/President or his/her designee, to immediately correct or remove and destroy the information. The decision of the Board of Trustees shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and

the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access to Educational Records

Students, as defined above, shall have the right to review and inspect their educational record maintained by the College. A student desiring to exercise this right must put their request in writing and shall be granted access to the records in a reasonable period of time but in no case more than fifteen working days from date of receipt of the request. The Dean of Admissions and Records, or designee, shall be present when the student inspects the educational record in order to maintain adequate safeguards to insure the integrity of the records and to provide any necessary interpretation and explanation of entries

Whenever there is included in the educational record information concerning any disciplinary action taken by District personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

The Dean of Admissions and Records shall have the authority to make changes in the educational record so long as such changes do not constitute a compromise of the integrity of professional entries.

The student may inspect and review the records for a reasonable length of time and has the right to request copies of documents contained in the educational record to keep in his possession.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student; or
- Officials or employees having a legitimate educational interest

The log or record shall be open to inspection only by the student and the Dean of Admissions and Records, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

Office of Primary Responsibility: Admissions and Records

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

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Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5052

Student Services
DRAFT as of 4/20/09

BP 5052 OPEN ENROLLMENT

References:

Education Code Section 84500;
Title 5 Section 51006, 58100, and 58106

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Superintendent/President shall assure that this policy is published in the catalog and schedule of classes.

~~❖ From current Citrus College Policy P-6007 titled Open Enrollment~~

~~It is the policy of the Citrus Community College District that, unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College and who meets the necessary and valid prerequisites established in accordance with State regulations.~~

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. The current Citrus College Policy P-6007 titled Open Enrollment was adopted on 5/16/95 and revised on 10/22/96

Date Adopted: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1/09

(Replaces current Citrus College Policy P-6007)

Proposed Citrus Community College District Procedure **CCLC No. 5052**

Student Services
DRAFT as of 4/20/09

AP 5052 OPEN ENROLLMENT

References:
Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment in accordance with BP 5052 Open Enrollment and a priority system consistent with AP 5055 Enrollment Priorities. Enrollment may be limited to students meeting properly-validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the Dean of Admissions and Records.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities and Nursing, Dental, Recording Arts and Cosmetology programs.

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 5055 titled Enrollment Priorities and Nursing, Dental, Recording Arts and Cosmetology programs.

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures; and/or
- The basis for the limitation does not in fact exist.

Students have the right to challenge any prerequisite or co-requisite by obtaining the Challenge Petition from the Admissions and Records Office. This form requires written documentation, explanation of alternative course work, background, abilities, or other evidence which has adequately prepared you for the target course.

The challenge petition may include one or more of the following:

- A prerequisite or co-requisite has not been made reasonably available;
- A prerequisite or co-requisite has not been established in accordance with the district's process for establishing prerequisites and co-requisites;
- Provide evidence of having the knowledge or ability needed to succeed in the course despite not meeting the prerequisite or co-requisite;
- Challenge other limitations on enrollment;

- Challenge a prerequisite or co-requisite established to protect the health and safety of himself, herself, and/or others;
- A prerequisite, co-requisite, or limitation on enrollment is discriminatory or applied in a discriminatory manner;
- A prerequisite or co-requisite is in violation of Title 5.

If space is available in the target course when a challenge is filed about the prerequisite or co-requisite, the District shall reserve a seat and resolve the challenge within five working days. If the challenge is upheld or the District fails to resolve the challenge within the five working day period, the student will be allowed to enroll in the course. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term, and if the challenge is upheld, the student will be permitted to enroll if space is available when registering for the subsequent term.

Prerequisite and co-requisite challenges are addressed by the appropriate academic discipline/department.

Office of Primary Responsibility: Admissions and Records

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

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5055

Student Services
DRAFT as of 4/20/09

BP 5055 ENROLLMENT PRIORITIES

References:

Title 5 Sections 51006, 58106, and 58108

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations.

The Superintendent/President shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

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

Date Adopted: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5055**

Student Services
DRAFT as of 4/20/09

AP 5055 ENROLLMENT PRIORITIES

References:
Title 5 Sections 51006, 56232, 58106, and 58108;
42 U.S. Code Section 12101

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. [See BP and AP 4260 titled Prerequisites and Co-requisites.]

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

Citrus Community College District has established priorities for student registration which enables students to complete their educational goals in a timely manner and allows for special assistance to those students identified in the Education Code and Title V. When enrollment must be limited, priorities for determining who may enroll are:

1. Citrus College shall provide enrollment priorities to qualified Disabled Student Programs and Services (DSPS) and Extended Opportunity Programs and Services (EOPS) students over continuing, new or returning students. Students identified as Veterans will receive priority over continuing, new or returning students.

2 Continuing students will be given priority for registration over new and returning students. Among continuing students, priority will be as follows:

   a. Students enrolled in the Honors Program and taking the approved number of Honors Courses.

   b. Student athletes in their second semester of enrollment.

c. Other continuing students, based on units completed and current enrollment. Those students with the greatest number of completed units register first.

d. Students who are on progress probation will register following other continuing students.

3. New and Returning Students.

a. New students accepted into the Honors Program

b. Student athletes in their first semester of enrollment.

c. Students who have completed the matriculation components of admissions, orientation, assessment, and advisement, or who are exempt from those components, will have priority over students who have not completed the matriculation activities.

d. Students who have not completed matriculation activities will register following those who have completed the required components.

In order to receive consideration for priority registration, a student must be identified as eligible before registration appointments are generated each term.

Any student who is a member of an active or reserve military service and who receives orders compelling a withdrawal from courses will be reinstated to their previous priority status upon their return.

❖ **~~From current Citrus College Policy P-5200 titled Registration Priority~~**

~~It is the policy of the Citrus Community College District to establish priorities for student registration which will enable students to complete their educational goals in a timely manner and will allow for special assistance to those students identified in the Education Code and Title V.~~

~~1. Citrus College shall provide enrollment priorities to qualified Disabled Student Programs and Services (DSPS) and Extended Opportunity Programs and Services (EOPS) students over continuing, new or returning students.~~

~~2. Continuing Students. Continuing students will be given priority for registration over new and returning students. Among continuing students, priority will be as follows:~~

~~a. Honors students. Students enrolled in the Honors Program and taking the approved number of Honors Courses.~~

~~b. Student athletes in their second semester of enrollment.~~

~~c. Other continuing students, based on units completed and current enrollment. Those students with the greatest number of completed units register first.~~

~~d. Progress probation. Students who are on progress probation will register following other continuing students.~~

~~3. New and Returning Students.~~

~~a. Honors students. New students accepted into the Honors Program.~~

~~b. Student athletes in their first semester of enrollment.~~

~~c. Matriculated students. Students who have completed the matriculation components of admissions, orientation, assessment, and advisement, or who are exempt from those components, will have priority over students who have not completed the matriculation activities.~~

~~d. Non-matriculated students. Students who have not completed matriculation activities will register following those who have completed the required components.~~

~~In order to receive consideration for priority registration, a student must be identified as eligible before registration appointments are generated each term.~~

~~Any student who is a member of an active or reserve military service and who receives orders compelling a withdraw from courses will be reinstated to their previous priority status upon their return.~~

Office of Primary Responsibility: Admissions and Records

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by Shading. The current Citrus College Policy P-5200 titled Registration Priority was adopted on 1/12/94 and revised on 6/6/95, 10/4/04, and 2/21/06.*

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(Replaces current Citrus College Policy P-5200)

Proposed Citrus Community College District Policy CCLC No. 5070

Student Services
DRAFT as of 3/30/09

BP 5070 ATTENDANCE

References:

Education Code Sections 71020, 76300, 84040, 84040.5, and 84040.6;
Title 5 Section 58030

The college shall establish procedures to document 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.

From ~~current Citrus College P-5101 titled Enrollment, Attendance, and Disenrollment Documentation.~~

~~ENROLLMENT, ATTENDANCE AND DISENROLLMENT DOCUMENTATION~~

~~Support Documentation, procedures shall be established to document 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.~~

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Policy P-5101 titled Enrollment, Attendance, and Disenrollment Documentation was adopted on 11/1/83 and revised on 6/6/95*

Date Adopted: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1/09

(Replaces current Citrus College Policy P-5101)

Proposed Citrus Community College District Procedure **CCLC No. 5070**

Student Services
DRAFT as of 3/30/09

AP 5070 ATTENDANCE

References:
Title 5 Sections 58000 et seq.

Pursuant to Education Code Section 58000, 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 student (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 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.

Readmission

To be readmitted to a course after being dropped by the instructor, a student must submit to the Admissions Office a Petition to Enter/Reenter Class late signed by the instructor. If a student is readmitted, any subsequent absence shall be considered sufficient reason for the instructor to drop the student.

Office of Primary Responsibility: Office of Admissions and Records

~~**From current Citrus College Regulation R-6005 titled Attendance**~~

~~ATTENDANCE~~

~~1. 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.~~

~~2. 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.~~

~~3. Instructor Drop~~

~~An instructor may drop a student who has missed three class meetings.~~

~~4. Readmission~~

~~To be readmitted to a course after being dropped by the instructor, a student must submit to the Admissions Office a Program Change Form (Add) signed by the instructor. If a student is readmitted, any subsequent absence shall be considered sufficient reason for the instructor to drop the student. The student may appeal the instructor's action to the Office of Instruction.~~

~~5. Student Appeal~~

~~The appeal must be submitted in writing to the Vice President of Instruction who will then chair a committee including the Dean of Counseling and Guidance, the department head concerned, and the instructor involved. The committee shall meet within three school days to hear the student's appeal and make a final decision. In order not to delay the meeting, a representative may be designated for a committee member who is unavailable during this three day period.~~

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Regulation R-6005 titled Attendance was approved on 4/16/75 and revised on 12/14/76.*

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(Replaces current Citrus College Regulation R-6005)

Proposed Citrus Community College District Procedure **CCLC No. 5075**

Student Services
DRAFT as of 3/30/09

AP 5075 COURSE ADDS AND DROPS

References:
Title 5 Sections 55024 and 58004

Adding Courses
Students may add classes through the registration period. If the class is closed because the enrollment maximum is reached, the permission of the instructor is required. **Students are not registered for a class if their name does not appear on the class roster. Students on a waiting list are not officially registered in the class.**

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

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

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

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

~~❖ From current Citrus College Policy P-5203 titled Student Course Adds~~

~~The District recognizes that students may have to enroll in a course after the beginning of a given term of study for a variety of reasons. The District will accommodate these needs so long as the student enrolls in a given course before 20% of the course hours have passed and so long as their addition to the course roster is acceptable to the instructor.~~

~~❖ From current Citrus College Regulation R-5203 titled Student Course Adds~~

~~Students who are not enrolled at the time 20% of the course hours have passed are not counted in the college census and, for that reason, are not eligible for state funding. Students will not be allowed to enroll in a course if 20% of the course hours have elapsed, regardless of their attendance.~~

~~Students may file a Petition for Exceptional Action claiming that extenuating circumstances beyond their control resulted in the necessity to add a course after the deadline. This petition should be submitted to the Admissions and Records Office. Students will be required to substantiate their claims of extenuating circumstances. Petitions lacking reasonable documentation of extenuating circumstances may be denied by the Dean of Admissions and Records.~~

~~The student should continue attending the course until the petition is acted upon by the Dean of Admissions and Records. Students may appeal the decision to the Vice President of Student Services.~~

Office of Primary Responsibility: *Office of Admissions and Records*

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Policy P-5203 titled Student Course Adds was adopted on 6/17/97 and Regulation R-5203 titled Student Course Adds was approved on 5/20/97 and revised on 4/24/06.*

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5110

Student Services
DRAFT as of 2/20/09

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 shall be required for students on academic or progress probation and students returning from dismissal.

~~❖ From current Citrus College Policy P-5005 titled Counseling~~

~~The District shall provide comprehensive counseling services to students, including but not limited to:~~

~~1. Academic counseling, in which the student is assisted in assessing, planning, and implementing his or her immediate and long-range academic goals;~~

~~2. Career counseling, in which the student is assisted in assessing his or her aptitudes, abilities, and interests, and is advised concerning current and future employment trends;~~

~~3. 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;~~

~~4. 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 special needs, skills testing programs, financial assistance programs, and job placement services.~~

~~The District shall provide counseling for all first time students enrolled for more that six units, students enrolled provisionally, and students on academic or progress probation.~~

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

Date Adopted: *(Replaces current Citrus College Policy P-5005)* SSC 3/19/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1/09

Proposed Citrus Community College District Procedure **CCLC No. 5110**

Student Services
DRAFT as of 3/30/09

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.

Office of Primary Responsibility: *Dean of Counseling Programs and Services*

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

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUP 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5120

Student Services
DRAFT as of 3/2/09

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.

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

Date Adopted: SSC 3/19/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09, SUP 3/30/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5120**

Student Services
DRAFT as of 3/19/09

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, 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.

Office of Primary Responsibility: *Office of Counseling Programs and Services*

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

Date Approved: SSC: 3/19/09, ASCC 5/19/09, CSEA 3/24/09 MGMT 4/29/09, SENATE 4/22/09, SUP 3/30/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5130

Student Services
DRAFT as of 4/20/09

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.

~~❖ From current Citrus College Policy P-5127.5 titled Satisfactory Academic Progress Standards for Financial Aid Applicants/Recipients~~

~~The District shall establish and apply standards of satisfactory academic progress for all applicants and recipients of Financial Aid in accordance with federal regulations which will encourage students to identify and successfully complete their educational objectives within a reasonable time frame.~~

NOTE: 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. The current Citrus College Policy P-5127.5 titled Satisfactory Academic Progress Standards for Financial Aid Applicants/Recipients was adopted on 2/5/85 and revised on 6/6/95.

Date Adopted: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09 , SUP 5/1/09

(Replaces current Citrus College Policy P-5127.5)

Proposed Citrus Community College District Procedure **CCLC No. 5130**

Student Services
DRAFT as of 4/20/09

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

Financial Aid programs available:

- BOGW – Board of Governors Enrollment Fee Waiver Program for California residents
- CalWORKs
- Cal Grants - California Grant B, C
- 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 Grant, the FAFSA and a GPA verification form must be complete. 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, or passing the Ability to Benefit Test 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 state Cal Grant Program and ACG will be disbursed in one payment per term. The Federal Work Study Program will be disbursed monthly.

Overpayments

Citrus College 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.

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; or
- The midpoint of the term for a student who leaves without notifying the College ;or
- 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.

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. Through 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 with supporting documentation explaining the adverse or unusual circumstances that prevented the student from making satisfactory academic progress.

2. Make 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.

Office of Primary Responsibility: Financial Aid Office

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

Date Approved:

SSC: 4/23/09, ASCC5/19/09, CSEA 5/7/09, MGMT 5/28/09, SENATE 5/27/09, SUPV/CONF 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5140

Student Services
DRAFT as of 3/2/09

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

References:

Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

The Disabled Student Programs and Services (DSPS) Program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the Disabled Student Programs and Services Program.

The Superintendent/President shall assure that the DSPS Program conforms to all requirements established by the relevant law and regulations.

~~❖ From current Citrus College Policy P-5112 titled Students with Disabilities~~

~~The District will provide all reasonable accommodation necessary to ensure that students with disabilities are afforded equal access to college programs and services.~~

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Policy P-5112 titled Students with Disabilities was adopted on 4/4/78 and revised on 1/21/97.*

Date Adopted: SSC:3/19/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09 , SUP 3/30/09

(Replaces current Citrus College Policy P-5112)

Proposed Citrus Community College District Policy CCLC No. 5150

Student Services
DRAFT as of 3/2/09

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 (EOPS) 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 EOPS Program conforms to all requirements established by the relevant law and regulations.

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

Date Adopted: SSC:3/19/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09 , SUP 3/30/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5150**

Student Services
DRAFT as of 3/19/09

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 (EOPS) 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 EOPS 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)

Office of Primary Responsibility: Extended Opportunity Programs and Services

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

Date Approved: SSC 3/19/09, ASCC 4/18/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09, SUP 3/30/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5210

Student Services
DRAFT as of 3/6/09

BP 5210 COMMUNICABLE DISEASE

Reference:
Education Code Section 76403

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

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

Date Adopted: SSC:3/19/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09 , SUP 3/30/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5300

Student Services
DRAFT as of 2/26/09

BP 5300 STUDENT EQUITY

References:

Education Code Sections 66030; 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

The Board of Trustees is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a Student Equity Plan that meets the Title 5 standards for such a plan.

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

Date Adopted: SSC 2/26/09, ASCC 3/24/09 , CSEA 3/10/09, Mgmt 3/4/09, Senate 3/25/09, Sup/Conf 3/6/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5300**

Student Services
DRAFT as of 3/6/09

AP 5300 STUDENT EQUITY

References:

Education Code Sections 66030, 66250 et seq., and 72010 et seq.;
Title 5 Section 54220

The District shall have a Student Equity Plan. Following approval by the Board of Trustees, the plan shall be filed with the Chancellor's Office of the California Community Colleges.

The production of the Student Equity Plan should include:

- the active involvement of the constituent groups on campus;
- involvement by representatives from the community who can articulate the perspectives and concerns of historically underrepresented groups; and
- campus-based research relating to student equity.

The Student Equity Plan shall address:

- institutional barriers to equity;
- goals for access, retention, degree and certificate completion, English as a Second Language and basic skills completion, and transfer for historically underrepresented groups;
- activities to attain the goals, including coordination of related programs;
- sources of funds for activities in the plan;
- a schedule and process for evaluation of progress toward the goals; and
- an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the district will use to achieve the goals, resources budgeted for that purpose, and the district officer or employee who can be contacted for further information.

The Student Equity Plan shall be developed, maintained, and updated under the supervision of the Vice President of Student Services.

Office of Primary Responsibility: *Vice President, Student Services*

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

Date Approved: SSC 2/26/09, ASCC 3/24/09, CSEA 3/10/09, MGMT 3/4/09, SENATE 3/25/09 SUP/CONF 3/6/09

(This is a new procedure recommended by the CC League and the Leagues legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5400

Student Services
DRAFT as of 3/19/09

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.

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

Date Adopted: SSC:3/19/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09 , SUP 3/30/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5400**

Student Services
DRAFT as of 3/19/09

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.

Office of Primary Responsibility: *Office of Student Affairs*

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

Date Approved: SSC: 3/19/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09 , SENATE 4/22/09 , SUP 3/30/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5520**

Student Services
DRAFT as of 4/22/09

AP 5520 STUDENT DISCIPLINE PROCEDURES

References:
Education Code Sections 66300, 72122, and 76030

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Campus student disciplinary action shall proceed regardless of other possible or pending administrative, civil or criminal proceedings that arise out of the same or other events. If a student is convicted of a criminal offense concerning conduct that is also grounds for student discipline, the conviction shall be sufficient to establish that cause for student discipline exists and the College may impose that discipline. The student shall not have access to the hearing procedures stated in this procedure. Instead, the College may immediately impose discipline as stated in Section 10 below, except that expulsions resulting from the criminal conduct must be approved by the Board of Trustees in accordance with Section 11 below.

An acquittal or other non-conviction outcome in a criminal proceeding shall not affect student discipline. Student discipline proceedings may be initiated or continue notwithstanding the failure or refusal of a student to respond, attend, or participate in the hearing process so long as the College complies with the hearing notification requirements set forth herein.

Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause for the removal, suspension or expulsion of a student.

The College recognizes that student discipline purposes and procedures, as well as the rights and obligations of the parties are not analogous to those of criminal and civil legal actions, just as the role of the College differs inherently from that of the police and the

courts. The purpose of the College's student discipline process is to promote students' individual and social responsibility while maintaining a campus environment that is free from intimidation, threats, coercion, or violence. Therefore, student discipline is understood to be an integral part of the educational mission of the College.

DEFINITIONS:

District — The Citrus Community College District

Student — Any person currently enrolled as a student at ~~any~~ the college or in any program offered by the District

Instructor — Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program

Day — Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

PENALTIES:

A. Reprimand

A reprimand records that a student's conduct in a specific instance does not meet the standards of the College. A reprimand may be oral and/or in writing. A reprimand serves as a warning that continued conduct of the type described in the reprimand may result in additional disciplinary action against the student including, but not limited to, suspension or expulsion. A reprimand shall be considered in matters pertaining to the student's future violations of the college's standards. Records of reprimand, including records of oral reprimands, will be retained by the Student Affairs Administrator for such period of time that the Administrator deems appropriate. Reprimands are not part of the student's permanent disciplinary record

B. Disciplinary Probation

Disciplinary probation shall be a trial period during which time the College will impose disciplinary conditions upon the student. At the completion of the trial period, the College shall determine whether the student has satisfied the disciplinary conditions and, based on whether those conditions have been satisfied, return the student to good standing or impose additional disciplinary measures. Disciplinary probation may consist of removal from all college organization offices, denial of privileges of participating in all college or student-sponsored activities including public performances, or both, and may be imposed upon an individual student or groups of students. Disciplinary probation may be imposed for a period not to exceed one year. If a student is found to have committed a subsequent violation of the Standards of Student Conduct while on

probationary status, the student's probationary status shall be considered in the determination of the penalty imposed for the subsequent violation. Records of disciplinary probation will be retained by the Student Affairs Administrator. Records of disciplinary probation will not become part of the student's permanent disciplinary record, unless the student fails to meet the disciplinary conditions imposed during that disciplinary probation.

C. Removal by Instructor

An instructor may remove a student from his or her class when the student has interfered with the instructional process. The duration of the removal shall be for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Department Chair[1]/Dean who will then immediately notify the Student Affairs Administrator. Records of removal by the instructor will be retained by the Student Affairs Administrator and, if the student is removed during the period of the student's disciplinary probation, shall be included in the student's permanent disciplinary record. A student who has been removed from class by an instructor may make up missed assignments with the permission of the instructor.

D. Disciplinary Suspension

A disciplinary suspension is the involuntary removal of a student for good cause. Disciplinary suspension serves as a penalty against the student for repeated, continued, and/or serious violations of the Standards of Conduct. Disciplinary suspensions shall be initiated by the Student Affairs Administrator. The duration of the disciplinary suspension from one or more classes may be from one day to four (4) semesters. A suspended student may be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Record of the disciplinary suspension shall be a part of the student's permanent disciplinary record. In every case of disciplinary suspension, the Student Affairs Administrator shall immediately contact the student's instructors and Campus Security. Students placed on disciplinary suspension shall not have the right to make up missed assignments in any classes.

E. Summary Suspension

In cases involving alleged violations of the Penal Code or Federal law, and in which there is either an admission of guilt, plea of no contest, or substantial evidence of guilt, the Student Affairs Administrator may summarily suspend a student for a period not to exceed ten (10) school days. The Student Affairs Administrator may summarily suspend a student when an immediate suspension is or may be necessary in order to protect lives or property or to ensure the maintenance of order.

When a summary suspension has been imposed, the suspended student must be given a reasonable opportunity for a hearing. Depending on the nature of the

[1] As of June 2009, the college's organizational structure does not include the position of department chairperson. As such, please defer to the dean.

student's conduct, the hearing shall be conducted in accordance with Sections 4, 5, 6, or 7 of this procedure within that ten school day period. The length of the suspension will be determined in consultation with the instructor in cases involving classroom conduct, when appropriate. In every case of summary suspension, the Student Affairs Administrator shall immediately notify, in writing, each of the student's instructors, coaches and/or supervisors, Campus Security and other college employees directly affected by the incident that the student has been suspended. Students placed on summary suspension shall not have the right to make up missed assignments in any classes. Nothing in this section shall be interpreted to prohibit the College from expelling a student in accordance with Section 11 below for conduct resulting in a summary suspension.

F. Expulsion

The Board of Trustees may expel a student for "good cause" as that term is defined in Board Policy 5500, in accordance with Section 11 below, when other means of correction have failed to bring about appropriate conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

In every case of expulsion, the Student Affairs Administrator shall immediately notify in writing each of the student's instructors, coaches and/or supervisors, Campus Security and other college employees directly affected by the incident. Expelled students shall not have the right to make up missed assignments in any classes. A student may be permanently expelled from the College. Re-admittance after an expulsion requires governing board action. Record of the expulsion shall become a part of the student's permanent disciplinary record.

G. Non-students

Admission or readmission may be denied to any person who, while not enrolled as a student, commits acts which would, were he or she enrolled as a student, be the basis for student discipline. Before the offending individual is denied admission or readmission, he or she may request a hearing before the Student Affairs Administrator during which he or she will be afforded the opportunity to demonstrate why he or she should be admitted or readmitted. Such hearing shall be conducted in accordance with the hearing procedures stated in Section 5. below.

STUDENT DISCIPLINE PROCEDURES AND DUE PROCESS

1. Notice to Appear

Except in cases involving summary suspension, the College shall provide students charged with misconduct a written notice within ~~three (3)~~ five (5) school days of the Student Affairs Administrator's actual receipt of a complaint regarding that student's conduct. The notice must include a statement of the charges against the student and possible penalties. The notice must include a statement

explaining the due process procedures. The College may satisfy its duty to notify the student concerning his or her due process procedures by attaching Board Policy 5500 and this Procedure to the notice. The notice must be received at least 24 hours prior to the scheduled hearing.

Notice may be accomplished by any one of the following means: (1) personal delivery to the student during class by a College employee; (2) personal delivery by a College employee at any other location; or (3) mailing by certified mail, postage paid and addressed to the last known address of the student. A student's refusal to receive or sign a receipt of the notice shall not cause the notice to be defective. A student's failure to provide updated address information to the College shall not cause the notice to be defective so long as the College sends notice to the last known address provided to the College by the student.

Campus faculty or staff who initiated the complaint to the Student Affairs Administrator shall be informed of all hearing dates. Campus faculty or staff who initiated the complaint to the Student Affairs Administrator shall be informed of the resolution of the process following completion of the hearing.

2. Participants and Confidentiality

All student discipline proceedings shall be confidential and shall be closed to everyone other than those involved in the conduct of the hearing, witnesses while testifying, and the charged student(s). In compliance with the Family Education Rights and Privacy Act, persons not party to the proceedings shall be informed of their outcome only on a "need to know" basis.

The College may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of the disciplinary proceeding conducted by the College against the alleged perpetrator of that crime, regardless of whether the College concluded a violation was committed.

The College employee alleging the student conduct violation as well as the charged student are expected to attend any and all hearings. Failure to appear by any of these individuals after due notice shall not, however, result in the cancellation or continuance of the hearing.

At the hearing, the student may be accompanied by another person, provided that person is not an attorney nor acting as a spokesperson for the student. However, the Committee may, in its sole discretion, permit the student to be accompanied by an attorney. If the student wishes to be represented by an attorney, a request must be presented not less than five (5) days prior to the date of the hearing. If the Committee permits the student to be accompanied by an attorney, the College shall also be permitted to be accompanied by an attorney. In the event the Committee permits the student and the College to be accompanied by attorneys, the role of the attorneys shall be limited to providing advice to their respective clients. In no event shall the attorneys present their

respective client's case to the Committee.

Students with special communication needs may request, and the College shall provide, additional assistance in order to ensure the student's access to the hearing process and to ensure the student receives a fair hearing.

In cases involving pending criminal prosecution, the charged student may have an attorney present. The role of the attorney shall be limited to providing advice to the student regarding withholding his or her testimony which might be self-incriminating in future criminal prosecution. If the student is accompanied by an attorney, the College shall also be permitted to be accompanied by an attorney. In the event the student and/or the College are accompanied by attorneys, the role of the attorneys shall be limited to providing advice to their respective clients. In no event shall the attorneys present their respective client's case to the Committee.

The hearing shall be recorded by the District either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the tape recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

3. Legal Procedural Arguments

Arguments by the student concerning the legal (as distinguished from the factual) applicability or legal validity of any provision of these procedures shall not be considered during the hearing into the charge(s). Such arguments shall be presented to the Superintendent/President as part of an appeal of the Committee's decision pursuant to Section 8. below.

Technical departures from these procedures and errors in their application shall not be grounds to void the College's right to discipline a student unless, in the opinion of the Superintendent/President or designee, the error or departure prevented a fair determination of the issue.

4. Academic Integrity and/or Classroom Conduct – Administrative Hearings

All issues relating to the following for which the College seeks to reprimand the student, shall be referred to the Department Chair/Dean:

- disruptive behavior, willful disobedience, or the open and persistent defiance of the authority of, or persistent abuse of, District Personnel (BP 5500, Article 11);
- cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty (BP 5500, Article 12);
- dishonesty; forgery; alteration or misuse of District documents, records or identification or knowingly furnishing false information to the District (BP 5500, Article 13);
- persistent, serious misconduct where other means of correction have failed to bring about proper conduct (BP 5500, Article 17) ;
- unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any Board Policy or Administrative Procedure (BP 5500, Article 18);
- persistent violation of classroom standards of conduct as established by the instructor (BP 5500, Article 20);
- any other cause not listed above which is identified as "Good Cause" by the Education Code (BP 5500, Article 21).

The Department Chair/Dean may, but is not required to, conduct an administrative hearing into the matter within ~~three (3)~~ five (5) school days of the complaint. In the event the Department Chair/Dean elects to conduct an administrative hearing, the individual(s) bringing the allegation(s) shall present the case. The Department Chair/Dean shall permit the student to present his or her opposition to the allegations included in the complaint. The Department Chair/Dean shall render his or her decision based on the evidence presented. Notwithstanding this hearing procedure, the Department Chair/Dean shall have the right to issue a formal reprimand unilaterally and without a hearing.

If the college seeks to suspend or expel the student, the College may not access the administrative hearing process contained in this section. Instead, the College must initiate the separate, formal hearing process contained in Section 7. below.

5. Violations Not Related to the Instructional Process – Student Affairs Administrator Hearings

All matters regarding student discipline other than those involving issues of academic integrity and/or classroom conduct addressed in Section 4. above, shall be heard and decided by the Student Affairs Administrator unless (1) special circumstances as defined in Section 6 below exist, or (2) the Student Affairs Administrator determines expulsion may be in order.

During the hearing with the Student Affairs Administrator, the College shall present the complaint and the student shall have a reasonable opportunity to personally answer all charges. The staff member initiating the charges may also be present if he or she desires. Each party shall be permitted to introduce evidence and/or present witnesses.

Hearings shall not be conducted according to the technical rules of evidence. Any relevant evidence shall be considered if it is the sort of evidence on which responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might prevent the admission of such evidence in a civil action. The Student Affairs Administrator shall determine the relevance, probative value, and materiality of evidence offered at the hearing. The Student Affairs Administrator may also determine each witness's competency and length of testimony.

The Student Affairs Administrator may instruct and question the witness(es). The Student Affairs Administrator must make direct inquiries whenever there is any confusion, uncertainty, or lack of clarity as to the witness's statements. The student shall be permitted to cross-examine college witnesses. The college shall be permitted to cross-examine the student's witnesses. Cross-examination should be limited to subjects presented in that witness's direct examination. The Student Affairs Administrator may dismiss any witness who fails or refuses to comply with his or her instructions. All testimony shall be taken under oath; the Student Affairs Administrator shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the Student Affairs Administrator finds that the witness is unavailable to testify.

The Student Affairs Administrator may determine that requiring live testimony of a proposed witness would subject that person to unreasonable risk of psychological or physical harm. After such determination, the Student Affairs Administrator may permit that witness to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

The College bears the burden of proof and must introduce substantial evidence to support the charges against the student.

The Student Affairs Administrator shall review the matter and may issue a reprimand, impose disciplinary probation, or impose disciplinary suspension. Within ten (10) days following the close of the hearing, the Student Affairs Administrator shall prepare and shall transmit, in writing, the decision for disposition of the case to: (1) the Office of the Superintendent/President; (2) the charged student; and (3) the staff member originating the action. The decision shall include specific factual findings regarding the accusation(s), and shall include specific conclusions regarding whether any specific section of the Standards of Conduct were violated.

The student shall have the right to appeal the decision in accordance with Section 8. below.

6. Possible Expulsion and Special Circumstances – Committee Hearings

When the Student Affairs Administrator determines that the charged student may be subject to expulsion or circumstances exist which make the usual administrative hearing procedure inappropriate, he or she may request that the charges be heard by a Student Discipline Committee. The Student Affairs Administrator shall file a request in writing with the Office of the Vice President of Student Services within five (5) school days of this determination. The request shall contain the reason(s) the hearing before the full Committee is being requested. The Vice President of Student Services shall determine whether the matter shall be heard by the Student Discipline Committee or returned to the Student Affairs Administrator. In the event the Vice President of Student Services determines that the matter should be heard by the Student Discipline Committee, the hearing shall proceed in accordance with Section 7 below. In the event the Vice President of Student Services determines that the matter should be heard by the Student Affairs Administrator, the matter shall be returned to the Administrator for a hearing in accordance with Section 5. above. The decision of the Vice President of Student Services shall be final.

The Committee shall consist of the following five individuals: (1) two students appointed by the A.S.C.C. President; (2) two faculty members appointed by the Academic Senate President; (3) one administrator, who shall serve as the chair appointed by the Superintendent/President, who shall not have a vote except to break a tie. The chair shall serve as custodian of any evidence until a decision has been rendered. Any person presenting any portion of the case shall not be a Committee member.

7. Recommended Order of Events for Student Discipline Committee Hearings

Committees convened to hear charges for either classroom or non-classroom student conduct violation allegations shall, insofar as is practicable, adhere to the following order of events: (1) the College presents its case with an initial summary, including evidence to be presented, followed by a detailed presentation of the case, (2) the student presents his or her defense, (3) the College presents rebuttal evidence, (4) the College summarizes its case, (5) the student summarizes his or her defense The penalty will be determined by majority vote of the Committee. When the instructor involved is a Department Chair/Dean, a Department Chair/Dean chosen by the Vice President of Instruction shall serve as a Committee member in his or her place.

Hearings shall not be conducted according to the technical rules of evidence. Any relevant evidence shall be considered if it is the sort of evidence on which

responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might prevent the admission of such evidence in a civil action. The Committee shall determine the relevance, probative value, and materiality of all evidence submitted at the hearing. The Committee may also determine each witness's competency and length of testimony.

The Committee has the right to instruct and question the witness(es). The Committee shall probe and make direct inquiries whenever there is any confusion, uncertainty, or lack of clarity as to the witness' statements. The student shall be permitted to cross-examine College witnesses. The College shall be permitted to cross-examine the student's witnesses. Cross-examination should be limited to subjects presented in that witness' direct examination. The Committee may dismiss any witness that fails or refuses to comply with the Committee's instructions.

All testimony shall be taken under oath; the Committee chair shall administer the oath. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify.

The Committee may determine that requiring live testimony of a proposed witness would subject that person to unreasonable risk of psychological or physical harm. After such determination, the Committee may permit that witness to provide a written statement under penalty of perjury in lieu of testifying at the hearing.

The College bears the burden of proof and must introduce substantial evidence to support the charges against the student.

The Committee may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.

Members of the Committee will draw upon their own knowledge of acceptable standards of conduct in the college community. Members of the Committee are not to be concerned with the constitutionality of the policy and will consider only that evidence that is pertinent to the case.

The Committee may, at any time, grant a continuance of one (1) school day if it determines that doing so would materially enhance its ability to render a fair and accurate judgment.

Within two (2) school days after the conclusion of the case, the Committee Chair shall transmit, in writing, the Committee's decision for disposition of the case to the Office of the Superintendent/President, the charged student, the staff

member originating the action, and the Student Affairs Administrator. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the standards of conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing.

8. Appeal

a. Appeal by the Student

Within two (2) school days following the receipt, in writing, of the decision, the student may file, with the Office of the Superintendent/President of the College, a written notice of his or her intent to appeal the decision. No appeal may be filed after the two-school-day period.

The student shall file with the Office of the Superintendent/President of the College, within three (3) school days following the filing of a notice of intent to appeal, a specific written response to each of the charges.

The student's failure to respond to any given charge constitutes a waiver of the right to appeal that charge. The Superintendent/President has the power to accept, reject, or modify the decision of the Committee. The Superintendent/President shall provide his or her decision in writing to the parties within ten (10) school days of receipt of the decision.

b. Appeal by the Staff or Faculty Member

Within two (2) school days following the receipt, in writing, of the findings arrived at by any of the three aforementioned processes, the charging staff or faculty member may file, with the Office of the Superintendent/President of the College, a written notice of his or her intent to appeal the decision. No appeal notice may be filed after the two-school-day period.

The staff or faculty member shall file with the Office of the Superintendent/President of the College, within three (3) school days following the filing of a notice of intent to appeal, a specific written appeal.

The Superintendent/President shall consider the appeal and may accept, reject, or modify the decision of the Student Affairs Administrator or the Committee. The Superintendent/President shall provide his or her decision in writing to the parties within ten (10) school days following receipt of the appeal.

9. Appeal of Superintendent/President's Decision

Within two (2) school days after receiving the decision of the Superintendent/President, the student may appeal, through the Office of the

Superintendent/President, to the Board of Trustees. The Board shall retain the option of not hearing the appeal. If the Board elects to hear the appeal, it shall have the right to accept, reject, or modify the decision of the Superintendent/President

No appeal may be filed after two (2) school days. The student's failure to appeal the Superintendent/President's decision shall constitute a waiver of the student's right to appeal that decision.

The charging staff or faculty member may not appeal the Superintendent/President's decision.

10. Imposition of Disciplinary Action

After the student or the staff or faculty member has exhausted his or her right of appeal or has chosen to forego further appeal, the appropriate administrator of the college shall impose the disciplinary action specified at the last level of the process.

11. Expulsion

If the Superintendent/President proposes to expel a student, that expulsion shall be reviewed by the Board of Trustees Once received, the President's recommendation will be placed on the agenda of the next regularly scheduled Board of Trustees meeting. The Board of Trustees shall determine whether to expel a student for cause following a hearing before the Board. The Board shall, unless a request by the student has been made pursuant to this section, hold closed sessions if the board is considering the suspension of, or disciplinary action or any other action in connection with any student of the community college district, if a public hearing upon the question would lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.

Before calling a closed session to consider these matters, the Board shall, in writing, by registered or certified mail or by personal service, of the intent of the Board to call and -hold the closed session. Unless the student, or his or her parent, or guardian shall, in writing, within 48 hours after receipt of the written notice of intention, request that the hearing of the Board be held as a public meeting, then the hearing to consider those matters shall be conducted by the Board in closed session.

If the written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting or on behalf of whom the meeting is requested, shall be in closed session. Whether the matter is considered at a closed session or at a

public meeting, the final action of the Board shall be taken at a public meeting and the result of that action shall be a public record of the Board.

Any person who has had consent to remain on campus withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. [Penal Code Section 626.4]

TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

Office of Primary Responsibility: *Office of Student Affairs*

~~From current Citrus College Regulation R-5139 titled Student Conduct Disciplinary Action~~

~~STUDENT CONDUCT DISCIPLINARY ACTION~~

~~Student conduct must conform to the Standards of Student Conduct adopted by the Board of Trustees of Citrus College. Violations of such rules are subject to the following types of disciplinary actions, which are to be administered by appropriate college authorities against students who stand in violation. Citrus College has established due process of law for administration of penalties enumerated here. Violations of the College's Board Policy #P 5139, Standards of Student Conduct, may be the result of student actions related to classroom activities or those unrelated to the instructional process. The College employs a specific hearing process for each of these types of alleged infractions. Penalties are listed in order of severity, but not as sequential administration. College authorities will determine which type of penalty is appropriate.~~

~~Campus student disciplinary action shall go forward regardless of other possible or pending administrative, civil or criminal proceedings arising out of the same or other events. If a student is convicted of a criminal offense that is also grounds for student discipline, the conviction shall be sufficient to establish that cause for student discipline exists. Student discipline proceedings may be initiated or continue notwithstanding the failure or refusal of a student to respond, attend, or otherwise participate after having been properly notified of the proceeding.~~

~~Any violation or violations of law, ordinance, regulation, or rule regulating or pertaining to the parking of vehicles shall not be cause for suspension or expulsion of a student. Any other violation or violations of the Penal Code may be reported to the appropriate authorities.~~

~~The College recognizes that student discipline purposes and procedures, as well as the rights and obligations of the parties are not analogous to those of criminal and civil legal actions, just as the role of the College differs inherently from that of the police and the courts. The purpose of the College's student discipline process is to promote students' individual and social responsibility while maintaining a campus environment that is free from intimidation, threats, coercion, or violence. Therefore, student discipline is understood to be an integral part of the educational mission of the College.~~

~~1. Reprimand~~

~~A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards of the college. It is not a formal disciplinary action of the District but serves~~

as a warning that continued conduct of the type described in the reprimand may result in formal action against the student. Records of reprimand will be retained by the Student Affairs administrator and are not part of the student's permanent disciplinary record.

2. Disciplinary Probation

Disciplinary probation may consist of removal from all college organization offices, denial of privileges of participating in all college or student-sponsored activities including public performances, or both and may be imposed upon an individual student or groups of students. Disciplinary probation may be imposed for a period not to exceed one year. If a student is found guilty of another violation of the Standards of Student Conduct while on probationary status, it shall be considered in the determination of the penalty imposed for the subsequent violation. Records of disciplinary probation will be retained by the Student Affairs administrator and are not part of the student's permanent disciplinary record.

3. Removal by Instructor

An instructor may remove a student from his or her class when the student has interfered with the instructional process. The duration of the removal shall be for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Department Chair /Dean who will then immediately notify the Student Affairs administrator. Records of removal by instructor will be retained by the Student Affairs administrator and are not part of the student's permanent disciplinary record. A student who has been removed from class by the instructor may make up missed assignments with the permission of the instructor.

4. Disciplinary Suspension

Disciplinary suspension serves as a penalty against the student for repeated, continued, or serious violations of the Standards of Student Conduct. Disciplinary suspensions shall be initiated by the Student Affairs administrator. The duration of the disciplinary suspension from one or more classes may be from one day to four (4) semesters. A suspended student may be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Record of the disciplinary suspension shall be a part of the student's permanent disciplinary record. In every case of disciplinary suspension, the Student Affairs administrator shall immediately contact each of the student's instructors and Campus Security. Students placed on disciplinary suspension shall not have the right to make up missed assignments in any classes.

5. Summary Suspension

In cases involving alleged violations of the Penal Code or Federal law, and in which there is either an admission of guilt or substantial evidence of guilt, the Student Affairs administrator may summarily suspend a student for a period not to exceed ten (10) school days. In those cases where an immediate suspension is required in order to protect lives or property or to ensure the maintenance of order, the Student Affairs administrator may also summarily suspend a student for a period not to exceed ten (10) school days. When a summary suspension has been imposed the suspended student must be given a reasonable opportunity for a hearing within that ten-day period. The length of the suspension will be determined in consultation with the instructor in cases involving classroom conduct, when appropriate. Record of the summary suspension shall not be a part of the student's permanent disciplinary record. In every case of summary suspension, the Student Affairs administrator shall immediately notify in writing each of the student's instructors, coaches and/or supervisors, Campus Security and other college employees directly affected by the incident. Students placed on summary suspension shall not have the right to make up missed assignments in any classes.

6. Expulsion

~~The governing board of the college may expel a student for "good cause" when other means of correction have failed or when the presence of the student causes a continuing danger to the physical safety of the student or others. This exclusion may be permanent. In every case of expulsion, the Student Affairs administrator shall immediately notify in writing each of the student's instructors, coaches and/or supervisors, Campus Security and other college employees directly affected by the incident. Expelled students shall not have the right to make up missed assignments in any classes. Re-admittance after an expulsion requires governing board action. Record of the expulsion shall become a part of the student's permanent disciplinary record.~~

~~Admission or readmission may be denied to any person who, while not enrolled as a student, commits acts which would, were he or she enrolled as a student, be the basis for student discipline. Before the offending individual is denied admission or readmission, he or she may request a hearing before the Student~~
~~Affairs administrator during which he or she will be afforded the opportunity to demonstrate why he or she should be admitted or readmitted.~~

~~Student Discipline Procedures and Due Process~~

~~1. Notice to Appear~~

~~Except in cases involving summary suspension, students charged with misconduct shall receive a written notice within three days of the complaint to meet with the appropriate individual(s) for a hearing regarding the basis for possible disciplinary action. The notice must be received at least 24 hours prior to the scheduled appointment and must include a statement of the charges against the student and possible penalties. Notice may be accomplished by any one of the following means: personal delivery to the student during class by a college employee, personal delivery by a college employee at any other location, or the mailing by certified mail, postage paid and addressed to the last known address of the student. A student's refusal to receive or sign a receipt of the notice shall not cause the notice to be defective. Campus faculty or staff complainants will be informed of all dates and resolution of the process.~~

~~2. Participants and Confidentiality~~

~~All student discipline proceedings shall be confidential and shall be closed to everyone other than those involved in the conduct of the hearing, witnesses while presenting evidence, and the charged student(s). In compliance with the Family Education Rights and Privacy Act, persons not party to the proceedings shall be informed of their outcome on a "need to know" basis.~~

~~The person alleging the student conduct violation and/or the alleged victims of the violation, as well as the charged student(s) are expected to attend any and all hearings. Failure to appear by any of these individuals, after due notice, shall not, however, be cause to cancel or postpone a hearing.~~

~~At the hearing, the student may be accompanied by another person, provided that person is not an attorney nor acting as a spokesperson for the student. Students with special communication needs may, however, request additional assistance. In cases involving pending criminal prosecution, the charged student may have an attorney present. The role of the attorney shall be limited to providing advice to the student regarding withholding testimony which might be self-incriminating in future criminal prosecution.~~

~~3. Legal Procedural Arguments~~

~~Arguments by a defendant concerning the legal (as distinguished from the factual) applicability or legal validity of any provision of these procedures shall not be considered during the hearing into the charge(s). Such arguments shall be presented to the Superintendent/President as soon as the matter is concluded.~~

~~Technical departures from these procedures and errors in their application shall not be grounds to void the College's right to discipline a student unless, in the opinion of the Superintendent/President or designee, the error or departure prevented a fair determination of the issue.~~

~~4. Academic Integrity or Classroom Conduct~~

~~In issues relating to academic integrity and classroom conduct, the Department Chair/Dean shall conduct an administrative hearing into the matter within three school days of the complaint. This hearing shall be conducted in a manner which does not violate the due process rights of the student(s). The individual(s) bringing the allegations(s) shall present the case and the Department Chair/Dean shall render his or her decision based on the evidence presented. The Department Chair/Dean shall have the right to issue a formal reprimand unilaterally.~~

~~If there is a desire on the part of the individual(s) making the allegations(s) or the Department Chair/Dean to have a more severe penalty imposed, the Student Affairs administrator or an administrator appointed by the Superintendent/President when appropriate, who shall serve as the chairperson, shall convene a hearing panel consisting of the Department Chair/Dean, two faculty members chosen by the Academic Senate President, and two students chosen by the ASCC President and the chairperson who shall not have a vote except to break a tie. The penalty will be determined by majority vote of the committee. When the instructor involved is a Department Chair/Dean, a Department Chair/Dean chosen by the Vice President of Instruction shall serve as a committee member in his or her place.~~

~~5. Violations Not Related to the Instructional Process~~

~~All matters regarding student discipline other than those involving issues of academic integrity and classroom conduct, shall be cared for by the Student Affairs administrator unless special circumstances as defined herein exist or the~~
~~Student Affairs administrator feels expulsion may be in order.~~

~~During the hearing with the Student Affairs administrator, the student shall have a reasonable opportunity to personally answer all charges. The staff member or student bringing the charges may also be present if they desire. Either party~~
~~may, at the discretion of the administrator, introduce evidence and/or present~~
~~witnesses. The Student Affairs administrator shall review the matter and may issue a reprimand, impose disciplinary probation, or impose disciplinary suspension. Upon reaching a decision as to the disposition of the case, the Student Affairs administrator will notify the student, in writing, of those findings. The student shall have the right to appeal the decision as outlined herein.~~

~~6. Possible Expulsion and Special Circumstances~~

~~When the Student Affairs administrator believes that the charged student may be subject to expulsion or when one of the three involved parties, the charged student, the individual bringing the charges, or the Student Affairs administrator, feels that circumstances exist which make the usual administrative hearing procedure inappropriate, he or she may request that the charges be heard by a Student Discipline Committee. This request is to be filed in writing with the Office of the Vice President of Student Services. The request must be filed within three (3) school days after the filing party can reasonably be assumed to have known that a formal student discipline action was pending. The request shall contain the reason(s) the hearing before the full committee is being requested. The decision of the Vice President of Student Services shall be final.~~

~~The committee shall consist of the following: 1. two students appointed by the A.S.C.C. President, 2. two faculty members appointed by the Academic Senate President, 3. one administrator, who shall serve as the chair, appointed by the Superintendent/President, who shall not have a vote except to break a tie. The chair shall serve as custodian of any physical evidence until a decision has been rendered. Any person presenting any portion of the case shall not be a member of the committee.~~

7. Recommended Order of Events for Student Discipline Committees:

Committees convened to hear charges for either classroom or non-classroom

student conduct violation allegations shall, insofar as is practicable, adhere to the following order of events: 1. the administration presents its case with an initial summary, including evidence to be presented, followed by a detailed presentation of the case, 2. the student presents his or her defense, 3. the administration summarizes its case, 4. the student summarizes his or her defense.

The Committee may, at its discretion, receive written statements in evidence at the hearing or call witnesses for oral testimony. The Committee has the right to determine: 1. relevance, 2. materiality, 3. competency, 4. number of witnesses,
5. time of testimony.

The Committee has the right to instruct and question the witness(es). It is the responsibility of the Committee to probe, to make direct inquiries whenever there is any confusion, uncertainty, or lack of clarity as to the witness' s statements. The Committee may, at its discretion, permit cross-examination of witnesses. If there is cross-examination, it should be limited to subjects previously presented. Upon failure of the witness to follow directions, the Committee may dismiss the witness.

Members of the Committee will draw upon their own knowledge of acceptable standards of conduct in the college community. The members of the committee are not to be concerned with the constitutionality of the policy and will consider only that evidence that is pertinent to the case.

The Committee may, at any time, grant a continuance of one (1) school day if it feels that doing so would materially enhance its ability to render a fair and accurate judgment.

Within two (2) school days after the conclusion of the case, the Committee Chair shall transmit, in writing, to the Office of the Superintendent/President, the charged student, the student or staff member originating the action, and the Student Affairs administrator the committee's decision for disposition of the case. This shall include the committee's determination as to whether the student did or did not violate the Standards of Student Conduct and, if so, the penalty to be imposed.

8. Appeal

a. Appeal by the Student

Within two (2) school days following the receipt, in writing, of the findings arrived at by any of the three aforementioned processes, the student may file, with the Office of the Superintendent/President of the college, a written notice of his or her intent to appeal the decision. No appeal may be filed after the two-school-day period.

The student shall file with the Office of the Superintendent/President of the college, within three (3) school days following the filing of a notice of intent to appeal, a specific written response to each of the charges.

Failure to respond to any given charge presumes that the student does not wish to appeal that charge. The Superintendent/President shall provide his or her decision in writing to the parties within ten (10) school days.

b. Appeal by the Staff or Faculty Member

Within two (2) school days following the receipt, in writing, of the findings arrived at by any of the three aforementioned processes, the charging staff or faculty member may file, with the Office of the Superintendent/President of the college, a written notice of his or her intent to appeal the

~~decision. No appeal may be filed after the two-school-day period.~~

~~The staff or faculty member shall file with the Office of the Superintendent/President of the college, within three (3) school days following the filing of a notice of intent to appeal, a specific written appeal.~~

~~The Superintendent/President has the power to accept, reject, or modify the decision of the committee. The Superintendent/President shall provide his or her decision in writing to the parties within ten (10) school days.~~

~~9. Appeal of Superintendent/President's Decision~~

~~Within two (2) school days after receiving the decision of the Superintendent/President, the student may appeal, through the Office of the Superintendent/President, to the governing board of the district. The governing board shall retain the option of not hearing the appeal. If the governing board~~

~~elects to hear the appeal, it shall have the right to accept, reject, or modify the decision of the Superintendent/President.~~

~~No appeal may be filed after the two (2) school days.~~

~~10. Imposition of Disciplinary Action~~

~~After the student or the staff or faculty member has exhausted his or her right of appeal or has chosen to forgo further appeal, the appropriate administrator of the college shall impose the disciplinary action specified at the last level of the process used.~~

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Regulation R-5139 Student Conduct Disciplinary Action was adopted on 4/24/70 and revised on 12/13/65, 12/14/76, 4/10/96, 5/7/96, 6/18/02, and 3/13/06.*

Date Approved: SSC: 4/23/09, ASCC 5/19/09, CSEA 5/7/09, Mgmt 5/28/09, Senate 5/27/09, Supv/Conf 5/1/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 5530

Student Services
DRAFT as of 3/1/09

BP 5530 STUDENT RIGHTS AND GRIEVANCES

References:

Title VII of the Civil Rights Act of 1964;
Title IX, Education Amendments of 1972;
Section 504 of the Rehabilitation Act of 1973

It is the policy and position of the Board of Trustees of the Citrus Community College District that students shall have access to a due process procedure for the remediation of complaints regarding any violation of law or District policy. The Superintendent/President shall ensure that appropriate procedures are adopted for this purpose.

~~❖ From current Citrus College Policy P-5181 titled Student Grievance~~

~~It is the policy and position of the Board of Trustees of the Citrus Community College District that students shall have access to a due process procedure for the remediation of complaints in violation of law or District policy. The Superintendent/President shall ensure that appropriate procedures are adopted for this purpose.~~

NOTE: *New language is indicated by underline, deleted language is indicated by ~~strikethrough~~, and subsequent changes to language are indicated by shading. The current Citrus College Policy P-5181 titled Student Grievance was adopted on 2/27/79 and revised on 6/6/95.*

Date Adopted: SSC:3/19/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09 , SUP 3/30/09

(Replaces current Citrus College Policy P-5181)

Proposed Citrus Community College District Policy CCLC No. 5700

Student Services
DRAFT as of 2/26/09

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.

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

Date Adopted: SSC:2/26/09, ASCC 4/28/09, CSEA 3/24/09, MGMT 4/29/09, SENATE 4/22/09 , SUP 3/30/09

(This is a new policy recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Procedure **CCLC No. 5700**

Student Services
DRAFT as of 3/6/09

AP 5700 ATHLETICS

References:

Education Code Sections 66271.6, 66271.8, 67360 et seq.,
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.FA.).

The administrative representative and the Dean of PE/Athletics have been delegated authority to determine individual eligibility according to C.C.L.A., 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 athletic department staff, the Dean of PE/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 PE/Athletics.

Individual team coaches are directly responsible to the Dean of PE/Athletics for governance of their teams and enforcement of established policies and eligibility rulings. The athletic department staff functions as the athletics department within the Physical Education/Athletics Division. The assistant athletic directors report directly to the Dean of PE/Athletics. The Dean of PE/Athletics responds directly to the superintendent/president.

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 College's athletes, and in addition:

- Each athlete must have completed both the District, W.S.C or S.C.F.A & 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.

- Citrus College Athletic 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 PE/Athletics, assistant directors and team coach are notified that an athlete is ineligible, the athlete may not participate until the Dean of PE/Athletics or designee certifies that the athlete has become eligible.

- Student athletes shall complete a thorough Pre-Participation Examination. 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.

Office of Primary Responsibility: *Student Affairs and Physical Education/Athletics*

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.*

Date Approved: SSC 2/26/09, ASCC 4/28/09, CSEA 3/24/09, Mgmt 4/29/09, Senate 4/22/09, Supv/Conf 3/30/09

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Citrus Community College District Policy CCLC No. 6100

Administrative Services
DRAFT as of 03/17/09

BP 6100 DELEGATION OF AUTHORITY

References: Education Code Sections 70902(d), 81655, and 81656

The Board of Trustees delegates to the Superintendent/President the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board of Trustees. (See Board Policy 6340 titled Contracts)

The Superintendent/President shall make appropriate periodic reports to the Board of Trustees and shall keep the Board fully advised regarding the financial status of the District.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6100**

Administrative Services
DRAFT as of 03/17/09

AP 6100 DELEGATION OF AUTHORITY

References: Education Code Sections 70902(d), 81644, 81655, and 81656; Public Contract Code Sections 20651, 20658, and 20659

The Vice President of Finance and Administrative Services is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Vice President of Finance and Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code or other laws pertaining to the taking of competitive bids, the Vice President of Finance and Administrative Services, the Director of Fiscal Services or the Director of Purchasing and Warehouse may contract for goods, services, equipment, and rental of facilities as long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Vice President of Finance and Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6150

Administrative Services
DRAFT as of 03/17/09

BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References: Education Code Sections 85232 and 85233

Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the County Superintendent of Schools.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6150**

Administrative Services
DRAFT as of 03/17/09

AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES

References: Education Code Sections 85232 and 85233

The Superintendent/President, Vice President of Finance and Administrative Services or Director of Fiscal Services are hereby designated as the District officers authorized to sign warrants on behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the county superintendent of schools.

The Vice President of Finance and Administrative Services will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6250

Administrative Services
DRAFT as of 03/19/09

BP 6250 BUDGET MANAGEMENT

References: Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon submission of a Budget Adjustment Summary to the Board of Trustees that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board of Trustees.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6250**

Administrative Services
DRAFT as of 03/17/09

AP 6250 BUDGET MANAGEMENT

References: Title 5 Sections 58305, 58307, and 58308

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the academic year, except as specifically authorized by the Board of Trustees.

Transfers may be made from the reserve for contingencies to any expenditure classification by submitting a Budget Adjustment Summary to the Board of Trustees and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by submitting a Budget Transfer Summary to the Board of Trustees and may be approved by a majority of the members of the Board.

Excess funds must be added to the general reserve of the District and are not available for appropriation except by submitting a Budget Adjustment Summary to the Board of Trustees setting forth the need according to major classification.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6320

Administrative Services
DRAFT as of 03/17/09

BP 6320 INVESTMENTS

References: Government Code Sections 53600 et seq.

The Superintendent/President or designee is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance;
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements; and
- Transactions should be avoided that might impair public confidence.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6320**

Administrative Services
DRAFT as of 03/17/09

AP 6320 INVESTMENTS

References: Government Code Sections 53600 et seq.

The Vice President of Finance and Administrative Services is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Board of Trustees in accordance with the Government Code Sections cited and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived.

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- **County Treasurer's Investment Pool** – Investment of District funds may be delegated to the County Treasurer. In accordance with county procedures, District funds may be pooled with other local agencies and invested by the County Treasurer in accordance with the investment guidelines specified by Government Code Section 53635 and investment policies adopted by the County Board of Supervisors.
- **State's Local Agency Investment Fund** (Government Code Sections 16429.1-16429.3) – District funds not required for immediate needs of the District may be remitted to the State Local Agency Investment Fund (LAIF) for the purpose of investment (Government Code Section 16429.1). District funds deposited with the LAIF shall be invested by the State Treasurer in securities prescribed by Government Code Section 16430, or the Surplus Money Investment Fund and as determined by the Local Investment Advisory Board (Government Code Section 16429.2).

- **Other Investments** – Other investments as permitted by Government Code Sections 53600 et seq., and in particular Government Code Sections 53601 and 53635, may be made by the Vice President of Finance and Administrative Services subject to prior approval of the Board of Trustees.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

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Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6330

Administrative Services
DRAFT as of 3/17/09

BP 6330 PURCHASING

References: Education Code Section 81656;
Public Contract Code Section 20650

❖ **From current Citrus College Policy P-3710 titled Purchasing**

The ~~Vice President of Finance and Administrative Services~~ Superintendent/President or designee is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

Such transactions shall be reviewed by the Board every 60 days.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6330**

Administrative Services
DRAFT as of 3/17/09

AP 6330 PURCHASING

References: Education Code Section 81656;
Public Contract Code Sections 20650 and 20651

The following procedures and rules shall apply in purchasing supplies and equipment for Citrus College, for which payment is to be made from District funds.

1. Requisitions for purchases shall be approved by the ~~Business~~ Administrative Services Office only when there are unencumbered funds available, or arrangements have been made for additional appropriations through established channels. Such approval should be in advance of purchases - the only exceptions being for emergency purposes and blanket orders.

2. All purchases shall be made by the ~~Business~~ Purchasing Office after competitive bids or quotations are obtained on standard forms and through any other established or required procedures.

3. Specifications on requisitions ~~(Form D-151)~~ must be complete when submitted to the ~~Business~~ Administrative Services Office and the Purchasing Office. No commitments are to be made by teachers or staff members when securing information about products and/or services.

4. In addition to quoted prices, all purchase orders shall carry terms of delivery, delivery date, quantity and cash discounts, and sales tax and excise tax information when the latter is involved.

5. Blanket orders shall be used when only in the judgment of the Vice President ~~Business~~ of Finance and Administrative Services, purchasing can be facilitated to save time and cost.

6. All persons responsible for providing materials and services are urged to anticipate their needs such that purchasing may be arranged in an orderly fashion and not on an EMERGENCY basis.

~~7. In addition to following the requirements of E.C. 15951 and 15953, purchases exceeding $5,000 will be approved by the Board of Trustees.~~

7. Purchases shall be based on quality, availability, price, and suitability to the educational program.

Purchasing Procedure

1. Budgets for supplies, equipment, and services for the year for each department and administrative unit are established by the Board of Trustees in ~~August~~ September.

2. The ~~Head of Department~~ Cost Center Manager administers the budget for the department and must approve all requisitions to purchase instructional material, supplies and equipment. Requisitions will be transmitted to the ~~Business~~ Administrative Services Office and the Purchasing Office for execution.

3. Through established routines, the ~~Business~~ Administrative Services Office will handle all contract negotiations and purchasing to be paid for from District funds.

4. All receipts of supplies, equipment, or services must be recorded through warehouse receiving routine.

5. Responsibility for any obligations created other than through these established District routines may not be accepted by the District.

~~**Keys**~~

~~All keys to campus property belong to the District. They are issued by the cashier in the Business Office. When the employee leaves the District, all keys must be returned to the Business Office in order to effect release of the final pay check.~~

Office of Primary Responsibility: Vice President of Finance and Administrative Services

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Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6340

Administrative Services
DRAFT as of 3/17/09

BP 6340 CONTRACTS

References: Education Code Sections 81641 et seq.;
Public Contract Code Sections 20650 et seq.

The Board delegates to the Superintendent/President or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board of Trustees.
- When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.

If the Superintendent/President or designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order though any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President or designee is authorized to proceed with a contract.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6340**

Administrative Services
DRAFT as of 3/17/09

AP 6340 BIDS AND CONTRACTS

References: Education Code Sections 81641 et seq.;
Public Contract Code Sections 20112 and 20650 et seq., 22000 et seq.;
Labor Code Sections 1770 et seq.

Limits
Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limits set out in the Public Contract Code will require documented quotes.
- Purchase of goods or services in excess of the limits set out in the Public Contract Code will require formal advertised bids.

Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.

Note: *The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code Section 20651(d). The current bid minimum can be found at http://www.cde.ca.gov/fg/ac/co/.*

Bid Specifications
Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

Notice Calling for Formal Advertised Bids
The District shall publish at least once a week for two weeks in a newspaper of general circulation circulated within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals, stating the materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by the Director of Purchasing and Warehouse. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Director of Purchasing and Warehouse shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Director of Purchasing and Warehouse shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

A deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contracts Awards

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by the District for good and sufficient reason.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board of Trustees shall show a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. the District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

Purchase without Advertising for Bids
The Vice President of Finance and Administrative Services and the Director of Purchasing and Warehouse is authorized to make purchases from firms holding county contracts without calling for bids where it appears advantageous to do so.

The Vice President of Finance and Administrative Services and the Director of Purchasing and Warehouse may, without advertising for bids within the same county purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Vice President of Finance and Administrative Services and the Director of Purchasing and Warehouse may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.

Duration of Continuing Contracts for Services and Supplies
Continuing contracts for work or services furnished to the District are not to exceed five years.

Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid
When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, The Vice President of Finance and Administrative Services may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board of Trustees.

Unlawful to Split Bids
It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Note: *The following sections apply if funds from the Kindergarten-University Public Education Facilities Bond Acts of 2002, 2004, or 2006 are used for a public works project.*

Kindergarten-University Public Education Bond Act Projects
For projects funded by 2002, 2004, or 2006 Bond Funds, the Vice President of Finance and Administrative Services will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code Section 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code Sections 1720 et seq. in all bid invitations and public works contracts.
- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
- Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.

- The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by the Director of Purchasing and Warehouse or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code Section 1771.7,
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The Vice President of Finance and Administrative shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations, or any successor agency that is responsible for the oversight of employee wage and work hour laws.

~~❖ From current Citrus College Regulation R-3870 titled Bidding~~

~~The Board of Trustees has elected by resolution to be subject to the Uniform Construction Cost Accounting procedures pursuant to Public Contract Code Section 22019. The Uniform Public Construction Accounting Act establishes a uniform cost accounting standard which establishes certain bid limits for public construction projects.~~

~~1. Public Projects less than seventy-five thousand dollars ($75,000)~~

~~a. Public projects, as defined by the Uniform Public Construction Cost Accounting Act, of seventy-five thousand dollars ($75,000) or less may be let to contract by informal procedures as set forth in Section 22032, et seq., of the Public Contract Code.~~

~~b. A list of contractors shall be developed and maintained in accordance with provisions of Section 22034 of the Public Contract Code and criteria promulgated by the California Uniform Construction Cost Accounting Commission.~~

~~c. Where a public project is to be performed which is subject to the provisions of the Act, a notice inviting bids shall be mailed to all contractors for the category of work to be bid and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code.~~

~~2. Public Projects less than twenty-four thousand dollars ($24,000)~~

~~Public projects of twenty-four thousand dollars ($24,000) or less may be performed by employees of Citrus Community College District by force account, by negotiated contract, or by purchase order.~~

~~3. Public Projects more than seventy-five thousand dollars ($75,000)~~

~~Public Projects of more than seventy-five thousand dollars ($75,000) shall, except as otherwise provided, be let to contract by formal bidding procedure.~~

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6400

Administrative Services
DRAFT as of 03/17/09

BP 6400 AUDITS

Reference: Education Code Section 84040(b)

There shall be an annual external audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President or designee shall assure that an annual external audit is completed. The Superintendent/President or designee shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6400**

Administrative Services
DRAFT as of 03/17/09

AP 6400 AUDITS

References: Education Code Sections 84040(b) and 81644

On or before April 1 of the fiscal year, the Board of Trustees shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no longer than 5 years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- a summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board of Trustees and submitted to the State Chancellor's Office by December 31.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6500

Administrative Services
DRAFT as of 3/17/09

BP 6500 PROPERTY MANAGEMENT

References: Education Code Sections 81300 et seq.

The Superintendent/President or designee is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Board of Trustees itself.

The Superintendent/President or designee shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the District.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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Date Adopted:

Proposed Citrus Community College District Policy CCLC No. 6540

Administrative Services
DRAFT as of 3/17/09

BP 6540 INSURANCE

References: Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Superintendent/President or designee shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board of Trustees and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment. The Superintendent/President or designee may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and may insure against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6540**

Administrative Services
DRAFT as of 3/17/09

AP 6540 INSURANCE

References: Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The District shall maintain insurance including but not limited to the following:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board of Trustees and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his or her office or employment.
- Fire insurance
- Real property damage
- Personal property loss or damage
- Insurance for District vehicles
- Insurance against "other perils" per Education Code Section 81601
- Workers compensation insurance
- Actuarial evaluation of the future annual costs of health and welfare benefits

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6550

Administrative Services
DRAFT as of 3/17/09

BP 6550 DISPOSAL OF DISTRICT PROPERTY

References: Education Code Sections 70902(b)(6), 81450 and 81452

The Superintendent/President or designee is delegated authority by the Board of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board of Trustees on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6550**

Administrative Services
DRAFT as of 3/17/09

AP 6550 DISPOSAL OF DISTRICT PROPERTY

References: Education Code Sections 70902(b)(6) and 81450 et seq.

- Delegation by the Superintendent/President to appropriate administrator(s) of authority to dispose of property to highest bidder after payment has been received by the District
- Schedule for disposal of personal property (e.g., library books, theatre props)
- Schedule for disposal of equipment (e.g., computers, copiers, vehicles)
- Authority to dispose of property in lots
- Requirement for posting in at least three public places in the district for not less than two weeks, or publication at least once a week for a period of not less than two weeks in a District newspaper
- Provision that staff may dispense with posting/publication and sale to the highest bidder if:
    - the surplus property is exchanged with, sold, or donated to a school district, community college district, or other public entity; or
    - the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions
- Schedule for reporting to the Board of Trustees (e.g., annually, quarterly)
- Provision, if the District chooses to include it, that District employees may not buy property declared to be surplus (this is an element of conflict of interest)
- Provision for Board action for disposal of property under $5,000.

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.

The Vice President of Finance and Administrative Services shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

In addition, the District can sell or lease real property belonging to the community college district if both of the following conditions are met:

a) The property is sold or leased to another local governmental agency, or to a nonprofit corporation that is organized for the purpose of assisting one or more local governmental agencies in obtaining financing for a qualified community college facility; and
b) The financial proceeds are expended solely for capital outlay purposes relating to a qualified community college facility

If the Board of Trustees, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of five thousand dollars ($5,000), the property may be sold by the Vice President of Finance and Administrative Services or Director of Purchasing and Warehouse at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Vice President of Finance and Administrative Services or the Director of Purchasing and Warehouse at private sale without advertising.

❖ ~~From current Citrus College Policy P-3850 titled Disposal of District Personal Property~~

~~The Vice President of Finance and Administrative Services and the Director of Purchasing and Warehouse shall be responsible for establishing rules and regulations in conformity with the Education Code Sections 81450-81460 for the disposal of property which is surplus to the needs of the District.~~

- ~~**From current Citrus College Regulation R-3850 titled Disposal of Surplus Personal Property**~~

~~The following procedures shall apply with respect to the disposal of personal property belonging to the District.~~

~~**Sale of District Property**~~

1. ~~A finding must be made by the instructor and head of department that the equipment should be replaced or is no longer useful or needed. This finding must be transmitted to the Vice President of Finance and Administrative Services Business along with complete details on the equipment, including approximate age, condition, serial number, etc.~~

2. ~~The Business Office will verify condition, current "as is" value and cost to repair. Other college departments will be notified of availability of the equipment.~~

3. ~~If no department can justify need of the equipment, a recommendation to the Board of Trustees will then be made by the Business Office for its disposal:~~
   a. ~~A finding by the Board of Trustees must be made as to the approximate value of the equipment. If it is worth less than $500 of the Board of Trustees may instruct the Vice President Business Services to dispose of the property to in the best interest of the District.~~
   b. ~~If the finding is that the value is more than $500 then the property MUST be advertised for sale either through a legal ad in a newspaper or by posting a notice in three public places for two weeks. Sealed bids will then be taken by the Business Office from interested parties.~~

~~During this procedure, no college employee is authorized to make any commitment regarding sale of said employment to anyone.~~

~~At the following board meeting, the Board of Trustees will receive the bids and approve the sale to the highest bidder. Delivery of the property may be made to the highest bidder upon receipt of cash or certified funds, including 6% appropriate sales tax on the bid price. Payment will be made to the cashier in the Business Office.~~

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6600

Administrative Services
DRAFT as of 3/17/09

BP 6600 CAPITAL CONSTRUCTION

References: Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

The Superintendent/President or designee is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Superintendent/President or designee. The Superintendent/President or designee shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Superintendent/President or designee shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board of Trustees shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Superintendent/President or designee shall annually update the plan and present it to the Board of Trustees for approval. The plan shall address, but is not limited to, the criteria contained in law.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6600**

Administrative Services
DRAFT as of 3/17/09

AP 6600 CAPITAL CONSTRUCTION

References: Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

Capital Outlay Program

The Superintendent/President will annually report to the Board of Trustees and to the State Chancellor's Office a five-year capital outlay program. The program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

Specifically, the five-year capital outlay program will include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail
- Contracts

Construction contracts will be let in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.

Conversion of Buildings

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).

- The total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent building.
- The land associated with the building will be owned by, or controlled through a long-term lease of at least 50 years by, the District.
- The District has complied with facility site review procedures and guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.
- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

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Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6620

Administrative Services
DRAFT as of 03/17/09

BP 6620 NAMING OF BUILDINGS AND FACILITIES

All recommendations for naming buildings shall be submitted to the Board of Trustees by the Superintendent/President or designee for action.

All recommendations shall comply with the following criteria:

- In honor of individuals who have made significant contributions to programs offered by the College, or:
- In recognition of significant gifts to Citrus College.

❖ **From current Citrus College Policy P-3605 titled Naming of Buildings**

~~The naming of a building or facility at Citrus College shall be an honor bestowed by the Board of Trustees upon the recommendation from the college community. Facilities shall be named:~~

~~1. In honor of individuals who have made significant contributions to programs offered by the College, or:~~

~~2. In recognition of significant gifts to Citrus College.~~

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6620**

Administrative Services
DRAFT as of 03/17/09

AP 6620 NAMING OF BUILDINGS AND FACILITIES

❖ **From current Citrus College Regulation R-3605 titled Naming of Facilities, Landscape Projects, Programs, Collections, Student Scholarships, and Awards**

1. Role of the Development Office

Naming opportunities are recognized as being integral to the fund-raising process and an important form of donor recognition. As such, the naming opportunities program shall be conducted by the Citrus College Foundation and the Citrus College Development Office.

2. Named Endowment Funds

Named endowment funds offer a way to associate an individual's or organization's name in perpetuity with the important work of Citrus College. Names associated with endowed funds at Citrus College become a part of the language and legacy of the campus bringing honor to the name and inspiring students and faculty for generations to come.

Endowments are funds which are permanently invested, with a portion of the interest used annually to support a program or activity. The remaining interest is added to the principal to ensure the purchasing power of the endowment over time. Such named funds can be established today by outright gifts or by planned future gifts.

3. Endowment Giving Opportunities

The following major endowed giving opportunities at Citrus College would provide significant and lasting support for faculty, students, and programs:

• Endowed Chair/Distinguished Professor	$1.25 - $1.5 million
• Named Lectureship Series	$250,000 - $500,000
• Named Artist-in-Residence	$100,000 - $500,000
• Named Library Collection	$50,000 - $100,000
• Named Student Scholarships	$10,000 - $25,000

- Named Awards - Faculty/Staff/Students $10,000 - $25,000

Citrus College welcomes planned gifts as well as outright gifts to establish endowments. Planned gifts offer donors the opportunity to provide a gift through a bequest in a will or revocable trust, or through an irrevocable provision in a pooled income fund or charitable remainder trust. Irrevocable planned gifts will be recognized by naming opportunities during the donor's lifetime. The President of the College and the Vice President of Instruction will oversee the designation of Endowed Chairs/ Distinguished Professors, Outstanding Faculty, and Lectureship Series naming opportunities.

4. Facilities and Landscape Naming Opportunities

The Citrus College facilities and landscape on the campus offer many opportunities for the names of generous donors to be associated with the College in a lasting and permanent manner. Classrooms, laboratories, support facilities, and special landscape locations may be named in recognition of generous major gifts to Citrus College. These gifts may be in the form of an outright cash gift for purchase of equipment or room furnishings, donation of new equipment for the named facility, or establishment of a special fund for renovations, program enhancements, or landscape improvements. Listed below are some of the many naming opportunities available and guidelines for appropriate gift levels.

- GROUP ONE: Named Bricks and Plaques Programs
- GROUP TWO: Donor Walls
- GROUP THREE: Buildings
- GROUP FOUR: Areas within Buildings
- GROUP FIVE: Exterior Campus Sites/Landscaping Projects

GROUP ONE: Named Bricks and Plaques Programs

Group One consists of named bricks around the Fountain and the Buy-A-Seat Program in the Performing Arts Center for established gift amounts.

a. Fountain Area-Brick Program
(Alumni Association Scholarship Fund Project)

2 lines of lettering	$50
3 lines of lettering	$55

b. Buy-A-Seat Program (Performing Arts Center Fund) $100

GROUP TWO: Donor Walls

Donor Walls may be located in buildings throughout the campus and usually have several levels of recognition. The names of each giving level may be unique to the program area in which the donor wall is located.

Contributor's Circle	$25 to $99
Century Circle	$100 to 249
Associate's Circle	$250 to $499
Scholar's Circle	$500 to $999
Donor's Circle	$1,000 to $2,499
Honor's Circle	$2,500 to $4,999
Sponsor	$5,000 to $9,999
Benefactor	$10,000 to $24,999
Founder	$25,000 and above

GROUP THREE: Buildings

This group contains opportunities for recognition of donors supporting new and existing buildings. Named buildings will be valued at no less than $2 million to $5 million. The established criteria will be applied to establish the level of donor gift for each naming opportunity.

Buildings in this group include:

- Adapted Physical Education Center (AP)
- Administration Building (AD)
- Annex (AN)
- Aquatic Center (AQ)
- Art Center (AC)
- Athletic Storage (AS)
- Automotive Annex (AA)
- Baseball Field (BB)
- ~~Biology Building~~
- Bookshop (BK).....Owl
- Campus Center (CC).....Ross L. Handy
- Campus Security (CS)
- Center for Innovation (CI).....Louis E. Zellers
- Central Plant (CP)
- ~~Child Development Center~~
- ~~Cosmetology Building~~
- Computer Center ~~ing and Information Services~~ (IS).....Dan Angel
- Diesel Technology ~~Center~~ One (DT1)
- Diesel Technology Two (DT2)
- Earth Science Building (ES)
- Educational Development Center (ED)
- Facilities – Purchasing - Warehouse (MO)
- Fine Arts (FA)
- ~~Entertainment Technology Center~~
- ~~Foreign Language Center~~
- ~~Health Services Building~~ Hayden Hall (HH).....~~Hayden Hall~~
- ~~Infant Center~~
- Lecture Halls (LH)

- Liberal Arts/Business Center (LB)
- Library-~~Media~~ Learning Resource Center (LI).....Floyd S.Hayden
- Life Long Learning Center (LL)
- Life Science Building (LS)
- ~~Main Gymnasium~~
- ~~Maintenance and Operations Center~~
- Mathematics/~~Foreign Languages Building~~ Science Building (MA)
- North Bungalow (NB)
- Orfalea Family Children's Center (IC)
- Performing Arts Center (PA).....Robert D.Haugh
- Physical ~~Fitness Center~~ Education (PE)
- Physical Sciences Building (PS).....Glenn D.Vaniman
- Portable 1 (P1)
- Portable 2 (P2)
- Portable 3 (P3)
- Professional Center (PC)
- Music & Recording Technology (RA)
- Reprographics (RG)
- Softball Field (SBF)
- South Bungalow (SB)
- Stadium (ST)
- Stadium Field House (FH)
- Stadium Gate House (GH)
- Student Services (SS)
- Technology Center ~~A~~ (TC)
- Technician Development (TD)
- Technology and Engineering (TE)
- ~~Technology Center B~~
- ~~Technology Center C~~
- ~~Technology Center D~~
- ~~Technology Center E~~
- ~~Technology Center F~~
- ~~Technology Center G~~
- ~~Technology Center O~~
- Theatre Arts & Video Technology (VT)
- The Range at Citrus (GR)
- Women's Shower (WS)
- ~~Warehouse/Purchasing Center~~

No building on the campus shall be named for a corporate entity, a religious or political organization, cult, service organization or a special interest group of any type. Buildings may be named for families, individuals and their spouses, or the name of a private nonprofit 501c(3) foundation making the required gift if the foundation name is that of an individual or family. Corporate entities and other

organizations may be recognized on the college's Donor's Wall under the appropriate level of giving category.

GROUP FOUR: Areas within Buildings

Group Four includes areas within buildings, such as conference rooms, offices, labs, classrooms, foyers, studios, interior atriums, etc. Gift recognition in this group is in pre-determined minimum gift amounts and listed on a *Naming Opportunities List* developed for each of the buildings and for the outside areas on the campus.

GROUP FIVE: Exterior Campus Sites and Landscape Projects

Outside areas may include fountains, gardens, benches, pathways, golf driving range, parking lots, atriums, commons, courtyards, quads, clock towers, etc.

Affixing Relative Values to Buildings, Rooms, and Areas Within and Outside of Buildings

In order to establish a coherent and organized approach to the valuing of buildings, areas within buildings and outside areas on campus, the Development Office will involve appropriate staff in grouping areas according to relative values for development purposes. The actual cash values for each naming opportunity will be established by the Director of the Foundation, the Executive Director and any appropriate staff they choose to involve. The valuing of the buildings and areas on campus will adhere to sound principles and practices of fund-raising so as to avoid undervaluing or overvaluing facilities.

Buildings, rooms, labs, foyers, offices, other areas within buildings, and outside areas on the campus will be valued using the following criteria:

- Importance to a program, to students or to the community
- Visibility or prominence
- Appeal to potential donors
- Size

5. Review and Approval of Naming Opportunities Lists

Request Procedure

a. Requests for the naming of buildings, their interior areas and for exterior areas on the campus shall be brought to the Physical Resources Committee.

b. Upon study, the Physical Resources Committee will make recommendation to accept, deny, or modify the naming of a building, structure, or area to the Superintendent/President, who will carry the committee's recommendation, and his/her own to the Steering Committee for further review.

c. The Superintendent/President will forward the requests and recommendations to the Citrus College Foundation Board for review and then to the Citrus College Board of Trustees for final comment and approval.

d. Requests for the naming of a Library Collection will be brought to the Library Committee. The Library Committee will adhere to the guidelines outlined above.

e. Committees will forward their recommendations to the Superintendent/President within 30 days of the written request.

6. Naming Opportunities as an Honorarium for Service

On occasion a member of the Citrus College staff or a volunteer may be nominated for a naming opportunity without tender of a gift of cash or other real property. Such an individual may be recommended to have a building, area within a building, or outside site named for him or her. Such a naming recommendation may be made when the service that the recommended individual has rendered meets the following criteria:

- Service rendered may be documented as clearly and measurably exceeding in quality and accomplishment what might be ordinarily expected of someone occupying the same position.
- Such service was rendered over a period of not fewer than ten years.
- Such service has materially and profoundly contributed to the overall advancement of the institution through any combination of the following: facilities improvements; program development and enhancements; fostering consensus building; noteworthy fund raising; creation of partnerships with business and industry and other public and private agencies that clearly advance the institution; providing leadership that clearly and significantly contributes to the advancement of the institution; is recognized in the field of education and/or by business and industry or government as having made significant contributions to the educational profession or to the economic development of the region, or to workforce development thereby bringing status and recognition to the institution; other pertinent criteria.
- The value to the institution of the contribution made by the nominee is considered to be equivalent or nearly equivalent to the value of the facility or area to be named for him/her in terms of institutional advancement, and the nomination form clearly delineates this equivalency in terms of the previously listed criteria for evaluating the service.
- There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named as an honorarium; this relationship should be vettted through thorough discussion among all campus constituencies.

Guidelines for nominating and providing appropriate supporting documentation will be made available in the office of the Citrus College Foundation. The

completed nominating form will be submitted to the Foundation Office. The proposed building or area to be named for the individual will be included with the nomination. A committee comprised of campus representation of administrators, faculty, students, classified staff, and community volunteers serving on the Foundation Board will review the nomination and make a recommendation to the Physical Resources Committee.

7. Procedure for Establishing Relative Values of Buildings and Areas

The relative valuing of buildings, areas and rooms within buildings, exterior areas and landscape projects on the campus will be a function of the Development Office. The Development Officer will involve appropriate staff in this process, such as the Director of Facilities and Support Services, faculty familiar with the facility and its programs, the Vice President of Finance and Administration, etc. Those involved in the process may change according to the facility or area being valued. The Naming Opportunities List/s shall be submitted to the Physical Resources Committee for review and comment.

Gift levels in terms of dollar amounts affixed to each building and area shall be made by the Development Office and the Superintendent/President with input from staff in the program area that the facility serves. Professional fund-raising guidelines and practices will be used to assure that these values are not under or over stated.

8. Board of Trustees Acceptance of Naming Recommendations

Naming of facilities and sites shall be recommended to the Superintendent/President and then brought to the Board of Trustees for approval. The Board of Trustees reserves the right to accept or reject a recommendation.

9. Signage

Donor's Name

A donor will be given the opportunity to define how his/her name should appear on signage. The options offered include:

- First and last name (i.e., *Ethyl Jones Child Development Center*)
- First name, middle initial, last name(i.e., *James A. Jones Child Development Center*)
- First names of each spouse or of two family members and last name (i.e., *James and Ethyl Jones Child Development Center*)
- Last name (i.e., *The Jones Child Development Center*)
- Any of the above with a generational designation (i.e., *James A. Jones, III Child Development Center*)
- Any of the above with the word *Memorial* to commemorate a deceased individual (i.e., *James A. Jones, III Memorial Child Development Center*)

Typeface and Signage

Whenever possible, all plaques and lettering are to be in conformance with established forms of donor recognition.

Lettering will be placed according to the following standards:

Building name	16 inch maximum (12 inch recommended)
Major Wing naming	6 inch maximum (4 inch recommended)
Lobby naming	6 inch maximum
Laboratory/Studio/Suite	4 inch recommended
Classroom/Office/Conference Room	3 inch recommended
All other areas	3 inch recommended
Donor Wall naming	3 inch recommended

Lettering generally will not be placed lower than 20" from the ground and will be of a metallic, non-corrosive material, (brass, bronze, or aluminum) and treated to a matte or satin finish. High polish reflective lettering is not permitted, nor any form of self-illuminated or lighted lettering. All lettering is Helvetica, unless existing lettering on a building or wall is of a different style, in which case, the lettering will match the existing style.

10. Gift Recognition Replacement

a. In the event that donor names must be removed for new construction, or in the event a building is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement. In the event a building is drastically altered through construction, Citrus College shall reserve the right to add/alter gift recognition, including the building naming. Any donors displaced as a result of this will be rededicated in an alternative location.

b. The Foundation/Development Office is responsible for maintaining a complete inventory of all displaced donors and the safe storage of any plaques or letters removed in this process.

c. Citrus College reserves the right to remove any gift recognition as a result of the non-payment of a pledge, or the failure to fulfill the terms of a gift-acceptance agreement.

d. Naming opportunities will be available for deferred gifts only if the gifts are irrevocable, and the Citrus College Foundation Office is provided with a copy of the duly signed and executed estate planning document designating the gift as irrevocable.

Office of Primary Responsibility: Vice President of Finance and Administrative Services and Citrus College Foundation ~~and Citrus College Development Office~~

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6700

Administrative Services
DRAFT as of 03/17/09

BP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References: Education Code Sections 82537 and 82542

There is a Civic Center at each community college. Use of the Civic Center shall be granted as provided by law. The Superintendent/President or designee shall establish procedures regarding the use of District property, including but not limited to facilities, equipment and supplies, by community groups, and other outside contractors.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, disability, sex or gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

❖ **From current Citrus College Policy P-1100 titled Use of Facilities**

~~Citrus College is a community college. To serve the community, we accept the responsibilities of providing facilities for civic groups of diverse needs and interests. The College should be a forum for ideas and issues. Freedom of speech and assembly are values to be coveted. Citrus College intends to emphasize these values by providing facilities for their expression.~~

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6700**

Administrative Services
DRAFT as of 03/17/09

AP 6700 CIVIC CENTER AND OTHER FACILITIES USE

References: Education Code Sections 82537 and 82542;
Public Resources Code Section 42648.3

General Provisions
District facilities are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the **Facilities Rental Supervisor**. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The **Facilities Rental Supervisor** is responsible for the coordination and implementation of these procedures. The **Vice President of Finance and Administrative Services** shall determine all applicable fees to be charged.

All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages or injuries incurred by any person as a result of their use of the facilities. All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

Civic Centers
Eligible persons or groups may use District buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to these rules and regulations.

The groups identified in Education Code Section 82542(a) will be permitted to use District facilities upon payment of the following:

- The cost of opening and closing the facilities, if no District employees would otherwise be available to perform that function as a part of their normal duties;

- The cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his or her normal duties;

- The cost of janitorial services, if the services are necessary and would not have otherwise been performed as part of the janitor's normal duties; and

- The cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, janitorial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.

- Entertainment events or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affect the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services mutually deemed necessary to meet the needs of the community.

Rules for Facilities Use

Requests for use of District facilities should be made at least **30 days** in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the **Vice President of Finance and Administrative Services**.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

All charges for the use of District facilities are payable **30 days** in advance.

Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he or she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities.

Future facility requests may be denied on grounds including, but not limited to, abuse, or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, or controlled substances in any forms shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the **Vice President of Finance and Administrative Services.**

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

Priority for the Use of District Facilities
Priority for the use of District facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils
5. Camp Fire Girls, Girl Scout troops, and Boy Scout troops
6. Senior citizens' organizations
7. Other public agencies
8. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes
9. Public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

After the above organizations, priority for use shall be **on a first come, first serve basis.**

❖ **From current Citrus College Regulation R-1100 titled Use of Facilities**

~~When college facilities are used for Associated Students of Citrus College sanctioned programs, the Administration reserves the right:~~

~~1. To have program taped. This tape may be used for a record of content for quoting the speaker and as a resource for press release.~~

~~2. To permit questions from the audience.~~

~~3. To require a personal background folio that could be checked for reliability through an agency selected by the College administration.~~

~~Individuals using Citrus College facilities for primarily entertainment purposes may be exempt from this policy. Individual contracts with agreeable conditions will be mutually entered into.~~

Also see BP/AP 4400 titled Community Services Programs

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6740

Administrative Services
DRAFT as of 03/17/09

BP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE

References: Education Code Sections 15278, 15280, and 15282;
California Constitution Article XIIIA Section 1(b) and Article XVI Section 18 (b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the ~~Superintendent/President~~ Board of Trustees shall establish a Citizens Oversight Committee in accordance with the applicable law and necessary regulations.

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 5/5/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6740**

Administrative Services
DRAFT as of 03/17/09

AP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE

References: Education Code Sections 15278, 15280, and 15282

The Citrus Community College District Board of Trustees established a Citizen's Bond Oversight Committee (COC) to:

- Inform the public about the expenditure of bond revenues;
- Review and report on the proper expenditure of taxpayers' money for school construction; and
- Advise the public as to the District's compliance with the Proposition 39 requirements as contained in the California Constitution.

The COC will meet regularly, as determined by the COC, and will:

- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are expended properly;
- Review efforts by the District to maximize bond revenues by implementing cost-saving measures.

The COC shall consist of a minimum of seven members to serve for a term of two years and for no more than two consecutive terms. Members shall serve without compensation.

The COC shall be comprised of at least:

- One student enrolled and active in a community college support group, such as student government;
- One member active in a business organization representing the business community located within the District;
- One member active in a senior citizen's organization;
- One member active in a bona fide taxpayer's association;
- One member active in the support organization for the District, such as the foundation;
- Two members of the community at-large appointed by the Board of Trustees.

To be a qualified person, he or she must be at least 18 years of age. No employee, official, vendor, contractor, or consultant of Citrus Community College District shall be appointed to the COC.

District Support
The District shall provide the COC necessary technical or administrative assistance as follows:

- Preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;
- Provision of a meeting room, including any necessary audio/visual equipment;
- Preparation and copies of any documentary meeting materials, such as agendas and reports; and
- Retention of all COC records, and providing public access to such records on an Internet website maintained by the District.

Public Meetings
Meetings shall be open to the public and notice provided in accordance with the provisions of open meetings laws.

Reports
At least once a year the COC shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an internet website maintained by the District.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

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Date Approved:

❖ **From current Citrus College Citizens' Oversight Bylaws**

BYLAWS

Section 1 **Committee Established.** The Citrus Community College District (the "District") was successful at the election conducted on March 2, 2004 (the "Election"), in obtaining authorization from the District's voters to issue up to $121,000,000 aggregate principal amount of the District's general obligation bonds (the "Measure G"). The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Trustees of the Citrus Community College District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee"), which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2 **Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under Bond G. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee review.

Section 3 **Duties.** To carry out its stated purposes, the Committee shall perform the following duties:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds.

3.2 Review Expenditures. The Committee may review expenditure reports produced by the District to ensure that (a) bond proceeds are expended only for the purposes set forth in the Measure D; and (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.

3.3 Annual Report. The Committee shall present to the Board, in public session, an annual written report, which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIIIA, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board and Superintendent/President. Either the Board or the Superintendent/President, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

(i) Approval of construction contracts,

(ii) Approval of construction change orders,

(iii) Expenditure of construction funds,

(iv) Handling of all legal matters,

(v) Approval of construction plans and schedules,

(vi) Approval of all deferred maintenance plans,

and

(vii) Approval of the sale of bonds.

3.5 Voter-Approved Projects Only. In recognition of the fact that the Committee is only charged with overseeing the expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

(a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds, each of which shall be outside the authority of the Committee.

(b) The establishment of priorities and order of construction for the bond projects, which shall be set by the Board in its sole discretion.

(c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other

professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

(d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) by the Board in its sole discretion and shall report to the Committee on any cost saving techniques considered or adopted by the Board.

(e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.

(f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.

(g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4 Authorized Activities.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIIIA of the California Constitution.

(b) Inspect college facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Superintendent/President.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.

Section 5 Membership.

5.1 Number. The committee shall consist of a minimum of seven (7) members appointed by the Board of Trustees from a list of candidates submitting written applications, and based on criteria established by Prop 39, to with:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizen's organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large appointed by the Board.

5.2 Qualification Standards.

(a) To be a qualified person, he or she must be at least 18 years of age.

(b) The committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code. Additionally, each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process:

(a) appropriate local groups will be solicited for applications;

(b) the Superintendent/President or his/her designee will review the applications;

(c) the Superintendent/President or his/her designee will make recommendations to the Board.

5.6 Removal, Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members.

(a) Committee members shall not have the authority to direct staff of the District.

(b) Individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual.

Section 6 Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet at least once a year but may meet more often as the Committee shall determine.

6.2 Location. All meetings shall be held within the Citrus Community College District, located in Los Angeles County, California.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Section 7 District Support.

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

(a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds.

7.3 No bond proceeds shall be used to provide District support to the Committee.

Section 8 **Reports.** In addition to the Annual Report required in Section 3.2, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. The Annual Report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9 **Officers.** The Superintendent/President shall appoint the initial Chair to serve for an initial two (2) year term. The Committee shall elect an initial Vice-Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as chair only when the Chair is absent.

Section 10 **Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a majority vote of the Board of Trustees of the District.

Section 11 **Termination.** The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members to following carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

CONFLICT OF INTEREST. A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds or (2) any construction project which will benefit the committee member's outside

employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

OUTSIDE EMPLOYMENT. A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

COMMITMENT TO UPHOLD LAW. A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Citrus Community College District;

COMMITMENT TO DISTRICT. A Committee member shall place the interests of the District above any personal or business interest of the member.

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

Proposed Citrus Community College District Policy CCLC No. 6750

Administrative Services
DRAFT as of 3/17/09

BP 6750 PARKING

References: Education Code Section 76360;
Vehicle Code Section 21113

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with Board Policy. (See Board Policy 5030 titled Fees)

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 4/28/09
Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6750**

Administrative Services
DRAFT as of 3/17/09

AP 6750 PARKING

References: Education Code Section 76360;
Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for a parking permit to park a vehicle on campus. All parking fees collected shall be deposited in the designated College fund in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services. The Parking Permit Fee may be refunded, minus a processing fee, to students who withdraw from the College and submit a Request for Refund prior to any established deadlines for refunds.

In accordance with Vehicle Code Section 21113a, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

TRAFFIC AND PARKING REGULATIONS

Article I. General Traffic Regulations

Section 1. No person shall fail to obey any sign or signal erected or maintained to carry out these regulations or the California Vehicle Code.

Section 2. The driver of a vehicle shall yield the right of way to a pedestrian crossing any roadway.

Section 3. No driver approaching from the rear of a vehicle which is yielding the right of way to a pedestrian shall overtake or pass that vehicle.

Section 4. No person shall drive any vehicle in willful, wanton, or reckless disregard for the safety of persons or property.

Section 5. No person shall drive or ride a motor driven scooter, motorcycle, skateboard, or bicycle on any campus sidewalk.

Section 6. No person shall walk on a campus road which is paralleled by a sidewalk.

Section 7. No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway, or on any lawn or landscaped area except emergency or maintenance vehicles.

Section 8. No person shall drive his vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel in the direction of directional arrows in the parking lot drive lanes.

Article II. Speed Regulations

Section 1. No person shall drive a vehicle at a speed greater than 15 miles per hour.

Section 2. No person shall drive a vehicle at a speed greater than is reasonable or prudent.

Article III. Parking Regulations

Section 1. All vehicles shall be parked clearly within a designated parking stall and failure to do so will constitute illegal parking.

Section 2. All vehicles shall be parked facing into diagonal parking stalls. Vehicles backed into or facing out of diagonal parking stalls are illegally parked.

Section 3. No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the

directive of an officer or official traffic control device, in any of the following places:

a. On a crosswalk.
b. On the college campus unless in a designated parking area.
c. On a sidewalk, lawn or landscaped area.
d. So as to obstruct the passageway, walkway, or doorway of any building.
e. Within 15 feet of a fire hydrant.
f. Within 15 feet of a stop sign.

Section 4. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:

a. RED ZONE - Indicates no stopping, standing or parking, whether the vehicle is attended or not.
b. YELLOW ZONE - Indicated an area for loading and unloading of vehicles and the parking of service vehicles.
c. GREEN ZONE - Indicates a parking time limit of 30 minutes.
d. BLUE ZONE - Indicates vehicle parking for handicapped persons in wheelchairs only. These vehicles must display a valid sticker on the lower right side corner of windshield.

Section 5. No student, faculty, or staff member shall park in an area designated as visitor parking only.

Section 6. No student or visitor shall park in any area designated as FACULTY or STAFF ONLY, with the exception of handicapped students with a valid medical or wheelchair permit, and those persons who have first obtained a valid visitors permit.

Section 7. Motorcycles and bicycles must be parked in designated motorcycle and bicycle parking areas.

Section 8. Parking of student and staff vehicles (motorcycles and bicycles included) on campus is by permit only. All students and staff shall obtain a valid parking permit and display the permit in the following locations:

a. STUDENT VEHICLES - ~~On the right side of rear bumper~~. In a location indicated on the permit.
b. MOTORCYCLES - On the right side front fork tube.
c. BICYCLES - On the seat frame post.
d. STAFF VEHICLES - ~~On the lower right side corner of windshield~~. In a location indicated on the permit.

Section 9. Visitors shall park in designated visitor parking areas, or obtain a valid visitor permit. Visitor permits must be displayed according to the directions on the permit.

Article IV. Abandoned Vehicles

Section 1. No person shall abandon, or leave standing any vehicle on the campus for 72 or more consecutive hours. All such vehicles will be stored under authority of Section 22702 of the California Vehicle Code. Any person storing a car on campus, unless a permit from the Security Office has been given for such storage, shall be liable for the cost of towing such cars away to a public garage.

Section 2. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California 91790, has jurisdiction over all traffic violations on Citrus College campus.

Office of Primary Responsibility: Vice President of Finance and Administrative Services

Date Approved:

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

Proposed Citrus Community College District Policy CCLC No. 6800

Administrative Services
DRAFT as of 3/17/09

BP 6800 SAFETY

References: 49 Code of Federal Regulations (C.F.R.) Part 40;
49 Code of Federal Regulations (C.F.R) Part 655;
29 Code of Federal Regulations (C.F.R.) 1910.101 et seq.;
Title 8 Section 3203

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District property, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Safety and Health Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings and compliance with other related tobacco use requirements mandated in California law.

~~❖ From current Citrus College Policy P-4161/P-4261 titled Safety/Injury & Illness Prevention Program~~

~~It shall be the policy of the Board of Trustees of the Citrus Community College District to establish, implement and maintain an effective safety, injury and illness prevention program consistent with legal requirements pertaining thereto and within the financial capability of the District. The Superintendent/President shall develop and maintain rules and regulations necessary to implement all aspects of this policy with the proviso that this shall not change contractual agreements without negotiations.~~

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 4/28/09

Steering Committee 6/8/09

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

Date Adopted:

Proposed Citrus Community College District Procedure **CCLC No. 6800**

Administrative Services
DRAFT as of 3/7/09

AP 6800 SAFETY

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

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

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

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

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

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

Emergencies
Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire or medical personnel by first dialing 911 and then notifying law enforcement.

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

Crisis and Conflict Intervention

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

It is the responsibility of all employees to immediately report threats, acts of violence, or any other behavior which deliberately hurts or harms another person at the District to their immediate supervisor and the Security Department or the Glendora Police Department. Such reports will be promptly and thoroughly investigated.

Restraining Orders/Court Orders

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

SAFETY PROCEDURES

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

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

(3) Conduct annual safety inspections of all campus physical facilities ~~before the end of the spring semester~~. Each area inspection shall be conducted with the person having responsibility for that area (teacher, head of department, supervisor, etc.). A copy of all such reports shall be submitted to the Vice President of Finance and Administrative Services.

(4) Report to the Vice President of Finance and Administrative Services (with a copy to the Superintendent/President) all infractions of safety rules and regulations.

(5) Assist in the correction of safety hazards as directed by the Vice President of Finance and Administrative Services.

(6) Maintain safety equipment.

(7) Serve as an ex-officio member of the District Safety Committee.

(8) Review inspection and accident reports with the Vice President of Finance and Administrative Services and the District Safety Committee.

(9) Carry out other tasks pertaining to safety as directed by the Vice President of Finance and Administrative Services

d. District Safety Committee. The District Safety Committee ~~shall~~ may be comprised of the following members.

(1) Certificated Staff - (Three-year terms - staggered)
  (a) Faculty Senate Representative, selected by Faculty Senate.
  (b) Heads of Departments Representative, selected by the Heads of Departments.
  (c) ~~Vocational~~ Career, Technical and Continuing Education Representative selected by the Dean of ~~Vocational Education~~ Career, Technical and Continuing Education.
  (d) School Nurse.

(2) Classified Staff - (Three-year terms - staggered)
  (a) Maintenance and Operations Representative, selected by the Classified Employee Organization.
  (b) Office Staff Representative, selected by the Classified Employee Organization.
  (c) ~~Personnel~~ Human Resources Office Representative.
  (d) Student Union Representative, selected by the Dean of Student Activities.
  (e) Campus Security Representative.

(3) ~~Safety Coordinator, Ex-officio~~ Environmental Health and Safety Programs Supervisor

(4) Vice President of Finance and Administrative Services, ~~Ex-officio~~

e. The District Safety Committee ~~shall~~ may:

(1) Study the District accident reports provided by the ~~Personnel~~ Risk Management Officer and inspection reports provided by the ~~Safety Coordinator~~ Environmental Health and Safety Programs Supervisor;

and make recommendations for corrective action to the Vice President ~~Business~~ of Finance and Administrative Services (with a copy to the Superintendent/President).

(2) Make recommendations to the Vice President of Finance and Administrative Services concerning District safety training programs.

(3) Review the District Safety Policy and Procedures and, where necessary, make recommendations to the Vice President ~~Business~~ of Finance and Administrative Services concerning their updating.

(4) Meet at least once a semester.

f. Supervisors and Heads of Departments - It shall be the responsibility of the heads of departments and supervisors to coordinate the safety program in their areas. The classroom teacher shall be responsible for safety training and orientation of the students in the classroom, and the supervisor or head of department shall be responsible for safety training and orientation of employees. This training and orientation shall comply with Federal and State Laws, and the District policies and directives.

g. All Employees - All employees of Citrus Community College District shall be responsible for the implementation of safety laws, regulations, policies and procedures which apply to them. All employees shall support the total District Safety Program and shall attempt to make their work area safe and accident-free.

h. All Students - All students shall comply with all appropriate safety laws, regulations, policies and procedures.

2. Procedure for Handling Work-Related Accidents

a. Work-Related Accidents Requiring the Attention of a Physician - All work related accidents requiring the attention of a physician shall be referred to a physician designated by the District. ~~State law does provide that the injured employee may attend the physician of his/her choice after 30 days of the date of the work related injury.~~

b. Reporting Work-Related Accidents - All work-related accidents shall be handled as follows. Injuries must be reported immediately to the supervisor or head of department submitted in writing to the ~~Personnel~~ Risk Management Office immediately after the injured employee has had proper attention, with the following information ~~(State Compensation Form #78)~~:

(1) Name of injured employee.

(2) Date and time of accident/injury.

(3) Location of accident/injury.

(4) What the employee was doing when injured.

(5) Description of what happened, how the accident/injury occurred, and the specific tools, equipment or material the employee was using.

(6) Nature of injury or illness and part of body affected.

(7) ~~Whether or not the school nurse was called upon to give first aid.~~

(7) Whether or not the employee required medical attention.

(8) If known, when employee may be able to resume work duties.

c. Procedure for Handling Accidents and Emergencies. The following is the procedure for handling accidents and emergencies where physical health is involved:

(1) The College switchboard operator shall be notified immediately in all cases of emergencies where an ambulance or fire rescue equipment is needed.

(2) In the event the switchboard operator is unavailable, (between the hours of 9:00pm and 7:30am) contact the Glendora Police Department.

d. Reporting Fatalities and Serious Injuries. - In every case involving death or a serious injury or illness, a report shall be made immediately by the ~~Personnel~~ Human Resources Office, Risk Management Office, Administrator or Campus Security to the California Division of Industrial Safety by telephone or fax. Citrus College will call the "around-the-clock" telephone number in ~~El Monte~~ West Covina (626) 472-0046.

A serious injury or illness is defined in the Labor Code Section as "any injury or illness occurring in a place of employment or in connection with any employment which required inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement." Serious injury or illness does not include any injury, illness, or death caused by commission of a Penal Code violation, except the violation of Penal Code Section 385 (which refers to the operation of heavy equipment adjacent to electrical wires), or an accident on a public street or highway.

e. ~~Reporting Accident/Injuries to State Compensation Insurance Fund and Record Maintenance - Upon receipt of an accident/injury or illness report the Personnel Office shall complete four copies of Form 67 from State Compensation Insurance Fund. Two copies will be mailed to State Compensation Insurance Fund, the third copy will be sent to the Accounting Department and the fourth copy will be maintained by the Personnel Office.~~

The ~~Personnel~~ Risk Management Office shall enter all reports of occupational accidents/injuries or illnesses in the Log of Occupations Injuries and Illnesses ~~(Cal/OSHA form 100A).~~ A summary of Occupational Injuries and Illnesses ~~(CAL/OSHA 102A)~~ will be completed following the close of the calendar year. ~~Copies of the summary are posted at locations accessible for review by all employees from February 1 through March 1 of each year to furnish timely information on safety performance.~~

f. Reporting Accident/Injuries to the Environmental Health and Safety ~~Coordinator~~ Programs Supervisor and Safety Committee - It shall be the responsibility of the ~~Personnel Officer~~ Environmental Health and Safety Programs Supervisor to make a report of all accident/injuries to the ~~Safety Coordinator and~~ Safety Committee as may be required. ~~The reports shall~~

~~be available for inspection by the Safety Coordinator and Safety Committee at all times.~~

Office of Primary Responsibility: Vice President of Finance and Administrative Services

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Date Approved:

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Proposed Citrus Community College District Policy CCLC No. 6900

Administrative Services
DRAFT as of 03/17/09

BP 6900 BOOKSTORE

Reference: Education Code Section 81676

A college bookstore shall be established and operated by Citrus Community College District.

Operational costs of the college bookstore shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board of Trustees.

- **From current Citrus College Policy P-5160 titled Organization & Operation of the College Bookstore**

~~The purpose of the College Bookstore is to provide textbooks and other materials which facilitate learning and/or enhance college life and to support and benefit the Associated Students.~~

~~The governing board of the Citrus Community College District is responsible for the control and regulation of the College Bookstore as provided by the California Education Code. The Bookstore Committee will have the responsibility of reviewing and making recommendations regarding operational policies.~~

Approved by:
Financial Resources 3/17/09
CSEA 3/24/09
Management Team 4/1/09
Supervisor Confidential Group 4/16/09
Academic Senate 5/13/09
ASCC 4/28/09
Steering Committee 6/8/09

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Date Adopted:

Accreditation Self Study Report available at:

http://www.citruscollege.edu/accreditation/Pages/default.aspx