

CITRUS COMMUNITY COLLEGE DISTRICT

AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in November

DATE: Tuesday, November 18, 2014

TIME: 4:15 p.m.

PLACE: Board Room, AD 109
1000 West Foothill Boulevard, Glendora, California 91741-1899

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Patricia A. Rasmussen, President
Joanne Montgomery, Vice President
Barbara R. Dickerson, Clerk/Secretary
Edward C. Ortell, Member
Susan M. Keith, Member
Fariyah Chowdhury, Student Trustee

C. COMMENTS: MEMBERS OF THE AUDIENCE

Members of the public may request the opportunity to address the Board regarding items on and not on the agenda. To do so, please complete the "*Request to Address Board of Trustees*" form and give it to the Recording Secretary of the Board (Christine Link). Public input is limited to five (5) minutes per person, so that everyone who wishes to speak to the Board has an opportunity to speak, and so that the Board can conduct its business in an efficient manner.

The Brown Act prohibits the Board from discussing or taking action in response to any public comments that do not address an agenda item.

D. REPORTS

Geraldine M. Perri, Superintendent/President
Arvid Spor, Vice President of Student Services and Interim Vice President of Academic Affairs
Robert L. Sammis, Director of Human Resources
Claudette E. Dain, Vice President of Finance and Administrative Services
John Vaughan, Academic Senate President
Robert Coutts, Classified Employees
Fariyah Chowdhury, Student Trustee
Members of the Board of Trustees

E. MINUTES

1. Approval of the Regular Meeting Minutes of October 21, 2014

F. INFORMATION AND DISCUSSION

1. Introduction of 2014-2015 Student Ambassadors – Arvid Spor, Ed.D., Vice President of Student Services and Interim Vice President of Academic Affairs (Page 7)
2. Update on Foothill Gold Line Project – Mr. Habib F. Balian, Chief Executive Officer, Metro Gold Line Foothill Extension Construction Authority (Page 8)
3. Campus Safety Annual Report – Arvid Spor, Ed.D., Vice President of Student Services and Interim Vice President of Academic Affairs (Page 9)

G. ACTION ITEMS

1. Consent Items

Routine items of business placed on the consent agenda already have been carefully screened by members of the staff and provided in advance to Board members for review. Upon request of any Board member, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Recommendation: Moved by _____ and seconded by _____ to approve the CONSENT ITEMS as listed (with the following exceptions):

Remove from consent list: _____, _____, _____, _____, _____, _____

Business Services

- a. Authorization is requested to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. (Page 36)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 38)
- c. Authorization is requested to ratify A & B Warrants for October 2014 totaling \$11,945,063.99. (Page 40)

- d. Authorization is requested to ratify purchase orders for the period of October 10, 2014 through November 4, 2014. (Page 42)
- e. Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency. (Page 47)

Academic Affairs

- f. Authorization is requested to approve the new courses, modified courses, inactivated courses, new programs, and modified program. (Page 50)

Personnel Recommendations

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees. (Page 53)
- h. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 64)
- i. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 67)

G. ACTION (continued)

Business Services

- 2. Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2014, and forward the report to the California Community Colleges Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools. (Page 77)
- 3. Authorization is requested to reject the claim, submitted on November 3, 2014, by Cody Campbell, in the amount of \$800 as a result of damage due to a falling injury and to refer the claim to the District's claims administrator, Keenan & Associates, for the District's liability insurance plan (SWACC). (Page 82)

4. Authorization is requested to award RFP #1-1415, Energy Service Contract, Prop 39 to Southland Industries of Garden Grove, California and authorize the Vice President of Finance & Administrative Services to execute a contract on behalf of the District. The total bid amount of \$498,505 will be funded from Prop 39 Energy Funds and General Capital Outlay Funds. (Page 83)

Personnel Recommendations

5. Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Mr. Valentin Gonzalez Bohorquez as a full-time temporary, one-semester, non-tenure track instructor in the Language Arts Department beginning on November 19, 2014 and ending on December 13, 2014 at a salary placement of Class 4, Step 1 on the Full-Time Faculty Salary Schedule totaling \$30,315 (pro-rated) plus benefits, if eligible. (Page 85)
6. Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Ms. Alison Holmes as a full-time temporary, one-semester, non-tenure track instructor in the Fine and Performing Arts Department beginning on November 19, 2014 and ending on December 13, 2014 at a salary placement of Class 1, Step 6 on the Full-Time Faculty Salary Schedule totaling \$29,899 (pro-rated) plus benefits, if eligible. (Page 86)
7. Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Ms. Lori Rusch as a full-time temporary, one-semester, non-tenure track instructor in the Fine and Performing Arts Department beginning on November 19, 2014 and ending on December 13, 2014 at a salary placement of Class 1, Step 2 on the Full-Time Faculty Salary Schedule totaling \$25,866 (pro-rated) plus benefits, if eligible. (Page 87)
8. Authorization is requested to approve the employment of Ms. Ana Silvia Turcios effective November 19, 2014 through June 30, 2015 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 3, Step 5, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$63,040 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30; the assignment for the first year will be pro-rated. (Page 88)

9. Authorization is requested to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2015, it is requested that the Board of Trustees authorize recruitment of full-time faculty positions 1 through 10 effective fall 2015. It is also requested that the Board of Trustees authorize the recruitment of additional full-time faculty members based on the final full-time faculty obligation calculation. (Page 89)

General

10. Authorization is requested to approve the second and final reading of the current mission, mission objectives, vision, and value statements of the college. (Page 90)
11. Authorization is requested to approve the first reading of BP 5500 Standards of Conduct. (Page 93)

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

1. **Per Section 54956.9(a): Conference with Legal Counsel - Existing Litigation: Vincenzo Sinapi-Riddle v. Citrus Community College District, Dr. Geraldine Perri, Arvid Spor, Martha McDonald, Adrienne Thompson, and Doe Defendant 1, Case No. LA CV14 0514.**
2. **Per Section 72122 of the Education Code and District Administrative Procedure 5520 Student Discipline Procedures: Consideration of Student Discipline (Suspension/Expulsion/Other Action), of Student #AXXXXXX58.**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**
4. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: Citrus College Adjunct Faculty Federation, (CCAFF) Local 6352.**
5. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.**

6. Per Section 54957: Public Employee Discipline/Dismissal/Release.

I. ADJOURNMENT

Dates to remember:

November 27-28, 2014	<i>HOLIDAY</i> – Thanksgiving
December 2, 2014	Board of Trustees Meeting
December 4, 2014	Superintendent/President’s Holiday Party

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

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

Any writing, related to an open session agenda item at a regular meeting, that is distributed to a majority of the Board less than 72 hours prior to that meeting, shall be available for public inspection in the Office of the Superintendent/President, 1000 W. Foothill Boulevard, Glendora, CA 91741, at the time the writing is distributed to all, or a majority of the Board members.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 18, 2014	Resolution	_____
SUBJECT:	Introduction of 2014-2015 Student Ambassadors	Information	X _____
		Enclosure(s)	_____

BACKGROUND

The student ambassadors are the official student hosts of the college. They represent the college at high school outreach functions, community and Foundation events and on-campus activities. To be considered for the position of student ambassador, a student is required to submit an application, write an essay and participate in an individual interview. Members of the student ambassador program represent a cross-section of the Citrus College community. The names of the Student Ambassadors are:

Tanya Cortez
Anthony Foster
Marica Kone
Chelsi Abaya
Jose Estrada
Jasmine Liao
Sam Kalagi

This item was prepared by Dr. Martha McDonald, Interim Executive Dean.

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 18, 2014	Resolution	_____
SUBJECT:	Update on Foothill Gold Line Project	Information	X _____
		Enclosure(s)	_____

BACKGROUND

Mr. Habib F. Balian, Chief Executive Officer, Metro Gold Line Foothill Extension Construction Authority, will provide an update on the status of the Foothill Gold Line Project.

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

RECOMMENDATION

Information only; no action required.

Geraldine M. Perri, Ph.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	November 18, 2014	Resolution	_____
SUBJECT:	Campus Safety Annual Report	Information	X
		Enclosure(s)	X

BACKGROUND

The Department of Campus Safety is responsible for providing safety and security to students, college staff and visitors as well as protecting District property and facilities.

Per Board Policy and Administrative Procedure 3500 Campus Safety, a written report will be submitted to the Board of Trustees by the Department of Campus Safety which provides an annual update of all occurrences reported to campus safety personnel. The report includes arrests for crimes that are committed on campus that involve violence, and occurrences of noncriminal acts of hate violence reported to campus authorities. The Annual Security Report contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years, as well as policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, and campus resources. A copy of the Annual Security Report can be obtained at www.citruscollege.edu.

This item was prepared by Martha McDonald, Interim Executive Dean.

RECOMMENDATION

Information only; no action required.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

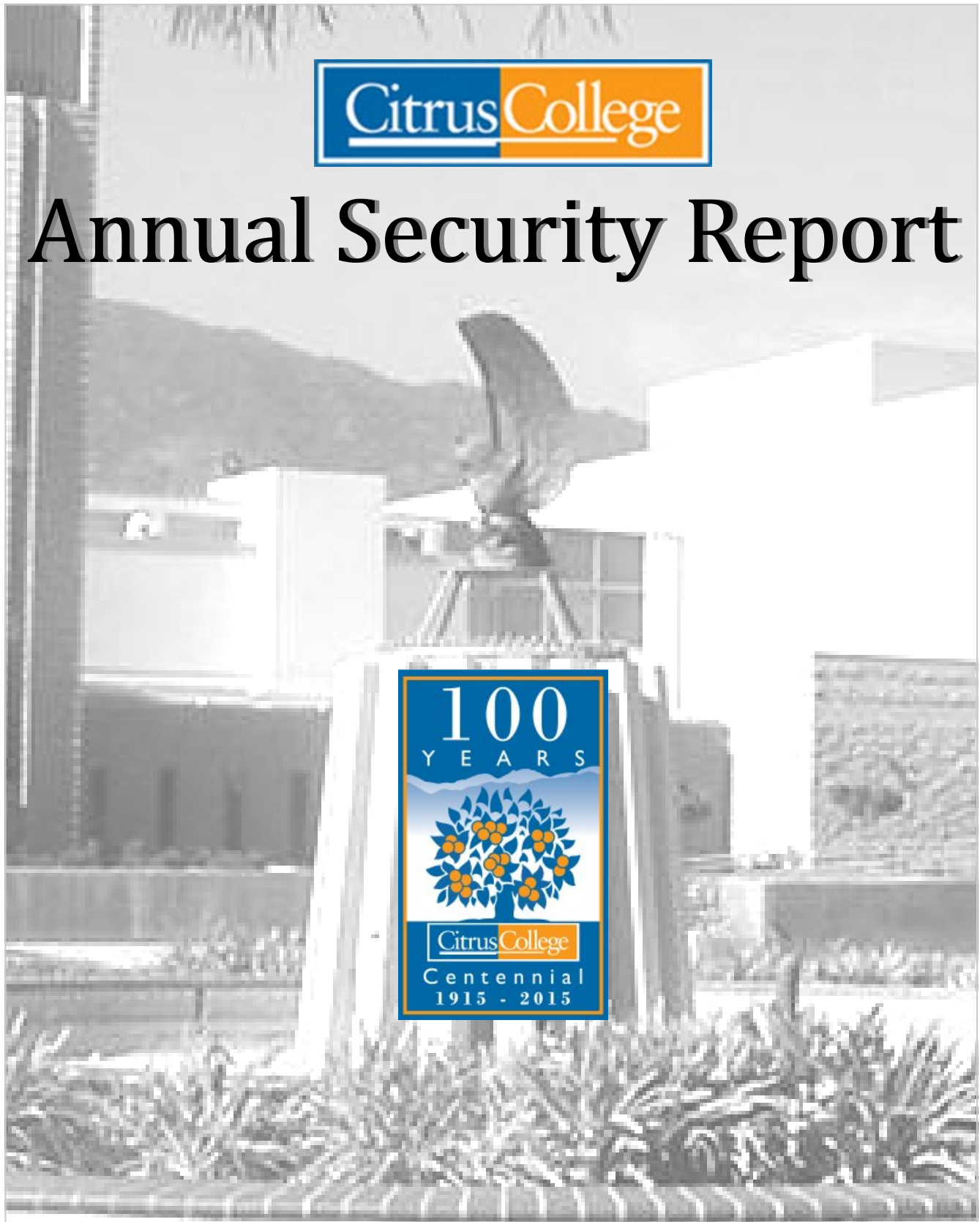
Aye ___ Nay ___ Abstained ___

Approved for Submittal

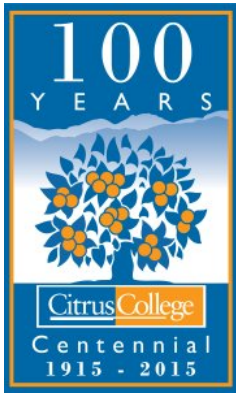
Item No. F.3.



Annual Security Report



2014



October 2014

Dear Citrus College Community Member:

Thank you for taking the time to read the 2013-2014 Annual Security Report (ASR). This report contains valuable information pertaining to safety and security at Citrus College.

The information contained in this report is provided as part of Citrus College's commitment to the safety and security of the campus. Citrus College serves approximately 14,000 students each semester in college credit, continuing education, non-credit and community services divisions. This document is published in accordance with 20 USC (1092)f and 34CFR668.46, "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." It is part of Campus Safety's on-going effort to inform the Citrus College community of the safety programs and services available, the crimes that are reported to the Campus Safety personnel, and the steps one can take to maintain a safe and secure campus.

The Department of Campus Safety at Citrus College is committed to providing high quality safety and security services in partnership with the community through dedicated efforts and innovative programs. This mission is performed with dedication and professionalism while being fair, impartial, and always safeguarding the rights of all.

To demonstrate Campus Safety's commitment to its profession, the department subscribes to the following values of integrity, respect, pride, accountability, and partnerships. Campus Safety's commitment to partnerships with the community it serves is ongoing as the department works together to address safety concerns, reduce crime and improve quality-of-life issues on and around campus.

In pursuit of Campus Safety's mission, the department develops partnerships that are trusting and interactive, and invests in its employees to enhance their problem solving skills and leadership abilities. As a result, Citrus College continues to remain a safe, desirable, and vibrant community.

Safety on campus, however, cannot be obtained solely by the actions of one entity. Rather, it relies upon the entire Citrus College community. The Citrus College community must ensure that its persons and property are secure and protected by a responsible, vigilant and caring population of involved people who are proactive and report suspicious or unlawful behavior immediately to Campus Safety. Please continue to be proactive by getting involved and working together to keep the campus safe.

Please visit Campus Safety for a tour and meet the staff. Campus Safety looks forward to working together and continuing to provide a safe and secure learning environment, conducive to a college of completion.

Sincerely,

Benjamin Macias
Interim Supervisor
Department of Campus Safety



CITRUS COMMUNITY
COOLEGE DISTRICT
BOARD OF TRUSTEES

Dr. Patricia A. Rasmussen
President
Glendora and portions of
San Dimas Representative

Mrs. Joanne Montgomery
Vice President
Monrovia/Bradbury and
portions of Duarte
Representative

Dr. Barbara R. Dickerson
Clerk/Secretary
Azusa and portions of
Duarte Representative

Dr. Edward C. Ortell
Member
Duarte and portions of
Azusa, Monrovia, Arcadia,
Covina and Irwindale
Representative

Mrs. Susan M. Keith
Member
Claremont and portions of
Pomona and La Verne
Representative

Ms. Fariyah Chowdhury
Student Representative

Dr. Geraldine M. Perri
Superintendent/President

Table of Contents

1. QUICK REFERENCE

- Safety, Security, Law Enforcement4
- Health, Mental Health, Substance Abuse4
- Educational / Support Services4

2. CRIME STATISTICS

- Brief History of the Clery Act.....5
- Clery Requirements5
- The Annual Security Report (ASR).....5
- Policy for Reporting the Annual Disclosure of Crime Statistics6
- The Daily Crime Log6
- The Campus Fire Log6
- Report to ED via Web-based Data Collection.....6
- Statistics from Local Law Enforcement.....6
- Clery Geography.....7
- Crime Statistics and Incident Reports.....7
- Map of Citrus College Clery Geography7
- Clery Definitions.....8
- 2013 Crime Statistics.....10
- 2012 Crime Statistics.....11
- 2011 Crime Statistics.....11

3. COLLEGE POLICIES AND PROCEDURES

- Drug and Alcohol Policy12
- Access Policy12
- Registered Sex Offenders12
- Sexual Assault Policy13

4. ENFORCEMENT

- Enforcement Authority15
- Citrus College Mission Statement15
- Campus Safety Mission Statement15
- Department Goal15
- Department Objectives16
- Jurisdiction.....16
- Relationship with Local Law Enforcement.....16

5. SAFETY AND HEALTH-RELATED RESOURCES

- Security Awareness & Crime Prevention17
- Sexual Assault Prevention Programs.....18
- Additional Programs, Services, Information Provided19
- Citrus College All Employee Survey Results19
- Campus Security Authorities.....20

6. SAFETY ON CAMPUS

- Criminal Activity.....21
- Reporting Emergencies and Crime on Campus.....21
- Life Threatening Situations.....21
- Crimes in Progress.....21
- Quick Tips21
- Facility Security Issues.....21
- Missing Person Statement22

7. EMERGENCY RESPONSE PROCEDURES

- Emergency Operations Plan22
- Concept of Operations.....23
- Management and Control23
- Plan Goals and Objectives.....23
- Plan Activation24
- Emergency Notification24
- Citrus Alert24
- Crisis Action Team.....24
- Timely Warnings25
- Emergency Notification to the Larger Community25
- Evacuation Plan25
- Emergency Evacuation Assistance Areas (EEAAs)25
- Fire Alarm Signal26
- Evacuation Gathering Areas (EGAs)26
- Returning to Buildings.....26
- Testing26
- Emergency Response Publication26

Our Commitment to Your Safety

The following information is provided as part of Citrus College's commitment to the safety and security of our campus. Citrus College serves approximately 14,000 students each semester in college credit, continuing education, non-credit and community services divisions. This Document is published in accordance with 20 USC (1092)f and 34CFR668.46, "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."

Safety, Security, Law Enforcement

DEPARTMENT OF CAMPUS SAFETY

24 HRS/, 7 DAYS/WEEK (626) 914 - 8611

• From a campus phone X8611

Fax: (626) 857 - 4012

Life threatening emergency 9-1-1

Non-life threatening emergency (626) 914 - 8611

Email: campussafety@citruscollege.edu

Website: <http://www.citruscollege.com/campussafety>

ENVIRONMENTAL HEALTH & SAFETY

Monday - Friday, 6:00 - 2:30 (626) 914-8704

• From a campus phone X8704

Fax: (626) 857-9427

Email: jeichler@citruscollege.edu

Website: <http://www.citruscollege.edu/finance/safety/Pages>

GLENDORA POLICE DEPARTMENT

Emergency 9-1-1

Non-emergency (626) 914 - 8250

Community Preservation Division (626) 852 - 4825

Website: <http://www.ci.glendora.ca.us/departments-services/police>

L.A. COUNTY FIRE DEPARTMENT - GLENDORA STATIONS

Station 151:

• Emergency 9-1-1

• Non-emergency (626) 963-2733

Station 85:

• Emergency 9-1-1

• Non-emergency (626) 963-1821

Station 86:

• Emergency 9-1-1

• Non-emergency (626) 963-5719

Website: <http://www.ci.glendora.ca.us/departments-services/los-angeles-county-fire-department>

WeTip: Anonymous Crime Reporting

Help put a stop to crime and be 100% ANONYMOUS when reporting any crime. WeTip has Live Bilingual operators 24/7.

Phone: 1-800-78-Crime Now

Website: <http://wetip.com/>

Health, Mental Health, Abuse

STUDENT HEALTH CENTER

Monday - Thursday 8:30 AM - 4:30 PM

Friday 8:30 AM - 12:00 PM (626) 914 - 8671

• From a campus phone X8671

Fax: (626) 914-8673

The Health Center provides numerous medical services, one on one counseling, and partners with many outside resources to assist with, but not limited to: mental health, domestic violence, sexual assault, addiction, substance abuse, nutrition, weight management, eating disorders, H.I.V. & S.T.D. testing, and general health issues.

Email: sbigby@citruscollege.edu

Website: <http://www.citruscollege.edu/stdntsr/healthcnr>

CITRUS COMMUNITY RESOURCES

In conjunction with the Health Center, Community Resources provides crisis counseling, information, and assistance with ADD, Community Services, Domestic Violence, Medical Resources, Mental Health and Substance Abuse, Sexual Assault, Suicide, and Veterans Resources.

Email: savalos@citruscollege.edu

Website: <http://www.citruscollege.edu/stdntsr/healthcnr>

NATIONAL SUICIDE PREVENTION LIFELINE

24 HRS/, 7 DAYS/WEEK 1-800-273-TALK (8255)

Website: <http://www.suicidepreventionlifeline.org/>

PROJECT SISTER FAMILY SERVICES (PSFS)

Provides services to survivors of sexual assault and child abuse in Eastern Los Angeles and Western San Bernardino counties. PSFS also provides services to the non-offending family members of survivors.

24 HRS/, 7 DAYS/WEEK (909) 626-HELP or (626) 966-4155

Website: <http://projectsister.org/>

RAPE TREATMENT CENTER

The Rape Treatment Center (RTC) at Santa Monica-UCLA Medical Center is nationally recognized for its exemplary treatment, education, and prevention programs. The RTC provides comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy, and accompaniment services.

Phone: (310) 319-4000

Website: <http://www.911rape.org/home>

Educational / Support Services

COUNSELING & ADVISEMENT

Phone: (626) 914 - 1739

Email: counseling@citruscollege.edu

Website: <http://www.citruscollege.edu/stdntsr/counsel/>

OFFICE OF STUDENT AFFAIRS

Phone: (626) 914 - 8601

Email: tshamhart@citruscollege.edu

Website: <http://www.citruscollege.edu/stdntsr/studentaffairs/>

OFFICE OF STUDENT LIFE

Phone: (626) 914 - 8603

Email: athompson@citruscollege.edu

Website: <http://www.citruscollege.edu/stdntsr/studentaffairs/activities/>

Title IX Coordinator

(626) 914-8830

(626) 914-8566 - fax

Email: bfink@citruscollege.edu

BRIEF HISTORY OF THE CLERY ACT

The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), 20 USC § 1092(f), requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR) that is to be published by October 1st of each year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her dorm on April 5, 1986, by a fellow student she did not know. Her parents championed laws requiring the disclosure of campus crime information and the federal law was subsequently changed to bear their daughter's name.

Since its enactment in 1990, it has been amended regularly to keep up with changes in campus safety. It was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments added provisions to protect crime victims, "whistleblowers", and others from retaliation. The most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence, via the Campus Sexual Violence Elimination (SaVE) Act.

CLERY REQUIREMENTS

The Clery Act requires colleges and universities to publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics, several security policies and procedures and information on the basic rights guaranteed victims of sexual assault. Additionally, requirements also include: a public crime log; issuance of timely warnings pertaining to Clery Act crimes; emergency response; notification and testing; a fire log (if on campus housing exists); and several policy statements.

Last, Clery requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

1. Criminal Homicide
 - a. Murder & Nonnegligent manslaughter
 - b. Negligent manslaughter
2. Sex Offenses
 - a. Forcible
 - b. Non-Forcible
3. Robbery
4. Aggravated Assault
5. Burglary
6. Motor Vehicle Theft
7. Arson

Institutions are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Hate crimes must also be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required if the crime committed is classified as a hate crime:

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property

The U.S. Department of Education (ED) is responsible for enforcing the Clery Act.

THE ANNUAL SECURITY REPORT

Citrus Community College District's Annual Security Report (ASR) includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain non-campus facilities, such as annex parking lots; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as sexual assaults and other matters. Copies of the ASR may be obtained at the Department of Campus Safety, located in the Campus Safety building (CS) at 1000 W. Foothill Boulevard, Glendora, CA 91741. All prospective students and employees may also obtain a copy from the Citrus College website. The full text of this report is available at www.citruscollege.edu under campus safety.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

In accordance with Board Policy (BP) and Administrative Procedure (AP) 3515 – *Reporting of Crimes*; the Department of Campus Safety prepared this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding Citrus College and Annex parking facility. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Department of Campus Safety, designated campus officials including but not limited to directors, deans, department heads, student advisors, athletic coaches, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

THE DAILY CRIME LOG

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to Campus Safety. The crime log differs from other disclosure requirements in some important ways:

- Crime log entries include *all* crimes reported to Campus Safety for the required geographic locations, not just *Clery Act* crimes.
- The crime log discloses specific information about criminal incidents, not crime statistics.
- The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A crime is entered into the log as soon as possible, once it has been reported to Campus Safety.
- The log has a more specific location focus than the statistical disclosures.
- The log is a running log (60 day requirement).

- The log is updated within two business days of a crime being reported to Campus Safety.

The daily crime log is available online at: <http://www.citruscollege.edu/campussafety/Documents/logs/2014CrimeLog.pdf>, is available in print at Campus Safety, and is provided to the campus newspaper, *The Clarion*.

THE CAMPUS FIRE LOG

Citrus College does not have on campus housing, thus no fire log is included in this report. However, in conjunction with all campus evacuation drills, fire alarm drills and building evacuations are held twice a year in various buildings throughout campus. Fire drills are unannounced to the general student body and staff.



REPORT TO ED VIA WEB-BASED DATA COLLECTION

As mandated by the Clery Act, the Department of Campus Safety reports all necessary crime statistics to the Department of Education. These statistics can be viewed on the campus safety web site (www.citruscollege.edu) or by logging onto the Department of Education's security data web site: <http://ope.ed.gov/security/Index.aspx>.

STATISTICS FROM LOCAL LAW ENFORCEMENT

In accordance with AP 3515, the District shall annually collect and distribute statistics concerning crimes on campus. All District employees with significant responsibility for student and campus activities shall report crimes about which they receive information. Requests for crime statistics are sent annually to local law enforcement agencies including Glendora Police Department, Azusa Police Department and Azusa Pacific University Department of Campus Safety. These statistics are included in the *Annual Security Report*.

CLERY GEOGRAPHY

The Department of Campus Safety provides information on crime statistics to all students, faculty, and staff members, and upon request to applicants for employment, enrollment or parents, and the Secretary of the U.S. Department of Education.

The following definitions (per Clery) may be helpful in understanding the Clery geography pertaining to crime statistics, as noted in the forthcoming categories :

Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students,

and supports institutional purposes (such as a food or other retail vendor).

Non Campus – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Below is an areal map identifying campus, non-campus, and public property.

MAP OF CITRUS COLLEGE CLERY GEOGRAPHY:

— ON-CAMPUS — NON-CAMPUS PUBLIC PROPERTY



DEFINITIONS

The following definitions of terminology for the criminal offense categories are those required by the Clery Act/Rules and are taken from the Federal Bureau of Investigation's (FBI) Universal Crime Reporting (UCR) system.

Aggravated Assault - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc).

Arson - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Bias - A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, national origin or gender identity.

Bias Crime - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity, national origin or gender identity; also known as Hate Crime. Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Dating Violence - The term "dating violence" means violence committed by a person -

- a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. where the existence of such a relationship shall be determined based on a consideration for the following factors:
 - i) The length of the relationship.
 - ii) The type of relationship.
 - iii) The frequency of interaction between the persons involved in the relationship.

Domestic Violence - The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated.

Disability Bias - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments or challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Drug Abuse Violations* - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbituates, benzedrine).

Ethnicity/National Origin Bias - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Rape (Except "Statutory Rape") - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Hate Crime - see Bias Crime.

Hate Group - An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, ethnicity or national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.

Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Larceny - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Liquor Law Violations* - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Motor Vehicle Theft - The theft of a motor vehicle. Note: A "motor vehicle" is a self-propelled vehicle that runs on the surface of land and not on rails, and which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles and golf carts.

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through negligence.

Racial Bias - A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features; etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks, Whites.

Religious Bias - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Atheists.

Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Sex Offense (Forcible) - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of Forcible Sex Offenses, they include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Sex Offense (Non-forcible) - Unlawful, non-forcible sexual intercourse. There are two types of Non-forcible Sex Offenses, they include incest and statutory rape.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual-Orientation Bias - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals, trans-genders.

Stalking - The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations* - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Definitions from the Department of Justice, except the violations definitions which are from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

CRIME STATISTICS

2013 Campus Crime Statistics

Listed below are the crime statistics for 2013 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2013 through December 31, 2013, the following are the criminal offenses which were reported to have occurred on property owned/leased by the college or on public property contiguous to the college (1000 W. Foothill Boulevard) and non-campus (600/700 block of E. Foothill Boulevard. – Azusa). The following were reported to the Department of Campus Safety and public agencies:

Offense	On-Campus Property	Non-Campus Property	Public Property	Totals
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible)				
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault With an Object	0	0	0	0
Forcible Fondling	1	0	0	1
Sex Offense (Non-Forcible)				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	1	0	0	1
Aggravated Assault	1	0	0	1
Arson	0	0	0	0
Burglary	3	0	0	3
Motor Vehicle Theft	2	0	0	2
Liquor Law Arrest/Citations	1	0	0	1
Liquor Law Violations (Referred for Disciplinary Action)	3	0	0	3
Drug Law Arrests	8	0	0	8
Drug Law Violations (Referred for Disciplinary Action)	24	0	0	24
Weapon Law Arrests	0	0	0	0
Weapon Law Violations (Referred for Disciplinary Action)	2	0	0	2
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
Hate (Bias) Crimes				
Murder/Non-negligent Manslaughter	0	0	0	0
Forcible sex offenses	0	0	0	0
Non-forcible sex offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Larceny - theft	0	0	0	0
Simple assault	0	0	0	0
Intimidation	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0

Statistics were requested of Azusa Police Department but were not available in a usable format for Clery reporting.

2012 Campus Crime Statistics

Offense	On-Campus Property	Non-Campus Property	Public Property	Totals
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible)	0	0	0	0
Sex Offense (Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Arson	0	0	0	0
Burglary	2	0	0	2
Motor Vehicle Theft	6	0	0	6
Liquor Law Arrest	1	0	0	1
Liquor Law Violations (Referred for Disciplinary Action)	1	0	0	1
Drug Law Arrests	4	0	0	4
Drug Law Violations (Referred for Disciplinary Action)	21	0	0	21
Weapon Law Arrests	0	0	0	0
Weapon Law Violations (Referred for Disciplinary Action)	2	0	0	2
Hate (Bias) Crimes	0	0	0	0
Dating Violence	n/a	n/a	n/a	n/a
Domestic Violence	n/a	n/a	n/a	n/a
Stalking	n/a	n/a	n/a	n/a

Statistics were requested of Azusa Police Department but were not available in a usable format for Clery reporting.

2011 Campus Crime Statistics

Offense	On-Campus Property	Non-Campus Property	Public Property	Totals
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible)	3	0	0	3
Sex Offense (Non-Forcible)	0	0	0	0
Robbery	1	0	0	1
Aggravated Assault	5	0	0	5
Arson	0	0	0	0
Burglary	3	0	0	3
Motor Vehicle Theft	5	0	0	5
Liquor Law Arrest	4	0	0	4
Liquor Law Violations (Referred for Disciplinary Action)	9	0	0	9
Drug Law Arrests	1	0	0	1
Drug Law Violations (Referred for Disciplinary Action)	12	0	0	12
Weapon Law Arrests	0	0	0	0
Weapon Law Violations (Referred for Disciplinary Action)	1	0	0	1
Hate (Bias) Crimes	0	0	0	0
Dating Violence	n/a	n/a	n/a	n/a
Domestic Violence	n/a	n/a	n/a	n/a
Stalking	n/a	n/a	n/a	n/a

Statistics were requested of Azusa Police Department and Glendora Police Department but were not available in a usable format for Clery reporting.

3. College Policies and Procedures

DRUG AND ALCOHOL POLICY

In accordance with Public Law 101-226, Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Citrus College prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. Therefore, BP 5500 – *Standards of Conduct*, BP/AP 7103 - *Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program*, and the California penal code prohibit the possession, use, and sale of alcoholic beverages and illegal drugs on campus, except as specified in the education code.

Violators of this policy may be subject to disciplinary action, which may include suspension, demotion, expulsion, or dismissal; and may also be subject to criminal sanctions including fines, jail, or prison sentences. The Dean of Students administers student disciplinary action, the Director of Human Resources is responsible for employee disciplinary action, and the Campus Safety Supervisor collaborates with local law enforcement agencies for criminal prosecution.

For complete policies regarding alcohol or narcotics, please visit the board policies and administrative procedures webpage at the following web address:

<http://www.citruscollege.edu/admin/bot/Pages/PoliciesProcedures.aspx>

ACCESS POLICY

Per BP/AP 3501, during business hours, the college is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all facilities is by hard key or keycard, if issued, or by admittance via the Department of Campus Safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities without employee supervision. Should access be needed to campus facilities during non-business hours, the Department of Campus Safety must be contacted prior to entering any facility owned or operated by Citrus College. Campus Safety can be reached at (626) 914-8611.

Employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open during the closing of campus. All buildings will be secured by the Department of Campus Safety by 10:30 p.m. and will re-open at 6:00 a.m., Monday through Friday. At closing, building intruder alarms will be activated. If building access is required after hours, on holidays, or on weekends, monitored admittance is necessary and a faculty or staff I.D. will be required. Faculty or staff working late or on the weekends should notify the Department of Campus Safety prior to entering a building.

REGISTERED SEX OFFENDERS

In accordance with AP 3516 - *Registered Sex Offender Information*, the District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Per Penal Code Section 290, 290.01, and 290.95; sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

- 1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children, or
- 2) would be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Campus Safety is not a police department but a non-sworn security department in accordance with Education Code Section 72330.5. Sex offenders who may be required to register should do so at the Glendora Police Department, 150 S. Glendora Avenue, Glendora, California. Information concerning registered sex offenders can be obtained from www.meganslaw.ca.gov.

SEXUAL ASSAULT POLICY

Citrus College recognizes sexual assault is a serious issue and does not tolerate actions of sexual assault on campus. The Glendora Police Department will investigate all allegations of sexual assault and take the appropriate disciplinary, criminal, and/or legal action. To that end, Citrus College adheres to the requirements of Education Code section 67385, which implements procedures to ensure prompt response to victims of sexual violence that occur on campus, as well as providing them with information regarding treatment options and services. No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can all help to create an atmosphere which is as safe and crime-free as possible by reporting criminal behavior to Campus Safety at (626) 914-8611, or by dialing extension 8611 when calling from a college phone.

In accordance with BP/AP 3540 - *Sexual and Other Assaults on Campus*, any sexual violence or physical abuse, including but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of board policies and administrative procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

Sexual assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Disciplinary action may be imposed on individual students, student organizations, and/or any Citrus College faculty or staff responsible for a sexual assault. Sanctions implied following campus disciplinary procedures depend on the outcome and may range from suspension to expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults.

As soon as possible, the victim of a sexual assault should report the incident to the Department of Campus Safety, the local police or any faculty or staff member. The victim should make every effort to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing or other items present after or during the assault. Victims are encouraged to call any law enforcement agency by dialing 911 after a sexual assault for a criminal investigation. Some agencies will also offer referral and/or transport for medical treatment, and/or referral to crisis counseling and legal advocacy.

Any person who has been the victim of sexual violence is strongly urged to report the situation to at least one of the following: Campus Safety, Student Health Center, Counseling, Vice President of Student Services, or Dean of Students, as well as the Glendora Police Department. Any person with information regarding sexual violence on campus should contact Campus Safety, the Vice President of Student Services, Student Health Center or the Dean of Students as soon as possible.

Rape, like other serious felony assaults, requires immediate notification of the Glendora Police Department. All sex crimes, including indecent exposure cases reported to campus safety will be documented on a report and forwarded to the investigations division of the Glendora Police Department in a timely manner. In those cases in which the alleged victims choose not to have their personal information reported, the Department of Campus Safety will provide a "Jane/John Doe" report to the Glendora Police Department in a timely manner in keeping with the Family Education Rights and Privacy Act.

All students, faculty members, or staff members who allege they are victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Vice President of Student Services, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Vice President of Student Services is authorized by the alleged victim to release such information.

The Vice President of Student Services shall provide all alleged victims of sexual assault with the following, upon request:

1. A copy of the District's board policy and administrative procedures regarding sexual assault (BP/AP 3540);
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
 - a. Vice President of Student Services
 - b. Campus Safety (notifies Glendora Police Department)
 - c. Student Health Center for counseling resources
3. A description of available services, and the campus personnel available to provide these services if requested. Services shall include:
 - a. Notification of Glendora Police Department or local law enforcement. Anonymous reporting is available.
 - b. Assistance in securing emergency transportation, if needed.
 - c. Immediate referral to the student health center for advocacy and counseling resources or referral to the counseling center.
 - d. A list of other available campus and off campus resources.
4. A description of each of the following procedures:
 - a. Criminal prosecution
 - b. Civil prosecution (i.e., lawsuit)
 - c. District disciplinary procedures for both student and employee
 - d. Modification of class schedules and
 - e. Tutoring, if necessary

** In all circumstances where sexual assault or sexual harassment are alleged, the Title IX Coordinator is also notified and conducts an independent investigation. **

Additionally, the following community resource information is made available to victims of sexual assault:

Not Alone: Together Against Sexual Assault—Resource Website
www.notalone.gov

Love is Respect Hotline
(866) 331-9474
Text "campus" to 22522
<http://www.loveisrespect.org/>

Project SISTER Sexual Assault Crisis & Prevention Services
(909) 626-HELP (4357)
(626) 966-4155

National Domestic Violence Hotline
(800) 799-7233
(800) 787-3224 (TTY)
www.ndvh.org

National Sexual Assault Hotline-Rape, Abuse & Incest National Network (RAINN)
(800) 656-HOPE (4673)
www.rainn.org

Suicide and Rape 24-Hour Emergency Services National Hotline
(800) 333-4444

On campus contact phones numbers:

Campus Safety: (626) 914-8611
Student Health Center: (626) 914-8671
Counseling: (626) 914-8530
Student Services: (626) 914-8532
Student Affairs: (626) 914-8601
Glendora Police Department: 911 or (626) 914-8250

For further review of the College's sexual assault policy and sexual violence prevention statement, please log onto the following web address:

<http://www.citruscollege.edu/stdntsrvt/studentdean/ab1088/Pages/default.aspx>

Additional information can also be obtained by reviewing the following links:

BP 3540 - Sexual and Other Assaults on Campus
AP 3540 - Sexual and Other Assaults on Campus
BP 7102 - Prohibition of Harassment: Students and Employees
AP 7102 - Prohibition of Harassment: Students and Employees

ENFORCEMENT AUTHORITY

Citrus College safety and security is the primary responsibility of the Citrus College Department of Campus Safety. The Department of Campus Safety is located at 1000 W. Foothill Boulevard Glendora, CA 91741; located on the south west corner of the campus in the Campus Safety (CS) building. The CS building is situated near the College's main entrance off of Citrus Avenue and Foothill Boulevard. Campus Safety's office hours are Monday through Thursday, 7:00 a.m. to 8:00 p.m., and Friday 7:00 a.m. to 4 p.m. Campus Safety Officers are on campus 24 hours a day, seven days a week, and 365 days a year.

The Department of Campus Safety strives to provide a safe and secure learning and working environment for the Citrus College community. Campus Safety Officers (CSOs) receive their authority, limited to district property, from the Board of Trustees of Citrus College and the California Penal, Education, and Vehicle Code, respectively. CSO's may make, or may assist others in making arrests, pursuant to section 837 of the Penal Code. CSO's may detain offenders for responding law enforcement officers. CSO's are also authorized to enforce traffic and parking regulations on district property, under the auspices of California Vehicle Code (CVC) 21113.

Furthermore, the Department of Campus Safety has the authority to enforce Citrus College Board Policies and Administrative Procedures. They include BP 5500 - *Standards of Conduct* and AP 6750 - *Parking*. In addition, per the Education Code Section 72330.5, the Department of Campus Safety is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the California Penal Code will also be reported to local police. It is the responsibility of the Department of Campus Safety to make contact with the appropriate law enforcement and emergency response agencies.

In addition to providing a safe and secure learning environment, Campus Safety provides a variety of services to the college community. Services provided include safety escorts, vehicle jumpstarts, vehicle unlocks, lost and found, vehicle parking permits, as well as citation payment and citation appeal information.

The department is comprised of a Supervisor, a Lead Officer, 14 Officers, an Operations Assistant, a Program Assistant, and approximately 20 Campus Safety Assistants (student employees).



MISSION STATEMENTS

Citrus College Mission Statement

The mission of Citrus College is to deliver high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society. Citrus college is dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

The Department of Campus Safety supports the College mission by taking a pro-active approach in providing a safe and secure campus in which higher learning can take place. Thus, physical, mental and social well-being of students is achieved, which is conducive to academic success.

Campus Safety Mission Statement

The mission of the Citrus College Campus Safety Department is to strive to ensure the safety of students, faculty, staff and visitors while on property owned and operated by the college or involved in college-sponsored programs and activities, and to protect the property and facilities of the district, its students, employees and visitors.

Department Goal

The goal of Campus Safety is to provide a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and personal goals.

Department Objectives

1. The Department of Campus Safety is committed to ensuring the safety of students, faculty, staff and visitors while on property owned and operated by the college, as well as protecting the property and facilities of the District, its students, employees and guests.
2. Realizing that college students are at a time of development and transition in their lives, the Department of Campus Safety promotes the continued development of responsibility by emphasizing personal accountability via enforcement of Citrus College and Campus Safety policies and procedures.

JURISDICTION

Campus Safety's primary jurisdiction is all property owned by the Citrus Community College District as part of the academic institution. The following is a list of Citrus property falling under this department's jurisdiction:

Main Campus		
Citrus College	1000 W. Foothill Boulevard, Glendora, CA 91741 (626) 914-8611	Academic and Administrative Buildings
Non-Campus (Annex Parking Lot)		
Citrus Annex Parking Lot 1 (Azusa Pacific University Parking Lot I)	600/700 blocks E. Foothill Boulevard, Azusa CA 91702	Parking

Off campus parking, also known as Citrus Annex Parking Lot 1; is provided public safety services by Azusa Pacific University Department of Campus Safety and the Azusa Police Department. Citrus College Campus Safety does not have jurisdiction in these parking lots.



LOCAL LAW ENFORCEMENT

The Citrus College Department of Campus Safety maintains an excellent relationship with local law enforcement agencies. These agencies help provide proactive safety patrols of the Citrus College campus and surrounding area.

In accordance with AP 3500 – *Campus Safety*, a Memorandum of Understanding (MOU) with the Glendora Police Department is in place. Through the MOU, campus safety officers write incident reports for crimes that occur on property owned and operated by Citrus College. Incident reports are also generated for violations of BP 5500 – *Standards of Conduct*.

Campus Safety also has an excellent working relationship with Azusa Pacific University (APU) Department of Campus Safety and the Azusa Police Department. Frequent communication and collaboration with APU Campus Safety exists.

As part of Campus Safety's efforts to facilitate safety on campus, it occasionally becomes necessary for campus safety officers to approach members of the community and ask for information. If an officer contacts someone, it does not necessarily indicate that the person is a suspect. Cooperation in these interviews, usually by simply providing name and proof of Citrus College affiliation, assists the Department of Campus Safety in promoting a safe and secure environment. Officers make every effort to be as sensitive and courteous as possible.



5. Safety and Health-Related Resources

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS AND METHODS

The Department of Campus Safety promotes security awareness throughout the campus community. The effectiveness of the department's crime prevention program is contingent upon the cooperation of all students, faculty, and staff. The Department of Campus Safety seeks to minimize criminal activity and increase security awareness and crime prevention through the following measures:

- Campus Safety presentations, new student orientations, Adjunct Faculty orientation as well as other Departments and Programs
- Active training for Emergency Information Officers (EIO)
- Assisting Emotionally Distressed Students with Emergency Lockdown Procedures
- Participate in the FBI's Campus Liaison Initiative (CLI)
- Participate in CPTED training (Crime Prevention Through Environmental Design)
- Active Shooter Training with the Glendora Police Department
- Emergency Preparedness workshops campus wide
- Social Media – Campus Safety has a *Twitter* webpage: @CitrusCollegeCS
- *Safety Guidelines and Emergency Procedures* publication distributed on campus
- Assisting the environmental health and safety supervisor distribute *Emergency Response Procedures* flipcharts and information throughout campus
- Notices in the *Citrus View*, which is distributed to all faculty and staff members

- Safety / security related articles in the student newspaper, *The Clarion*
- Escort Services – CSOs (Campus Safety Officers) and CSAs (Campus Safety Assistants- student workers) are available to escort persons on campus to their destination; particularly during hours of darkness
- In addition to constant vehicular security patrols of the campus, uniformed safety officers also patrol the interior of campus on foot. Campus Safety staff are supplemented by student assistants (CSAs), who are assigned to patrol certain areas, typically parking lots. Officers are on duty 24 hours a day, seven days a week, year round
- Timely Warnings
- Crime prevention bulletins and safety tips are periodically issued by the department to offer suggestions on improving individual security and to notify the community of specific incidents that have occurred.

The Department of Campus Safety supports programs that inform students and employees about being responsible for their own security and the security of others. These include:

- Programs presented by the associated students
- Staff development programs
- Student/faculty/staff orientation



SEXUAL ASSAULT PREVENTION PROGRAMS

During the 2013 calendar year, the following sexual assault prevention programs were conducted by various campus entities:

- Women's Self Defense Class at Azusa City Library through student life social media outlets
- Dr. Lisa Wade lecture on "The promise and perils of hook-up culture"
- "Sex Signals" - a comedy based show raising awareness of date/acquaintance rape
- Project Sister providing on campus resources and information regarding sexual assault
- World Suicide Prevention Day Event resource fair included information about sexual assault prevention
- "Women's Self Defense Training" presented by Project Sister
- Self Defense Programs
- Referral services to outside agencies via established partnerships such as:
 - ⇒ Project Sister - Sexual Assault Crisis & Prevention Services offers immediate crisis assistance in seven languages, seven days a week. They also provide accompaniment and advocacy services.
 - ⇒ House of Ruth - Offers immediate services to victims of domestic violence such as emergency shelter, transitional shelter, legal advocacy, and counseling/support groups

Future endeavors:

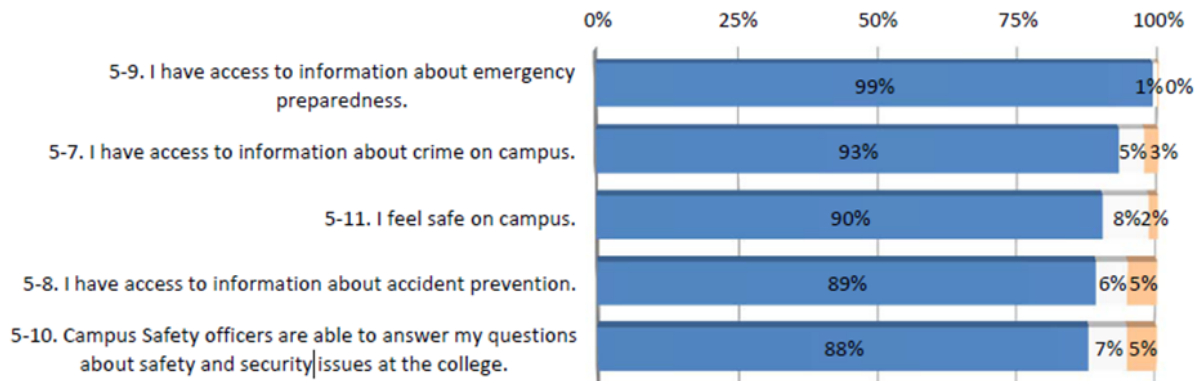
- Campus Safety will partner with Azusa Pacific University Department of Campus Safety to provide Rape Aggression Defense (R.A.D) courses. R.A.D courses will cover many sexual assault issues including: self-defense, post incident care, referral to on-and-off campus sex offender victim services, and how to obtain registered sex offender information.
- As an additional layer of communication with Campus Safety that enhances safety and security, Campus Safety will implement an Owl Safety mobile application. This app will help improve response to sexual assaults by doing the following:
 - The app will allow students to more easily and safely reach out and report incidents of domestic violence, dating violence, sexual assault, and stalking; all of which are to be disclosed in the ASR.
 - The app will allow safe and positive options for bystander intervention by allowing them to intervene by sending real-time anonymous tips to Campus Safety.
 - The app deployment will be a part of ongoing prevention and awareness programs on campus for students and faculty. It will also serve as a component of primary prevention and awareness programs for all incoming students and new employees.
 - The App helps preventing incidents by giving students one-button access to Campus Safety.
- Sexual Assault Awareness Campaign
 - Partnership between Campus Safety, Health Center, Student Life, Student Affairs, and Project Sister to promote awareness, conduct workshops and trainings to all students and employees
- Conduct campus climate surveys

Additional Programs, Services, Information Provided

- Mental Health Symposium in collaboration with Los Angeles Department of Mental Health
- Mental Health 101 training
- De-escalation workshops
- Free STI Testing
- Anxiety Support Groups
- Mental Health Workshops
- Information / resources pertaining to domestic violence
- Information / resources pertaining to substance abuse and prevention
- Information / resources pertaining depression
- Safe coping skills
- Signs of verbal and emotional abuse
- Stress
- L.A. County Mental Health
 - * Adult Full Service Partnership
 - * Service Area Advisory Committee
 - * ACCESS Center (Access to Community Care, Effective Services and Support)
 - * HOME (Homeless Outreach and Mobile Engagement)
 - * EESP (Enhanced Emergency Shelter Program)
 - * TAY (Transition Age Youth) Drop-in Centers
 - * SHARE (Self-Help and Recovery Exchange)
- NAMI (National Alliance on Mental Illness)

Citrus College All-Employee Survey Results

From April to June of 2014, the Office of Institutional Research at Citrus College conducted an all employee survey inquiring about various topics. Below reflects opinions pertaining to campus safety.



CAMPUS SECURITY AUTHORITIES

Recent amendments to the Campus Security Act require that campus security authorities report crime statistics for inclusion in the College's Annual Security Report. Personnel listed in the distribution list are considered a "Campus Security Authority" as that term has been defined by the United States Department of Education.

Individuals may also report crimes to *Campus Security Authorities* (CSAs). CSAs are defined as the following:

1. *A campus police department or a campus security department of an institution.*
2. *Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).*
3. *Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.*

Campus security authorities include members of the Department of Campus Safety, the Vice President of Student Services, the Dean of Students, and the coordinators of intercollegiate athletics.



CRIMINAL ACTIVITY

Reporting Crime on Campus

Per BP/AP 3515, District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to Campus Safety.

In the event an employee is assaulted, attacked, or menaced by a student or co-worker, the employee shall notify his/her supervisor as soon as is practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to Campus Safety. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so.

Life Threatening Situations

Always dial 911 and immediately notify the Department of Campus Safety (626) 914-8611, or by dialing ext. 8611 from an on-campus phone (not from a cell phone). When calling 911, you must remember to dial a 9 (9-911) first if using a campus department phone. Provide official address, building name and room number. Emergency personnel may not be familiar with the campus or accustomed to Citrus College terminology.

Crimes in Progress

If possible, get to a safe and secure location. Always dial 911 and then immediately notify the Department of Campus Safety (626) 914-8611, or ext. 8611 from any department phone on campus. Try to remember as much suspect information as possible (number of suspects, male/female, height, weight, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information).

DO NOT confront or try to apprehend the suspect(s).

FACILITY SECURITY ISSUES

Alarm systems and outdoor lighting are integral parts of campus security. This equipment is maintained by the Facilities Department (626) 914-8690 (internal ext. 8690) and patrolled by campus safety officers. LED lighting has been added in the parking lots with complete changeover to LED lights in progress. Alarm systems, communications, outdoor lighting, emergency phones in elevators and campus emergency phones are tested by campus safety on a regular basis and any necessary maintenance issues are reported to the facilities department for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities, and other concerned areas review these results. Additionally, during the academic year, the Director of Facilities, Campus Safety Supervisor, and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

Quick Tips

- ◆ Always dial 911 for all life threatening emergencies
- ◆ Notify the Department of Campus Safety immediately after calling 911
- ◆ For all non-life threatening incidents, notify the Department of Campus Safety first
- ◆ Stay on the phone with the dispatcher until they no longer need you
- ◆ If you have helpful information and it is safe to do so, make yourself available by staying in the area but do not interfere
- ◆ Program the numbers of local law enforcement agencies into your cell phone:

Department of Campus Safety (626) 914-8611
Glendora Police Department (626) 914-8250
Azusa Police Department (626) 812-3200
Azusa Pacific University (626) 815-3898

MISSING PERSONS STATEMENT

Any person who files a missing person report to Campus Safety is referred to the Glendora Police Department for further investigation. Upon the request of the police department, Campus Safety may assist as necessary.

EMERGENCY RESPONSE PROCEDURES

Emergency Operations Plan

As stipulated in AP 3505, Citrus College has in place an Emergency Operation Plan that is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency. It is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies outlined by this plan are biological and environmental emergencies, bombs and explosives, disturbances and demonstrations, earthquake, fire, flooding, shootings, terrorism, and governmental response to pandemic flu. The college's partial or total response to natural disasters or campus-wide emergencies will be based on the magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

The Emergency Operation Plan applies the principles of SEMS (Standardized Emergency Management System), the concept of ICS (Incident Command System), and NIMS (National Incident Management System) into a customized plan for Citrus College. SEMS is the set of principles developed for coordinating state and local emergency response in California. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas and regions.

Emergency responses to any major emergency are to be conducted within the framework of the Emergency Operations Plan.

Purpose

The Emergency Response Plan is the District's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the District Superintendent/President or his/her delegated representative. The emergency response plan details actions and responsibilities for all employees of the District including those on the Emergency Operation Center (EOC) staff.

Responsibility

Government Code Sections 2100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) will be activated during emergency situations that warrant a collaborative response. The Superintendent/President or his/her designated representative will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the District's response to the emergency situation, coordination with outside agencies and request for outside support. The EOC staff will be aided in their duties by Emergency Information Officers (EIOs) and Emergency Response Teams that are trained response personnel from the District.

The EOC is composed of key administrators, record keepers and the individual who is responsible for Administration of Justice. The EOC shall:

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers
- Initiate the emergency notification chain (call back of all employees)
- Mobilize any additional staff to heavily damaged areas
- Determine the "All-Clear" when the disaster is over

All key press releases will be prepared by the Public Information Officer (PIO). In the absence of this person, the key administrator will designate an individual responsible for this function.

Preparedness

The District's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

Emergency Chain of Command

SEMS/NIMS/ICS Organizational Chart can be found on Page 12 of the Citrus College Emergency Operations Plan.

Concept of Operations

For planning purposes, Citrus College has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources.

Level One:

A minor to moderate incident where campus resources are adequate and available.

Level Two:

A moderate to severe emergency where campus resources may not be adequate and mutual aid may be required on a larger basis. A PROCLAMATION OF EMERGENCY is determined by the Superintendent/President or his/her designee.

Level Three:

A major disaster where resources in or near the impacted areas are overwhelmed and extensive city, county, state and/or federal resources are required. The college Superintendent/President or designee will declare a PROCLAMATION OF EMERGENCY.

The Emergency Operation Plan provides for a full emergency response by the college for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a level one disaster occurring on campus would require minimal activation of the plan, where a more serious situation would require increased activation.

Management and Control

The Superintendent/President or designee establishes the basic policies, which govern the emergency management organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The Emergency Operation Plan is under the executive management of the incident commander and under the operational direction of the Superintendent/President.

Plan Goals and Objectives

The major goals of the *Emergency Operation Plan* are:

- ◇ The preservation of life
- ◇ The protection of property
- ◇ The continuity of campus operation

The overall objective is to ensure the effective management of emergency forces involved in preparing for and responding to situations associated with emergencies. Specifically, this will include:

- Overall managing and coordinating of emergency operations to include, as required, on scene incident management
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations
- Requesting and allocating resources and other related support
- Establishing priorities and adjudicating conflicting demands for support
- Coordinating inter-jurisdictional mutual aid
- Activating and using communication systems
- Preparing and disseminating emergency public information
- Disseminating community warnings and alerts
- Managing the movements and reception of persons in the event an evacuation is ordered
- Collecting, evaluating and disseminating damage information and other essential data
- Responding to requests for resources and other support
- Restoring essential services

Plan Activation

When an emergency situation arises, the incident commander will activate the *Emergency Operation Plan*. Assigned Citrus College personnel and equipment will be utilized to provide priority protection for the following:

1. Life/safety
2. Preservation of property
3. Restoration of academic programs

The manner in which Citrus College personnel and equipment will be used will be determined by the operational plan, under the direction of the incident commander. When the plan is activated, the Emergency Operations Center (EOC) will also be activated. The EOC is the area where all district emergency response team personnel are to meet in the event of an emergency. Currently, it is located in the Handy Campus Center.

The Superintendent/President or designee is responsible for notifying the incident commander to deactivate the emergency plan and the EOC when he/she deems it appropriate.



EMERGENCY NOTIFICATION

Citrus Alert

Procedures are in place to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees on campus. Citrus College contracts with Blackboard Connect, which provides the ability to send voice, email, and SMS / text messages to all students, faculty and staff. In the event of a significant emergency, Citrus College's emergency notification system, called *Citrus Alert*, will be activated. *Citrus Alert* enables the college to communicate with students and employees quickly in the event of an emergency.

A *Citrus Alert* will be sent only to inform students, faculty and staff of an imminent emergency, such as a natural disaster (e.g. fire, earthquake,

flooding), threat of violence, chemical hazard, or other significant events such as a school closing or power outage. The *Citrus Alert* system will send messages to student-provided e-mail addresses and employees' Citrus e-mail addresses, as well as up to six phone numbers. The *Citrus Alert* system can also send a text message to a user's cell phone. Test messages are sent approximately once a semester.

Students, faculty and staff can submit and update their emergency contact information at: <https://wingspan.citruscollege.edu>, under the personal tab. **Students must have a WingSpan ID number and PIN to register.** Staff without WingSpan access may obtain their ID and PIN from the Human Resources Department.

The steps to entering email and emergency contact information are as follows:

1. Go to www.citruscollege.edu
2. Click **Update Your Citrus Alert Information**
3. Click <https://wingspan.citruscollege.edu> located under "How do I submit my contact information?"
4. Click **Enter Secure Area** to register.
5. Follow the login instructions.
6. Click on **Personal Information**.
7. Click on **Update E-mail Addresses**.
8. From the drop down menu choose **Personal Email** and click **Submit**.
9. Type in your complete email address.
10. Click **Submit**.
11. Click **Return to Menu** at the top of the page.
12. Click **Citrus Alert Contact Information**.
13. Enter or edit your contact information
14. Click **Submit**. This completes the process.
15. Exit WingSpan

NOTE: It may take from 6 to 24 hours to update your email address in the system.

Further information regarding *Citrus Alert* can be found at the Campus Safety web-page at www.citruscollege.edu, or by clicking on the following: <http://www.citruscollege.edu/citrus-alert/Pages/default.aspx>.

Crisis Action Team

Per the *Emergency Response Plan*, the crisis action team (management section of the EOC), will confirm there is a significant emergency, determine whom to notify and how, and initiate, if necessary, *Citrus Alert*.

The crisis action team consists of:

- Superintendent/President – Dr. Geraldine Perri
- Vice President of Administrative and Fiscal Services – Claudette Dain
- Vice President of Student Services – Dr. Arvid Spor
- Interim Vice President of Academic Affairs – Dr. Arvid Spor
- Director of Human Resources - Dr. Robert Sammis
- Director of Facilities – Fred Diamond

The crisis action team will assess and confirm an emergency's significance and will notify accordingly.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the opinion of the Supervisor of the Department of Campus Safety, Dean of Students and Vice President of Student Services, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. As outlined in AP 3515, The District shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the college's public information officer in consultation with the superintendent/president in a manner that aids the prevention of similar crimes. The warning will be issued through announcements, posted notices, and emails. Registered students, faculty and staff will receive notifications via email. In addition, the warning will be posted throughout campus, as well as in the college's student newspaper, The Clarion. Anyone with information warranting a timely warning should report the circumstances to the Department of Campus Safety (626) 914-8611, or in person at the Campus Safety Building (CS), 1000 W. Foothill Boulevard, Glendora CA 91741.

Emergency Notification to the Larger Community

As indicated in the *Emergency Operations Plan*, the public information officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency.

The PIO provides information to employees, students, and the general campus community. Additionally, the PIO is the point of contact for the public and the news media, coordinating press releases, communicating with other agencies and holding news conferences as necessary.

The PIO is also responsible for establishing a rumor control center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means.

The PIO is Paula Green, Director of External Relations.

EVACUATION PLAN

Emergency evacuation of a building or buildings, or the entire campus may be required due to emergency situations, including but not limited to fire, explosion, earthquake, power outage, or other major crisis. All fire alarms are to be treated as authentic warnings whether they prove to be false alarms or not. Evacuation plans are building specific and are designed to move everyone out of the threatened buildings or areas and towards an evacuation area as safely and quickly as possible.

Emergency Evacuation Assistance Areas (EEAA)

In compliance with the federal Americans with Disabilities Act, Citrus College has established designated emergency evacuation assistance areas in multistory buildings to help students and employees with disabilities. Campus buildings affected by this requirement include: AD, VT, LB, ED, PS, PC, TC, LI, FH, MA, SS, and CI.

Each floor of multistory buildings has two emergency evacuation assistance areas with direct access to a nearby stairwell exit. These areas are clearly placarded with a blue and white universal handicap symbol. If a student or employee is unable to safely reach the ground floor unassisted, they will be provided assistance.

During a major emergency or power outage, elevators may not be in operation. In any emergency evacuation, campus safety and/or college designated emergency responders will assist any person with a disability to safely evacuate a campus building.

Fire Alarm Signal

A fire alarm is located in every building on campus. If an alarm sounds, strobe lights are also activated. When a fire alarm is activated, campus safety personnel will direct all occupants to evacuate the building. Students, faculty and staff are to completely clear the building.

Evacuation Gathering Areas

Upon evacuating the building, students and employees are to stay in an area directed by campus safety staff or emergency response personnel. All evacuees are to keep a minimum of 150 feet away from buildings. Additionally, evacuation assembly areas are to be a safe distance away from imminent danger, such as falling debris from trees, power lines, antennas, and/or buildings. Evacuees are to remain clear of service roads, stairways, fire hydrants and red zones, as emergency personnel and their vehicles will be utilizing the aforementioned areas.

Returning to Buildings

Upon the evacuation of a building, students and employees are not allowed to re-enter the building until campus safety and/or emergency responders have inspected the building and have deemed it all clear for resumption of normal activities. The all clear is only given after the emergency has been completely resolved and the strobes have been turned off, not when the alarm has been silenced.

TESTING

To maintain campus preparedness, different methods for testing the emergency notification system, Citrus Alert, are explored and executed. Test messages are sent once per semester. Annual tests/reviews and procedures are conducted for emergency radio testing, review of the college's Emergency Operations Plan, and table top exercise for emergency operations center (EOC) staff. In conjunction with all campus evacuation drills, fire alarm drills and building evacuations are held twice a year in various buildings throughout campus. Fire drills are unannounced to the general student body and staff.



EMERGENCY RESPONSE PUBLICATIONS

Emergency preparedness plans have been established at Citrus College. Evacuation maps and emergency response procedures flip charts are posted in almost every classroom and office, by the Environmental Health & Safety Department. All staff is also given a pocket sized flip charts which include maps of emergency gathering areas and emergency medical supplies. Additionally, staff members are given a brochure titled Safety Guidelines and Emergency Procedures. Last, campus emergency information including important emergency and safety related documents and web links may be retrieved by logging onto the following:

On the internet:

<http://www.citruscollege.edu/emergency/Pages/default.aspx>

On the intranet:

<http://intranet/phonetree/Pages/default.aspx>

Faculty and staff may also obtain copies of evacuation routes, safety guidelines and procedures, and emergency response flipcharts by contacting the environmental health & safety office at (626) 914-8704 or by emailing the Environmental Health Supervisor, Jeff Eichler at jeichler@citruscollege.edu.

Citrus College's written plans and guidelines pertaining to appropriate responses for emergencies on campus are available in a 220 page manual called the Emergency Operations Plan.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 18, 2014	Resolution	_____
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	X

BACKGROUND

In accordance with BP 6340, Contracts, the attached list of Independent Contractor/Consultant Agreements is being submitted to the Board of Trustees for review and ratification.

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

RECOMMENDATION

Authorization is requested to ratify the attached list of Independent Contractor/Consultant Agreements as submitted.

Claudette E. Dain
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G1.a.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – November 18, 2014

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING SOURCE</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
Westberg + White Architects	\$260,100.00 max <i>Revision</i>	State/District	10/8/14-Project Completion	Architectural Services – Hayden Hall
<u>FINE AND PERFORMING ARTS</u>				
Celtas, Inc.	\$2,000.00 max	District	11/19/14-6/30/15	Musician Services
Eredia, Patricia-Morgan Adela	\$1,000.00 max	District	11/19/14-6/30/15	Musician Services
Mace, Laura	\$2,000.00 max <i>Revision</i>	District	7/1/14-6/30/15	Musician Services
<u>FOSTER CARE EDUCATION</u>				
Code, Lucy Maria	\$3,000.00 max	Grant	11/19/14-6/30/15	Trainer for Foster Parents
Dixon, Karen	\$3,872.00 max <i>Revision</i>	Grant	5/7/14-7/31/15 <i>Revision</i>	PS-MAPP Module Trainer
Goblirsch, Kathleen Ann	\$8,000.00 max <i>Revision</i>	Grant	7/18/14-6/30/15	Data Entry for FKCE Classes to State Database
Goblirsch, Kathleen Ann	\$8,960.00 max <i>Revision</i>	Grant	7/18/14-6/30/15	PS-MAPP Assistant
Witcher, Calvin	\$3,800.00 max <i>Revision</i>	Grant	7/1/14-6/30/15	Training of Foster Care Participants
<u>GOLF DRIVING RANGE</u>				
Thompson, Bruce	\$35.00 per 1/2 hr	Fees	11/19/14-6/30/15	Private Golf Lessons
Thompson, Bruce	\$52.00 per person	Fees	11/19/14-6/30/15	Group Golf Lessons
<u>HEALTH SCIENCES</u>				
Heneise, John	\$9,100.00 max <i>Revision</i>	Grant	3/19/14-12/31/14	ADN Data Base Upgrade & Training
<u>STAFF DEVELOPMENT</u>				
Bartelt, Linda Lee	\$250.00 max	District	2/17/15-2/17/15	Facilitate Flex Day Workshop
Khodabakshian Chiropractic, Inc.	\$366.00 max	District	2/17/15-2/17/15	Flex Day Workshop
<u>STUDENT SERVICES</u>				
Hamilton, Betty Jeanne	\$75.00 per hour	District	11/19/14-6/30/15	Accreditation Self Evaluation Editor
<u>TeCS</u>				
Desert Information Services	\$15,000.00 max	District	10/22/14-6/30/15	Support for Banner ERP
Maus Software Technical Consulting	\$8,000.00 max <i>Revision</i>	District	8/1/14-6/30/15	Support for Server Migration Maintenance and Server and Database Support Maintenance

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

**Use of Facilities
November 18, 2014**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	CHARGE
TELACU Industries Inc.	Recording Arts Studio	Basic Tracking	7/25/14, 8/15/14, 8/18/14, 10/3/14 and 10/24/14	\$2,000.00
Han Luo	Recording Arts Studio	Piano Demo	10/17/14	\$350.00
FLS International	Campus Center East Wing	Student Orientation and Testing	11/10/14	\$450.00 plus additional labor if required
FLS International	P1-108B and P1-108C	Classes	11/11/14 through 11/19/14	\$700.00 plus additional labor if required
Kevin Pollock	Tennis Courts	Tennis Tournament	2/7 and 2/8/15	\$300.00 plus additional labor if required
Jin's Dance Studio	Performing Arts Center	Dance Performance	2/28/15	\$3,050.00 plus additional labor if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 18, 2014	Resolution	_____
SUBJECT:	Ratification of A & B Warrants	Information	_____
		Enclosure(s)	X

BACKGROUND

Payments to employees are issued on "A" Warrants. All other payments such as payments to vendors and students for financial aid and refunds are issued on "B" Warrants. In accordance with AP 6150, Designation of Authorized Signatures, all warrants have been processed in accordance with established procedures to ensure verification of authenticity of the expenditure.

This item was prepared by Lucia Blades, Accounting Supervisor.

RECOMMENDATION

Authorization is requested to ratify A & B Warrants for October 2014 totaling \$11,945,063.99.

Claudette E. Dain _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ G.1.c. _____

CITRUS COMMUNITY COLLEGE DISTRICT		
APPROVAL OF A & B WARRANTS		
October, 2014		
B WARRANT AMOUNT PAID TO VENDORS		\$3,439,449.38
GRANT AMOUNT PAID TO STUDENTS		\$4,502,583.01
NUMBER OF A WARRANTS ISSUED TO EMPLOYEES	REGISTER NUMBER	AMOUNT
5	272-N	\$20,854.26
171	C1C-C	\$1,563,123.02
460	C5C-C	\$746,515.03
10	C5C-N	\$17,367.70
5	274-C	\$3,108.25
1	280-N	\$4,607.88
13	C3C-C	\$10,886.32
452	C3C-N	\$285,401.87
10	281-N	\$2,828.25
5	288-N	\$1,198.59
4	297-N	\$7,392.81
296	C2D-N	\$1,339,747.62
1,432		\$4,003,031.60
Total Warrants		\$11,945,063.99
ske		
11/13/2014		

Board of Trustees Meeting - November 18, 2014

Includes Purchase Orders dated 10/10/2014 - 11/04/2014

PO Number	Vendor Name	Description	Fund Object	Account Amount
14-24939	Clarion At Citrus	Clarion Advertisements	01-5790	\$1,430.00
15-26052	Sehi Computers	Printer	01-6400	208.79
15-26065	Custom Signs Inc	Centennial Banners	01-4300	4,000.00
15-26070	Von's Grocery	Food-Kenshu	39-4300	294.94
15-26071	An Subs Inc.	Food-Kenshu	39-4300	712.60
15-26072	Little Caesars	Food-Kenshu	39-4300	359.70
15-26073	Dell Computer Corp	Computer	01-6400	1,029.07
15-26075	Plaza Produce	Food-Kenshu	39-4300	119.85
15-26094	Walmart	Supplies-Science	01-4300	80.79
15-26095	Sehi Computers	Printer	01-6400	269.33
15-26096	Telepole Manufacturing Inc.	Flagpoles	01-6400	798.00
15-26097	Amazon.com	Supplies-Fine Arts	01-4300	117.69
15-26098	Amazon.com	Supplies-PE	01-4300	98.09
15-26100	Amazon.com	Supplies-Learning Center	01-4300	87.46
15-26101	Amazon.com	Supplies-Learning Center	01-4300	194.80
15-26103	B & H Photo Video	Supplies-Music	01-4300	299.75
15-26104	The Sandbag Store	Sandbags	01-4300	397.85
15-26105	Packaging Horizons Corp.	Security Bags	01-4300	604.95
15-26106	TTO Technology, Inc.	Computer Cables	01-4300	130.80
15-26107	BSN Sports	Supplies-PE	01-4300	843.91
15-26108	Notary Public Seminars, Inc	Notary Public Seminar Exam Fee	39-4300	90.00
15-26109	Doc Fizzix Products	Supplies-Science	01-4300	434.58
15-26110	AC Supply	Supplies-Outreach	01-4300	1,072.02
15-26111	International Soap Box	Supplies-Science	01-4300	680.60
			01-6400	2,751.51
15-26112	Owl Bookshop	EOP&S Textbooks	01-7600	134,233.36
15-26113	Owl Bookshop	CARE Textbooks	01-7600	1,167.27
15-26114	BSN Sports	Sports Clothing	01-4300	519.68
15-26115	BSN Sports	Supplies-PE	01-4300	265.47
15-26116	Henderson Environmental	AQMD/CARB Compliance	01-5805	2,570.00
15-26117	Hillyard, Inc.	Supplies-Custodial	01-4300	690.54
15-26118	Sundog Quality Products	Ejection Board-Water Polo	01-6400	571.92
15-26119	Barkshire Laser Leveling	Laser Leveling-Baseball Field	01-6100	1,100.00
15-26121	Glendora Postmaster	Annual Bulk Mail Permit	01-5850	200.00
15-26122	XM Satellite	XM Yearly Service	59-5800	187.50
15-26123	State Chemical Co.	Blanket PO-Shop Supplies	01-4300	2,000.00
15-26124	German Auto Repair	Engine Repair-Vehicle #140	01-4360	2,986.96
15-26125	KI	Administration Furniture	42-6400	3,165.49
15-26126	San Gabriel Valley	Publication Ads	01-5790	825.00
15-26127	Beacon Media, Inc.	Publication Ads	01-5790	1,335.00
15-26128	E-Z Up Direct.com	Repairs-E-Z Ups	01-4300	500.13
15-26129	G/M Business Interiors	Office Furniture	01-6400	781.66
15-26130	Sehi Computers	Printer	01-6400	432.60
15-26131	Dell Computer Corp	Computer	01-6400	986.38
15-26132	Amazon.com	Chair	01-4300	188.40
15-26133	SurveyMonkey.com LLC	Online Survey Service	01-5840	299.44
15-26134	SC Fuels	Gasoline	01-4360	8,757.00

PO Number	Vendor Name	Description	Fund Object	Account Amount
15-26135	Custom Signs Inc	Banner	01-4300	545.00
15-26136	Powercall Sirens LLC	Decals-EMT Ambulance	01-4300	56.69
15-26137	Pollard's	Sewing Machine	01-6400	652.91
15-26138	Keystone Uniform Depot	Campus Safety Shirts	01-4300	1,342.55
15-26139	Sign A Rama	Banners	01-4300	708.50
15-26140	Jeff's Sporting Goods	Softball Uniforms	01-4300	650.57
15-26141	BSN Sports	Softball Uniforms	01-4300	2,971.16
15-26142	Hillyard, Inc.	Supplies-Custodial	01-4300	4,425.71
15-26143	Education To Go	Fee for Online Classes	39-5800	65.00
15-26144	Bainbridge Environmental	Haz Mat Abatement Monitoring-FA	42-5110	7,716.50
15-26145	Owl Bookshop	Blanket PO-Fine Arts	01-4300	500.00
15-26146	Location Sound Corporation	Supplies-PAC	01-4300	378.41
15-26147	Hunter Engineering Co.	Repair Vehicle Lift	01-5600	1,204.14
15-26148	Harbor Freight	Supplies-Auto Shop	01-4300	327.18
15-26149	Minitex	Supplies-Tapes	01-4300	1,298.56
15-26150	Sehi Computers	Printer	71-6400	552.78
15-26151	Uniform Express Intl, Inc.	Football Jerseys	01-4300	5,869.88
15-26152	Costco Wholesale	Blanket PO-Foster Care	01-4300	200.00
15-26153	Costco Wholesale	Blanket PO-Foster Care	01-4700	1,000.00
15-26154	National Pen	Supplies-Automotive	01-4300	491.16
15-26155	National Pen	Supplies-CTE	01-4300	1,303.98
15-26156	Promotions Now	Supplies-CTE	01-4300	1,526.00
15-26157	Owl Bookshop	Blanket PO-Study Abroad	01-4300	900.00
15-26158	Demco Inc.	Supplies-Book Covers	01-4300	188.08
15-26159	Gaylord Bros.	Supplies-Labels	01-4300	329.37
15-26160	All Time Gas & Diesel	Repair-Bus	01-5630	573.49
15-26161	San Gabriel Valley Tribune	Legal Ad-RFP #01-1415-Energy Service Contract	41-5800	2,507.80
15-26162	SectorPoint, Inc.	Web Hosting Maintenance Support	01-5810	40,200.00
15-26163	Safelite Auto Glass	Repair-Ford Ranger #104	01-5630	252.64
15-26164	Henderson Environmental	AQMD Test and Certification	01-5805	1,400.00
15-26165	Collegenet.com	Software License	01-5840	11,876.60
15-26166	Clarion At Citrus	Blanket PO-Advertising	01-5790	2,310.00
15-26167	California Industrial	HVAC Heat Pump Replacement-LL	01-5890	4,995.00
15-26168	Sata Lawn Mower Shop	Blanket PO-Grounds	01-4300	6,000.00
15-26169	DJL Enterprises, Inc.	Blanket PO-Key Supplies	01-4300	500.00
15-26170	Kelly Paper	Paper-Warehouse Stock	01-4300	353.96
15-26171	Toshiba	Laptop Computers-Counseling	01-6400	2,681.20
15-26172	Owl Bookshop	Textbooks	39-4300	4,014.25
15-26173	Touch Source	Touch Screen Directory Repair-CI	01-5630	1,042.35
15-26174	Pump Man	Sewer Repair-Campus Center	01-5630	4,077.00
15-26175	A-1 Textiles	Supplies-Weight Room	01-4300	435.30
15-26176	College Source, Inc.	Online Web License Renewal	01-5800	2,541.00
15-26177	Grainger, Inc.	Supplies-Tools	01-4300	186.36
15-26178	School Services Of California, Inc.	Blanket PO-Subscription	01-5800	5,000.00
15-26179	Clean Sweep Supply Co.	Supplies-Custodial	01-4300	2,194.99
15-26180	Amazon.com	Books	01-4300	315.01
15-26181	Sehi Computers	Computer Monitors	01-6400	736.25
15-26182	San Gabriel Valley Tribune	Centennial Ads	01-5790	1,028.99

PO Number	Vendor Name	Description	Fund Object	Account Amount
15-26183	Alert Services	Supplies-Training Room	01-4300	88.26
15-26184	Doc Fizzix Products	Supplies-Science	01-4300	535.14
15-26185	Learning Resources	Online Classes	39-5800	97.50
15-26186	Learning Resources	Online Classes	39-5800	1,077.50
15-26187	San Diego Continuing Education	Registration Fee	39-5220	98.00
15-26188	Frozen Ropes	Supplies-Baseball	01-4300	4,515.27
15-26189	BSN Sports	Supplies-Men's Basketball	01-4300	1,097.75
15-26190	Malmark, Inc.	Replacement Bell Handles	01-4300	84.50
15-26191	R & R Custom Signs	Measure G Construction Banners	41-4300	614.76
15-26192	Baudville, Inc.	Supplies-Adapted PE	01-4300	93.21
15-26193	Dell Computer Corp	Computer-CTE	01-6400	1,152.66
15-26194	Amazon.com	Conference Room Chairs-RA	01-6400	3,767.91
15-26195	ASCAP S & C Licensing	Music License	01-5880	2,657.90
15-26196	BMI General Licensing	Music License	01-5880	2,695.87
15-26197	Sacramento Bee	Online Subscription	01-4300	76.25
15-26198	Plaza Produce	Blanket PO-Refreshments	01-4300	350.00
15-26199	Rockler Woodworking	Supplies-PAC	01-4300	87.19
15-26200	Virco Manufacturing Corp	Student Desks	01-6400	3,709.27
15-26201	Snap-On Industrial	AutoTechTire Equipment	01-6400	4,408.06
15-26202	SP Scientific Service	Glassware Washer Repair	01-5630	500.00
15-26203	Barkshire Laser Leveling	Turf Maintenance-Baseball Field	01-6100	900.00
15-26204	Stover Seed Company	Seed-Baseball Field	01-4300	3,815.00
15-26205	Ashgate Publishing	Supplies-Music	01-4300	208.73
15-26206	Academic Senate for CCC	Registration-Fall Plenary	01-5200	1,500.00
15-26207	Amazon.com	Supplies-Fine Arts	01-4300	41.02
15-26208	Amazon.com	Supplies-Photo Class	01-4300	1,088.75
15-26209	Owl Bookshop	Blanket PO-Centennial	01-4300	1,500.00
15-26210	Keystone Uniform Depot	Centennial Patches	01-4300	125.44
15-26211	Oracle America	Oracle Software Annual License	01-5840	127,606.76
15-26212	Board Of Governors, CCC	General Assembly Fall 2014 Registration	72-5200	1,550.00
15-26213	Malmark, Inc.	Supplies-Music	01-4300	17.89
15-26214	ComputerLand	Software	01-5840	29.00
15-26215	Innovative Promotions	Flashlights-Campus Safety	01-4300	1,277.12
15-26216	Carolina Biological Supply	Supplies-Biology	01-4300	4,239.45
15-26217	People Admin	Software Annual Maintenance-HR	01-5810	24,500.00
15-26218	Arrow Restaurant	Refrigerator-PS	01-6400	4,321.85
15-26223	Ellucian Support Inc.	Software Annual Maintenance-IS	01-5840	143.00
			42-5840	249,641.00
Total Number of POs			132	Total <u><u>\$858,123.17</u></u>

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	1	\$1,430.00
Total Fiscal Year 2014			1,430.00
01	General Fund	114	583,828.00
39	Community Education	10	6,929.34
41	Capital Outlay Projects Fund	2	3,122.56
42	Revenue Bond Construction Fund	3	260,522.99
59	Golf Driving Range	1	187.50
71	Associated Student Trust Fund	1	552.78
72	Student Representation Fee	1	1,550.00
Total Fiscal Year 2015			\$856,693.17
			\$858,123.17

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
15-25239	294.27	01-5600	General Fund/Rentals, Leases and Repairs	64.27
15-25548	3,403.30	01-4300	General Fund/Material and Supplies	478.61
15-25552	7,214.96	01-4300	General Fund/Material and Supplies	108.25
15-25908	1,707.32	01-4300	General Fund/Material and Supplies	93.74
15-26003	4,520.93	01-4300	General Fund/Material and Supplies	401.83
				\$1,146.70

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE	November 18, 2014	Resolution	<u> </u>
SUBJECT:	Disposal of Surplus Property	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND

Education Code Section 81450 - 81455 authorizes the governing board of any community college district to exchange for value, sell or donate any personal property belonging to the district if the property is not required for college purposes. It further allows any district to contract with a private auction firm to dispose of these items.

From time to time the District sends items no longer needed for college use to be sold at public auction to the highest bidder or donation to another public entity or non-profit agency. A list of such items is submitted herewith for the Board of Trustees to approve for disposal.

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

RECOMMENDATION

Authorization is requested to dispose of the enclosed list of surplus items by exchange for value, private sale, sale at public auction or donation to another public entity or non-profit agency.

Claudette E. Dain
Recommended by

Moved / Secoded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.1.e.

Surplus List
November 18, 2014

Item #	Description	Manufacturer	Asset ID	Serial #
1	Computer	ABC	N/A	0205056528
2	Computer	ABC	N/A	0420067005
3	Computer	ABC	N/A	228056578
4	Computer	ABC	N/A	0630056853
5	Computer	ABC	N/A	0414003894
6	Computer	Apple	N/A	XA909376EWD
7	Monitor	Mag	N/A	HD7017012238
8	Computer	Apple	N/A	QP9358310T5
9	Power Supply	APC SU2200R	N/A	XS0239012894
10	Computer	Gateway 4	N/A	0029605039
11	Monitor	Apple	N/A	N505153KPW
12	Computer	Gateway 4	N/A	0030206692
13	Monitor	Viewsonic VX715	N/A	P21044704284
14	Monitor	Viewsonic VG700	N/A	A140403031584
15	Monitor	Viewsonic VX2433WM	N/A	R4F094620097
16	Monitor	Viewsonic VX724	N/A	PSN052823919
17	Monitor	Viewsonic VX724	N/A	PSN052824307
18	Monitor	ELO ET1745C	N/A	725020068C
19	Computer	ABC	N/A	0829993478
20	Computer	ABC	N/A	0522067074
21	Computer	ABC	N/A	0225046440
22	Computer	ABC	N/A	0103066907
23	Computer	ABC	N/A	0220066951
24	Computer	ABC	N/A	0103066900
25	Computer	ABC	N/A	0103066901
26	Computer	ABC	N/A	0130066917
27	Computer	ABC	N/A	0420667011
28	Computer	ABC	N/A	0103066913
29	Computer	ABC	N/A	0508067031
30	Computer	ABC	N/A	0103066899
31	Computer	ABC	N/A	0605067102
32	Computer	ABC	N/A	0625077627
33	Computer	ABC	N/A	0719067149
34	Computer	ABC	N/A	0712014699
35	Computer	ABC	N/A	0508067030
36	Computer	ABC	N/A	G8446123QyU
37	Computer	ABC	N/A	0608993439
38	Computer	ABC	N/A	None
39	Computer	ABC	N/A	0626004009
40	Computer	Gateway 4	N/A	0029369920
41	Printer	HP 9000DN	N/A	JP13JP00877
42	Server	HP	N/A	001541
43	Server	Dell	N/A	62VPQ31
44	Monitor	Princeton EO705	N/A	LCAX3800360
45	Monitor	Mag XJ796	N/A	HDD6K5000904
46	Monitor	Mag XJ796	N/A	HDD6K5000753
47	Monitor	Mag XJ796	N/A	HDD6K5000908

Item #	Description	Manufacturer	Asset ID	Serial #
48	Monitor	KDS	N/A	500484600315
49	Monitor	Viewsonic	N/A	PSN052823477
50	Monitor	IBM 6636-AC1	N/A	23LTG25
51	Monitor	Viewsonic US10773	N/A	PSD063901226
52	Monitor	Viewsonic UG2230W	N/A	QC9065204701
53	Printer	HP C895413	N/A	MY56E3B1H2
54	Printer	HP 9000DN	N/A	JPBQN10463
55	File Cabinets	15 vertical / lateral	N/A	N/A
56	Chairs	12 Tablet arm combo	N/A	N/A
57	Cushman Vehicle	1997 Model# 898611	#50	6026598
58	Modular desks	5 sets	N/A	N/A
59	Wood Wall Cabinets	5 various size	N/A	N/A

NEW COURSES		
Course Subject And Number	Course Title	Justification
CHEM 202	Organic Chemistry II with Lab	The second semester of organic chemistry for pre-professional programs in medicine, dentistry and pharmacy.
MUSC 179	Concert Promotion Touring	A study of concert promotion touring emphasizing and analyzing "the product options" and support of "the product".
MUSC 207	Show Choir IV	This class is designed to develop student's "Show Choir" level to an advanced status.
MUSC 223	Jazz Ensemble IV	An advanced study and performance of large jazz ensemble music.
MUSC 253	Songwriting III	An intermediate-advanced level course covering commercial songwriting techniques.
MUSC 254	Songwriting IV	An advanced level course covering commercial songwriting techniques.
THEA 296	Summer Concert Touring Production	A course in the technical planning and execution of a live concert performance.
THEA 297	Summer Concert Touring Production Practicum	A course in the technical execution of a live concert performance.
MODIFIED COURSES		
Course Subject And Number	Course Title	Justification
BIOL 220	Microbiology	Updated prerequisite, textbook edition, entrance skills, and library resources.
COMM 240A	Newspaper Production: Beginning Staff	Updated catalog description, student learning outcome, lab content, textbook, and assignments.
COS 191	Hair Design	Updated course assignments, entrance skills, and prerequisites.
COS 201	Texture	Updated entrance skills and prerequisites.
HIST 145	History of Mexico	Updated minimum qualifications, student learning outcomes, assignments, and textbook.
MUSP 178	Opera Workshop	Updated minimum qualifications, student learning outcomes, objectives, major concepts, lab content, other materials, library resources, and assignments.

INACTIVATED COURSES		
Course Subject And Number	Course Title	Justification
KIN 154	Advanced Weight Training	Course has not been offered for several years.
KIN 184	Volleyball Theory	Course has not been offered for several years.
KIN 187	Techniques and Strategy of Intercollegiate Football	Course has not been offered for several years.
KIN 191	Theory of Intercollegiate Golf	Course has not been offered for several years.
KIN 193	Track and Field Theory and Techniques	Course has not been offered for several years.
KIN 194	Soccer Theory	Course has not been offered for several years.
NEW PROGRAMS		
Program Title		Justification
Finance Skill Award		Will enable students to demonstrate their competency in basic financial skills and knowledge to employers.
Real Estate Skill Award		Upon successful completion students will be qualified to sit for the California State Licensing exam.
MODIFIED PROGRAMS		
Program Title		Justification
Emerging Theatre Technologies Certificate of Achievement		Updated units and course block.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	November 18, 2014	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of academic employees.

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

RECOMMENDATION

Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.g.

**ACADEMIC EMPLOYEES - FULL-TIME
EXTRA DUTY, STIPEND ASSIGNMENTS
NOVEMBER 18, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Eisel, Gunnar	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Galvan, Alexander	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Goedhart, Christine	Biology Proctor - Disabled Student Program & Services	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Goedhart, Christine	Coordinator, Biology Lab - Biology	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Goodman, Robert	Biology Proctor - Disabled Student Program & Services	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Graciano, Albert	Cosmetology Program Coordinator - Cosmetology	Stipend	10/01/14	12/31/14	\$1600.00/mo.
Green, Martin	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Han, June	Biology Proctor - Disabled Student Program & Services	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Han, June	Coordinator, Biology Lab - Biology	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Hoehne, William	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Hsin, Anson	Biology Proctor - Disabled Student Program & Services	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Juncosa, Barbara	Biology Proctor - Disabled Student Program & Services	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Kondo, Arnold	Biology Proctor - Disabled Student Program & Services	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Langford, Bruce	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
Munoz, Gino	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$51.73/hr.
O'Neil, Margaret	Clarion Advisor - Language Arts	Stipend	02/17/15	06/12/15	\$2,535.00/tl.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 18, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Anderson, Gretchen	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Anderson-McGill, Taylor	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Arroyo, Jose	LD Specialist/Counselor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Ayala, Eduardo	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Ballard, Stephanie	Librarian - Library	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Bautista, Gerard	Develop Public Works Curriculum - Water Technology	Hourly as needed	11/19/14	12/31/14	\$45.80/hr.
Beatty, David	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Bidwell, Jennifer	Librarian - Library	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Boudreau, Debbie	Counselor - STEM2-CSUF Grant	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Calderon, Joseph	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Chhabra, Usha	Librarian - Library	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Converse, Mark	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Cotter, Steven	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Cross, Peter	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Davis, Charles	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Gabrielian, Lorig	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Garcia, Rocio	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Gerrard, Amanda	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Gillette, Jennifer	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 18, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Gonzales, Rina	Instructor - Dental	Hourly as needed	10/09/14	12/31/14	\$45.80/hr.
Gutierrez, Raquel	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Hackworth, Catherine	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Harfouche, Youssef	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Hattabaugh, Jon-Michael	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Ho, Jennifer	Instructor - Kinesiology	Hourly as needed	02/17/15	06/13/15	\$45.80/hr.
Ho, Nick	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Hollenshead, Marcia	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Hose, Janet	LD Specialist/Counselor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Iott, Becky	Counselor - Race To STEM Grant	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Jackson, Joseph	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Jones, Desiree	Counselor - Basic Skills Initiative Grant	Hourly as needed	11/19/14	12/31/14	\$45.80/hr.
Jones, Desiree	Counselor - Basic Skills Initiative Grant	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Jongeling, Heidi	Counselor - Nursing	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Krause, Sandra	Librarian - Library	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Law, Julie	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Linderman, Vivian	Librarian - Library	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Malik, Huma	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Malmgren, Stephanie	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 18, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Maloney, Ryan	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
McCabe, Dale	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Milliken, Keely	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Mixson, Vonetta	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Montes, Monica	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Olmos, Robert	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Olson, Jennifer	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Oneal, Michael	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Pan, Angela	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Pappas, Victoria	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Parry, Erica	Instructor - Dental	Hourly as needed	10/09/14	12/31/14	\$45.80/hr.
Pineda, Selene	Librarian - Library	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Praniuk, Ingrid	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Quilizapa, Claudia	Counselor - Student Success & Support Program	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Rivera, Rebecca	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Rodriguez, Raul	Counselor - Race To STEM Grant	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Saad, Nancy	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Santana, Citlally	Counselor - Nursing	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Sellon, Annette	Nurse - Health Center	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Shaw, Brandon	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
NOVEMBER 18, 2014**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN	END	RATE
Shimano, Brooke	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Silva, Daniel	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Spritzer, Terrie	LD Specialist/Counselor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Stepp-Bolling, Cassandra	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Stetson, Stephanie	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Stoup, Nicholas	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Suarez, Francisco	Counselor - Non Credit	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Sushel, Michael	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Taylor, Bryan	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Tsark, Eleanor	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Valverde, Frank	Applied Music Tutor - Music	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Van Leersum, Amanda	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Vejar, Irma	Instructor - Spanish	Hourly as needed	10/13/14	12/13/14	\$45.80/hr.
Victoria, Concepcion	Skills Lab Instructional Support	Hourly as needed	11/19/14	12/31/14	\$45.80/hr.
Villeneuve, Louisa	Biology Proctor - Disabled Students Program & Services	Hourly as needed	01/01/15	06/30/15	\$45.80/hr.
Woodruff, Cari	Instructor - Kinesiology	Hourly as needed	02/17/15	06/13/15	\$45.80/hr.

**ACADEMIC EMPLOYEES
FALL 2014 ADJUNCT
NOVEMBER 18, 2014**

NAME	DISCIPLINE	PLACEMENT	LHE RATE
Chang, Brian	English as a Second Language	2-1	\$1,099

**ACADEMIC EMPLOYEES
SPRING 2015 ADJUNCT
NOVEMBER 18, 2014**

NAME	DISCIPLINE	PLACEMENT	LHE RATE
Alva, Kenneth	Administration of Justice	1-1	\$1,046
Bidwell, Jennifer	History	3-1	\$1,152

**ACADEMIC EMPLOYEES
LAB SUPERVISORS
2014-2015
NOVEMBER 18, 2014**

NAME	ADJUNCT OR FULL-TIME	DEPARTMENT	BEGIN	END	PLACEMENT	HOURLY RATE
Azpeitia, Maria	A	Learning Center/Eng, ESL	01/01/15	06/30/15	2-3	\$33.34
Beach, Kristine	A	Learning Center/Eng	01/01/15	06/30/15	2-3	\$33.34
Brower, Cecil	A	Learning Center/Comp Sci	01/01/15	06/30/15	1-3	\$31.52
Cruz Santoyo, Maria	A	Learning Center/ESL	01/01/15	06/30/15	2-3	\$33.34
do Carmo, Patricia	A	Learning Center/Eng, ESL	01/01/15	06/30/15	1-1	\$28.23
Fehr, Jody	A	Learning Center/Eng, ESL	01/01/15	06/30/15	2-3	\$33.34
Fisher, Jamie	A	Learning Center/Eng	01/01/15	06/30/15	1-3	\$31.52
Foisia, L.E.	A	Learning Center/ESL	01/01/15	06/30/15	1-3	\$31.52
Gonzalez, Nicole	A	Learning Center/Health	01/01/15	06/30/15	1-2	\$29.88
Huver, Joseph	A	Learning Center/Eng	01/01/15	06/30/15	3-1	\$31.84
Iskander, Christine	A	Learning Center/Eng	01/01/15	06/30/15	2-2	\$31.70
Lam, Wood	A	Learning Center/Eng, ESL	01/01/15	06/30/15	2-3	\$33.34
Lawrence, Hugh	A	Learning Center/Math	01/01/15	06/30/15	4-3	\$36.65
Long, Stacy	A	Communications	01/01/15	06/30/15	1-3	\$31.52
Monn, Rachel	A	Learning Center/ESL	01/01/15	06/30/15	1-3	\$31.52
Null, Nicholas	A	Learning Center/Eng, ESL	01/01/15	06/30/15	1-3	\$31.52
Plummer, Brian	A	Learning Center/History	01/01/15	06/30/15	4-3	\$36.65
Rashidi, Waleed	A	Communications	01/01/15	06/30/15	2-3	\$33.34
Reed, Jeanine	A	Learning Center/Eng, ESL	01/01/15	06/30/15	1-3	\$31.52

**ACADEMIC EMPLOYEES
LAB SUPERVISORS
2014-2015
NOVEMBER 18, 2014**

NAME	ADJUNCT OR FULL-TIME	DEPARTMENT	BEGIN	END	PLACEMENT	HOURLY RATE
Riego Jr., Gil	A	Communications	01/01/15	06/30/15	1-2	\$29.88
Romero, Vienessa	A	Learning Center/ESL	01/01/15	06/30/15	2-3	\$33.34

**ACADEMIC VOLUNTEERS
NOVEMBER 18, 2014**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Code, Kimberly	Counseling	01/01/15	06/30/15
Ewry, Danielle	Counseling	01/01/15	06/30/15
Giammalva, Anthony	Counseling	01/01/15	06/30/15
Lucera, Chris	Counseling	01/01/15	06/30/15
Morrison, Christopher	Counseling	01/01/15	06/30/15
Morrison, David	Counseling	01/01/15	06/30/15
Ramos, Adrianna	Counseling	01/01/15	06/30/15
Valdez, Yesenia	Counseling	01/01/15	06/30/15

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 18, 2014	Resolution	<u> </u>
SUBJECT:	Classified Employees	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND

Enclosed are personnel actions with regard to the employment, change of status, and/or separation of classified employees.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II.

RECOMMENDATION

Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.

Robert L. Sammis _____
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.h.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS
NOVEMBER 18, 2014**

NAME	PRCT/CLASS/DEPT	REASON	BEGIN/END	RANGE & STEP	MONTHLY RATE
Agotal, Joanna	49% Custodian (Custodial)	Employment	1/5/15	22-1	\$1,284.09
Cazarez, Elias	49% Custodian (Custodial)	Employment	1/5/15	22-1	\$1,284.09
Gonzalez, Alexis	49% Campus Safety Officer I (Campus Safety)	Employment	11/19/14	22-1	\$1,284.09
Harsha, Brian	49% Campus Safety Officer I (Campus Safety)	Employment	11/19/14	22-1	\$1,284.09
Harris, Gwendylon	100% Faculty Schedule/Catalog Analyst (Academic Affairs)	Employment	11/19/14	42-1	\$4,294.19
Mexia, Carmen	100% Library Media Technician II (Library)	Temporary Upgrade	1/1/14 thru 1/5/15	34-3 (31-3+3A)	\$3,885.69
Worthington, Terri	100% Library Media Technician II (Library)	Employment	1/5/15	31-1	\$3,272.78

**CLASSIFIED EMPLOYEES
SEPARATIONS/LEAVES
NOVEMBER 18, 2014**

NAME	CLASSIFICATION	REASON	DEPT	DATES
Erbe, Ruth	49% Administrative Clerk II	Retirement	Counseling	12/31/14
Gibson, Jess W.	49% Research Analyst	Resignation	Institutional Research	11/15/14
Goldstein, Tedd	Student Employment Services Supervisor	Retirement	Student Employment	5/17/15
Jamison, Lynn	100% Study Abroad Specialist	Retirement	Study Abroad	5/9/15
Riley, Chris	100% Information Technology Support Specialist II	Resignation	TeCS	11/15/14

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	November 18, 2014	Resolution	
SUBJECT:	Short-Term, Hourly, Substitutes, Volunteers, and Professional Experts	Information	
		Enclosure(s)	X

BACKGROUND

Enclosed are personnel actions with regard to the employment of short-term, hourly, substitutes, volunteers, and professional experts.

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II and Sandra Coon, Administrative Assistant.

RECOMMENDATION

Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye __ Nay __ Abstained __

Approved for Submittal

Item No. G.1.i.

**SHORT-TERM, HOURLY
NOVEMBER 18, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Ayala, Ava Elizabeth Santos	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Batcheller, Sarah	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Ballesteros, Rene	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Benjamin, Stacy	Fiscal Support	Front of House support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Braggins, Andrew	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Burge, Justin	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Bush, Erin	Fiscal Support	Front of House support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Bush, Teresa	Fiscal Support	Front of House support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Calderon, Joshua	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Ciru, Teresa	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Cordova, Stacy	Fiscal Support	Front of House support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Croce, Michelle	Fiscal Support	Front of House support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Dickey, Shannon	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Druhot, Benjamin	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Egbert, Rossanne	Fiscal Support	Student Registration	Fiscal Services	\$14/hr.	1/2/15 thru 1/16/15
Egbert, Ida	Fiscal Support	Student Registration	Fiscal Services	\$14/hr.	1/12/15 thru 1/16/15

**SHORT-TERM, HOURLY
NOVEMBER 18, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Ferrer, Martin	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Fisher, Dylan	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Flores, Nathaniel J.	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Gatti, Christopher	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Gomez, Paula	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Hansen, Paula	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Hernandez, Jason	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Hernandez, Johnny	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Hill, Matthew	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Inda, Kathryn	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Jacob, Erin	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Johnson, Kara	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Jontz, James	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Khalil, Karim	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Kniss, Matthew	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Kofmehl, Jocelyn	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15

**SHORT-TERM, HOURLY
NOVEMBER 18, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Koulos, Patricia	Fiscal Support	Student Registration	Fiscal Services	\$14/hr.	1/2/15 thru 1/16/15
Lopez, Erick	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
McConnell, Megan	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Michaud, Aaron	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Nystrom, Alec	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Pina, Sasha	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Polzin, Alyssa	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Ramirez, Christopher	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Ramos, Julio	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Riggs, Ariana	Fiscal Support	Student Registration	Fiscal Services	\$14/hr.	1/2/15 thru 1/16/15
Robles, Alicia	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Rodriguez, Alexander	Fiscal Support	Student Registration	Fiscal Services	\$14/hr.	1/2/15 thru 1/16/15
Rodriquez, Jose Mari	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Rodriguez, Michele	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Rodriguez, Vanessa	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Sacoman, Spencer	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15

**SHORT-TERM, HOURLY
NOVEMBER 18, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Smith, Megan	Fiscal Support	Student Registration	Fiscal Services	\$14/hr.	1/2/15 thru 1/16/15
Torres, Vanessa	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15
Tran, Steven	Performing Arts Support	Event Support	Performing Arts	\$9/hr.	1/1/15 thru 6/30/15
Worman, James	Student Services Support	Event Support	Performing Arts	\$14/hr.	1/1/15 thru 6/30/15

**CLASSIFIED SUBSTITUTES
NOVEMBER 18, 2014**

NAME	CLASS/DEPT	REASON	BEGIN/END	RANGE & STEP	MONTHLY RATE
Adkins, Darlene	Custodian (Custodial)	Serve as substitute during employee absences	1/1/15 thru 6/30/15	22-1	\$15.12/hr
Cruz, Carmen	Custodian (Custodial)	Serve as substitute during employee absences	1/1/15 thru 6/30/15	22-1	\$15.12/hr
Egbert, Ida	Account Clek/Cashier (Fiscal Services)	Serve as substitute during employee absences	1/2/15 thru 1/9/15	29-1	\$17.97/hr.
Franks, Andrew	Custodian (Custodial)	Serve as substitute during employee absences	1/1/15 thru 6/30/15	22-1	\$15.12/hr
Medina, Janine	Custodian (Custodial)	Serve as substitute during employee absences	1/1/15 thru 6/30/15	22-1	\$15.12/hr
Quijas, Mark	Custodian (Custodial)	Serve as substitute during employee absences	1/1/15 thru 6/30/15	22-1	\$15.12/hr
Rice, Travis	Custodian (Custodial)	Serve as substitute during employee absences	1/1/15 thru 6/30/15	22-1	\$15.12/hr
Trujillo, Angie	Custodian (Custodial)	Serve as substitute during employee absences	1/1/15 thru 6/30/15	22-1	\$15.12/hr

**STIPENDS STRS NON-CREDITABLE
NOVEMBER 18, 2014**

NAME	CATEGORY	DESCRIPTION	DEPARTMENT	HOURLY RATE/TOTAL	BEGIN/END DATE
Liskey, Renee	Stipend	Costumer "Holidance!"	Dance	\$2000/tl.	11/19/14 thru 11/25/14

**VOLUNTEERS, NON-ACADEMIC
NOVEMBER 18, 2014**

VOLUNTEER NAME	DEPARTMENT	BEGIN DATE	END DATE
Palos, Miguel	Volunteer (Veterans Success Center)	11/19/14	6/30/15

**PROFESSIONAL EXPERT
November 18, 2014**

NAME	DESCRIPTION	DEPARTMENT	RATE	BEGIN/END
Aldrete, Marcos	Baseball Program Assistant	Kinesiology	\$12.00/hr.	01/19/15 to 06/05/15
Arthur, Mala	Technology Training Specialist (HSI Title V Cooperative Grant)	Counseling - Center for Teacher Excellence	\$22.00/hr.	01/01/15 to 05/31/15
Brown, Stacey	High School/College Liaison - Duarte High School	Contract Education (Continuing Education)	\$20.00/hr.	01/02/15 to 06/30/15
Cohen, Valli Ann	Nurse Practitioner	Health Center	\$40.00/hr.	01/01/15 to 06/30/15
Cuevas, Katherine	Lifeguard	Kinesiology	\$11.00/hr.	01/05/15 to 06/30/15
Curtis, Allison	Nurse Practitioner	Health Center	\$43.00/hr.	01/01/15 to 06/30/15
Dorman, Brian	Women's Soccer Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Franklin, Mario	Football Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Giannone, Anthony	Football Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Grace, Adrienne	Nurse Practitioner	Health Center	\$40.00/hr.	01/01/15 to 06/30/15
Johnstone, Steve	Football Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15

**PROFESSIONAL EXPERT
November 18, 2014**

NAME	DESCRIPTION	DEPARTMENT	RATE	BEGIN/END
Lipscomb, Allen	Mental Health Therapist	Health Center	\$40.00/hr.	01/01/15 to 06/30/15
Moore, Loree	Women's Basketball Program Assistant	Kinesiology	\$12.00/hr.	01/01/15 to 06/05/15
Pacheco, Eduardo	Football Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Paredes, Terry	Women's Softball Program Assistant	Kinesiology	\$12.00/hr.	01/19/15 to 06/05/15
Paschall, Meaghan	Women's Water Polo Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Peek, Corbett Grant	Physician	Health Center	\$70.00/hr.	01/01/15 to 06/30/15
Rios, Kelly	Volleyball Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Salvinski, Gregory	Men's Water Polo Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Schmelzeisen, Jason	Men's Soccer Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Thorpe, Susan	Associate Nurse	Health Center	\$39.00/hr.	01/01/15 to 06/30/15
Walker, Ann	Physician	Health Center	\$70.00/hr.	01/01/15 to 06/30/15

PROFESSIONAL EXPERT
November 18, 2014

NAME	DESCRIPTION	DEPARTMENT	RATE	BEGIN/END
Watkins, Gary	Football Program Assistant	Kinesiology	\$12.00/hr.	01/26/15 to 06/30/15
Zandihn, Sara	Women's Swim Program Assistant	Kinesiology	\$12.00/hr.	01/19/15 to 06/05/15

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 18, 2014	Resolution	_____
SUBJECT:	California Community Colleges Quarterly Financial Status Report, CCFS-311Q	Information	_____
		Enclosure(s)	X

BACKGROUND

In accordance with Title 5 of the California Code of Regulations, section 58310, Report on District's Financial Condition, the chief executive officer or other designee of the governing board of each district shall regularly report in detail to the governing board of the district the district's financial condition and shall submit reports showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board at least once every three months. The chief executive officer or other designee shall also prepare a quarterly report on forms provided by the State Chancellor no later than forty-five days following the completion of each quarter. The certified report shall be reviewed by the district's governing board at a regularly scheduled meeting and entered into the minutes of the meeting.

This item was prepared by Carol Cone, Budget Supervisor.

RECOMMENDATION

Authorization is requested to approve the Quarterly Financial Status Report for the fiscal quarter ended September 30, 2014, and forward the report to the California Community Colleges Chancellor's Office and the Office of the Los Angeles County Superintendent of Schools.

Claudette E. Dain _____
Recommended by

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. _____ G.2. _____

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2014-2015
Quarter Ended: (Q1) Sep 30, 2014

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	55,752,164	55,951,728	61,307,426	62,249,301
A.2	Other Financing Sources (Object 8900)	126,779	148,035	96,330	68,738
A.3	Total Unrestricted Revenue (A.1 + A.2)	55,878,943	56,099,763	61,403,756	62,318,039
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	55,831,888	55,838,087	57,698,771	59,991,108
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,044,570	1,506,550	2,038,961	740,852
B.3	Total Unrestricted Expenditures (B.1 + B.2)	57,876,458	57,344,637	59,737,732	60,731,960
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,997,515	-1,244,874	1,666,024	1,586,079
D.	Fund Balance, Beginning	10,379,471	8,381,956	7,137,082	8,803,106
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	10,379,471	8,381,956	7,137,082	8,803,106
E.	Fund Balance, Ending (C. + D.2)	8,381,956	7,137,082	8,803,106	10,389,185
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.5%	12.4%	14.7%	17.1%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	10,684	10,671	11,314	11,490
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III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		14,486,069	21,516,017	24,895,421
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	21,336,444	14,486,069	21,516,017	24,895,421

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	62,249,301	62,249,301	25,150,798	40.4%
I.2	Other Financing Sources (Object 8900)	68,738	68,738	1,865	2.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	62,318,039	62,318,039	25,152,663	40.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	59,991,108	59,991,108	10,722,253	17.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	740,852	740,852	0	
J.3	Total Unrestricted Expenditures (J.1 + J.2)	60,731,960	60,731,960	10,722,253	17.7%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,586,079	1,586,079	14,430,410	
L	Adjusted Fund Balance, Beginning	8,803,106	8,803,106	8,803,106	
L.1	Fund Balance, Ending (C. + L.2)	10,389,185	10,389,185	23,233,516	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.1%	17.1%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Permanent		Temporary					
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

District: (820) CITRUS

Fiscal Year: 2014-2015
Quarter Ended: (Q1) Sep 30, 2014

Chief Business Officer		District Contact Person	
CBO Name:	Claudette E. Dain	Name:	Carol Cone
CBO Phone:	626-914-8886	Title:	Budget Supervisor
CBO Signature:	_____	Telephone:	626-914-8885
Date Signed:	_____	Fax:	626-914-8604
Chief Executive Officer Name:	Geraldine M. Perri, Ph.D.	E-Mail:	ccone@citruscollege.edu
CEO Signature:	_____		
Date Signed:	_____		
Electronic Cert Date:	11/04/2014		

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
 DATE November 18, 2014 Resolution
 SUBJECT: Consider Rejecting Claim Information
Enclosure(s)

BACKGROUND

Claimant Cody Campbell, submitted a property and liability claim as a result of an incident that occurred on October 28, 2014, when a loose handrail on a stairway west of the PC Building caused him to lose balance and fall to the ground. The handrail has since been repaired and is functional and safe for use.

This item was prepared by Eric Guzman, Risk Management Supervisor, Administrative Services.

RECOMMENDATION

Authorization is requested to reject the claim, submitted on November 3, 2014, by Cody Campbell, in the amount of \$800.00 as a result of damage due to a falling injury and to refer the claim to the District's claims administrator, Keenan & Associates, for the District's liability insurance plan (SWACC).

Claudette E. Dain
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 18, 2014	Resolution	_____
SUBJECT:	Award of Contract, RFP #1-1415, Energy Service Contract, Prop 39	Information	_____
		Enclosure(s)	X

BACKGROUND

The Board of Trustees approves the award of all contracts. Two bids were received for RFP #1-1415, Energy Service Contract, Prop 39 on October 10, 2014. Bids were evaluated based on responsiveness to the bid requirements and the responsibility of the contractor. The lowest responsive and responsible bid was submitted by Southland Industries of Garden Grove, California. The total bid amount of \$498,505 will be funded from Prop 39 Energy Funds and General Capital Outlay Funds. Staff has verified the required bid documents.

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

RECOMMENDATION

Authorization is requested to award RFP #1-1415, Energy Service Contract, Prop 39 to Southland Industries of Garden Grove, California and authorize the Vice President of Finance & Administrative Services to execute a contract on behalf of the District. The total bid amount of \$498,505 will be funded from Prop 39 Energy Funds and General Capital Outlay Funds.

Claudette E. Dain
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.4.

Attachment to Board Agenda Item

CITRUS COMMUNITY COLLEGE DISTRICT

BID RESULTS

RFP #1-1415, Energy Services Contract
Bid Opening: October 10, 2014, 2:00 p.m.
Purchasing Office

Bidders:	Southland Ind.	Pardess Air, Inc.
Base Bid 1, AHU	\$187,693	\$236,000
Base Bid 2, LED Lights	\$210,987	\$238,000
Alternate 1, Controls	\$49,897	\$52,000
Alternate 2, LED Installation	\$49,928	\$54,000
Total Amount Bid	\$498,505	\$580,000
	Southland Ind.	Pardess Air, Inc.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	November 18, 2014	Resolution	
SUBJECT:	Employment of Mr. Valentin Gonzalez Bohorquez – One-Semester Temporary Instructor – Spanish	Information	
		Enclosure(s)	

BACKGROUND

The Language Arts Department would like to hire one full-time temporary, one-semester, non-tenure track faculty to replace a full-time faculty member on unexpected leave. This recommendation is to approve the hiring of this position.

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

RECOMMENDATION

Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Mr. Valentin Gonzalez Bohorquez as a full-time temporary, one-semester, non-tenure track instructor in the Language Arts Department beginning on November 19, 2014 and ending on December 13, 2014 at a salary placement of Class 4, Step 1 on the Full-Time Faculty Salary Schedule totaling \$30,315 (pro-rated) plus benefits, if eligible.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye __ Nay __ Abstained __

Item No. G.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	November 18, 2014	Resolution	_____
SUBJECT:	Employment of Ms. Alison Holmes – One-Semester Temporary Instructor – Art	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Fine and Performing Arts Department would like to hire one full-time temporary, one-semester, non-tenure track faculty to replace a full-time faculty member on unexpected leave. This recommendation is to approve the hiring of this position.

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

RECOMMENDATION

Pursuant to Education Code Sections 87480, 87481, and 87482 authorization is requested to approve the employment of Ms. Alison Holmes as a full-time temporary, one-semester, non-tenure track instructor in the Fine and Performing Arts Department beginning on November 19, 2014 and ending on December 13, 2014 at a salary placement of Class 1, Step 6 on the Full-Time Faculty Salary Schedule totaling \$29,899 (pro-rated) plus benefits, if eligible.

Robert L. Sammis
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.6.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	November 18, 2014	Resolution	
SUBJECT:	Employment of Ms. Ana Silvia Turcios, Counselor (Non-Tenure Track) – CalWORKs	Information	
		Enclosure(s)	

BACKGROUND

The Counselor (Non-Tenure Track) – CalWORKs is a temporary, categorically funded position. This position is contingent upon funding from year to year.

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

RECOMMENDATION

Authorization is requested to approve the employment of Ms. Ana Silvia Turcios effective November 19, 2014 through June 30, 2015 as the categorically funded Counselor (Non-Tenure Track) - CalWORKs at a salary placement of Class 3, Step 5, on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$63,040.00 annually, plus health and statutory benefits. The assignment includes 175 contract days between the period of July 1 and June 30; the assignment for the first year will be pro-rated.

Robert L. Sammis
Recommended by

/_____
Moved Seconded

Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.8.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	x
DATE	November 18, 2013	Resolution	_____
SUBJECT:	Authorization of Full-Time Faculty Positions for Academic Year 2015/2016	Information	_____
		Enclosure(s)	_____

BACKGROUND

The Faculty Needs Identification Committee has identified 15 full-time faculty positions for the 2015 fall semester.

The 15 positions identified by the Faculty Needs Identification Committee (in ranking order) are:

Rank	Position	Rank	Position
1	Biology	9	Non-Credit ESL
2	Communications	10	Economics
3	Administration of Justice	11	SSSP Counselor
4	Anthropology	12	History
5	English	13	Kinesiology
6	Nursing	14	Biology
7	Recording Arts	15	Studio Art
8	DSPPS Counselor		

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

RECOMMENDATION

Authorization is requested to accept the rank order of the full-time faculty positions identified by the Faculty Needs Identification Committee. Consistent with the District's forecasted hiring obligation for fall 2015, it is requested that the Board of Trustees authorize recruitment of full-time faculty positions 1 through 10 effective fall 2015. It is also requested that the Board of Trustees authorize the recruitment of additional full-time faculty members based on the final full-time faculty obligation calculation.

Robert L. Sammis
Recommended by

Moved / Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. G.9.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 18, 2014	Resolution	_____
SUBJECT:	Citrus College Mission Desk Review	Information	_____
		Enclosure(s)	X

BACKGROUND

Per ACCJC accreditation Standard I.A., the college is required to have a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning. As part of the review process, the Steering Committee reviewed and approved the current mission, mission objectives, vision, and value statements of the college.

This item was prepared by Dr. Geraldine M. Perri, Superintendent/President.

RECOMMENDATION

Authorization is requested to approve the second and final reading of the current mission, mission objectives, vision, and value statements of the college.

Geraldine M. Perri, Ph.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.10.

Citrus College Mission Desk Review

ACCJC accreditation standard

Standard I.A.: Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

Mission Statement

Citrus College delivers high quality instruction to students both within and beyond traditional geographic boundaries. We are dedicated to fostering a diverse educational community and learning environment by providing an open and welcoming culture that supports successful completion of transfer, career/technical education, and basic skills development. We demonstrate our commitment to academic excellence and student success by continuously assessing student learning and institutional effectiveness.

Mission Objectives

Citrus College is a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and cultural development.

As Citrus College continues to advance as a dynamic center for life-long learning, we will:

1. provide general, lower division coursework leading to an associate degree in the arts or the sciences;
2. prepare students to transfer to four-year colleges and universities;
3. offer technological services and support for students, faculty, and staff;
4. deliver programs to improve basic math, reading, communication, and ESL skills;
5. grant opportunities for students to develop a global perspective through a curriculum with international and multicultural applications;
6. furnish support services for the intellectual and personal development of all Citrus College students, including opportunities to participate in campus governance;
7. foster a comprehensive and enriching program of extracurricular activities;
8. conduct community education programs that encourage learning at every stage of life;
9. award occupational certificates and degrees for career preparation and advancement;
10. administer customized training programs for business and industry;

11. increase career development support for students, faculty, and staff through career exploration, counseling, job preparation, job opportunities, and academic and classified staff development;
12. collaborate with local high schools in articulation and curriculum development;
13. advance cultural and personal enrichment programs for the college and community members, and promote inter-collegiate competition opportunities for students.

Vision Statement

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

Values

1. **Student Focus:** Meeting community and student needs by creating an educational environment and culture so students can attain a variety of goals.
2. **Excellence:** Maintain a high standard of integrity and performance leading to the achievement of academic and professional goals.
3. **Collaboration:** Seeking input from all sectors of the college and the community.
4. **Diversity:** Fostering a learning community in which the values, goals, and learning styles of all students are recognized and supported.
5. **Life-Long Learning:** Serving enthusiastic, independent thinkers and learners striving for personal growth.
6. **Integrity:** Behaving ethically in all interactions at all levels.
7. **Technological Advancement:** Keeping pace with global technology trends and enhancing traditional instruction with technology to prepare students for success in the work place.

Approved by the Steering Committee, 10/13/2014

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE	November 18, 2014	Resolution	
SUBJECT:	Student Services Committee – Board Policy Revision – First Read	Information	
		Enclosure(s)	X

BACKGROUND

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

The following Board Policy was revised and approved by constituent groups on various dates and by the Steering Committee on June 9, 2014. There is no corresponding Administrative Procedure.

BP 5500 Standards of Conduct

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 5500 Standards of Conduct.

Arvid Spor, Ed.D.
Recommended by

/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. G.11.

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

BP 5500 STANDARDS OF CONDUCT

References: ACCJC Accreditation Standard II.A.7.b; Education Code Sections 66300 and 66301; Business & Professions Code Sections 25608 and 25658; Penal Code Sections 148.1, 148.3, 148.4, 602.10, and 626.6

The Superintendent/President shall establish procedures for the imposition of discipline of on students in accordance with the due process requirements of federal and state laws, and federal regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for a student's expulsion. ~~received from the Superintendent/President.~~ The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the College catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person;
2. Possession, sale or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained ~~prior~~ written permission to possess the item from a District employee with the concurrence of the Superintendent/President;
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;
4. Committing or attempting to commit robbery or extortion;

5. Causing or attempting to cause damage to District property or to private property on campus;
6. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus;
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College or the District;
8. Committing ~~unlawful sexual harassment as defined by pertinent law~~ sexual harassment as defined by law or by District Board policies and Administrative procedures;
9. Engaging in ~~unlawful~~ harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law; ~~race, sex, (i.e., gender) religion, age, national origin, disability, or any other protected characteristic or classification, as defined by pertinent law~~;
10. Willful misconduct which results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus;
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, District personnel;
12. Cheating, plagiarism (including plagiarism in a student publications), or engaging in other academic dishonesty;
13. Dishonesty, forgery, alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District;
14. Unauthorized entry upon or use of District facilities;
15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at District-sponsored or supervised functions;
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District;
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
18. 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 District Board Policy or Administrative Procedure;
19. Violation of College rules or regulations including campus policies concerning the student organizations, the use of College facilities, or the time, place and manner of public expression;
20. Persistent violation of classroom standards of conduct as established by the instructor;
21. Any other cause not listed above which is identified as "Good Cause" by the Education Code.

See Administrative Procedure 5500.

Board Approved 05/19/09
Revised 04/10/14

Approvals:

Student Services Committee – 04/24/14
Academic Senate – 05/28/14
ASCC – 05/13/14
CSEA – 06/10/14
Management Team – 05/07/14
Supervisor Confidential Team – 05/05/14
Steering – 06/09/14

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

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

October 21, 2014

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, October 21, 2014, in the Administration Building Board Room.

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

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

RESOURCE PERSONNEL PRESENT: Geraldine M. Perri, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Robert L. Sammis, Director of Human Resources; Arvid Spor, Vice President of Student Services and Interim Vice President of Academic Affairs; John Vaughan, Academic Senate President; Robert Coutts, CSEA President; and Christine Link, Recording Secretary.

ADMINISTRATORS AND EMPLOYEES SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Monica Christianson, Paula Green, Lan Hao, Robert Iverson, Lucinda Over, and Linda Welz

Faculty: Roberta Eisel, Patty Glover, Bruce Langford, Alfie Swan, and John Vaughan

Supervisor/Confidential: Tedd Goldstein, Marilyn Grinsdale, Lari Kirby, and Eric Magallon

Classified Staff: Tina Crosby, Robert Coutts, Bernece Deck, Steven Handy, Caroline Locke, Robert Lopez, and Karen Taulbee

Adjunct Faculty: Cecil Brower

Students: Daniel Celebertti, Manuel Ramirez, and Magda Torrellas

Citrus College Foundation: Clarence Cernal and Christina Garcia

Alumni Association: Tom Gerfen

COMMENTS FROM THE AUDIENCE

Magda Torrellas, a disabled student veteran, commented on three areas that are of concern to her: the need for space in the disabled lab where students can have food; the inclusion of all United States veterans on a banner that is currently displayed on campus; and the noise level in the Veterans Success Center. She thanked Citrus College for doing an outstanding job.

INFORMATION AND DISCUSSION

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

The eighth *Above and Beyond - Classified Development Award* (ABCD Award) was presented in recognition of an outstanding Citrus College classified employee. The award recognizes the individual's demonstration of the college mission, collaboration, service and dedication.

The award was developed by the Classified Staff Development Committee, under the leadership of Clarence Cernal, Committee Chair, and Dr. Eric Rabitoy, coordinator of the project and instructional dean. The award is conferred quarterly with consultation and recommendation from managers and vice presidents.

The eighth recipient was Ms. Dawn Dineley – Mailroom Coordinator.

Ms. Dineley is said to be dependable, has a can-do attitude, and exhibits a poised, friendly demeanor in all situations. Board President Rasmussen congratulated her and presented her with the "Hootie" award. Mr. Coutts congratulated Ms. Dineley and thanked Dr. Perri, the Board of Trustees and the Classified Development Committee for recognizing outstanding classified staff with the ABCD Award.

Geraldine M. Perri, Ph.D., Superintendent/President, reported that following a very competitive selection process, the Citrus College Rocket Owls have been accepted as a 2014-2015 NASA Student Launch Team. Dr. Perri said Citrus College is one of only two community colleges in the nation and the only California community college accepted to participate in the competition. This will be the third year that the Citrus College Rocket Owls have been selected to compete in this prestigious program.

Dr. Perri thanked the Board of Trustees for attending the Centennial kickoff that took place on October 11, 2014. She said the All-Class Reunion was very successful, with over 200 alumni in attendance. She acknowledged the efforts of Dr. Lucinda Over, Dean of Counseling; Ms. Christina Garcia, Director of Foundation; Dr. James Lancaster, Dean of Curriculum, Career, Technical and Continuing Education; Dr. Dana Hester, Dean of Social and Behavioral Sciences and Distance Education; and the many faculty, staff and students who worked diligently to make the festive day a success. She added

that Centennial planning is now focused on the Gala, which will take place on January 10, 2015, at the DoubleTree Hotel in Claremont.

Arvid Spor, Ed.D., Vice President of Student Services and Interim Vice President of Academic Affairs, reported that a delegation of deans from the Xuchang University in China visited Citrus College to learn about our career and technical education programs. The delegation presented Citrus College with a lotus leaf bowl that was part of an exhibit at the Shanghai World Expo in 2010. Dr. Spor said the bowl would be on display in the Student Services building.

Dr. Spor announced that the *Clarion* newspaper won General Excellence, the highest award possible, at the Journalism Association of Community Colleges Southern California Regional Conference. In addition, Citrus College students won 11 individual awards. Approximately 300 students and faculty from 30 community colleges participated.

Dr. Spor reported that on October 14, 2014, Campus Safety, in partnership with the Glendora Police Department, hosted a community event called "Coffee with a Cop." He said the event was well attended, and several hundred students, staff and community members enjoyed free coffee and pastries while getting to know the officers who serve their community.

Robert L. Sammis, J.D., Director of Human Resources, noted the public hearing on the agenda for CSEA's initial collective bargaining proposal. He is looking forward to engaging in negotiations with CSEA in the next few weeks.

Claudette E. Dain, Vice President of Finance and Administrative Services, provided an update on Banner finance implementation. Staff members have spent the last several weeks developing the chart of accounts. She said they have turned the chart over to a consultant who will load it into a test environment. She said there is a lot more work to be done, but this represents a significant part of the project.

John Vaughan, Academic Senate President, said the Academic Senate has two special presentations planned for their next meeting. Ms. Lillian Sass, Program Coordinator, will present on the college's Foster/Kinship Education and Resources Program. In addition, Ms. Dain will address the process for institutional planning and budget development, which is one of the areas in the Academic Senate's purview. The Academic Senate will also initiate discussion on two-year terms for Academic Senate president and vice president, as directed by one of their annual goals.

Mr. Vaughan said Academic Senate Vice President Alfie Swan and he will attend the upcoming Area C meeting that precedes the statewide Fall Plenary Session at Santa Barbara City College.

Robert Coutts, CSEA President, said at their last chapter meeting, CSEA assembled a new Nominating Committee to accept nominations for their 2014-2015 Executive

Board. They also changed their annual CSEA scholarship fundraiser by proposing a Tailgate BBQ in place of the Holiday Buffet. He invited the Board and the college's faculty and staff to attend the event on November 7, 2014, dressed in their favorite sports team jersey. They will hold their annual "Chance to Win" drawings, with proceeds going towards 2015 CSEA scholarships. He thanked Ms. Christine Link, Executive Assistant, for working with Ms. Karen Giles, Job Placement Technician II, to help plan the party.

Fariyah Chowdhury, Student Trustee, acknowledged the ASCC Executive Board for their hard work during the Centennial kickoff. She said all members were present for 10 to 12 hours to facilitate the day's activities.

The ASCC Executive Board attended the California Community Colleges Student Affairs Association (CCCSAA) Fall 2014 Leadership Conference, where they networked with other student leaders and attended workshops. ASCC members Sara Acevedo and Pat Cordova-Goff led a feminist-issues special interest group. They are currently preparing for the Student Senate for California Community Colleges (SSCCC) Fall 2014 General Assembly. They are planning to submit resolutions on topics that range from improvements in accommodations for STEM students to LGBTQ issues.

Joanne Montgomery, Vice President, Board of Trustees, said she appreciated the moving ceremony prior to the Board meeting that conferred honorary degrees on two Citrus College students of Japanese ancestry whose education was interrupted by Executive Order 9066 in 1941-1942. One of the recipients, Mr. Toshio Asano, is a Monrovia, and she has known the Asano family for many years. She said the family was very proud.

Barbara R. Dickerson, Clerk/Secretary, Board of Trustees, said she too appreciated the honorary degree ceremony. It provided a reminder to subsequent generations to be thoughtful about similar issues that may emerge in the future. Trustee Dickerson also appreciated the *Clarion* article, "Then and Now," which contained a lot of historical information on Citrus College.

Trustee Dickerson attended the Duarte Education Foundation dinner where she was pleased to hear many positive comments on the growth and progress of Citrus College over the years.

Trustee Dickerson reported on an article in the most recent *Trustee Quarterly Magazine* regarding the high costs borne by students who take remedial classes. She is pleased that the college is working on a variety of ways to reduce the need for students to take remedial coursework.

Edward C. Ortell, Member, Board of Trustees, said it was gratifying to see the Gold Line's recent Track Completion Ceremony in Azusa, which celebrated completion of the track to the APU/Citrus College station. He recalled some of the advocacy efforts of Board members over the years, including a visit with Los Angeles County Supervisor

Michael D. Antonovich that was spearheaded by Trustee Montgomery. Extension of the Gold Line to Montclair is one of the Board's goals, and he is encouraged that the college's Congressional representatives have reconfirmed their commitment to completing the next segment. He said construction on the Duarte Station has been finished, and they are now striping the intersection between the station and the City of Hope. He thanked all those, including Citrus College students, who contributed to the effort.

Susan M. Keith, Member, Board of Trustees, complimented everyone who was part of the Centennial kickoff. She said it was a wonderful celebration. She enjoyed spending the day with a number of guests from Claremont and introducing them to fellow Board members and staff. She thanked the many Citrus College employees who made it an outstanding event.

Trustee Keith said she is proud of the incredible work done by Citrus College students who participate in the Summer Research Experience. Some of the research takes place at the Rancho Santa Ana Botanic Gardens, which is located in her community. She congratulated Citrus College student Matthew Harding, who was selected as the first Bart O'Brien Intern in Native Plant Horticulture at the Rancho Santa Ana Botanic Gardens. Mr. Harding was chosen from a highly competitive pool of candidates, and he will work as a full-time member of the horticulture staff to learn all aspects of native plant maintenance and care in an intensive six-month internship.

Patricia A. Rasmussen, President, Board of Trustees, expressed her appreciation for the efforts of the college community during the Centennial kickoff. She said the many aspects, including the business expo, food trucks, a Citrus College history exhibit, and booths hosted by various college programs, made for a celebratory atmosphere and a great day.

Board President Rasmussen commented on the Research Symposium in September, where students who participated in the Summer Research Experience displayed their work. She said the students who participate develop a great deal of passion about their studies, and they do outstanding work.

Board President Rasmussen commented on Glendora Day at Citrus College, where 13 community leaders from Glendora came to campus to learn more about the college's programs and facilities. She said it is important for the community to see what is happening at Citrus College.

Board President Rasmussen attended "Far Out," a production that featured music from Sci-Fi fantasy films, performed by Citrus College's vocal and instrumental groups. She said it was equal to performances done at the Disney Theatre in downtown Los Angeles. She congratulated all those involved.

Congresswoman Grace Napolitano will visit Citrus College on October 22, 2014, for a tour. Board President Rasmussen is looking forward to talking with her about some of

the college's needs and discussing the possibility of obtaining federal funding for some of our programs.

MINUTES

Item 1: Moved by Trustee Keith and seconded by Trustee Montgomery to approve the regular meeting minutes of October 7, 2014, as submitted.
4 Yes (Dickerson, Keith, Montgomery, Ortell). 1 Abstain (Rasmussen).

HEARINGS

Board President Rasmussen opened a public hearing at 4:47 p.m., for the purpose of hearing from the public with regard to the initial proposal of the California School Employees Association and its Citrus College Chapter 101 for contract negotiations for a successor contract.

Hearing no comments, Board President Rasmussen declared the hearing closed at 4:47 p.m.

INFORMATION AND DISCUSSION

Accreditation Update – Arvid Spor and Roberta Eisel

Dr. Arvid Spor and Ms. Roberta Eisel provided an overview of the current accreditation process and timeline of the 2015 Self-Evaluation. The accrediting team will visit the campus in fall 2015.

INDEPENDENT CONTRACTORS

Item 2: Moved by to Trustee Keith and seconded by Trustee Dickerson to ratify the attached list of Independent Contractor/Consultant Agreements as submitted.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

FACILITY USAGE

Item 3: Moved by to Trustee Keith and seconded by Trustee Dickerson to ratify the attached list of facilities usage and rental agreements.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

Item 4: Moved by to Trustee Keith and seconded by Trustee Dickerson to ratify A & B Warrants for September 2014 totaling \$3,861,256.16.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

Item 5: Moved by to Trustee Keith and seconded by Trustee Dickerson to ratify purchase orders for the period of September 25, 2014, through October 9, 2014.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

INSTITUTIONAL MEMBERSHIP

- Item 6:** Moved by to Trustee Keith and seconded by Trustee Dickerson to approve a \$150.00 one year membership to the Organization for Safety, Asepsis and Prevention (OSAP).
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CURRICULUM

- Item 7:** Moved by to Trustee Keith and seconded by Trustee Dickerson to approve the new courses, modified courses, and inactivated course.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 8:** Moved by to Trustee Keith and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 9:** Moved by to Trustee Keith and seconded by Trustee Dickerson to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 10:** Moved by to Trustee Keith and seconded by Trustee Dickerson to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENT, ETC.

- Item 11:** Moved by Trustee Ortell and seconded by Trustee Montgomery, in accordance with Proposition 30, The Schools and Local Public Safety Protection Act of 2012 provisions, authorization was provided to use of the 2014-15 estimated \$8,572,233 of Education Protection Account proceeds to partially fund ongoing classroom instructional salaries.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

EMPLOYMENT – FACULTY

- Item 12:** Moved by Trustee Dickerson and seconded by Trustee Montgomery to approve the employment of Ms. Renee Payne as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 17, 2015, and ending on June 13, 2015, at a salary placement of Class 1, Step 7 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$31,244.00 for the semester, plus health and statutory benefits.
5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

- Item 13:** Moved by Trustee Keith and seconded by Trustee Dickerson to approve the employment of Ms. Kimberly Porter as a temporary, one semester, full-time, non-tenure track instructor in the Health Sciences Department beginning on February 17, 2015, and ending on June 13, 2015, at a salary placement of Class 2, Step 6 on the Full-Time Faculty Salary Schedule (pending verification of qualifications and experience) totaling \$31,381.50 for the semester, plus health and statutory benefits.
4. 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

COLLECTIVE BARGAINING

- Item 14:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve and present the District's Initial Proposal to the California School Employees Association and its Citrus College Chapter 101.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

LIQUOR LICENSE

- Item 15:** Moved by Trustee Dickerson and seconded by Trustee Keith to grant approval for the Citrus College Foundation to apply for a one-day liquor license from the Alcoholic Beverage Control agency to serve wine at the Foundation's private reception to be held December 20, 2014, from 6 p.m. to 8 p.m. on the Citrus College campus.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

MISSION STATEMENT

- Item 16:** Moved by Trustee Montgomery and seconded by Trustee Dickerson to approve the first reading of the current mission, mission objectives, vision, and value statements of the college.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

BOARD POLICIES

- Item 17:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second and final reading of BP 3050 Institutional Code of Ethics.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 18:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second and final reading of BP 4025 Philosophy and Criteria for Associate Degree and General Education.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).
- Item 19:** Moved by Trustee Montgomery and seconded by Trustee Keith to approve the second and final reading of BP 7101 Non-Discrimination.
- 5 Yes (Dickerson, Keith, Montgomery, Ortell, Rasmussen).

CLOSED SESSION: At 5:00 p.m., Board President Rasmussen adjourned the meeting to closed session per the following sections of the Government Code:

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

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

Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator - Employee Organization: California School Employees Association (CSEA) Citrus College Chapter Local 101.

Per Section 54957: Public Employee Discipline/Dismissal/Release.

Per Section 54956.9(a): Conference with Legal Counsel - Existing Litigation: Vincenzo Sinapi-Riddle v. Citrus Community College District, Dr. Geraldine Perri, Arvid Spor, Martha McDonald, Adrienne Thompson, and Doe Defendant 1, Case No. LA CV14 0514.

Per Section 54957(b)(1): Public Employee Performance Evaluation: Superintendent/President.

RECONVENE OPEN SESSION: At 7:43 p.m., Board President Rasmussen reconvened the meeting to open session with no action taken.

ADJOURNMENT: At 7:43 p.m., it was moved by Trustee Keith and seconded by Trustee Ortell to adjourn the meeting.

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

Date

Barbara R. Dickerson
Clerk/Secretary
Board of Trustees