

**Citrus Community College District
Steering Committee Agenda**

**Monday, March 24, 2014
2:45 – 4:00 p.m.**

Center for Innovation Community Room

I. CALL TO ORDER, CHAIR

Dr. Geraldine M. Perri

II. APPROVAL OF MINUTES

February 24, 2014

March 10, 2014

III. OLD BUSINESS

None

IV. NEW BUSINESS

Action Items

Informational

1. Administrative Procedure 6750 Parking – Claudette Dain
2. ACCJC Annual Report – Roberta Eisel and Dr. Arvid Spor
3. EPC Non Credit Certificates – Dr. Arvid Spor
4. College of Completion Literature Discussion: *“Young Adults and Higher Education: Barriers and Breakthroughs to Success”* by T. Brock, 2010. – Robert Sammis

V. REPORTS/QUICK UPDATES

- a. Educational Programs – Dr. Arvid Spor
- b. Student Services – Dr. Arvid Spor
- c. Physical/Financial Services – Claudette Dain
- d. Human Resources – Dr. Robert Sammis
- e. Information Technology – Linda Welz
- f. Institutional Research & Institutional Effectiveness – Dr. Lan Hao
- g. Accreditation Updates – Roberta Eisel
- h. External Relations – Paula Green
- i. Academic Senate President – Lisa Villa
- j. ASCC Representatives – Tyler Hernandez
- k. Classified – Robert Coutts
- l. Supervisors/Confidential President – Eric Magallon
- m. Student Learning Outcomes Assessment Coordinator – Stephanie Yee
- n. Other reports
- o. Superintendent/President – Dr. Geraldine M. Perri

VI. ADJOURNMENT

Dr. Geraldine M. Perri

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

Requests should be submitted to Patricia Robidoux, Steering Committee Recording Secretary at (626) 914-8821 no later than 12 p.m. on the Friday prior to the Steering Committee meeting.

STEERING COMMITTEE MEMBERS

CHAIR – Dr. Geraldine M. Perri, Superintendent/President

STANDING COMMITTEE CHAIRS

1. Arvid Spor, Educational Programs
2. Arvid Spor, Student Services
3. Claudette Dain, Physical/Financial Resources
4. Lan Hao, Institutional Research and Institutional Effectiveness Committee
5. Linda Welz, Information Technology
6. Paula Green, External Relations
7. Robert Sammis, Human Resources Services
8. Stephanie Yee, Student Learning Outcomes Assessment Coordinator (HotShots)

CLASSIFIED REPRESENTATION

1. Robert Coutts
2. Cathy Napoli

SUPERVISORS/CONFIDENTIAL

1. Eric Magallon

FACULTY REPRESENTATION

1. Patrick Borja
2. Jackie Boxley
3. Linda Chan
4. Roberta Eisel
5. Patty Glover
6. Michael Hillman
7. Dennis Korn
8. Bruce Langford
9. Patricia Lawrence
10. Beverly Van Citters
11. John Vaughan
12. Lisa Villa
13. Gailynn White

STUDENT REPRESENTATION

1. Tyler Hernandez
2. Alejandra Morales

RECORDING SECRETARY

Patricia Robidoux

AMENDED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
February 24, 2014

Present:

Patrick Borja, Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Paula Green, Lan Hao, Tyler Hernandez, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, Stephanie Yee, and Patricia Robidoux, Recording Secretary

Absent:

Jackie Boxley and Michael Hillman

Call to Order

Dr. Perri called the meeting to order at 2:49 p.m. in the Center for Innovation Community Room.

Minutes

Linda Chan moved that the minutes of December 9, 2013, be approved as submitted. The motion was seconded by Arvid Spor. The motion was approved as follows:

Yes Votes

Patrick Borja, Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Paula Green, Lan Hao, Tyler Hernandez, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, and Stephanie Yee

No Votes

None

Abstentions

None

Old Business

None.

New Business – Action Items

Dr. Spor presented BP/AP-5015 Residence Determination; and BP/AP-5210 Communicable Diseases for review and approval

Linda Chan moved approval of BP 5015 and BP 5210. The motion was seconded by Patty Glover and was approved as follows:

Yes Votes

Patrick Borja, Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Paula Green, Lan Hao, Tyler Hernandez, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Geraldine Perri, Robert

Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, and Stephanie Yee

No Votes

None

Abstentions

None

New Business – Informational Items

Dr. Lan Hao and members of the committee provided a Mid-Year Status Report for the 2013-2014 Strategic Plan Progress Report for initiatives within their respective areas. The next reporting phase for these focus area activities will be the presentation of the Strategic Plan 2013-2014 Progress Report at the June 9, 2014, Steering Committee meeting.

Mr. John Vaughan led the College of Completion literature review of an article on successful transfer strategies entitled: *"It Takes an Integrated, College-Wide Effort and Other Lessons from Seven High Transfer Colleges."* by Pam Mery & Eva Schiorring. The Successful Transfer Approach Research (STAR) project was conducted in 2008 in order to identify key indicators from seven high transfer colleges. Through onsite interviews and focus groups with administrators, faculty, counselors, student support service providers and students, six key "transfer promoting factors" were identified: 1) a robust transfer culture; 2) a student-focused environment; 3) a commitment to the institution; 4) strong, strategic high school relationships; 5) strong four-year college relationships; and 6) effective support services. The incorporation of transfer and completion strategies into an "integrated, college-wide effort" was discussed.

Reports/Quick Updates

Accreditation

Ms. Roberta Eisel, Accreditation Co-Chair, stated that in preparation for a gap analysis report due on March 14, the accreditation co-chairs met and reported that the new process was working well and that many commented on how candid, willing, and open everyone had been during the data collection/interview process. Ms. Eisel also reported that Dr. Spor has learned that the new accreditation standards released in January are the standards to which Citrus will be subject in 2015. She also stated that the 2014 Spring Annual Report of the Accreditation Commission will be requesting different information and information requested in the past will need to be reported differently.

External Relations

Paula Green reported that Citrus political science faculty Gerhard Peters was quoted in at least four publications in conjunction with the State of the Union address, which contributed to the good volume of press this winter.

Academic Senate

Lisa Villa stated that Gerald Helm of the Citrus Learning Center would be joining the upcoming Senate meeting to address concerns about possible changes to the Center schedule.

Associated Students of Citrus College

Alejandra Morales reported that the ASCC Board has assembled committees for accreditation and shared governance committees. Additionally, the group continues to make plans for semester activities such as St. Patrick's Day, Sex Week, and Spring Fest.

California Schools Employees Association

Robert Coutts stated that two committees have been assembled: minimum job qualifications and new employee orientation. Mr. Coutts reported that he attended the Chancellor's TTAC where the vice chancellor Patrick Perry reviewed information regarding the governor's proposed budget, creating optimism about several legislative student success initiatives such as the Common Assessment Initiative Grant, Education Planning, and Online Education Initiative Grant of Community College. Technology Center Director, Tim Calhoun led discussions on the initiatives and their implications. Mr. Coutts reported that a single sign-on portal to allow students to access information to access multiple services was being considered for proposal. The system would utilize a common student identifier and give students access to such applications as the Open CCC Admissions application, and the FAFSA form. Dr. Perri asked Mr. Coutts to please keep the committee posted, particularly about anything that aligned with the Citrus College of Completion.

Supervisor/Confidential Team

Eric Magallon thanked everyone who volunteered to staff the information booths during the first week of the spring semester.

HotShots Committee

Stephanie Yee reported the HotShots committee would be meeting on Friday, March 7. In regards to SLOs, many faculty members were able to record their assessments for summer/fall 2013 during the afternoon FLEX activity and discuss results. Ms. Yee thanked TeCS for their help bring computers and labs up to date, ensuring that SharePoint ran smoothly. Ms. Yee reminded the committee that faculty who completed assessments for fall 2013 would need to submit or enter the data/results into the columns by March 12 (3 weeks into the semester).

Adjournment

There being no further business before the committee, the meeting was adjourned at 4:10 p.m.

UNAPPROVED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
March 10, 2014

Present:

Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Lan Hao, Tyler Hernandez, Michael Hillman, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Robert Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, Stephanie Yee, and Patricia Robidoux, Recording Secretary

Absent:

Patrick Borja, Jackie Boxley, Paula Green, Geraldine Perri

Call to Order

In Dr. Perri's absence, Dr. Arvid Spor chaired the meeting and called the committee to order at 2:49 p.m. in the Center for Innovation Community Room.

Minutes

Linda Chan moved that the minutes of February 24, 2014 be approved as submitted. The motion was seconded by Lisa Villa. The motion was unanimously approved.

Yes Votes

Linda Chan, Robert Coutts, Claudette Dain, Roberta Eisel, Patty Glover, Lan Hao, Tyler Hernandez, Michael Hillman, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Cathy Napoli, Robert Sammis, Arvid Spor, Beverly Van Citters, John Vaughan, Lisa Villa, Linda Welz, Gailynn White, and Stephanie Yee.

No Votes

None

Abstentions

None

Old Business

None.

New Business – Action Items

None.

New Business – Informational Items

Linda Chan led the College of Completion literature review of an article "*Something's Got to Give: California can't improve college completion without rethinking developmental education at its community colleges*" by K. Woodward, P. Bahr, M. Perri & M. Rosin.

Reports and Updates

Educational Programs Committee

Dr. Spor reported that the EPC had met once since the last Steering Committee meeting and that several Board Policies and Administrative Procedures were reviewed.

Student Services Committee

Dr. Spor also stated that the Student Services Committee met for an enrollment update and to discuss the proposed student welcome letter.

Financial Resources Committee

Ms. Dain stated she had no update.

Physical Resources Committee

There was no report from this committee.

Human Resources Advisory/Staff Development Committee

Robert Sammis reported that at its upcoming meeting, the HR Advisory Committee would continue the discussion of the Human Resources Plan, diversity data, and the recently updated definition of discrimination to include recent changes in the law.

College Information Technology Committee

Linda Welz stated the CITC had met and reviewed of the accreditation gap table. CITC will be reviewing the administrative procedures related to the technology board policy at the next meeting.

Institutional Research and Planning Committee

Dr. Hao reported that the IRPC met last week and reviewed the Purpose Statement for the academic year to assure the group was on task. The group also discussed the Equity Plan that is required by the Chancellor's Office and how it related to the college's other plans.

Institutional Effectiveness Committee

Dr. Hao stated the IEC reviewed updates and changes submitted for the Integrated Planning Manual.

Accreditation

Roberta Eisel reported that the co-leads are currently working to complete a gap analysis, and she and Dr. Spor would be making a presentation to the Board of Trustees on the 18th of the month. Also, many folks are working on the ACCJC annual report, which now requires narrative answers in the student learning outcomes sections. Ms. Eisel asked for updates from Dr. Hao, Ms. Welz, and Ms. Yee for their respective areas.

External Relations

Reporting for Paula Green, Ms. Welz stated that External Relations was fully immersed in publication and event season, and is working on publishing the course catalog, credit schedules for summer and fall, community education schedule for summer, and the spring magazine in addition for gearing up for end of the year events.

Academic Senate

Lisa Villa reported that the Academic Senate would be meeting on March 12. She also announced that the Area C meeting would be held on March 22.

Associated Students of Citrus College

ASCC President Tyler Hernandez reported that several constitution amendments had been approved. ASCC was in the process of planning a St. Patrick's Day celebration for March 17, a presentation on entrepreneurship and business by Kevin Lyman on March 18, and Cesar Chavez blood drive on March 25-27 with a goal of 500 units.

California Schools Employees Association

Robert Coutts reported that CSEA had not met since the last Steering Committee meeting, but would be accepting nominations for delegates for the annual CSEA state conference in Sacramento at the next meeting. CSEA would also planned to assemble a negotiation committee who would survey to members to ensure members would be accurately represented at negotiations.

California Schools Employees Association

Robert Coutts reported that CSEA had not met since the last Steering Committee meeting, but the Chapter would be accepting nominations for delegates and alternates for the annual CSEA state conference in Sacramento at their next meeting. CSEA would also be accepting nominations for their negotiation committee. The Negotiations Committee will assemble a 5 member team to meet with the district representative to renew their collective bargaining agreement and survey the Chapter to ensure members would be accurately represented during negotiations.

Supervisor/Confidential Team

Reporting for the Supervisor/Confidential Team, Eric Magallon reported that at this time, 9 volunteers had signed up for Azusa USD Job Shadow Day.

HotShots Committee

Stephanie Yee reported that she was currently working on narrative answers for 15 questions regarding student learning outcomes for the SLO section of the ACCJC Annual Report stating that this is a significant change compared to what was asked for in the past. Ms. Yee shared the types of information being asked on the report such as innovative practices for assessing and informing the College about ILOs, how the alignment effort has resulted in changes of expected outcomes and/or how students' programs of study have been clarified, communication strategies, success stories, and how dialog and reporting of SLO results takes place at the College. Ms. Yee also announced that the HotShots committee was in the final stages of editing the SLO Handbook and that the General Education Assessment Dialogue would be held on May 8, 2014.

Supervisor/President

Reporting for Dr. Perri, Dr. Spor announced a head count for spring 2014, at census date, of 13,147 students, a 2.3% increase from the same time last year. He also announced that the Veterans Success Center was open for business in the new location at the former Infant Center.

In other reports, Mike Hillman encouraged everyone to attend the 11th Annual Glendora Empty Bowls event on Friday, March 14 at First Christian Church in Glendora. Citrus College ceramic students had donated 1,000 bowls to the event.

Adjournment

There being no further business before the committee, the meeting was adjourned at 3:23 p.m.

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

TO:	Steering Committee	Action	_____
DATE	March 24, 2014	Resolution	_____
SUBJECT:	Physical Resources	Information	X
	Administrative Procedure Revisions	Enclosure(s)	X

BACKGROUND

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

The following Administrative Procedure was revised and approved by constituent groups on various dates.

AP 6750 Parking

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

RECOMMENDATION

Information only; no action required.

Claudette E. Dain
Recommended by

CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES

AP6750 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 (CVC) 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~~ Administrative Procedure 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 an misdemeanor~~ infraction 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~~ official traffic control device 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 sidewalks. Skateboards and scooters shall not be ridden in campus parking lots.
- Section 6. No person shall walk on a ~~campus road which is paralleled by a sidewalk~~ roadway or parking lot which obstructs flow of traffic.
- 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 campus owned vehicles without prior authorization.
- ~~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 in the parking areas and no greater than 15 miles per hour on the campus walkways.
- 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 parking stalls.~~
- ~~Vehicles backed into or facing out of 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 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. 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 employee shall park in an area designated as visitor parking only.~~

~~Section 6. No student or visitor shall park in any area designated as EMPLOYEE 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 employee vehicles (motorcycles 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 - In accordance with California Vehicle Code § 26708 (b) (3) - Signs, stickers, or other materials that are displayed in a 7-inch square in~~

~~the lower corner of the windshield farthest removed are displayed in a 7-inch square in the lower corner of the rear window farthest removed from the driver, or signs, stickers, or other materials that are displayed in a 5-inch square in the lower corner of the windshield nearest the driver.~~

~~b. MOTORCYCLES - On the right side front fork tube.~~

~~c. EMPLOYEE VEHICLES - In accordance with California Vehicle Code § 26708 (b) (3) - Signs, stickers, or other materials that are displayed in a 7-inch square in the lower corner of the windshield farthest removed from the driver, signs, stickers, or other materials that are displayed in a 7-inch square in the lower corner of the rear window farthest removed from the driver, or signs, stickers, or other materials that are displayed in a 5-inch square in the lower corner of the windshield nearest the driver.~~

~~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.~~

Section 1. Parking on campus Monday through Thursday 6:00am-10:00pm and Friday 6:00am-4:00pm is by permit only. A daily parking permit or a current Citrus College parking permit must be obtained and displayed in order to park on campus.

a. Student and staff permits may be obtained through the iparq system at citruscollege.thepermitstore.com

b. Daily permits are available for purchase from the campus safety office located in the CS building or from the Automated Pay Station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots.

c. Metered parking spaces are available in the S1, S4, E6 and V2 lots. Metered spaces go up to a maximum of 30 or 60 minutes depending on location. Vehicles parked in expired meter spaces will be cited.

d. Arrangements may be made for special events in advance.

e. Parking permit must not be copied, forged, altered or

stolen.

Section 2. Parking permits must be displayed in the following locations:

a. PASSENGER VEHICLES – Permits must be affixed to the lower corner of the windshield, nearest the driver in a manner described in 26708 (b) (3) CVC.

b. MOTORCYCLES - On the front, right fork.

Section 3. All vehicles shall be parked facing into parking stalls.

Section 4. All vehicles shall be parked within a marked parking stall.

Section 5. All vehicles shall be parked in a designated parking area.

Section 6. Only district owned vehicles shall park in designated District Vehicle Parking.

Section 7. Vehicles shall not park alongside a red curb.

Section 8. Vehicles shall not park on cross-hatch lines.

Section 9. Passenger vehicles shall not park in designated motorcycle or moped parking.

Section 10. Motorcycles or mopeds shall not park in passenger vehicle stalls except marked disabled parking spaces when displaying valid placard or plate authorizing disabled parking.

Section 11. Vehicles shall not stop or park, at any time, in a designated Fire Lane where signs are posted. (22500.1 CVC)

Section 12. Vehicles shall not park illegally next to another vehicle, impeding their ingress/egress (double parking); (22500(h) CVC).

Section 13. 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.
- g. Behind a parked vehicle

Section 14. 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. BLUE ZONE - Indicates disabled parking.

Section 15. Spaces for disabled drivers are available in all campus lots. Vehicles using these spaces must display a valid DMV disabled placard, temporary disabled placard, or disabled license plates. Drivers displaying placards or disabled license plates may park in any spaces except red zones, motorcycle parking and any other space identified for specific type of parking that have been reserved by a governing body, for special types of vehicles or parking of vehicles; CVC 22511.5 (B) Section 3.

- 1. Vehicles parked in disabled parking stalls shall display a valid, visible disabled placard 22507.8(a) CVC.
- 2. No vehicle shall park on cross-hatch lines for disabled parking 22507.8(c) (1) CVC.

Section 16. No student, faculty, or employee shall park in an area designated as visitor or client parking. Visitors or clients must obtain a valid visitor or client permit and shall park in designated visitor parking areas. Visitor permits must be displayed according to the directions on the permit.

- a. Client Parking - A portion of the V4 lot is reserved for clients of the Cosmetology, Health Occupations and Dental Assisting programs while they are receiving services from these programs. Client parking also applies to the V3 lot which is designated for the Golf Range patrons and E1 lot which is designated for Performing Arts. This area is identified by signage that states, "Client Parking Only" or "Golf Range Only." Anyone parking in

these areas without a valid client permit will be cited.

Section 17. No vehicles displaying a student, part-time employee, or daily parking permit are allowed to park in any area designated as STAFF/EMPLOYEE parking; with the exception of handicapped persons having a valid disabled placard or plate and those persons who have first obtained a valid visitors permit enabling them to do so.

Section 18. Bicycles must be parked in designated bicycle parking areas.

- a. All bicycles must be secured to an existing bicycle rack.
- b. Any unattended bicycle not secured to an existing bicycle rack will be removed and stored by Campus Safety personnel. Bicycles will be released upon verification of ownership and valid identification.

Section 19. Unauthorized vehicles shall not park in designated reserved or temporarily reserved stalls.

Article IV. Citations

Section 1. Citations are issued for violations described in Article III, parking regulations.

Section 2. Citation fees range from \$35.00 - \$330.00 contingent upon the violation.

Section 3. An appeal process is available for those who feel they were cited in error. Directions for the appeal process are on the citation as well as on the Citrus College website.

Section 4. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California, 91790; has jurisdiction over all citations issued on Citrus College campus.

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 22669 and 22651.5 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.

- a. Pursuant to section 22658(a), unauthorized vehicles will be towed at vehicle owner's expense.
 1. Vehicles may be claimed at Jan's Towing (626) 914-8611
 2. Glendora Police Department (626) 914-8250

~~Section 2. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California 91790, has jurisdiction over all traffic violations on Citrus College campus.~~

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

Approvals:

Physical Resources	11/7/13
CSEA	2/24/14
ASCC	3/18/14
Academic Senate	3/12/14
Management Team	12/4/13
Supervisor/Conf. Team	11/13/13
Steering Committee	3/24/14

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee

TO:	Steering Committee	Action	_____
DATE	March 24, 2014	Resolution	_____
SUBJECT:	ACCJC Annual Report	Information	x
		Enclosure(s)	_____

BACKGROUND

The Accrediting Commission (ACCJC) requires that colleges complete an annual report, responding to specific questions. Dr. Arvid Spor and Ms. Roberta Eisel are in the process of preparing this year's response, and are reporting on the progress toward the March 31 deadline.

RECOMMENDATION

-- Information only; no action required.

Dr. Arvid Spor
Recommended by

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee

TO:	Steering Committee	Action	
DATE	March 24, 2014	Resolution	
SUBJECT:	Educational Programs Committee:	Information	X
	Non Credit Certificates	Enclosure(s)	

BACKGROUND

Faculty and managers continue to develop meaningful curriculum. At the March 3, 2014 meeting, EPC acknowledged and affirmed two specific actions involving changes to certificates.

- 1) In an effort to reward English language learners with a certificate documenting their progress, Citrus College noncredit faculty have packaged five noncredit English as a Second Language (ESL) courses into a sequential three-tier certificate program. Students completing the program ultimately will be able to (a) demonstrate readiness to communicate with native English speakers and use authentic English discourse, and (b) transfer into credit ESL classes at the Level 5 stage of coursework, into the college level coursework or into an English speaking occupation.

Certificates of Competency		
		ESL Program Completion (Program Control Number 32406)
	ESL Intermediate (Program Control Number 32405)	NC307-ESL Multiskills-Intermediate 1
ESL Beginning (Program Control Number 32404)	NC307-ESL Multiskills-Intermediate 1	NC308-ESL Multiskills-Intermediate 2
NC305-ESL Multiskills-Beginning 1	NC308-ESL Multiskills-Intermediate 2	NC309-ESL Multiskills-Advanced
NC306-ESL Multiskills-Beginning 2		

- 2) The advisory committee for the Heating and Air Conditioning Program advised that, for industry purposes, credit units do not place students at an advantage. Therefore, they recommended that the courses lead to a noncredit certificate rather than an AS degree or credit certificate. The department followed this advice and ended the credit program in Spring 2012. Students in the program were individually transferred to the new noncredit pathway. Currently there are eight students on track to complete their certificate at the end of this semester.

RECOMMENDATION

-- Information only; no action required.

Arvid Spor, Ed.D.
Recommended by