

Citrus College

Citrus College Foundation



A Message to our Communities



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Superintendent/President

Growth has been a driving force in many of the decisions that the Board has made to implement changes this year. We have asked ourselves: How can the college help students grow and develop the skills they need to be successful? As you will read in this report, we have implemented programs and made improvements to the campus that help students develop to their fullest potential.

The growth of each student is, of course, our primary goal. To this end, we encourage instructor interaction with students, focusing on the concept that each student has individual needs and learns in different ways. We provide a variety of services, such as the new Testing Center, to support student success and adapt the curriculum to add classes and expand programs, such as Distance Education, to accommodate students' varied needs and schedules.

Faculty are the key ingredient in fostering student growth. Therefore, we have continued a hiring trend begun a few years ago, adding several new instructors to the ranks again this year. We seek faculty who will provide students with the skills to use technology comfortably when they enter the workplace. We help our faculty to develop their skills by supporting a variety of professional development activities, including mentoring.

To nurture student growth, we continuously support improvements to the facilities. Although the college has not expanded the number of buildings on campus, it has improved them so we can serve more students, more effectively. Most remodeling projects include upgrades to the technology available in classrooms and labs.

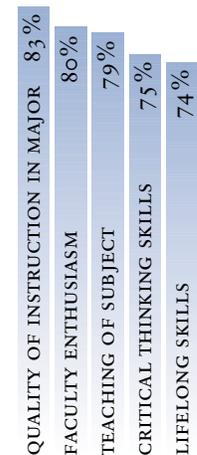
Finally, the number of students who choose Citrus College continues to grow. This is crucial to our continued financial well being because the state bases community college allocations on the number of students enrolled each semester. Because we are under-funded by the state, it would be impossible to maintain many programs without financial assistance from the community.

While the Board is pleased with the growth that we have helped to shape, we look to the community for input into ways to make Citrus College an even better institution. Without the support the community has already given, we would not have accomplished so much.

GARY L. WOODS
President, Board of Trustees

Fast Facts

SATISFACTION RATINGS
INSTRUCTIONAL PROGRAMS



Based on random survey
conducted in spring 1999.

Innovation and Change

Nursing students step on first rung

A nursing career ladder was implemented fall 1999. Career ladder students completed the prerequisites for the vocational nursing program either traditionally or via an online course. Those completing the ladder qualified for nurse assistant certificates and began the part-time Licensed Vocational Nursing Program. After completing the program, which takes two years of weekend and evening classes, students qualify for licensure as vocational nurses.

Japanese music students explore video technology



Students visiting from Japan attended a jazz workshop conducted by Citrus College music instructor Alan Waddington.

Dr. Michael Hurtado, dean of continuing education, and Wanda Cunyngnam, coordinator of continuing education, along with Bob Slack, fine and performing arts department, developed a program for Japanese music students, that is now in its second year. The students work primarily in video technology and English as a second language. The program includes education and training in the basics of audio production, live show production, and film and television. Students enjoyed enrichment activities such as visiting Hollywood studios and meeting one-on-one with musicians. The program has grown from 20 students to 135 students.

Computer network students train for high-paying jobs

An expanded Information Technology Program allows successful students to obtain entry-level A+ (Comptia) certification. Anticipated program growth is for higher-level certification options for students over the next few years, ultimately providing network certification. Citrus will be a licensed testing center for the certification. Network technicians are highly sought by industry and receive very attractive salaries. The electronics curriculum is undergoing substantial revision to support this new program.

Online growth is phenomenal



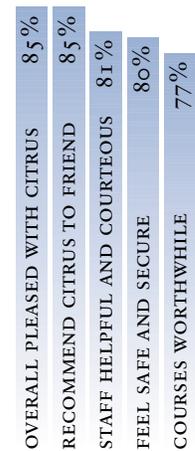
Students who enroll in Distance Education classes can complete courses at their own convenience from any location that has Internet access.

The popularity of online courses, both those that are offered totally online and those that combine classroom and online work, has increased dramatically in three years. In fall 1997, 11 sections were available with an enrollment of 302 students. By fall 1999, those numbers had increased to 57 sections with 1,428 students enrolled.

Several physical and biological science courses will be offered in an Internet-based format, improving student access to college-level study on the Web.

Fast Facts

AGREEMENT RATINGS
CITRUS COLLEGE



Based on random survey
conducted in spring 1999.

Community shapes up at Citrus



The Fitness Center is equipped with specially designed exercise machines for those with disabilities.

The Fitness Club, sponsored by the Noncredit Department, is an outstanding success. At the end of the spring 2000 semester, almost 2,000 members were signed up. The Fitness Club includes cardiovascular circuit training, lap swimming, water aerobics and indoor aerobics. Members are also given the opportunity for body composition and fitness testing.

Thirty students enrolled in the noncredit Los Angeles Marathon Training class. Of these, 16 students started and completed the marathon with the remainder providing support for Citrus runners.

Classes in local community improve access

In an effort to provide easier access to classes, Citrus implemented an evening program at Claremont High School. Each semester, approximately 10 credit classes are offered in subjects that meet general education requirements, enabling those who live in the Claremont area to work toward an associate's degree or transfer without commuting to the main campus.

Kids flock to enrichment classes



One hundred and five children, ages 10–15, attended the automotive class offered by College for Kids.

Summer College for Kids continues to be popular with over 1,000 children attending classes including automotive, cartooning, reading, writing, math, keyboarding, dance, baseball, basketball, teen aerobics and cardiovascular fitness. Acting and Youth Orchestra, featuring final performances by the young students, were also offered. In addition, kid's college gave more than 1,200 swimming lessons and offered recreational swimming during the summer months.

Students paint in the land of El Greco

In May 2000, the Noncredit Department sponsored Chris Van Winkle's watercolor class painting tour of Spain. They visited Madrid, Toledo, Cordoba, Seville, Ubeda and Granada. Students will host an art exhibit and sale of the paintings created on the trip in December 2000.

Students combine art and auto body technology

Twenty Citrus Auto Body and Fender students custom-painted a bus, which belongs to a Duarte resident. Graduate Scott Walker mentored students in the techniques required to convert the graphic design from a computer program to the bus.

Technology takes the lead in automotive technology

Because the automotive repair field is technical in nature, multimedia and computer technology are essential in training repair technicians. The tech-savvy auto faculty enjoy fully networked PCs in their offices, sharing a high-speed connection to the

Internet. Lab buildings and classrooms have been outfitted with network connections, making multimedia presentations and Internet resources readily available using notebook computers and LCD projectors. In addition, recently acquired computer workstations and service resource/invoicing software allow for independent student research. Using a digital camera with this equipment enables the creation of work scenarios and parts location when images are presented in a classroom environment.

Math class results in higher skill levels

Students who have completed Math 129, technology-enhanced elementary algebra, have proven more successful in the next level math class than those who complete the traditional lecture format elementary algebra class. Research has shown that students who pass the class have mastered math fundamentals better than their counterparts in the traditional class even though they generally tested lower on assessment tests prior to taking the class. Math 129 was implemented to provide students who struggle with math with extra support to help them succeed. In addition to specialized computer software programs, students have ready access to tutors and counselors.

Photography moves into digital realm

The photography lab shifted into the digital mode with the remodel of the existing studio. The new studio, which features a digital color computer lab, makes it possible for students to use software to manipulate images. It also features more enlarger stations in the black and white darkroom.

Reporter shares her expertise



Beverly White, reporter and substitute anchor for NBC 4 Los Angeles, became the college's second scholar in residence. In this role, she served as the keynote speaker for Black History Month activities and for Career Day 2000. She also spoke to communications classes throughout the year.

Beverly White, Scholar in Residence

Achievements and Honors

Health Occupations students and programs shine

The Dental Assisting Program successfully completed a national accreditation evaluation for the Registered Dental Association. Registered dental assisting students earned a 100 percent pass rate on the state licensing written examination and 98 percent on the practical exam. The Health Occupations Department received numerous phone calls from patients commending the care that they received from dental, nursing and EMT students.

First graduates of Entertainment Technology Program honored

The first graduating class from the Entertainment Technology Block Program received their certificates at special ceremonies in May. Twenty-five students received their recording arts certificates after completing the rigorous two-year program.

Athletic program competes with the best



Over the years, the water polo team has competed in conference and state playoffs on a consistent basis.

The athletics program was recently accepted into the prestigious Western State Conference. Baseball, women’s water polo, women’s volleyball and men’s cross country garnered third place finishes in conference play. The men’s track team placed fourth in the conference. The men’s water polo squad placed second in the Western State Conference tournament and was runner up in the State Water Polo Championships.

Numerous individual athletes in baseball, men’s and women’s water polo, volleyball and men’s track were honored with All Western State Conference selections, and three were chosen All American.

Skip Claprood, head baseball coach and associate dean of health, physical education and athletics, became only the second California community college baseball coach to win 700 games.

Students honored for academic excellence

At the annual awards banquet, students were recognized for their achievements in the classroom. The most outstanding male student and female student received special recognition for their outstanding academic work. Ten students received Keys of Knowledge, the top academic award, for excellence in their discipline. In addition, over 100 students received honors for their performance from academic departments.

Student and staff publications stand out

Under the leadership of **Meg O’Neil**, language arts, and **Michelle Small**, *Logos 2000* adviser, journalism students won 30 awards at the 2000 Journalism Association of Community Colleges state conference. The *Clarion*, student newspaper, took home the Pacesetter Award for overall excellence for the second year in a row.

The *Citrus College Vocational and Technical Careers* brochure won third place in the brochure category in a competition sponsored by the Community College Public Relations Organization, a statewide public relations and marketing group.

Ellen Straw, language arts, earned third place in Mt. San Antonio College’s Writer’s Day Festival for her short story, *Club Dues*. One of her short stories, *Outpost Four*, was accepted for publication by *Nova Science Fiction* magazine.

Staff assume leadership roles

Michael Bilbrey, bookstore, was appointed to serve as civil rights investigator for the Fair Housing Council of San Gabriel Valley.

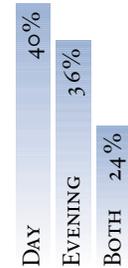
Dr. Michael Hurtado, dean of continuing education, was appointed to the Los Angeles County Probation Commission by Supervisor Michael Antonovich.

Student Profile

Citrus College students come from diverse ethnic backgrounds, represent all age groups and work toward a variety of goals. A summary of student characteristics follows.



Day/Evening



Goal

AA/AS Degree & Transfer	42%
Transfer, No Degree	22%
AS-Vocational	5%
AA-General Education Certificate	6%
Improve Job Skills	8%
Unknown	7%
	10%

Ethnicity

White Non-Hispanic	38%
Hispanic	36%
Asian	9%
Black Non-Hispanic	6%
Filipino	3%
American Indian/ Alaskan Native	1%
Other	2%
Decline to State	5%

Data provided by Admissions & Records Office 1999

Fall Enrollment

	7	8	9	10	11	12	13
1991				10,685			
1992					12,374		
1993				10,296			
1994				10,489			
1995				10,448			
1996				10,818			
1997				10,784			
1998				11,015			
1999				10,699			

Data provided by
Admissions & Records
Office 1999

Dr. F. Jean Malone, vice president of human resources, was selected as one of only 33 national community college leaders to attend the Executive Leadership Institute, sponsored by the League for Innovation in the Community Colleges.

Karen Nutt, coordinator of the San Gabriel Consortium Foster Care Education/Independent Living Program, was honored by the Community College Foundation, Los Angeles County Program Director's and the State Chancellor's Office for her work with relative caregivers. She has also been selected to represent community colleges on the state Foster Care/Kinship Care Advisory Board.

Meg O'Neil, language arts, was elected to serve as faculty president of the Journalism Association of Southern California, southern region.

Michelle Small, director of publications and student recruitment, was elected to serve as Southern Region representative for the Community College Public Relations Organization.

Instructor races toward retirement

Gary Burnett, recently retired physical education instructor, competed in the Triathlon World Championship in April. He qualified after placing in the top 12 from a field of 1,200 at the national Triathlon Championships in September 1999.

Instructor Gary Burnett, triathlete.

Partnerships with our Communities

Working with business helps students hone skills

The CalWORKs program entered into an agreement with the Washington Mutual Corporation to facilitate a two-week employment skills workshop that equips individuals with skills for obtaining and keeping a job. At the completion of the program, participants are interviewed for possible jobs with the company. The training is offered several times a year.

Grants spur growth of CalWORKs program

Citrus was the only college in the Los Angeles area to apply for and obtain two grants for Careers in Child Development. The first grant was for approximately \$500,000 for a two-year period. The second grant was a competitive welfare-to-work grant through Los Angeles County. The program has recruited 75 students with the goal of enrolling 100 participants.

Students receive health services through wellness grant

Under a California Wellness Foundation grant, the CalWORKs program served over 500 CalWORKs and noncredit students through June 30. Services provided included basic health and mental health screening. On-call nurses and a physician provided services such as immunizations, TB testing and blood pressure screenings. In addition, a number of wellness workshops were held during the year.

Outreach efforts bring students to college



As part of the recruitment program, high school students are invited to campus for the annual Latino Youth Conference.

CalWORKs staff gave presentations to over 50 organizations in the college's delivery area. The sites included one-stop centers, adult schools, mental health organizations, businesses and local government organizations.

The Health Occupations Department provided a Health Showcase for local high schools and is developing Tech Prep (school to career) affiliations with high schools and regional occupation programs.

Publications and Student Recruitment Office staff conducted 53 presentations and attended 36 college and career fairs at local high schools. In addition, the staff participated in 36 community events and conducted tours for individuals and groups including 150 Japanese automotive students. In all, they had over 1,000 contacts with the community.

Innovative program paves the way to college



Bill Cornett, diesel technology instructor, explained career options in the automotive field to a group of PAVE students who toured the facility.

Launched in 1999, the Paige Academic and Vocational Education Program (PAVE), in collaboration with the college's Lifelong Learning Center, provides career training for camp wards from the Los Angeles County probation facility, Camp Joseph Paige. Noncredit, no fee classes provide vocational job skills training to prepare students to enter the workforce. Students receive a certificate in keyboarding when they complete the 18-week program. The outreach program is supported by Los Angeles County Supervisor Michael D. Antonovich and is headed by Dr. Michael A. Hurtado, dean of continuing education.

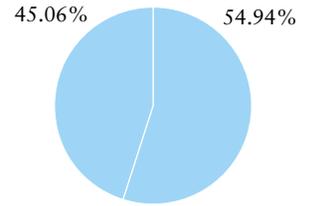
Continuing education partners to present special programs

March 11, 2000, the first of a proposed annual Women's Conference was held. The conference was made possible by a partnership between Assemblyman Bob Margett's office, Mt. San Antonio College, area businesses and the college's Noncredit Department. Over 200 people attended workshops, lunch with keynote speaker Eloise Anderson and an afternoon reception.

The Noncredit Department continues to partner with area school districts by sponsoring summer school programs for Claremont, Glendora, Monrovia, Azusa and Gladstone high schools. This year more than 3,000 students attended classes.

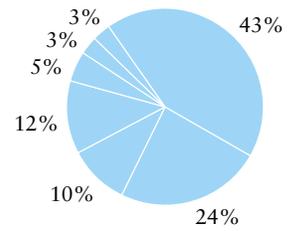
Financial Information

Revenue



State	54.94%	20,924,936
Local	45.06%	17,162,969
Federal		1,847
Total		38,089,752

Expenditures



Academic Salaries	43%	16,362,798
Classified Salaries	24%	9,044,077
Benefits	12%	4,529,559
Services	10%	3,956,819
Equipment	5%	1,896,380
Financing Sources	3%	1,332,365
Supplies	3%	1,260,556
Total		38,382,555

Office of the Vice President of Finance and Administrative Services

Data Source: 1999-2000 unaudited actuals

Agreements make clinical experiences possible for students



Several long-term care facilities are working with the Health Occupations Department to provide clinical experiences for the Nurse Assistant Program. Over 500 contracts have been established with dentists, acute hospitals and other health care agencies.

A registered dental assisting student used a new dental tool that was purchased with Tech Prep funds.

Generous gift enables students to work with new tools

Dental assisting students are training on 15 state-of-the-art hand-held dental tools thanks to a purchase by the Citrus College Tech Prep Consortium. The San Gabriel Valley Business/Community/Education Partnership provided the funds. By learning to use current technology, students are able to provide a valuable contribution to dental offices that provide internships and job placements for graduates.

Water industry helps students earn certificates

Water Technology Advisory Committee Member David DeJesus presented the first Citrus College Water Technology Scholarship check to Matthew Kuns of Covina Irrigating Company at the 15th Annual Water Awareness Day, April 18, 2000.

Staff and potential employees meet at job fair

On January 29, 2000, Citrus College participated in the 11th Annual California Community College Job Fair at the Los Angeles Airport Marriott. Job seekers took 561 fliers for 12 faculty positions and 84 fliers for two management positions. Thirty Citrus employees volunteered at the job fair including the president, staff of the Human Resources Office, managers and faculty.

Service learning programs aid youth

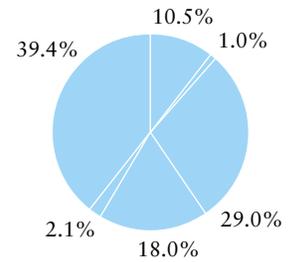
AmeriCorps provided a grant to the college for the Foster Youth Mentoring Program. With this grant, staff will recruit 40 people from the community to mentor at least 40 foster youth, ages 14–18. AmeriCorps also provided a grant for the Early Childhood Literacy Project.

Grants support expanded child development programs

The Child Development Center received two renovation and repair grants, a Careers in Early Childhood Education grant, an Early Childhood Training grant from Los Angeles County and a Child Care Training Consortium grant.

In addition to the grants, the Child Development Center was one of five sites chosen statewide as a demonstration project for quality infant and toddler care.

Citrus College Employees



Faculty-Full Time	10.5%	158
Child Development-Full Time	1.0%	15
Faculty-Part Time	29.0%	436
Classified/Supervisory Staff	18.0%	297
Managers	2.1%	33
On-Call/Seasonal Staff	39.4%	594
Total		1,533

Data provided by Human Resources Office

Improving Facilities

New center passes the test

The Facilities Department converted an old conference room into a Testing Center that is a valuable new resource for students, faculty and job applicants. A testing technician assists with services that include administering make-up exams, mid-terms, finals and other exams for online classes; assessment and ESL tests; and for job applicants, written and typing tests.

Remodeling aids program expansion

The Multimedia/Web Page Design Program is moving to larger quarters thanks to a remodeled lab/classroom. The new facility includes improved PC and Macintosh computers to support the continued growth of the program.

The Facilities Department remodeled the architecture/drafting area, creating a separate computer aided drafting (CAD) lab and an updated drafting room. New, more powerful computers are available for student use.

High tech equipment improves medical training

Several digital cameras with PowerPoint capability were purchased for Health Occupations Department faculty and staff use, and numerous high tech lab analyzers were purchased for medical assisting students. They include electrocardiographs, sterilizers and hematological analyzers.

Converting classrooms to provide technical support

The Facilities Department has spent countless hours improving classrooms to accommodate various kinds of technical support including those for math, computer-aided drafting and earth science. Peer-through desktops, where computers sit inside the desk leaving the surface free for work, were installed in some renovated classrooms. In addition, they remodeled the college's Computer Center.

Gardeners keep campus green

The grounds crew distributed planters throughout the campus to add greenery to buildings in areas where they are unable to plant permanently. They also landscaped around several existing buildings and provided plants for several special events.

Long-awaited buildings are opened

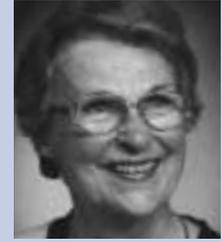
The Facilities Department supervised two major remodeling projects. The Regional Adaptive Physical Education Building, a \$1.7 million project, occupies 8,000 square feet. The facility houses the Fitness Center and adapted physical education program, serving students with disabilities and those seeking to enhance physical rehabilitation. Equipment and programs are also available to the community through the Fitness Club.

The Cosmetology remodel included a 2,000-square-foot addition, bringing the total size to 17,000 square feet. The space includes a new salon, classrooms equipped with the latest computerized industry training tools, and a lab for mixing hair chemicals and dispensing products. The Citrus salon serves more than 40 clients from the community each day.

Ongoing maintenance keeps campus in top shape

The Facilities Department completed hundreds of projects that are not very visible but keep the buildings and grounds in great shape. Some of these include replacing the gym floor, repaving parking lots, installing new carpeting, painting buildings and installing new electrical, heating and water supply systems.

1999-2000 Year in Review



JANE T. BRAUN
President

The Foundation experienced another year of solid growth and progress toward achievement of the goals established two years ago in a Three Year Plan adopted by the Board of Directors. What follows outlines the Foundation's accomplishments over the past year. Many Foundation Board members have worked diligently to make this progress possible.

Results of fund raising

During the 1999-2000 fiscal year, the Citrus College Foundation received gifts of cash and stock equities from supporters totaling \$350,780. Gifts of real estate and life insurance totaled \$131,000. Net revenue from special events totaled \$41,000. The total amount of grants made to the Foundation from corporate foundations and public and private foundations was \$79,500. The Foundation also accepted on behalf of the college gifts-in-kind valued at approximately \$25,000 designated for specific academic and vocational departments or programs. Donors continued to designate most gifts to the Foundation to specific programs. Designated gifts totaled \$669,135, while undesignated/unrestricted gifts totaled \$40,400, which also includes the net proceeds from the Taste of Autumn special event. One hundred and sixteen supporters of the music program purchased a total of 153 memberships in the Golden Circle and the Golden Circle Plus totaling \$41,855. Shown below is a profile of the gifts received:

Gifts of Cash or Securities

Automotive Technology Program	\$ 8,000
Child Development Center	\$ 41,000
Instrumental Music Program	\$ 12,000
Student Scholarships	\$202,000
Student Emergency Fund	\$ 7,580
Student Outreach – K-12 (Career Day/Latino Youth Conference/College for Kids)	\$ 6,800
Vocal Music Program	\$ 47,000
Undesignated	\$ 26,400
Subtotal	\$ 350,780

Gifts-in-Kind

Subtotal	\$ 25,000
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Grants

The California Wellness Foundation	\$ 50,000
GenCorp/Aerojet	\$ 2,000
John Gogian Foundation	\$ 25,000
WalMart	\$ 2,500
Subtotal	\$ 79,500

Bequests Matured

Real Estate (appraised value/pending sale)	\$130,000
Life Insurance	\$ 1,000
Subtotal	\$ 131,000

Memberships

153 memberships in Golden Circle and Golden Circle Plus	\$ 41,855
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Special Events

Taste of Autumn	\$ 14,000
Bill Kilmer Golf Tournament	\$ 27,000
Subtotal	\$ 41,000

Total	\$ 669,135
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Staffing changes

The Foundation recruited a new administrative secretary who holds a bachelor's degree and has many years of previous administrative secretarial experience in university settings as well as in busy law offices.

With a shift in focus to donor relations and the development process, the role of the former special events secretary has also shifted, and she is now the *donor relations* secretary. As the donor database has become better organized and separated from the accounting system, precise information and reports have become available to assist in fund raising and in managing donor relations. This is a vast improvement though more still remains to be done in "cleaning up" the database following conversion to the Raiser's Edge donor management software program.

A 75 percent accounting assistant joined the Foundation staff at the beginning of May 2000, and with the consultative support of the Foundation's accounting firm has implemented Quick Books Pro as the Foundation's new accounting system. The Endowment Accounting Management System was purchased to manage the accounting of the endowment portfolio. The Foundation will now be assuming responsibility for its own accounting, which had formerly been done by a volunteer, and then by the college's business office for two years.

Alumni relations



Glendora artist, Richard Myer, created a bronze owl to grace the fountain on the quad. The Foundation, along with the alumni association and the student organization, funded the sculpture.

The Foundation-sponsored mini-grant to develop an online Communications Department Alumni Chapter as a prototype to be used by other departments on campus has been successfully completed, and the site has been launched. The address for the site is www.citrus.cc.ca.us/alumni.htm.

The Foundation's Board of Directors voted to sponsor a campus-wide competition with cash prizes to serve as an incentive to other departments to develop similar alumni chapter Web sites for their departments. The goal is to provide value-oriented sites for students in the various departments that will encourage them to maintain their relationship with Citrus College.

The Foundation partnered with the Citrus Alumni Association and the associated student organization to commission a local sculptor to create a bronze owl for the center of the fountain outside the Campus Center. This replaced the previous owl that fell into disrepair. The unveiling of the new owl coincided with the college's 85th Anniversary celebration on October 25, 2000.

Major accomplishments



Eduardo Carrano, the chef at Tulipano's Ristorante Italiano in Azusa, cooked up tasty Italian fare for the Foundation's Taste of Autumn fund raiser. The event featured fine food from area restaurants, California wines, and entertainment by the Citrus Singers and Jazz Band.

During the Foundation's second year of a three-year plan, the Board of Directors focused its energies on achieving goals set forth and adopted at its October 1998 Planning Retreat. Major accomplishments this year included:

- Recruited six new board members to replace expiring terms;
- Drafted a revised conflict of interest policy and developed a disclosure form;
- Approved a revised gift fees/fund management policy;
- Approved a board participation/attendance policy;
- Implemented the Five Year Marketing/Public Relations Program, including establishment of a Foundation Speakers' Bureau and development of a Speakers' Bureau presentation packet;
- Delivered talks by board members about the college to four community groups;
- Developed a Web site and continuously updated and enhanced it;
- Linked the Foundation's Web site to a planned/deferred giving customized site made available through the League for California Community Colleges and Future Focus;
- Sponsored the Faculty Mini-Grants Program and awarded six grants;
- Refurbished a house inherited as part of an alumna's bequest to prepare it for sale;
- Developed a Scholarship Administration Policy and Procedures for the Mary E. Deppner Scholarship bequest;
- Contacted scholarship donors and updated donor files;
- Joined the Gift Annuity Program cosponsored by the Network of California Community Colleges Foundations and the California Community College League as a charter member;
- Tripled the amount of scholarship dollars to the Foundation;
- Developed a comprehensive integrated Resource Development Plan;

- Sponsored the Taste of Autumn gourmet food and wine tasting special event;
- Co-sponsored the Bill Kilmer Celebrity Golf Tournament with the Music Department;
- Provided training for Board directors;
- Sponsored two seminars on Tax Advantaged Estate Planning;
- Developed a *Facts about Citrus College* pocket leaflet;
- Adopted a new Foundation identity package, including a new logo.

Support to Citrus College through the Foundation

\$2,000 for the College for Kids Program for equipment, supplies and scholarships;

\$3,500 for the Latino Youth Conference for high school juniors and seniors;

\$1,807 for Career Day for high school juniors and seniors;

\$88,065 for student scholarships;

\$10,025 to students for emergency grants and loans;

\$18,100 for faculty mini-grants summer 1999 program;

\$19,110 for the Child Development Center and childcare scholarships;

\$196,432 for the vocal and instrumental music programs (designated gifts);

\$670 for the performing arts programs;

\$4,000 toward the \$12,000 cost of the bronze owl sculpture for the fountain;

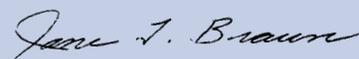
\$8,000 for the automotive and diesel technology programs.

As I retire from the Foundation Board after completing two terms totaling six years, the last two as president of the Board, I feel confident that the Foundation is being left in good hands and on the right track.

As the Foundation moves toward assuming more of its own operations and fund-raising expenses, the challenge of increasing undesignated streams of income to fund the operation will remain a priority. Accordingly, the Foundation's operations budget doubled during 1999-2000 from the preceding year. It is anticipated that it will double again for the 2000-01 fiscal year as staff salaries and the costs of expanded development and fund-raising efforts are incorporated into the operations budget.

Although my two terms of office have been completed, I expect to remain active with the Foundation as its immediate past president, and in the role of coordinator of its Speakers' Bureau.

Sincerely,



Jane T. Braun, President

College for Kids creates a vision for college while providing enrichment

Citrus College provides several unique programs that provide learning opportunities to area youth while also helping them to develop a vision for college. The *College for Kids Program* offered through the Continuing Education Program brings students in grades 3 through 12 onto the campus during the summer months for a wide range of enrichment classes. Over 18 different types of classes are offered free of charge or for a very nominal fee. Students gain familiarity with the campus, instructors and college classrooms as a by-product of their participation. Classes are highly experiential and hands-on.

With the help of annual grants to the Foundation from GenCorp/Aerojet, the college has been able to provide student scholarships to defray the enrollment and materials fees of needy students, and to purchase equipment and supplies, such as engine stands and tools for the Automotive Technology for Kids class.

Health and wellness recognized as crucial link to success in achieving educational goals and job retention



A grant to the Foundation from the California Wellness Foundation provides health and wellness services for students who meet the requirements. Citrus student Chermaie Barnes received a health screening from Annette Sellong, registered nurse practitioner, in the Student Health Center.

With a \$100,000 grant from the California Wellness Foundation to the Foundation on behalf of Citrus College, students who are low to moderate income or are participating in the welfare to work program have been receiving the benefit of a wide range of health and wellness services. These include assessments, health education, counseling, health clinic services and referrals to outside allied health professionals partnering with the college. These students typically lack health insurance or the resources to access the health and wellness services provided through the grant.

Students participating in this exemplary program begin by receiving a health and wellness screening, which identifies *at-risk* factors that have the potential of derailing the student's goal attainment and/or success in getting and keeping a job. Interventions are then provided to mitigate the *at-risk* factors. These interventions may be in the form

of health education seminars or counseling, or they may take the form of personal, group or individual counseling to address such issues as interpersonal relationships, stress management, communications skills, self-esteem and self-confidence, and other psycho-social areas.

The program provides physician services, a health center director and a clerk, registered nurse and registered nurse practitioners, and mental health consultants, most on a part time or as-needed basis. Since its inception in January 1999, the program has provided 555 students with health and wellness assessments. Seventy-eight of these students required additional in-depth health screenings as a result of findings during the initial screenings.

Music program continues to delight audiences and attract benefactors



The jazz combo performed poolside every day during the Citrus College jazz band's summer Hawaiian tour.

The Citrus Singers and the Citrus College Jazz Band have continued to win rave reviews and broad-based community support. During fiscal 1999-2000, \$196,432 flowed into the 11 music funds for which the Foundation serves as the fiduciary. Of this amount, \$41,855 represented the 153 Golden Circle and Golden Circle Plus memberships, which entitle members to tickets for performances and a reception for members only. The balance came from gifts and paid performances in the community.

The Citrus Singers captivated audiences throughout Southern California traveling as far south as San Diego, east to Palm Desert and north to Thousand Oaks as they traversed six counties delivering 60 paid performances for private country clubs, corporations, private parties and other venues. On campus they delivered some 30 performances, including their very popular Christmas show. The 40 singers combine song, choreography, acting and creative staging with a combination of unparalleled talent and professional training under the artistic direction of Ben Bollinger.

During the year, the Citrus College Jazz Band performed jointly with the Citrus Singers for a number of performances and delivered 38 paid off-campus performances itself. The 20 students in the band work under the artistic direction of professional musician and Citrus College instructor, Bob Slack.

During the summer 1999, the Singers toured in Hawaii for three weeks performing at six major hotels and recruiting students. In June 2000, they toured Austria, Italy and Germany with a brass choir in conjunction with the Study Abroad Program.

During June 1999, the Jazz Band completed a similar tour in Japan following a May trip to Japan by the college's president, Dr. Louis E. Zellers, and the Jazz Band's artistic director, Bob Slack. Kunihiko Ukifune, CEO of Jikei Gaku-En, private technical, performing arts, medical and social sciences colleges in Japan, co-sponsored the tour. Students from the Japanese performing arts colleges enrolled in a program at Citrus in the fall.

Perhaps the biggest surprise of the year that captured the imaginations and awe of audiences at both sold-out performances in the Haugh Performing Arts Center was *Night of Music from Film*. The student performers re-enacted film clips from the movie *Saving Private Ryan* for which they integrated orchestration, vocal music, acting and dance alongside the clips that were projected on a large screen. It was a blending of entertainment technology with the performing arts.

The Foundation co-sponsored with the Fine and Performing Arts Department the annual Bill Kilmer Celebrity Golf Tournament, which grossed over \$74,000 and netted approximately \$27,000. Most of the proceeds went to the Fine and Performing Arts Department with a portion going to benefit the Disabled Students Programs and Services.

Scholarship program removes barriers



Dr. Marcia McVey, right, a member of the Citrus College Foundation Board and chair of the Foundation's Scholarship Committee, presented the Anna Geleris Memorial Transfer Scholarship to Bonnie Reyes.

During the 1999-2000 fiscal year, over \$200,000 in gifts were received from over 225 donors designated for student scholarships. The Foundation manages 60 scholarship funds with a combined total of over \$886,000, and donors may designate their gift to any one of these funds or to the General Scholarship Fund. Some are scholarships for students transferring to four-year colleges and universities, but most are scholarships for students still enrolled at Citrus College. Were it not for these scholarships, many students would not be able to continue their education.

The Foundation's Scholarship Committee raised the minimum scholarship award during 1998-99 to \$250 with a goal of eventually increasing the minimum to \$500 as scholarship funds grow and can support such an increase. Fiscal 1999-2000 was the first year that this increase in the minimum scholarship award was implemented.

Of the scholarship gifts made this fiscal year, 127 of them totaling \$42,215 were designated for the vocal music program, and 72 totaling \$15,500 for the instrumental music program. The high visibility in the community of these two programs results in a higher level of support.

Thirty-one of the scholarship funds for which the Citrus College Foundation is a fiduciary are endowed with an aggregate balance of \$600,620 in their corpus and an additional \$141,570 available for making scholarship awards.

The Foundation also manages 23 named/designated scholarship funds, which are not endowed. Donors make contributions to these accounts annually after establishing the account in their own name or the name of a loved one with a minimum gift of \$1,000, which they pledge to fund annually for at least five years. During fiscal 1999-2000, an aggregate total of \$128,303 was available in these designated scholarship accounts.

The Foundation acts as the fiduciary for five pass-through scholarship funds, which were established by organizations or departments on or off campus. Some of these include the Faculty Organization Scholarship and the Latino Scholarship. The funds in these accounts during fiscal 1999-2000 totaled \$16,039. The Foundation also manages a General Scholarship Fund to which donors may make a gift of any amount.

The Foundation received numerous thank you letters from grateful scholarship recipients this year.

Student Emergency Fund keeps students in school

Started over 10 years ago, the Student Emergency Fund for which the Foundation is the fiduciary is designed to make grants and loans to students to pay unanticipated expenses that would otherwise cause the student to drop out of college. The Claremont University Club has made annual gifts to the fund of \$1,000 since its inception. Other donors have also made gifts to the fund over the years.

However, it has become the students themselves who are the largest donors to the emergency fund. They may make a voluntary gift to the fund at the time of registration, and many do so. During fiscal 1999-2000, students contributed \$7,582 to the emergency fund. Gifts may be as little as \$1 or more, but because of the large number of students enrolled at the college, the aggregate is significant.

Students qualify for a grant or loan on the basis of need when they have applied for financial aid, but their application has not yet been funded or the check has not yet been sent. They also qualify if they have an income, but do not have the ready cash to pay for registration, materials, books, tuition and related expenses. Students living at home whose parents receive SDI or students who themselves qualify for SDI and are between checks may apply to the Student Emergency Fund. Lastly, students with low income who do not qualify for financial aid might receive a grant or loan from the emergency fund.

Approximately, \$17,000 in student emergency loans and grants are distributed to needy students annually. The fund enables at least 60 students each year to enroll at the college who otherwise would have dropped out or not enrolled.

Automotive Technology Program prepares mechanics and technicians



Students in the Automotive Technology Program train with equipment provided by the Toyota Corporation. Most students who successfully complete the Toyota T-Ten Program are placed in dealerships when they graduate.

The Transportation Technology Program has very close to 700 students enrolled in a wide range of certificate programs each semester. Students train in diesel technology, motorcycle repair, watercraft technology, body and fender repair, and automotive technology.

As a result of a partnership with Toyota Corporation, the 55 students enrolled in the T-TEN Program, which trains Toyota mechanics, each receive a \$2,000 tool scholarship. The company also pays for a portion of their books and ASE certifications, and provides financial assistance in the form of scholarships when needed. Citrus College's T-TEN Program trains the greatest number of Toyota mechanics of any of the similar partnerships Toyota has throughout the country.

During fiscal 1999-2000, approximately \$70,000 was provided by Toyota Corporation to Citrus College to support T-TEN Program students. In addition, Toyota provides vehicles to the college on which the students train.

During 1999-2000, the Foundation received \$8,000 in gifts from donors designated for the Transportation Technology Program.

Faculty mini-grants improve instruction and curriculum



*Dana Hester, biological sciences instructor, received a mini-grant from the Foundation to develop a web site, *The Natural History of the Sierra Nevada Range*. Mini-grants provide funds that enable faculty members to work on special projects.*

Eleven instructors were recipients of faculty mini-grants totaling \$18,100 for the summer 1999 mini-grant cycle. In the spring 2000, six additional instructors were selected as recipients of mini-grants totaling \$9,000 for summer 2000 projects. The mini-grants program is designed to stimulate innovation in curriculum and instructional delivery. The mini-grants initiative focuses on projects that are:

- Interdisciplinary in nature
- Integrate technology and/or multimedia into the curriculum
- Designed to develop teaching-learning approaches that are student-centered as opposed to teacher-centered and that accommodate diverse styles of learning
- Designed to internationalize the curriculum

Mini-Grant Spring 2000 Awards

Name	Discipline	Project	Amount of Award
Steve Hartman	Physical Education	<i>Cardiovascular Fitness Training</i>	\$1,500
Lin Humphrey	Language Arts	<i>Restructuring English 100 for Vocational Students and Career Interests</i>	\$1,525
John Jasbinsek	Mathematics	<i>Useful Computer Projects in Differential Equations</i>	\$1,699
Claudia Pohl	Dental Assisting	<i>Teaching in 2000</i>	\$1,500
Eric Rabbitoy	Biological Sciences	<i>Technical Development of General Biology 105</i>	\$1,500
Gailynn White	Behavioral Sciences	<i>Distance Education Telecourse</i>	\$1,500
Total			\$9,224

The Citrus College Foundation annual financial statements for fiscal year ended June 30, 2000, have been audited by Vicenti, Lloyd & Stutzman LLP. Their independent audit report along with the June 30, 2000, financial statements are available upon request.

This financial summary has been taken from the June 30, 2000, independent audit report.

Statement of Financial Position

Assets

Cash and Cash Equivalents	\$ 897,296
Accounts Receivable	1,800
Investments	1,679,371
Total Assets	\$2,578,467

Liabilities and Net Assets

Liabilities:

Accounts Payable	\$ 14,704
Total Liabilities	14,704

Net Assets:

Unrestricted	150,923
Temporarily Restricted	1,450,260
Permanently Restricted	962,580
Total Net Assets	2,563,763
Total Liabilities and Net Assets	\$2,578,467

Statement of Activities

Changes in unrestricted net assets:

Revenue and gains:

Donations:

General operating fund	\$ 289
Miscellaneous unrestricted	121,941
President's round table	8
Investment income	5,898
Net unrealized gain on investments	1,830

Total unrestricted revenue and gains 129,966

Net assets released from restrictions 490,287

Total unrestricted revenues and net assets released from restrictions 620,253

Expenses and losses:

General operating fund	33,832
Miscellaneous unrestricted	52,146
President's round table	291
Alumni funds	8,226
Annual dinner fund	28,388
Athletic funds	1,400
Child Center fund	24,399
Kilmer Golf Tournament	104,399
Library funds	43
Miscellaneous special project fund	37,110
Performing Arts	207,359
Publications fund	301
Scholarship funds	67,011
Vocational education funds	11,651

Total expenses and losses 576,556

Increase in unrestricted net assets 43,697

Statement of Activities *(continued)*

Changes in temporarily restricted net assets:	
Revenue and gains:	
Donations:	
Alumni funds	12,261
Annual dinner fund	36,669
Athletic funds	310
Fine Arts	58
Child Center fund	41,052
Science funds	610
Library funds	150
Miscellaneous special project fund	71,232
Performing Arts	202,205
Publications fund	450
Kilmer Golf Tournament	81,195
Scholarship funds	91,174
Vocational education funds	11,630
Instrumental endowments	13,637
Investment earnings	42,930
Net unrealized gain on investments	15,558
Net assets released from restrictions	(490,287)
Increase in temporarily restricted net assets	130,834
Changes in permanently restricted net assets:	
Revenue and gains:	
Donations	5,020
Increase in permanently restricted net assets	5,020
Increase in net assets	179,551
Net assets at beginning of year	2,384,212
Net assets at end of year	\$2,563,763

Donors making the difference

Thank You For Your Support!

The Board of Directors of the Citrus College Foundation is appreciative of the support donors have given during 1999-2000. Although efforts have been made to include the names of all our supporters, we regret the omission of anyone who has given to the Foundation this year.

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Citrus College Mission Statement

To improve a dynamic and diverse society, the mission of Citrus College is to meet the many educational needs of the students and the communities of the San Gabriel Valley by providing a center for life-long learning, career education and cultural development, in a safe, friendly, accessible environment where people may develop individual excellence.

The Citrus College Foundation Mission Statement

The Citrus College Foundation strives to advance the mission and values of the college by mobilizing constituencies, partners and stakeholders and by developing friendships with alumni, the college community, business and industry, private and community foundations, and community members. The Foundation raises funds to support student scholarships, programs and projects, student services, technology, facilities and campus enhancements.

Citrus College

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*Citrus College is an equal
opportunity institution.*