

CITRUS COMMUNITY COLLEGE DISTRICT

**AGENDA OF REGULAR MEETING OF THE
BOARD OF TRUSTEES**

MEETING: Regular Meeting in August

DATE: Tuesday, August 16, 2022

TIME: 4:15 p.m.

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

Regular Board Meeting

Topic: August 16, 2022 Citrus Community College District Board of Trustees Meeting

Time: 4:15 p.m.

Attendance and public participation is welcomed in person and remotely. The Board of Trustees encourages members of the public to join the meeting.

To participate electronically, you may join from PC, Mac, Linux, iOS or Android:
<https://cccconfer.zoom.us/j/94027618336>

Or iPhone one-tap (US Toll): +16699006833,94027618336# or
+12532158782,94027618336#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 940 2761 8336

International numbers available: <https://cccconfer.zoom.us/u/adn82i0f26>

Or Skype for Business (Lync):

SIP:94027618336@lync.zoom.us

Copies of agenda materials are **available online:**

<https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2022%20Agendas/08.16.2022.pdf>

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection in the Office of the Superintendent/President (AD 224-231, 1000 West Foothill Boulevard, Glendora, California) and online at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2022%20Agendas/08.16.2022.pdf>

AGENDA:

A. PLEDGE OF ALLEGIANCE

B. BOARD OF TRUSTEES

Mary Ann Lutz, President
Laura J. Bollinger, Vice President
Anthony Contreras, Clerk/Secretary
Patricia A. Rasmussen, Member
Cheryl Alexander, Member
Serina Mummert, Student Trustee

C. COMMENTS: MEMBERS OF THE AUDIENCE

Members of the public may provide public comment on an item on the agenda, or a matter not on the agenda that is within the subject matter jurisdiction of the Board of Trustees, in person, remotely or via email. Any member of the public who wishes to provide live remote public comment should send an email to clink@citruscollege.edu beginning at 3:00 p.m. the day of the meeting. Your email must identify the agenda item that you will address or, if you are not speaking to an item on the agenda, it must contain a brief description of the non-agenda matter that you will address. In order to provide public comment, you must connect to the meeting via the following link:
<https://cccconfer.zoom.us/j/94027618336>

The name submitted on your email request, must match the name on the participant list in the Zoom session. When the Board President invites you to speak, the moderator will unmute your device. Please state your name for the record. In an effort to gain as much public input as possible, individual speakers will be limited to five minutes or less. The total amount of time for the public on any agenda item shall be limited to thirty minutes, unless this time is waived or changed by the majority of the Board.

The Board will also accept Public Comments via email.

Public Comments made via email will be accepted beginning at 3:00 p.m. on the day of the meeting. A staff member will facilitate the reading of public comment submissions.

Public comment will be accepted via email submission to Christine Link at clink@citruscollege.edu. In the alternative, you can contact Ms. Link via telephone at 626-914-8821.

Each public comment will be read for 5 timed minutes, and comments will be limited to a total of 30 minutes per topic if there are multiple people submitting comments.

Both live remote and written (email) public comment will be accepted until the point at which the public comment period is formally closed. Sign-up to provide/be recognized to provide public comment will only be closed when the public comment period is formally closed.

Pursuant to Section 54954.2 of the Government Code, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Board or staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights.

D. REPORTS

Greg Schulz, Superintendent/President

Richard F. Rams, Vice President of Student Services and Acting Vice President of Academic Affairs

- Citrus College Athletics hosted the Citrus College Athletics Golf Classic after a six-year hiatus on July 29, 2022 at San Dimas Canyon Golf Club. The event featured a full field of 36 foursomes highlighted by our title sponsor, Cordoba Corporation, seven (7) corporate sponsors, four (4) contest sponsors, and five (5) tee sponsors including Board of Trustees' member Dr. Contreras. We look forward to hosting the golf classic next year and we thank the Citrus College community for their support.
- The Citrus College Athletics fall season begins on August 15. Home competitions begin on Friday, August 26 with men's soccer at 3 p.m. and volleyball at 5 p.m.
- During the month of August, the Career/Transfer Center will host in-person and online CSU Application Assistance Open Forums to assist students with their application for spring 2023 admission. Workshops are designed to provide important information about upcoming deadlines to assist students with the application process and provide an overview of key sections of the CSU transfer application.
- With the support of TeCS, on June 1 2022, Admissions and Records, Financial Aid, and School Relations and Outreach launched help centers using Zendesk, a software used to manage interactions with prospective students, students and employees, and where programs can post knowledge-based articles. The three programs have received a combined 1,644 request tickets, achieving a resolution rate of 98.3% within two business days. Since launching, 258 articles have been published, receiving 11,634 views.
- The Division of Student Affairs is proud to announce the *expanded* "GoPass" program, formerly known as the "Class Pass," which will give students unlimited free rides on Foothill Transit, L.A. Metro bus and rail, Big Blue Bus, Montebello Bus, Norwalk Transit, Culver CityBus, and City of Commerce. Students can ride for free during each semester that they register for the program

using a virtual TAP card on their smart phones. Students must be currently enrolled in at least one *credit* unit to be eligible. This is a pilot program for the 2022-2023 academic year, which will be renewed based on available funding.

Claudette E. Dain, Vice President of Finance and Administrative Services

- Construction on the ED Building continues to progress nicely and is approximately 79% complete. Work continues with all trades including, electrical, plumbing and mechanical, as well as continued structural and mechanical items for the elevator tower and structural items for the front (north) façade. Major mechanical items such as air-handlers and ducting have been installed and roofing is 100% complete. Electrical switchgear is expected to arrive in November. Drywall, door assemblies, interior painting and preliminary interior equipment is also underway. Interior doors will be received soon. Interior flooring (resilient linoleum and carpeting) is underway in some first-floor locations. Exterior flatwork has been installed at the front portico. Restroom accessories are being procured for installation.
- The Fiscal Services team continues to work on the 2021-22 year-end close. They are on scheduled to complete the close in line with the county's deadline. The team is also working on the 2022-23 Proposed Budget, which is scheduled to be completed by the end of the month. The Proposed Budget forum will be held on September 1, 2022.
- The open enrollment period for benefits is scheduled from October 17 through November 23, 2022 and will include a verification process for the 2023 calendar year. Benefit eligible employees will have the opportunity to review and confirm their enrollment, and provide documentation for covered dependents, if not previously provided. Employees will also have the opportunity to sign up for voluntary benefit offerings such as Flexible and Dependent Care Flexible Spending Accounts, review life insurance beneficiaries, etc.
- The Purchasing/Warehouse team has moved numerous offices on campus the past few months. The department has been able to repurpose many of the items and furniture from these moves to other areas/locations on campus, in alignment with the Campus' sustainability efforts.

Robert L. Sammis, Director of Human Resources

- As the end of summer approaches, Human Resources continues its preparation for the return of full-time and adjunct faculty in the fall, including 12 new full-time faculty members.
- Human Resources is continuing its work to develop and provide a robust employee training program.
- A review of Human Resources board policies and administrative procedures continues, including collaborative work with Director of Diversity, Equity and Inclusion, Ty Thomas.

Jeremy Clark, Academic Senate President

- Dr. Senya Lubisich led a group of faculty through a four-week course, Introduction to Online Teaching and Learning. It was very informative and an excellent course. We are fortunate to have such a dedicated and generous faculty member.
- Faculty member Sarah Bosler has agreed to serve again as our Open Educational Resource (OER) Liaison for Citrus College to the Academic Senate for California Community Colleges. She has done an outstanding job for us, and we look forward to her hard work this year.
- On August 24, 2022, I get the privilege to meet our new faculty members and let them know about our Academic Senate and the importance of shared governance in the California Community College system.
- I look forward to greeting my colleagues back on campus during our first Academic Senate meeting of the year on August 26, 2022.

Briceyda Torres, Classified Employees

- Our chapter members reviewed and approved the modifications to the sports information coordinator job description on August 3, 2022 – 96% approval.
- CSEA 96th annual conference took place and our Kathy Goblirsch returned with lots of information to share and excitement.
- We hope everyone continues to stay safe and healthy as summer comes to an end and fall semester begins.

Serina Mummert, Student Trustee

Members of the Board of Trustees

E. MINUTES

1. **Approval of the regular meeting minutes of July 19, 2022**

F. INFORMATION AND DISCUSSION

1. **Information Update on Citrus College Ongoing Response to COVID-19 & Safe Transition to Campus – Robert L. Sammis, J.D., Director of Human Resources (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 are 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 10)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 12)
- c. Authorization is requested to ratify A & B Warrants issued during July 2022, totaling \$4,701,492.56. (Page 14)
- d. Authorization is requested to ratify purchase orders issued during July 2022. (Page 15)

Personnel Recommendations

- e. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers. (Page 31)

- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of management employees. (Page 53)
- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 55)
- h. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 57)

END OF CONSENT AGENDA

G. ACTION (continued)

Academic Affairs

- 2. Authorization is requested to approve a field trip for seven (7) students from the Automotive Technology: High Performance Institute, Research and Development program, and five (5) faculty members to Las Vegas, Nevada from November 1 through November 4, 2022. (Page 64)
- 3. Authorization is requested to approve the second reading and renewal of College and Career Access Pathways Partnership Agreement for Dual Enrollment, as authorized by AB 288, between the Citrus Community College District and the Azusa Unified School District, Claremont Unified School District, Duarte Unified School District, Glendora Unified School District, Monrovia Unified School District, and California School of the Arts, San Gabriel Valley. (Page 67)

Human Resources

- 4. Authorization is requested to revise the job description and realign the classification of Sports Information Coordinator on the Classified Salary Schedule from Range 33 (\$4,146.03 - \$5,556.09/month) to Range 38 (\$4,690.85 - \$6,286.18/month), effective August 17, 2022. (Page 205)

Board Policies

- 5. Authorization is requested to approve the second and final reading of, and adopt, BP 2725 Board Member Compensation. (Page 211)

Board of Trustees

6. Authorization is requested to appoint the following individuals to the Citizens' Oversight Committee for the term listed:
 - Brenda J. Trainor – business organization representative – two-year term (September 1, 2022 – August 31, 2024)
 - Robert Helbing – taxpayer organization representative – two-year term (September 1, 2022 – August 31, 2024)
 - Wesley A. Menard – at-large representative – two-year term (September 1, 2022 – August 31, 2024)
 - Jess Swick – senior citizen organization representative – two-year term (September 1, 2022 – August 31, 2024)
 - Serina Mummert – student representative – one-year term (September 1, 2022 – August 31, 2023)

(Page 213)
7. It is recommended that the Board of Trustees adopt Resolution #2022-23-03, authorizing payment to Student Trustee Serina Mummert for the July 19, 2022 regular meeting of the Board of Trustees. (Page)

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

1. **Per Section 72122 of the Education Code and District Administrative Procedure 5520: Consideration of Student Discipline (Suspension/Expulsion/Other Action), Student #AXXXXXX23.**
2. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**
3. **Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352.**
4. **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.**
5. **Per Section 54957: Public Employee Discipline/Dismissal/Release.**
6. **Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case**

I. RECONVENE IN OPEN SESSION

The Board will report closed session action, as appropriate.

J. INFORMATION AND DISCUSSION – BOARD OF TRUSTEES RETREAT

During the retreat, it is anticipated that the Board of Trustees will review its 2021-2022 goals and develop new goals for the 2022-2023 academic year.

K. ADJOURNMENT

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to access, provide public comment during, or otherwise participate in a meeting should direct such request to the Superintendent/President's Office at 626-914-8821. Additionally, any person lacking access to an Internet-enabled device and requiring assistance to access, provide public comment during, or otherwise participate in a meeting, should contact Christine Link at 626-914-8821 or e-mail her at clink@citruscollege.edu. Timely notification prior to a meeting will enable the District to make reasonable arrangements to ensure accessibility.

Pursuant to Government Code section 54957.5, writings that are public records that relate to an open session agenda item and are distributed to a majority of Board members less than 72 hours prior to the meeting are available for public inspection at <https://www.citruscollege.edu/admin/bot/Documents/Board%20Meeting%20Agendas/2022%20Agendas/08.16.2022.pdf>

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	August 16, 2022	Resolution	_____
SUBJECT:	Information Update on Citrus College Ongoing Response to COVID-19 & Safe Transition to Campus	Information	<u> X </u>
		Enclosure(s)	_____

BACKGROUND

An update will be provided on the District's current COVID-19 protocols, data and other information specific to our campus, and the current trends in Los Angeles County. In addition, information will be shared regarding planned protocols for the fall semester, based on the best information we have at this time. Staff continue to monitor all student and employee COVID-19 cases for purposes of contact tracing, campus notification and providing health related information as appropriate.

This item was prepared by Robert L. Sammis, Director of Human Resources.


RECOMMENDATION

Information only; no action required.

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye___Nay___Abstained___



Approved for Submittal

Item No. F.1.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – August 16, 2022

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>ADMINISTRATIVE SERVICES</u>				
American Fidelity Administrative Services, LLC	\$25,000.00 max	District	11/3/21-11/2/26	Patient Protection and Affordable Care Act (ACA) Compliance
Cambridge West Partnership, LLC	\$160.00 per hour NTE \$73,600.00 max <i>(Revision- previously \$57,600.00)</i>	Restricted	5/5/21-1/31/23 <i>(Revision- previously 5/5/21-7/31/22)</i>	Facilitate Management of CARES Act Funds
Diligent Corporation	\$14,400.00 max <i>(Revision previously \$12,000.00 max)</i>	District	4/6/22-6/30/23	Board Document Management Software, Support and Training
ESM Solutions Corporation	\$15,430.00 max per year	Grant	7/1/22-6/30/24	Contract Management Software Annual Subscription Fee & Training
<u>HEALTH SCIENCES</u>				
Pasadena Hospital Association	No Fee	No Fee	8/16/22-8/15/25	Clinical Education
<u>SCHOOL RELATIONS/OUTREACH</u>				
Parchment, LLC	\$500.00 max	Grant	8/20/22-12/31/22	Implementation of eTranscript Software
<u>VISUAL AND PERFORMING ARTS</u>				
ZFX, Inc.	\$12,855.00 max	District	7/1/22-12/18/22	Rental of Rigging and Flying Equipment
Oh, Michelle	\$4,500.00 max	District	8/17/22-6/30/23	Musician Services
Rosales, Virgil J.	\$1,000.00 max	District	8/17/22-6/30/23	Guest Artist
Song, Ken	\$4,500.00 max	District	8/17/22-6/30/23	Musician Services

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	
SUBJECT:	Ratification of Facilities Usage/Rentals	Information	
		Enclosure(s)	X

BACKGROUND

In accordance with California Education Code Section 82537, Use of School Property, Public Purposes, and in accordance with BP 6700 Civic Center and Other Facilities Use, the attached list of facilities usage and rental agreements are being submitted to the Board of Trustees for review and ratification.

This item was prepared by Lori Amato, Administrative Assistant, Administrative Services.


RECOMMENDATION

Authorization is requested to ratify the attached list of facilities usage and rental agreements.

Claudette E. Dain, CPA
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. G.1.b.

**Use of Facilities
August 16, 2022**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Azusa High School	Stadium and Locker Rooms	2022 Season Football Games	8/20, 9/2, 9/30, 10/14 and 10/28/22	\$17,000.00, plus additional fees if required
Azusa Pacific University	Tennis Courts	Jr. Tennis Tournament	7/23/22	\$842.00, plus additional fees if required
Gladstone High School	Stadium and Locker Rooms	2022 Season Football Games	8/19, 9/9, 9/22, 10/6 and 10/21/22	\$17,000.00, plus additional fees if required
Glendora High School	Stadium and Locker Rooms	2022 Season Football Games	8/18, 8/26, 9/8, 9/23 and 10/20/22	\$17,000.00, plus additional fees if required
Glendora Police Department	P3105	Excercise Training	7/27 and 7/28/22	No rental fee, labor charges only if required
Hong Yun Dance Studio	Performing Arts Center, PA133	Dance Recital	11/13/22	\$4,244.50, plus additional fees if required
International Youth and Adult Soccer League	Stadium, Locker Rooms and Press Box	Soccer Game	8/5/22	\$5,988.00, plus additional fees if required
Perpetual Wave Production	(9) Parking Stalls in S6 Parking Lot	Park (2)-53' Trailers	7/11 through 7/18/22	\$360.00, plus additional fees if required
Propel, A Charter Management Group, Inc.	Performing Arts Center, VA130 and VA231	Senior Graduation Ceremony	11/10/22	\$3,583.00, plus additional fees if required
Whitcomb High School	Performing Arts Center	Graduation Ceremony	5/23/23	\$1,835.00, plus additional fees if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	_____
SUBJECT:	Ratification of A & B Warrants	Information	_____
		Enclosure(s)	_____

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. The following warrants were issued during July 2022:

	July
Warrants Issued to Vendors	\$2,465,386.49
Warrants Issued for Students Financial Aid	\$522,128.92
Warrants Issued to Employees	\$1,713,977.15
Total	\$4,701,492.56

This item was prepared by Wade W. Ellis, Director of Fiscal Services.

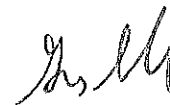
RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during July 2022, totaling \$4,701,492.56.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. G.1.c.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	_____
SUBJECT:	Ratification of Purchase Orders	Information	_____
		Enclosure(s)	X

BACKGROUND

In accordance with BP 6330 Purchasing, a summary of purchase orders issued during July 2022 is being submitted to the Board of Trustees for review and ratification.

This item was prepared by Shawn Jones, Director of Business Services.

RECOMMENDATION

Authorization is requested to ratify purchase orders issued during July 2022.

Claudette E. Dain, CPA
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.1.d.

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017683	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Esthetician	\$400.00
P0017685	Pape Material Handling	Service Agreement	General	Maintenance	\$980.00
P0017686	Costco Wholesale	Blanket PO-Supplies	Restricted	Counseling	\$1,000.00
P0017687	BSN Sports	Clothing-Shirts	Restricted	Outreach	\$6,159.70
P0017688	ODP Business Solutions, LLC	Office Furniture	General	Admissions & Records	\$701.19
P0017689	Statewide Assoc. of Community Colleges	Member Contribution, 2022-2023, BOT 6/21/22	Self-Insurance	Risk Management	\$583,577.00
P0017690	Annotation Unlimited, PBC	Consultant-Software, BOT 6/21/22	General	VP Academic Affairs	\$15,329.60
P0017692	Lan Hao	Blanket Travel PO-Mileage	General	Research Planning Effectiveness	\$300.00
P0017693	Melissa Christian	Blanket Travel PO-Mileage	General	Research Planning Effectiveness	\$150.00
P0017694	Yusei Huang	Blanket Travel PO-Mileage	General	Research Planning Effectiveness	\$150.00
P0017695	Anthony Delgado	Blanket Travel PO-Mileage	General	Research Planning Effectiveness	\$150.00
P0017696	Beverly Heasley	Travel-PO-CISOA Conf.	General	Technology & Computer Services	\$649.00
P0017697	Home Depot	Blanket PO-Supplies	General	Athletic Facilities	\$2,000.00
P0017698	United Fabricare Supply, Inc.	Blanket PO-Supplies	General	Athletic Facilities	\$3,000.00
P0017699	Fuller Engineering	Blanket PO-Pool Chemicals	General	Athletic Facilities	\$20,000.00
P0017600	IMS Commercial Ice Systems	Blanket PO-Pool Repairs	General	Athletic Facilities	\$1,500.00
P0017601	Western State Design	Blanket PO-Repairs	General	Athletic Facilities	\$1,500.00
P0017602	Fitness Mechanics	Blanket PO-Services	General	Athletic Facilities	\$5,000.00
P0017603	Caliber Pool & Spa Service	Blanket PO-Repairs	General	Athletic Facilities	\$4,000.00
P0017604	Bear State Water Heating LLC	Blanket PO-Pool Repairs	General	Athletic Facilities	\$2,000.00
P0017607	ODP Business Solutions, LLC	Blanket PO-Service	General	Athletic Facilities	\$500.00
P0017608	Pacific Dining Food Service Management	Blanket PO-Supplies	General	Architecture & Drafting	\$300.00
P0017609	Hose Man	Blanket PO-Food	General	Water Technology	\$300.00
P0017610	Sectorpoint, Inc.	Blanket PO-Supplies	General	Diesel Technology	\$1,000.00
P0017611	GDW-G, Inc.	Consultant-Software, BOT 6/21/22	General	Technology & Computer Services	\$15,000.00
P0017612	SIP2	Software Renewal	General	Technology & Computer Services	\$22,049.63
P0017613	Follett Higher Education Group	Subscription	General	Diesel Technology	\$299.00
P0017614	Costco Wholesale	Blanket PO-Supplies	General	Office Technology	\$250.00
P0017615	TruGreen Limited Partnership	Blanket PO-Food	General	Counseling	\$2,500.00
P0017616	Salon Centric	Blanket PO-Need & Lawn Service	General	Athletic Facilities	\$1,710.00
P0017617	Silverfox Health and Beauty	Blanket PO-Supplies	General	Cosmetology	\$500.00
P0017618	Foundation For California Community Colleges	Blanket PO-Supplies	General	Cosmetology	\$500.00
P0017619	Allidata	FUSION License Fee 2022-2023	Capital Outlay	VP Finance & Admin Services	\$13,426.53
P0017620	The RP Group	Annual Subscription	General	Automotive Technology	\$975.00
P0017621	Association for Institutional Research	Institutional Membership	General	VP Finance & Admin Services	\$530.00
P0017622	Community College Facility Coalition	Institutional Membership	General	VP Finance & Admin Services	\$180.00
P0017623	National Council for Marketing & Public Relations	Institutional Membership	General	VP Finance & Admin Services	\$1,037.00
P0017625	Pocket Nurse	Equipment	General	VP Finance & Admin Services	\$925.00
P0017626	AccuVein, Inc.	Equipment	Restricted	Strong Workforce	\$5,055.04
P0017627	Amazon Capital Services, Inc.	Equipment	Restricted	Strong Workforce	\$13,710.50
			Restricted	Strong Workforce	\$330.56

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017628	Life-Assist	Equipment	Restricted	Strong Workforce	\$14,280.23
P0017629	Twyla Nelson	Consultant-BOT 5/17/22	Restricted	DSP&S	\$9,000.00
P0017630	Sign Up Interpreting Svcs., LLC	Consultant-BOT 5/17/22	Restricted	DSP&S	\$9,000.00
P0017631	Pocket Nurse	Equipment	Restricted	Strong Workforce	\$836.77
P0017632	American CODEaF Enterprise, Inc.	Consultant-BOT 5/17/22	Restricted	DSP&S	\$9,000.00
P0017633	Educause	cdtu.college.edu Domain Renewal	General	Technology & Computer Services	\$231.00
P0017635	Pocket Nurse	Equipment	Restricted	Strong Workforce	\$318.70
P0017636	Fitness Mechanics	Blanket PO-Service	General	Athletic Facilities	\$4,590.00
P0017637	Caliber Pool & Spa Service	Blanket PO-Service	General	Athletic Facilities	\$21,120.00
P0017638	School Services of California	Annual Subscription	General	VP Finance & Admin Services	\$5,000.00
P0017639	Pocket Nurse	Equipment	Restricted	Strong Workforce	\$2,169.25
P0017640	SARS Software Products, Inc.	Annual Subscription	Restricted	Counseling	\$9,525.00
P0017641	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Architecture & Drafting	\$600.00
P0017642	Wivan Zhang	Blanket PO-Service Agreement	General	Haugh Performing Arts Center	\$600.00
P0017644	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	Other Student Services	\$150.00
P0017645	Carquest Auto Parts	Blanket PO-Supplies	General	Automotive Technology	\$1,000.00
P0017646	Pacific Dining Food Service Management	Blanket PO-Food	General	Architecture & Drafting	\$300.00
P0017647	Costco Wholesale	Blanket PO-Supplies	General	VP Finance & Admin Services	\$1,200.00
P0017648	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Admissions & Records	\$2,000.00
P0017649	Pacific Dining Food Service Management	Blanket PO-Food	General	Dean Career Technical Education	\$600.00
P0017650	CDW-G, Inc.	Blanket PO-Food	General	Public Works-Construction Mgmt.	\$1,000.00
P0017651	Pacific Dining Food Service Management	Blanket PO-Food	General	Public Works-Construction Mgmt.	\$300.00
P0017652	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Public Works-Construction Mgmt.	\$500.00
P0017653	BellMetric	Blanket PO-Supplies	General	Automotive Technology	\$500.00
P0017655	CDW-G, Inc.	Blanket PO-Supplies	General	Dean Career Technical Education	\$500.00
P0017656	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Dean Career Technical Education	\$1,000.00
P0017657	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	Counseling	\$1,000.00
P0017659	ACCJC Accrediting Commission for California Junior Colleges	Institutional Membership	General	VP Finance & Admin Services	\$30,105.00
P0017660	Educause	Institutional Membership	General	VP Finance & Admin Services	\$3,710.00
P0017661	Merle Canton	Consultant-Space Inventory, BOT 6/21/22	General	VP Finance & Admin Services	\$8,000.00
P0017662	Follett Higher Education Group	Blanket PO-Supplies	Restricted	Counseling	\$1,000.00
P0017663	Paradigm, Inc.	Blanket PO-Supplies	General	Admissions & Records	\$27,000.00
P0017664	National Association of Student Financial Aid Administrators	Institutional Membership	General	VP Finance & Admin Services	\$2,992.00
P0017665	Gibus Giden Locher Turner Senet & Wittbrodt, LLP	Legal Services	General	VP Finance & Admin Services	\$70,000.00
P0017666	Fagen Friedman & Fulfrost, LLP	Legal Fees-BOT 6/21/22	General	VP Finance & Admin Services	\$100,000.00
P0017667	Southern Calif Community College Dist.	PIPS 22-23 Member Contribution, BOT 6/21/22	Self-Insurance	Risk Management	\$802,474.00
P0017668	SIP2	Subscription	General	Automotive Technology	\$225.00
P0017669	ODP Business Solutions, LLC	Blanket PO-Supplies	General	VP Finance & Admin Services	\$3,000.00
P0017670	Keenan & Associates	Blanket PO-Clearing Admin Fee	Self-Insurance	Risk Management	\$10,000.00
P0017671	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Research Planning Effectiveness	\$500.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017672	Vector Resources, Inc.	Annual Subscription	General	Technology & Computer Services	\$11,345.84
P0017673	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Research Planning Effectiveness	\$1,000.00
P0017674	CDW-G, Inc.	Computer Equipment	Restricted	Technology & Computer Services	\$44,241.95
P0017675	BSN Sports	Blanket PO-Supplies	General	Athletics	\$15,000.00
P0017676	Henry Schein	Blanket PO-Supplies	General	Athletics	\$6,000.00
P0017677	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$6,000.00
P0017678	BMI General Licensing	Blanket PO-Licensing	General	Haugh Performing Arts Center	\$3,200.00
P0017679	ASCAP Amer. Society of Composers, Authors & Publishers	Campus-Wide License	General	Haugh Performing Arts Center	\$3,000.00
P0017680	SEASAC Society of European Stage Authors & Composers	Campus-Wide License	General	Haugh Performing Arts Center	\$1,300.00
P0017681	Tessitura Network	Blanket PO-Service Agreement	General	Haugh Performing Arts Center	\$2,140.00
P0017682	Tessitura Network	Blanket PO-Service Agreement	General	Haugh Performing Arts Center	\$7,800.00
P0017683	Tessitura Network	Blanket PO-Service Agreement	Trust & Fiduciary	Haugh Performing Arts Center	\$33,405.00
P0017684	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Chemistry	\$500.00
P0017685	Castle Branch	Blanket PO-Services	General	Nursing	\$700.00
P0017686	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	Other Student Services	\$400.00
P0017687	The Shredders	Blanket PO-Services	Restricted	Other Student Services	\$500.00
P0017688	Follett Higher Education Group	Blanket PO-Supplies	Restricted	Other Student Services	\$4,000.00
P0017689	Costco Wholesale	Blanket PO-Supplies	Restricted	Other Student Services	\$100.00
P0017690	Albertsons/Safeway-Vons	Blanket PO-Supplies	Restricted	Other Student Services	\$100.00
P0017691	Amazon Capital Services, Inc.	Blanket PO-Food	Restricted	Other Student Services	\$100.00
P0017692	Home Depot	Blanket PO-Supplies	Restricted	Career Center	\$450.00
P0017693	Lowe's Home Center, LLC	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$7,000.00
P0017694	J.D. Fields Lumber Company	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$2,500.00
P0017695	Whalen Bindery & Mailing Services	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$5,000.00
P0017696	Y Tire Sales	Blanket PO-Mailing Services	General	Haugh Performing Arts Center	\$13,500.00
P0017697	Walmart	Blanket PO-Supplies	Restricted	Campus Safety	\$3,900.00
P0017698	Mission Ace Hardware	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$2,000.00
P0017699	Mission Ace Hardware	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$3,000.00
P0017700	Staler Bros	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$3,000.00
P0017701	Albertsons/Safeway-Vons	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$4,500.00
P0017702	Costco Wholesale	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$5,500.00
P0017703	Home Depot	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$5,000.00
P0017704	Smart & Final	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$5,000.00
P0017705	A-1 Event & Party Rentals	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$1,000.00
P0017706	Amazon Capital Services, Inc.	Blanket PO-Emergency Supplies	Capital Outlay	Purchasing & Warehouse	\$4,000.00
P0017707	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Library	\$800.00
P0017709	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Office Technology	\$250.00
P0017710	Eastbay Team Services	Supplies	Restricted	Strong Workforce	\$1,318.00
P0017712	Glendora Trophy	Uniforms	General	Athletics	\$3,731.48
P0017713	Amazon Capital Services, Inc.	Longevity Award	General	Staff Development	\$65.00
		Equipment	Restricted	Foster/Kinship Services	\$585.35

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017714	Keenan & Associates	Storage Tank Insurance Premium	General	Risk Management	\$833.23
P0017715	Ivorie Cannon	Consultant-5-Year Construction Plan, BOT 8/21	General	VP Finance & Admin Services	\$10,500.00
P0017716	Career America, LLC	Service Agreement	Restricted	Outreach	\$9,375.00
P0017717	Odyssey Power	Service Agreement	General	Facilities	\$2,085.75
P0017718	CollegeBuys.org	COVID-19-Mobile Hot Spots	Restricted	VP Finance & Admin Services	\$900.00
P0017719	City Of Industry Post Office	Blanket PO-Postage	General	Non Credit	\$9,000.00
P0017720	Ford Printing & Mailing	Fall 2022 Brochures	General	Non Credit	\$5,000.00
P0017721	Reed Printing, Inc.	Fall 2022 Brochure Printing	General	Non Credit	\$14,000.00
P0017722	Home Depot	Blanket PO-Supplies	General	Music	\$1,000.00
P0017723	Citrus College	Student MBTI Testing Assessment Fees	Restricted	Other Student Services	\$160.00
P0017724	ZFX, Inc.	Service Agreement	Trust & Fiduciary	Music	\$12,855.00
P0017725	All Haul Tires	Blanket PO-Services	General	Risk Management	\$500.00
P0017726	ATM Concrete	Blanket PO-Services	General	Risk Management	\$1,000.00
P0017727	Burlington Safety Laboratory	Blanket PO-Supplies	General	Risk Management	\$1,000.00
P0017728	Kerry Marsh Vocal Jazz and Beyond	Blanket PO-Supplies	General	Music	\$1,000.00
P0017729	Mathew H. Falter	Blanket PO-Supplies	General	Music	\$500.00
P0017730	Malmark, Inc.	Blanket PO-Supplies	General	Music	\$500.00
P0017731	Costco Wholesale	Blanket PO-Supplies	General	Music	\$750.00
P0017732	Western First Aid and Safety	Blanket PO-Supplies	General	Risk Management	\$1,000.00
P0017733	Aqua-Serv Engineers, Inc.	Blanket PO-Services	General	Facilities	\$30,000.00
P0017734	Inerra Furnishings	Blanket PO-Services	General	Maintenance	\$1,000.00
P0017735	Pape Material Handling	Blanket PO-Services	General	Facilities	\$10,000.00
P0017736	Syn-Tech Systems	Blanket PO-Services	General	Maintenance	\$200.00
P0017737	Jim's Musical Instrument Repair	Blanket PO-Services	General	Music	\$1,000.00
P0017738	On-Stage Rentals, Inc.	Blanket PO-Repairs	General	Music	\$300.00
P0017739	Acosta Growers	Blanket PO-Supplies	General	Grounds	\$1,000.00
P0017740	Airgas USA, LLC	Blanket PO-Supplies	General	Facilities	\$2,000.00
P0017741	Alifuses.Com	Blanket PO-Fuses	General	Maintenance	\$500.00
P0017742	AlphaCard	Blanket PO-Supplies	General	Facilities	\$500.00
P0017743	ASAP Industrial Supply	Blanket PO-Plumbing Supplies	General	Maintenance	\$500.00
P0017744	Barney's Key Service	Blanket PO-Supplies	General	Maintenance	\$500.00
P0017745	Brady Industries	Blanket PO-Custodial Supplies	General	Custodial Services	\$40,000.00
P0017746	Builders Fence Company, Inc.	Blanket PO-Fencing Supplies	General	Grounds	\$300.00
P0017747	Clean Sweep Supply Co., Inc.	Blanket PO-Custodial Supplies	General	Custodial Services	\$35,000.00
P0017748	A. Tires N Auto Repair	Blanket PO-Repairs	General	Purchasing & Warehouse	\$15,000.00
P0017749	Construction Hardware	Blanket PO-Supplies	General	Maintenance	\$1,000.00
P0017750	Barney's Key Service	Blanket PO-Key Service	General	Purchasing & Warehouse	\$250.00
P0017751	Battery Sales Unlimited	Blanket PO-Batteries	General	Purchasing & Warehouse	\$1,000.00
P0017752	Costco Wholesale	Blanket PO-Supplies	General	Purchasing & Warehouse	\$2,500.00
P0017753	Daktronics	Blanket PO-Marquee Supplies	General	Facilities	\$15,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017754	Dalsyco	Blanket PO-Toner	General	Purchasing & Warehouse	\$40,000.00
P0017755	DHL Express	Blanket PO-Shipping Fees	General	Purchasing & Warehouse	\$10,000.00
P0017756	DJL Enterprises, Inc.	Blanket PO-Supplies	General	Facilities	\$500.00
P0017757	Doctor Auto Glass	Blanket PO-Services	General	Transportation	\$500.00
P0017758	First Bankcard	Blanket PO-Supplies	General	Purchasing & Warehouse	\$5,000.00
P0017759	Glendora Chevrolet	Blanket PO-Vehicle Repairs	General	Purchasing & Warehouse	\$1,000.00
P0017760	Home Depot	Blanket PO-Supplies	General	Purchasing & Warehouse	\$2,000.00
P0017761	Easykeys	Fire Alarm Service	General	Maintenance	\$1,000.00
P0017762	ICS Service Company	Blanket PO-Service	General	Purchasing & Warehouse	\$25,000.00
P0017763	Image 2000, Inc.	Blanket PO-Towing Service	General	Purchasing & Warehouse	\$500.00
P0017764	Jan's Towing	Blanket PO-Supplies	General	Purchasing & Warehouse	\$10,000.00
P0017765	Kelly Spicer's Stores	DMV Registration Services	General	Purchasing & Warehouse	\$1,000.00
P0017766	M&R Credit Solution	Blanket PO-Supplies	General	Purchasing & Warehouse	\$2,500.00
P0017767	Norham Safety Co., Inc.	Blanket PO-Supplies	General	Purchasing & Warehouse	\$5,000.00
P0017768	ODP Business Solutions, LLC	Blanket PO-Repairs	General	Purchasing & Warehouse	\$2,500.00
P0017769	O'Reilly Auto Parts	Blanket PO-Service Agreement	General	Purchasing & Warehouse	\$20,000.00
P0017770	RAYZ Garage	Blanket PO-Smog Testing	General	Purchasing & Warehouse	\$25,000.00
P0017771	Ricoh USA, Inc.	Blanket PO-Advertising	General	Transportation	\$1,000.00
P0017772	Route 66 Smog	Blanket PO-Alarm Monitoring	General	Purchasing & Warehouse	\$20,000.00
P0017773	San Gabriel Valley Tribune	Blanket PO-Smog Testing	General	Purchasing & Warehouse	\$25,000.00
P0017774	SSD Alarm	Blanket PO-Supplies	General	Purchasing & Warehouse	\$1,000.00
P0017775	The Shredders	Blanket PO-Supplies	General	Purchasing & Warehouse	\$1,000.00
P0017776	W.W.Grainger, Inc.	Blanket PO-Vehicle Repairs	General	Purchasing & Warehouse	\$3,500.00
P0017777	Imperial Upholstery	Blanket PO-Supplies	General	Facilities	\$10,000.00
P0017784	Ernie's Auto Parts	Blanket PO-Supplies	General	Custodial Services	\$75,000.00
P0017785	Hillyard	Blanket PO-Supplies	General	Facilities	\$2,000.00
P0017786	Hose Man	Blanket PO-Supplies	General	Facilities	\$6,000.00
P0017787	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Purchasing & Warehouse	\$5,000.00
P0017788	ICS Service Company	Blanket PO-Supplies	General	Purchasing & Warehouse	\$1,500.00
P0017789	Uline	Blanket PO-Supplies	General	Purchasing & Warehouse	\$1,500.00
P0017790	GDW-G, Inc.	Blanket PO-Supplies	General	Facilities	\$10,000.00
P0017791	Y Tire Sales	Blanket PO-Supplies	General	Facilities	\$1,000.00
P0017792	Interstate Batteries	Blanket PO-Supplies	General	Custodial Services	\$25,000.00
P0017793	MainTex, Inc.	Blanket PO-Supplies	General	External Relations	\$5,000.00
P0017794	Ricky Lin	Blanket PO-Supplies	General	External Relations	\$5,000.00
P0017795	Danyil German	Consultant-Photographer, BOT 6/21/22	General	External Relations	\$95,502.00
P0017796	Graduate Communications	Consultant-Photographer, BOT 6/21/22	General	External Relations	\$5,000.00
P0017797	United Parcel Service	Blanket PO-Shipping Services	General	Purchasing & Warehouse	\$5,000.00
P0017798	Virco, Inc.	Blanket PO-Equipment	General	Purchasing & Warehouse	\$2,500.00
P0017799	Inland Empire Windustrial Co.	Blanket PO-Supplies	General	Facilities	\$7,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017800	Malcolite Corp.	Blanket PO-Supplies	General	Facilities	\$1,000.00
P0017801	Mithisen Oil Company, Inc.	Blanket PO-Supplies	General	Facilities	\$5,000.00
P0017802	MSC Industrial Supply	Blanket PO-Supplies	General	Maintenance	\$500.00
P0017803	Napa Auto Parts	Blanket PO-Supplies	General	Facilities	\$7,000.00
P0017804	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Facilities	\$1,500.00
P0017805	O'Reilly Auto Parts	Blanket PO-Supplies	General	Facilities	\$10,000.00
P0017806	Patt's Tire Service	Blanket PO-Supplies	General	Facilities	\$2,000.00
P0017807	Cintas Corporation	Blanket PO-Supplies	General	Facilities	\$2,000.00
P0017808	Plasticard Locktech International	Blanket PO-Supplies	General	Facilities	\$15,000.00
P0017809	Red Wing Shoe Store	Blanket PO-Supplies	General	Facilities	\$1,500.00
P0017810	Saf-Com Supply, Inc.	Blanket PO-Supplies	General	Facilities	\$6,800.00
P0017811	SC Fuels	Blanket PO-Supplies	General	Facilities	\$5,000.00
P0017812	ESM Solutions Corporation	Blanket PO-Supplies	General	Facilities	\$80,000.00
P0017813	Diverse Network Associates, Inc.	Annual Subscription, BOT 6/21/22	Restricted	VP Finance & Admin Services	\$15,429.49
P0017814	Odyssey Power	Software Subscription	General	Risk Management	\$792.70
P0017815	Ontario Refrigeration Service	Blanket PO-Services Agreement	General	Maintenance	\$5,000.00
P0017816	Performance Elevators	Blanket PO-Services Agreement	General	Maintenance	\$15,000.00
P0017817	Pump Man	Blanket PO-Services Agreement	General	Maintenance	\$20,000.00
P0017818	R&R Custom Signs	Blanket PO-Services	General	Maintenance	\$10,000.00
P0017819	R.F. MacDonald Company	Blanket PO-Services	General	Maintenance	\$5,000.00
P0017820	Roto Rooter	Blanket PO-Supplies	General	Maintenance	\$10,000.00
P0017821	DCL Construction	Blanket PO-Services	General	Maintenance	\$15,000.00
P0017822	Door Tech	Blanket PO-Services	General	Maintenance	\$5,000.00
P0017823	Foothill Communications, LLC	Blanket PO-Services	General	Maintenance	\$25,000.00
P0017824	Frasca Plumbing Company	Blanket PO-Services	General	Maintenance	\$2,000.00
P0017825	Home Town Exterminator	Blanket PO-Services	General	Maintenance	\$10,000.00
P0017826	Industrial Technical Services	Blanket PO-Services	General	Maintenance	\$2,000.00
P0017827	KYA Services, LLC	Blanket PO-Services	General	Maintenance	\$15,000.00
P0017828	Ridelinks, Inc.	Blanket PO-Services	General	Maintenance	\$2,500.00
P0017829	Veolia North America	SCAQMD Reporting	General	Risk Management	\$15,000.00
P0017830	Commercial A Plus Service	Blanket PO-Services	General	Risk Management	\$10,000.00
P0017831	Carrier Corporation	Blanket PO-Services	General	Maintenance	\$10,000.00
P0017832	Climatec, LLC	Blanket PO-Services	General	Maintenance	\$7,000.00
P0017833	Commercial Door Company	Blanket PO-Services	General	Maintenance	\$20,000.00
P0017834	Commercial Roofing Systems, Inc.	Blanket PO-Services	General	Maintenance	\$7,000.00
P0017835	Frasca Plumbing Company	Blanket PO-Services	General	Maintenance	\$15,000.00
P0017836	Fuel Serv	Blanket PO-Services	General	Risk Management	\$8,000.00
P0017837	GNA-Brook Fire Protection, Inc.	Blanket PO-Services	General	Risk Management	\$5,000.00
P0017838	Lightning Oil Company	Blanket PO-Services	General	Risk Management	\$20,000.00
P0017839	North State Environmental	Blanket PO-Services	General	Risk Management	\$4,000.00
			General	Risk Management	\$20,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017840	Aqua-Serv Engineers, Inc.	Blanket PO-Service Agreement	General	Maintenance	\$8,640.00
P0017841	B2 Print, LLC	Commencement Covers	General	External Relations	\$3,020.56
P0017842	Chino Short Load Concrete, Inc.	Repairs	General	Risk Management	\$8,000.00
P0017843	Pump Man	Blanket PO-Service Agreement	General	Maintenance	\$2,736.00
P0017844	Carrier Corporation	Blanket PO-Service Agreement	General	Maintenance	\$9,766.00
P0017845	Performance Elevators	Blanket PO-Service Agreement	General	Maintenance	\$35,700.00
P0017846	Aqua-Serv Engineers, Inc.	Blanket PO-Service Agreement	General	Maintenance	\$3,780.00
P0017847	The Shreders	Blanket PO-Service Agreement	General	Fiscal Services	\$2,000.00
P0017848	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Fiscal Services	\$8,000.00
P0017850	American Council On Education	Institutional Membership	General	VP Finance & Admin Services	\$3,821.00
P0017851	Baker Commodities	Blanket PO-Service Agreement	General	Maintenance	\$2,000.00
P0017852	Commercial Door Company	Blanket PO-Service Agreement	General	Maintenance	\$5,900.00
P0017853	Foothill Communications, LLC	Blanket PO-Service Agreement	General	Maintenance	\$1,800.00
P0017854	Home Town Exterminator	Blanket PO-Service Agreement	General	Maintenance	\$13,440.00
P0017855	Industrial Technical Services	Blanket PO-Service Agreement	General	Maintenance	\$10,000.00
P0017856	Lawrence Doors	Blanket PO-Service Agreement	General	Maintenance	\$3,945.36
P0017857	Odyssey Power	Blanket PO-Service Agreement	General	Maintenance	\$8,852.33
P0017858	Ontario Refrigeration Service	Blanket PO-Service Agreement	General	Maintenance	\$3,486.00
P0017859	State Chemical Company	Blanket PO-Service Agreement	General	Maintenance	\$2,700.00
P0017860	Total Online Protection	Blanket PO-Service Agreement	General	Maintenance	\$5,197.50
P0017861	Won-Door Corp.	Blanket PO-Service Agreement	General	Maintenance	\$1,049.00
P0017862	Commerical A Plus Service	Blanket PO-Service Agreement	General	Maintenance	\$9,754.50
P0017863	Tinker Glass Contractors	Blanket PO-Service Agreement	General	Maintenance	\$7,000.00
P0017864	1000Bulbs.com	Blanket PO-Supplies	General	Maintenance	\$15,000.00
P0017866	Azusa Plumbing & Heating Supply	Blanket PO-Supplies	General	Maintenance	\$20,000.00
P0017867	Battery Sales Unlimited	Blanket PO-Supplies	General	Maintenance	\$3,000.00
P0017868	Consolidated Electrical Distributors, Inc.	Blanket PO-Supplies	General	Maintenance	\$20,000.00
P0017869	Dunn Edwards Corp.	Blanket PO-Supplies	General	Maintenance	\$10,000.00
P0017870	Geary Pacific Supply	Blanket PO-Supplies	General	Maintenance	\$12,000.00
P0017871	Glenn B. Dornig, Inc.	Blanket PO-Supplies	General	Maintenance	\$2,000.00
P0017872	W.W.Grainger, Inc.	Blanket PO-Supplies	General	Maintenance	\$20,000.00
P0017873	Home Depot	Blanket PO-Supplies	General	Maintenance	\$25,000.00
P0017874	IDN-Wilco, Inc.	Blanket PO-Supplies	General	Maintenance	\$8,000.00
P0017875	Concord Theatricals	Blanket PO-Supplies	Trust & Fiduciary	Music	\$2,813.94
P0017876	McMaster Carr Supply Company	Performance Rights - "HAIR"	General	Maintenance	\$2,000.00
P0017877	Mission Ace Hardware	Blanket PO-Supplies	General	Maintenance	\$15,000.00
P0017878	Montgomery Hardware	Blanket PO-Supplies	General	Maintenance	\$20,000.00
P0017879	PacWest Air Filter, LLC	Blanket PO-Supplies	General	Maintenance	\$25,000.00
P0017880	Patton Sales Corp.	Blanket PO-Supplies	General	Maintenance	\$5,000.00
P0017881	Simplet Partners	Blanket PO-Supplies	Golf Driving Range	Golf Driving Range	\$1,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017882	Plumbing Wholesale Outlet	Blanket PO-Supplies	General	Maintenance	\$15,000.00
P0017884	R.E. Michel Company, Inc.	Blanket PO-Supplies	General	Maintenance	\$7,000.00
P0017885	Prestosports, Inc.	Software	General	Athletics	\$3,510.00
P0017886	Sigler Wholesale Distributors	Blanket PO-Supplies	General	Maintenance	\$15,000.00
P0017887	State Chemical Company	Blanket PO-Supplies	General	Facilities	\$5,000.00
P0017888	Sullivan Uniform	Blanket PO-Uniforms	General	Facilities	\$10,000.00
P0017889	Sweeper Shop	Blanket PO-Sweeper Repairs	General	Facilities	\$500.00
P0017890	United Refrigeration, Inc.	Blanket PO-Chiller Parts	General	Grounds	\$20,000.00
P0017891	United Rentals	Blanket PO-Heavy Equipment Rental	General	Maintenance	\$18,000.00
P0017892	Walters Wholesale Electric Co.	Blanket PO-Electrical Supplies	General	Facilities	\$5,000.00
P0017893	Star Air Control	Blanket PO-Pump Supplies	General	Facilities	\$10,000.00
P0017894	Catcomp Graphic Solutions	Blanket PO-Supplies	General	Reprographics	\$6,000.00
P0017895	Jesus Kiern Sabate	Reimbursement-Supplies	General	Staff Development	\$24.04
P0017896	Ready Refresh	Blanket PO-Supplies	General	Theatre Arts	\$500.00
P0017897	Martin Heredia	Blanket PO-Services	General	Art	\$1,000.00
P0017898	Ceramics & Crafts Warehouse	Blanket PO-Supplies	General	Art	\$1,000.00
P0017900	Harbor Freight	Blanket PO-Supplies	General	Art	\$3,000.00
P0017901	CDW-G, Inc.	Blanket PO-Supplies	General	Maintenance	\$3,000.00
P0017902	Exva's Esthetics	Computer Equipment	Restricted	Technology & Computer Services	\$20,285.06
P0017903	Polse International Beverly Hills	Esthetician Supplies	Self-Supported Services	Esthetician	\$21,806.00
P0017904	Canon U.S.A., Inc.	Esthetician Supplies	Self-Supported Services	Esthetician	\$18,711.00
P0017905	Constant Contact, Inc.	Blanket PO-Repairs	General	Photography	\$1,000.00
P0017906	Dermologica	Membership	General	Music	\$1,000.00
P0017907	Blackboard, Inc.	Esthetician Supplies	Self-Supported Services	Esthetician	\$206.00
P0017908	CDW-G, Inc.	ALLY Accessibility Software	General	VP Academic Affairs	\$16,161.73
P0017909	Reed Printing, Inc.	Computer Equipment	Restricted	Technology & Computer Services	\$7,044.76
P0017910	Ford Printing & Mailing	Enrollment Postcard Printing	General	External Relations	\$3,876.53
P0017911	PMAM Corporation	Fall Postcard Handling/Sorting	General	External Relations	\$3,243.66
P0017912	City Of Industry Post Office	Registration Fees	General	Purchasing & Warehouse	\$500.00
P0017913	Catapult Displays & Graphic Supplies	Fall 2022 Postage	General	External Relations	\$8,300.00
P0017914	Chamstrom	Blanket PO-Supplies	General	Reprographics	\$2,000.00
P0017915	Colex Finishing, Inc.	Blanket PO-Supplies	General	Reprographics	\$500.00
P0017916	Grimco, Inc.	Blanket PO-Supplies	General	Reprographics	\$2,000.00
P0017917	Kelly Spicers Stores	Blanket PO-Supplies	General	Reprographics	\$17,000.00
P0017918	Kelly Spicers Stores	Blanket PO-Supplies	General	Reprographics	\$15,000.00
P0017919	Laird Plastics, Inc.	Blanket PO-Supplies	General	Reprographics	\$15,000.00
P0017920	Mybinding.com	Blanket PO-Supplies	General	Reprographics	\$6,000.00
P0017921	Signmaster Corporation	Blanket PO-Supplies	General	Reprographics	\$2,000.00
P0017922	Southwest Plastic Binding Company	Blanket PO-Supplies	General	Reprographics	\$4,000.00
P0017923	Pinney Bowes, Inc.	Blanket PO-Supplies	General	Reprographics	\$3,000.00
P0017923	Pinney Bowes, Inc.	Blanket PO-Supplies	General	Reprographics	\$1,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017924	United Industries/UltraBoard	Blanket PO-Supplies	General	Reprographics	\$4,000.00
P0017925	Xerox Corp.	Blanket PO-Supplies	General	Reprographics	\$1,500.00
P0017926	Xerox Corp.	Blanket PO-Service Agreements	General	Reprographics	\$80,000.00
P0017927	Xerox Corp.	Blanket PO-Service Agreements	General	Reprographics	\$30,000.00
P0017928	Xerox Corp.	Blanket PO-Service Agreements	General	Reprographics	\$70,000.00
P0017929	HealthStream, Inc.	Blanket PO-Software	General	Nursing	\$500.00
P0017930	Meccom Trainex	Online Subscription	General	Nursing	\$716.64
P0017931	Printware, LLC	Blanket PO-Supplies	General	Reprographics	\$3,000.00
P0017932	Mission Ace Hardware	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$7,000.00
P0017933	Ricoh USA, Inc.	Blanket PO-Supplies	General	Reprographics	\$7,000.00
P0017934	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$500.00
P0017935	Uline	Blanket PO-Supplies	General	Reprographics	\$3,000.00
P0017936	Pitney Bowes, Inc.	Blanket PO-Rental	General	Reprographics	\$4,000.00
P0017937	Duplo USA Corp.	Blanket PO-Repairs	General	Reprographics	\$1,500.00
P0017938	Excel Packaging	Blanket PO-Repairs	General	Reprographics	\$1,000.00
P0017939	L.A. Grinding	Blanket PO-Repairs	General	Reprographics	\$1,000.00
P0017940	Ricoh USA, Inc.	Blanket PO-Repairs	General	Reprographics	\$6,000.00
P0017941	Colex Finishing, Inc.	Blanket PO-Repairs	General	Reprographics	\$3,000.00
P0017942	City Of Industry Post Office	Blanket PO-Service Agreements	General	Reprographics	\$500.00
P0017943	Lightstim	Blanket PO-Postage	General	Reprographics	\$500.00
P0017944	When To Work, Inc.	Esthetician Supplies	Self-Supported Services	Esthetician	\$7,901.82
P0017945	B2 Print, LLC	Subscription	General	Library	\$220.00
P0017946	Whalen Bindery & Mailing Services	Blanket PO-Off Campus Printing	General	Reprographics	\$48,000.00
P0017947	Pitney Bowes, Inc.	Blanket PO-Postage	General	Reprographics	\$2,500.00
P0017948	Federal Express	Blanket PO-Postage	General	Reprographics	\$50,000.00
P0017949	Glendora Post Office	Blanket PO-Postage	General	Reprographics	\$6,000.00
P0017950	Amarda Konya	Blanket PO-Postage	General	Reprographics	\$660.00
P0017951	Fred Diamond	Blanket PO-Supplies	General	Photography	\$500.00
P0017953	Anthony Delgado	Travel PO-COFC Conference	General	Facilities	\$1,800.00
P0017954	Brian Cherry	Travel PO-Conf., 8/2-8/4/22 & 6/14 & 6/15/23	General	Research Planning Effectiveness	\$2,000.00
P0017955	Manuel Guerrero	Travel PO-Mileage	General	Technology & Computer Services	\$50.00
P0017956	Amazon Capital Services, Inc.	Travel PO-Mileage	General	Technology & Computer Services	\$50.00
P0017957	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Dean Career Technical Education	\$300.00
P0017958	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Photography	\$1,000.00
P0017959	CCCVV/CA Calif. Comm. College Women's Volleyball Coaches Assoc.	Blanket PO-Supplies	General	Maintenance	\$20,000.00
P0017960	E.G. Brennan & Company	Institutional Membership	General	VP Finance & Admin Services	\$125.00
P0017961	E.G. Brennan & Company	Annual Service Agreement	General	Fiscal Services	\$465.85
P0017962	E.G. Brennan & Company	Service Agreement	General	Fiscal Services	\$660.00
P0017963	Assoc. of Comm. College Trustees	Blanket PO-Repairs	General	Fiscal Services	\$1,500.00
P0017964	Amazon Capital Services, Inc.	Institutional Membership	General	VP Finance & Admin Services	\$7,087.00
		Blanket PO-Supplies	General	Outreach	\$1,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0017965	CDW-G, Inc.	Computer Equipment-Faculty Refresh	Capital Outlay	Technology & Computer Services	\$27,241.79
P0017966	Biotone	Blanket PO-Supplies	General	Esthetician	\$500.00
P0017967	Bioelements	Blanket PO-Supplies	General	Esthetician	\$1,000.00
P0017968	Specialty Equipment Market Assoc.	Institutional Membership	General	VP Finance & Admin Services	\$150.00
P0017969	CCSCA Calif. Comm. College Soccer Coaches Association	Institutional Membership	General	VP Finance & Admin Services	\$200.00
P0017970	CCSCA Calif. Comm. College Football Coaches Association	Institutional Membership	General	VP Finance & Admin Services	\$200.00
P0017971	Western State Conference	Institutional Membership	General	VP Finance & Admin Services	\$5,200.00
P0017972	California Community College Cross Country	Institutional Membership	General	VP Finance & Admin Services	\$210.00
P0017973	Follett Higher Education Group	Blanket PO-Supplies	General	External Relations	\$300.00
P0017974	ODP Business Solutions, LLC	Blanket PO-Supplies	General	External Relations	\$1,000.00
P0017975	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	External Relations	\$1,000.00
P0017976	Avis Rent A Car	Blanket PO-Vehicle Rental	General	Transportation	\$50,000.00
P0017977	WEX Bank	Blanket PO-Fuel	General	Transportation	\$5,000.00
P0017978	D&D Golf Cars, Inc.	Blanket PO-Supplies	General	Transportation	\$8,000.00
P0017979	Enterprise Rent-A-Car	Blanket PO-Vehicle Rental	General	Transportation	\$15,000.00
P0017980	Nada Bus, Inc.	Blanket PO-Charter Bus Services	General	Transportation	\$75,000.00
P0017981	Lion Express	Blanket PO-Charter Bus Services	General	Transportation	\$15,000.00
P0017982	Y Tire Sales	Blanket PO-Tires	General	Transportation	\$1,500.00
P0017983	Uline	Supplies	Restricted	Strong Workforce	\$422.33
P0017984	Follett Higher Education Group	Gift Cards	General	Library	\$200.00
P0017985	Evova Water Technologies	Blanket PO-Supplies	General	Physical Science	\$2,700.00
P0017986	Pocket Nurse	Training Supplies	Restricted	Strong Workforce	\$2,382.84
P0017987	Diamedical USA	Training Supplies	Restricted	Strong Workforce	\$5,717.28
P0017988	Pocket Nurse	Training Supplies	Restricted	Strong Workforce	\$545.89
P0017989	Costco Wholesale	Equipment	Restricted	FosterKinship Services	\$1,874.23
P0017990	BMTX, Inc.	Bank Mobile Contract	General	Financial Aid	\$14,000.00
P0017991	Evova Water Technologies	Blanket PO-Service	General	Biological Science	\$2,500.00
P0017993	Hardy Diagnostics	Blanket PO-Supplies	General	Biological Science	\$10,000.00
P0017994	KLM Bioscientific	Blanket PO-Supplies	General	Biological Science	\$3,000.00
P0017995	Western First Aid and Safety	First Aid Supplies	General	Automotive Technology	\$1,027.51
P0017996	Montague DeRose & Associates, LLC	G.O. Bond Continuing Disclosure Services	Capital Outlay	VP Finance & Admin Services	\$5,800.00
P0017997	ReadyRefresh by Nestle	Blanket PO-Service	General	Dean Career Technical Education	\$1,100.00
P0017999	Battery Sales Unlimited	Blanket PO-Supplies	General	Automotive Technology	\$2,000.00
P0018000	Certified Undercar Parts	Blanket PO-Supplies	General	Automotive Technology	\$2,000.00
P0018001	ODP Business Solutions, LLC	ERGO Chairs	General	Purchasing & Warehouse	\$3,288.77
P0018002	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Automotive Technology	\$5,000.00
P0018003	Community College League of California	Institutional Membership	General	VP Finance & Admin Services	\$23,086.00
P0018004	Plaza Produce	Blanket PO-Food	General	Nursing	\$400.00
P0018005	Costco Wholesale	Blanket PO-Food Pantry	Restricted	Student Life & Leadership	\$10,000.00
P0018006	Industrial Technical Services	Repairs-Central Plant	Capital Outlay	Facilities	\$10,689.10

Board of Trustees Meeting August 16, 2022
Purchase Orders issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0018007	Tool Shack	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$300.00
P0018008	Pape Material Handling	Blanket PO-Service	General	Haugh Performing Arts Center	\$450.00
P0018009	Follett Higher Education Group	Blanket PO-Supplies	General	Nursing	\$250.00
P0018010	Costco Wholesale	Blanket PO-Supplies	General	Nursing	\$250.00
P0018011	The Grand Florist	Blanket PO-Supplies	General	Nursing	\$450.00
P0018012	OCLC, Inc.	Software Renewal	General	Library	\$364.24
P0018013	Best Buy Business Advantage Account	Vouchers-Student Awards	Restricted	Student Life & Leadership	\$10,000.00
P0018014	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Superintendent/President's Office	\$6,000.00
P0018015	Follett Higher Education Group	Blanket PO-Supplies	General	VP Student Services	\$300.00
P0018016	Zim's Integrated Mechanical	Heat Pump Replacement	Capital Outlay	Facilities	\$11,945.00
P0018017	CDW-G, Inc.	Computer Equipment	Capital Outlay	Technology & Computer Services	\$2,027.81
P0018018	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Nursing	\$300.00
P0018019	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Nursing	\$250.00
P0018020	Goodson Tools & Supplies	Blanket PO-Supplies	General	Automotive Technology	\$5,000.00
P0018021	W.W.Grainger, Inc.	Blanket PO-Supplies	General	Automotive Technology	\$5,000.00
P0018022	Home Depot	Blanket PO-Supplies	General	Automotive Technology	\$3,000.00
P0018023	Tucker Tire Co., Inc.	Blanket PO-Supplies	General	Automotive Technology	\$1,500.00
P0018024	Step On Industrial	Blanket PO-Supplies	General	Automotive Technology	\$3,000.00
P0018025	Uline	Blanket PO-Supplies	General	Automotive Technology	\$2,000.00
P0018026	Certified Undercar Parts	Blanket PO-Resale Supplies	General	Automotive Technology	\$5,000.00
P0018027	Ernie's Auto Parts	Blanket PO-Supplies	General	Automotive Technology	\$3,000.00
P0018028	Airdraulics	Blanket PO-Service	General	Automotive Technology	\$2,000.00
P0018029	Accurate Air Engineering, Inc.	Blanket PO-Service	General	Automotive Technology	\$1,500.00
P0018030	Safety-Kleen	Blanket PO-Service	General	Automotive Technology	\$3,000.00
P0018031	Opus Inspection, Inc.	Blanket PO-Service	General	Automotive Technology	\$3,000.00
P0018032	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Water Technology	\$1,500.00
P0018033	Claremont Chamber Of Commerce	Institutional Membership	General	VP Finance & Admin Services	\$600.00
P0018034	Wonderidea Technology Co. Ltd.	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$180.00
P0018035	Retrogen, Inc.	Blanket PO-Service	General	Biological Science	\$2,000.00
P0018036	Dermatologica	Blanket PO-Supplies	General	Esthetician	\$1,000.00
P0018037	McMaster Carr Supply Company	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$2,500.00
P0018038	Reed Printing, Inc.	Postcard Printing	General	External Relations	\$1,049.44
P0018039	4imprint, Inc.	Promotional Supplies	Restricted	Strong Workforce	\$11,095.42
P0018040	Home Depot	Blanket PO-Supplies	General	Technology & Computer Services	\$3,000.00
P0018041	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Diesel Technology	\$3,500.00
P0018042	Amazon Capital Services, Inc.	Supplies	General	Cosmetology	\$66.92
P0018043	Costco Wholesale	Blanket PO-Supplies	General	Nursing	\$250.00
P0018044	Follett Higher Education Group	Blanket PO-Supplies	General	Nursing	\$250.00
P0018045	Avram Electric	Central Plant Repairs	Capital Outlay	Facilities	\$2,634.98
P0018046	Alert Services	Equipment	General	Athletics	\$1,291.69

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0018047	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Psychology	\$1,000.00
P0018048	West Coast Arborists	Blanket PO-Services	Capital Outlay	Facilities	\$10,000.00
P0018049	BPS Truck Parts, Inc.	Blanket PO-Supplies	General	Diesel Technology	\$5,000.00
P0018050	Pacific Dining Food Service Management	Blanket PO-Food	General	Nursing	\$1,000.00
P0018051	Follett Higher Education Group	Blanket PO-Supplies	Restricted	Nursing	\$500.00
P0018052	Amazon Capital Services, Inc.	Supplies	General	Cosmetology	\$271.10
P0018053	ODP Business Solutions, LLC	Blanket PO-Services	General	Nursing	\$250.00
P0018054	U.S. Live Scan	Blanket PO-Supplies	General	Nursing	\$1,000.00
P0018055	Pacific Dining Food Service Management	Blanket PO-Food	General	Nursing	\$500.00
P0018056	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Nursing	\$200.00
P0018057	WEX Health, Inc.	Retiree Benefits Administration	General	Fiscal Services	\$2,500.00
P0018058	Pizza Hut	Blanket PO-Food	General	Nursing	\$1,000.00
P0018059	Amazon Capital Services, Inc.	Blanket PO-Supplies	Restricted	Nursing	\$500.00
P0018060	ID Suprestore	Blanket PO-Supplies	General	Facilities	\$500.00
P0018061	Reed Printing, Inc.	Enrollment Postcard Printing	General	External Relations	\$986.58
P0018062	Ontario Refrigeration Service	Service Agreement	General	Maintenance	\$7,548.00
P0018063	California Community College Athletic Association (CCCCAA)	Blanket PO-Subscription	General	Superintendent/President's Office	\$2,100.00
P0018064	WEX Health, Inc.	COBRA Administration	General	Fiscal Services	\$3,500.00
P0018065	Relyco	Supplies	General	Fiscal Services	\$2,580.02
P0018066	The Burmex Company	Blanket PO-Supplies	General	Cosmetology	\$1,200.00
P0018067	Rose Brand, Inc.	Blanket PO-Supplies	General	Haugh Performing Arts Center	\$5,000.00
P0018068	Rave Mobile Safety	Guardian Annual License	Restricted	Campus Safety	\$4,999.00
P0018069	Mags Cathey	Online Course	Self-Supported Services	Esthetician	\$1,155.00
P0018070	Twilio, Inc.	Software	General	External Relations	\$5,586.00
P0018071	Amazon Capital Services, Inc.	Supplies	General	Athletics	\$236.75
P0018072	SurveyMonkey.Com	Online Service	General	Library	\$360.00
P0018073	Michelle Plug	Travel PO-CTC College Source	Restricted	Career Center	\$99.00
P0018074	Fred Diamond	Travel PO-CCFC Board Retreat	General	Facilities	\$450.00
P0018075	Gregory Schulz	Travel PO-Mileage	General	Superintendent/President's Office	\$600.00
P0018076	Christine Link	Travel PO-Mileage	General	Superintendent/President's Office	\$200.00
P0018077	Richard Rams	Travel PO-IACLEA Conference	General	VP Student Services	\$509.36
P0018079	Mary Lutz	Travel PO-Mileage	General	Board of Trustees	\$300.00
P0018080	Laura Bollinger	Travel PO-Mileage	General	Board of Trustees	\$300.00
P0018081	Anthony Conteras	Travel PO-Mileage	General	Board of Trustees	\$300.00
P0018082	Patricia Rasmussen	Travel PO-Mileage	General	Board of Trustees	\$300.00
P0018083	Dermalgica	Blanket PO-Supplies	General	Cosmetology	\$300.00
P0018084	The Burmex Company	Blanket PO-Supplies	General	Cosmetology	\$1,500.00
P0018085	Global CTI Group, Inc.	Blanket PO-Supplies	General	Cosmetology	\$300.00
P0018086	Guardian Power Protection Services	Service Renewal	General	Technology & Computer Services	\$1,500.00
P0018087	Certified Undercar Parts	Service Maintenance	General	Technology & Computer Services	\$39,901.00
P0018087		Blanket PO-Supplies	General	Diesel Technology	\$3,776.00
					\$2,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0018098	BPS Truck Parts, Inc.	Blanket PO-Resale Supplies	General	Diesel Technology	\$5,000.00
P0018099	Eve's Esthetics	Blanket PO-Supplies	General	Esthetician	\$9,000.00
P0018090	Carolina Biological Supply	Blanket PO-Supplies	General	Biological Science	\$5,000.00
P0018091	Fisher Scientific	Blanket PO-Supplies	General	Biological Science	\$6,000.00
P0018092	Sigma-Aldrich, Inc.	Blanket PO-Supplies	General	Biological Science	\$4,000.00
P0018093	VWR International	Blanket PO-Supplies	General	Biological Science	\$10,000.00
P0018094	Amazon Capital Services, Inc.	Supplies	General	Athletics	\$66.14
P0018095	Sway Medical, Inc.	Services	General	Athletics	\$997.50
P0018096	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Outreach	\$3,000.00
P0018097	Tangent, Inc.	Software Renewal	General	Outreach	\$6,044.50
P0018098	CDW-G, Inc.	Equipment	General	Technology & Computer Services	\$3,055.72
P0018099	Amazon Capital Services, Inc.	Equipment	General	Technology & Computer Services	\$330.74
P0018100	Southern California Football Association	Institutional Membership	General	Technology & Computer Services	\$2,700.00
P0018101	Satey-Kleen	Blanket PO-Services	General	VP Finance & Admin Services	\$4,000.00
P0018102	Follett Higher Education Group	Blanket PO-Supplies	General	Dental	\$250.00
P0018103	Ultradent Products	Blanket PO-Supplies	General	Dental	\$500.00
P0018104	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Dental	\$2,500.00
P0018105	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Biological Science	\$1,000.00
P0018106	Glacier Communications	Consultant-BOT 7/19/22	General	Computer Science & Info Systems	\$35,000.00
P0018107	Intersection Media, LLC	Consultant-BOT 7/19/22	General	External Relations	\$20,655.54
P0018108	Emeh, Inc.	PAC Music Room Wall Covering	Capital Outlay	Facilities	\$2,449.85
P0018109	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Dental	\$250.00
P0018110	Radiation Detection	Blanket PO-Supplies	General	Dental	\$200.00
P0018111	Amazon Capital Services, Inc.	Supplies	Restricted	Strong Workforce	\$230.83
P0018112	Clarus Corp.	Software	Restricted	Strong Workforce	\$9,000.00
P0018113	Pape Material Handling	Blanket PO-Repairs	General	Diesel Technology	\$3,000.00
P0018114	Tamis Systems, Inc.	Facilities License	General	Maintenance	\$3,150.00
P0018115	CDW-G, Inc.	Equipment	General	Superintendent/President's Office	\$1,543.67
P0018116	Mailchimp	Blanket PO-Subscription	Restricted	Outreach	\$2,288.00
P0018117	Range Servant America	Blanket PO-Supplies	Golf Driving Range	Golf Driving Range	\$2,500.00
P0018118	Home Depot	Blanket PO-Supplies	Golf Driving Range	Golf Driving Range	\$3,000.00
P0018119	Pepsi-Cola	Blanket PO-Resale Supplies	Golf Driving Range	Golf Driving Range	\$5,000.00
P0018120	Core Mark	Blanket PO-Resale Supplies	Golf Driving Range	Golf Driving Range	\$5,000.00
P0018121	Production Wireless Services	Blanket PO-Supplies	General	Golf Driving Range	\$2,500.00
P0018122	Columbia Dentiform	Blanket PO-Supplies	General	Hugh Performing Arts Center	\$500.00
P0018123	Excera Dental Direct	Blanket PO-Supplies	General	Dental	\$500.00
P0018124	Priscilla Englett	Travel PO-Ten National Training	Restricted	Dental	\$2,719.00
P0018125	Byes Neighbors	Travel PO-Ten National Training	Restricted	Strong Workforce	\$2,789.00
P0018126	Landscape Warehouse III	Blanket PO-Supplies	General	Strong Workforce	\$5,000.00
P0018127	Mercury Fence Co., Inc.	Blanket PO-Repairs	General	Grounds	\$5,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0078128	Sata Lawnmower Shop	Blanket PO-Equipment	General	Grounds	\$6,000.00
P0078129	Stoz Equipment	Blanket PO-Equipment	General	Grounds	\$10,000.00
P0078130	Target Specialty Products	Blanket PO-Supplies	General	Grounds	\$2,500.00
P0078131	Turf Star	Blanket PO-Supplies	General	Grounds	\$6,000.00
P0078132	Home Depot	Blanket PO-Supplies	General	Grounds	\$3,000.00
P0078133	Imperial Sprinkler Supply, Inc.	Blanket PO-Supplies	General	Grounds	\$5,000.00
P0078134	Ironwood Unlimited, Inc.	Blanket PO-Supplies	General	Grounds	\$5,000.00
P0078136	Afhrens Services	Utilities-Trash Disposal	General	Utilities	\$50,000.00
P0078137	Azusa Light & Water Dept	Utilities-Water	General	Utilities	\$140,000.00
P0078138	Southern California Edison Co.	Utilities-Edison	General	Utilities	\$1,250,000.00
P0078139	Southern California Gas Co.	Utilities-Gas	General	Utilities	\$200,000.00
P0078140	Cale America, Inc.	Equipment-Instal and Maintenance	Restricted	Campus Safety	\$96,430.00
P0078141	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Grounds	\$5,000.00
P0078142	Bishopco.com	Blanket PO-Supplies	General	Grounds	\$5,000.00
P0078143	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	International Students	\$475.00
P0078144	Paig	Blanket PO-Equipment	Restricted	Campus Safety	\$115,000.00
P0078145	W.W.Grainger, Inc.	Blanket PO-Equipment	Capital Outlay	Risk Management	\$6,000.00
P0078146	SOS Survival Products	Blanket PO-Emergency Supplies	Capital Outlay	Risk Management	\$4,000.00
P0078147	First Bankcard	Blanket PO-Emergency Supplies	Capital Outlay	Risk Management	\$10,000.00
P0078148	CDM-G, Inc.	Equipment	General	Music	\$333.70
P0078149	School News Roll Call, LLC	Advertising	General	External Relations	\$1,366.00
P0078150	Amazon Capital Services, Inc.	Supplies	General	Cosmetology	\$14.64
P0078151	Sparkklets	Blanket PO-Supplies	General	Nursing	\$1,000.00
P0078152	United Rentals	Concrete Grinder	General	Purchasing & Warehouse	\$8,016.51
P0078153	HLR Media, LLC	Advertising	General	External Relations	\$1,530.00
P0078154	Monika Frausto	Reimbursement-Supplies	General	Staff Development	\$87.71
P0078155	Claremont Courier	Advertisements	General	External Relations	\$1,366.00
P0078156	WorldPoint	Training Videos	General	Nursing	\$110.25
P0078157	Bligh Pacific	SS Roof Repair	Capital Outlay	Facilities	\$14,475.00
P0078158	Byce Eikelberger Hunter Service	Blanket PO-Repairs	General	Automotive Technology	\$2,000.00
P0078160	J & J BBQ & Fish	Catering	General	Counseling	\$1,800.00
P0078161	Malching	Blanket PO-Services	Restricted	Outreach	\$130.00
P0078162	The Shredders	Blanket PO-Services	General	Nursing	\$600.00
P0078163	ODP Business Solutions, LLC	Blanket PO-Supplies	General	International Students	\$300.00
P0078164	Follett Higher Education Group	Blanket PO-Supplies	General	International Students	\$200.00
P0078165	Costco Wholesale	Blanket PO-Supplies	Trust & Fiduciary	International Students	\$1,000.00
P0078166	Walmart	Blanket PO-Supplies	Trust & Fiduciary	International Students	\$500.00
P0078167	Albertsons/Safeway-Vonis	Blanket PO-Food	Trust & Fiduciary	International Students	\$500.00
P0078168	Piazza Produce	Blanket PO-Food	General	Counseling	\$3,000.00
P0078169	Lucabella Fine Foods	Blanket PO-Food	General	Counseling	\$2,000.00

Board of Trustees Meeting August 16, 2022
Purchase Orders Issued July 2022

PO #	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0018170	Apple Computer	Keyboard	General	Music	\$197.35
P0018171	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	DSP&S	\$600.00
P0018172	Amazon Capital Services, Inc.	Blanket PO-Supplies	Restricted	DSP&S	\$600.00
P0018173	GDW-G, Inc.	Equipment	Restricted	Technology & Computer Services	\$4,013.09
P0018174	Computerland	Software Licensing	General	Technology & Computer Services	\$38,763.00
P0018175	Jacob Cannon	Blanket PO-Vehicle Service	General	Transportation	\$2,000.00
P0018180	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Music	\$3,000.00
P0018191	Theatre Company	Costume Services	General	Music	\$15,000.00
P0018192	Spring Cleaners	Blanket PO-Services	General	Music	\$2,500.00
P0018194	Precision Balance Specialist	Blanket PO-Services	General	Chemistry	\$2,000.00
P0018195	Bio-Rad Laboratories	Blanket PO-Supplies	General	Biotechnology	\$3,000.00
P0018196	Leguna Clay Company	Blanket PO-Supplies	Self-Supported Services	Art	\$6,000.00
P0018198	Freestyle Photographic Supplies	Blanket PO-Supplies	General	Photography	\$6,000.00
P0018200	Daisyeco	Blanket PO-Repairs	General	Photography	\$1,500.00
P0018204	Sports Imports	Equipment	Restricted	Dean Kinesiology/Athletics	\$1,377.34
P0018205	Gobi Library Solutions From EBSCO	Blanket PO-Supplies	General	Library	\$18,000.00
P0018208	Pacific Dining Food Service Management	Blanket PO-Food	Trust & Fiduciary	International Students	\$2,000.00
P0018209	Fisher Scientific	Blanket PO-Supplies	General	Chemistry	\$5,000.00
P0018210	PowerSchool Group, LLC	Annual ATS Renewal	General	Human Resources	\$37,000.00
P0018212	U.S. Live Scan	Blanket PO-Services	General	Human Resources	\$9,000.00
P0018213	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Human Resources	\$1,500.00
P0018215	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Kinesiology	\$1,000.00
P0018216	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Library	\$4,000.00
P0018217	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Library	\$2,500.00
P0018220	Sigma-Aldrich, Inc.	Blanket PO-Supplies	General	Chemistry	\$2,000.00
P0018221	Lilian De La Torre-Read	Consultant-BOT 6/21/22	General	VP Academic Affairs	\$300.00
P0018222	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Learning Center	\$500.00
P0018225	Music & Arts Center	Blanket PO-Supplies	General	Music	\$3,000.00
P0018226	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Music	\$3,500.00
P0018227	J.W. Pepper & Son, Inc.	Blanket PO-Supplies	General	Music	\$1,500.00
					\$7,097,668.82

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	August 16, 2022	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

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

This item was prepared by Kai Wattree-Jackson, Human Resources Technician II, and Amber Quick-Cone, 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 academic employees.

Robert L. Sammis
Recommended by

1
Moved Seconded

Aye__ Nay__ Abstained__



Approved for Submittal

Item No. G.1.e.

**ACADEMIC EMPLOYEES - FACULTY
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 16, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Clark, Jeremy	Toyota T-Ten Program Coordinator	Stipend	6/27/22 through 8/19/22	\$1,500.00/tl.
Edwards, Kenneth	Applied Music Tutor	Hourly as needed	8/17/22 through 6/30/23	\$61.16/hr.
Fitzpatrick, Sean	Applied Music Tutor	Hourly as needed	8/17/22 through 6/30/23	\$61.16/hr.
Flores, Jennifer	Biology Lab Coordinator	Stipend	8/22/22 through 12/31/22	\$61.16/hr.
Han, June	Biology Lab Coordinator	Stipend	8/22/22 through 12/31/22	\$61.16/hr.
Marquez, Gilbert	Substitute Instructor	Hourly as needed	8/17/22 through 6/30/23	\$61.16/hr.
Miller-Thayer, Jennifer	Material Development for Duarte High Anthropology Lab	Stipend	8/17/22 through 8/26/22	\$611.60/tl.
Munoz, Gino	Applied Music Tutor	Hourly as needed	8/17/22 through 6/30/23	\$61.16/hr.

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
AUGUST 16, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Barber Matthews, Linnae	Kinesiology	1-7	\$1,367.00
Bautista, Susan	Cosmetology	1-7	\$1,367.00
Berbery, Toros	Mathematics	1-7	\$1,367.00
Besancon, Cathrine	Art	5-7	\$1,633.00
Borja, Patrick	Accounting	4-7	\$1,561.00
Boxley, Jackie	Kinesiology	1-7	\$1,367.00
Brown, Cherie	Theatre Arts	4-7	\$1,561.00
Brown, David	Automotive	1-7	\$1,367.00
Brown, Ricky	Psychology	5-7	\$1,633.00
Chen, Robert	Mathematics	2-1	\$1,196.00
Clark, Jeremy	Automotive	3-7	\$1,496.00
Desimone, Natalie	Counseling	1-7	\$1,367.00
Dhillon, Dalvir	LVN	1-7	\$1,367.00
Duffy, Dyane	Art	4-7	\$1,561.00
Durfield, Timothy	Business	5-7	\$1,633.00
Edwards, Kenneth	Music	2-7	\$1,431.00
Englert, Priscilla	Automotive	2-7	\$1,431.00
Everest, Robert	Mathematics	4-7	\$1,561.00
Everett, Ann	Cosmetology	4-7	\$1,561.00
Fischer, Maria	Cosmetology	4-7	\$1,561.00
Fitzpatrick, Sean	Music	4-7	\$1,561.00
Glover, Patty	Cosmetology	1-7	\$1,131.00
Gomez, Steven	Kinesiology	4-7	\$1,561.00
Gong, Catherine	Mathematics	4-7	\$1,561.00

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
AUGUST 16, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Gonzalez, Rudy	Mathematics	2-7	\$1,431.00
Gramling, Gary	Water Technology	1-7	\$1,131.00
Grossman, Bruce	Business	5-7	\$1,633.00
Gutierrez, Jesus	Mathematics	4-7	\$1,561.00
Gutierrez, Raquel	Counseling	2-7	\$1,431.00
Hahn, Shelley	Psychology	2-7	\$1,431.00
Hayashi, Brandon	Kinesiology	1-2	\$1,131.00
Herrera, Rafael	Counseling	4-7	\$1,561.00
Hogan, Ghada	English	5-7	\$1,633.00
Holbrook, Joseph	Theatre Arts	3-7	\$1,496.00
Horton, Julian	Kinesiology	1-7	\$1,367.00
Kim, Andrew	Psychology	5-7	\$1,633.00
Konya, Amanda	Photography	4-7	\$1,561.00
Laicans, Albert	Automotive	1-1	\$1,131.00
Lauer, Brett	Kinesiology	1-7	\$1,367.00
Lee, Sophia	Mathematics	5-7	\$1,633.00
Lipp, Gregory	Automotive	1-7	\$1,367.00
Liskey, Renee	Dance	1-7	\$1,367.00
Love, Jamie	Philosophy	4-7	\$1,561.00
Lubisich, Senya	History	5-7	\$1,633.00
Marquez, Gilbert	Digital/Media Arts	1-1	\$1,131.00
McMillan, Gordon	Recording Arts	1-7	\$1,367.00
Miller-Thayer, Jennifer	Anthropology	5-7	\$1,633.00
Munoz, Gino	Music	1-7	\$1,367.00

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
AUGUST 16, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Miller-Thayer, Jennifer	Anthropology	5-7	\$1,633.00
Munoz, Gino	Music	1-7	\$1,367.00
Neighbors, Bryce	Automotive	1-7	\$1,367.00
Nguyen, Tracy	Mathematics	4-7	\$1,561.00
Parsons, Matthew	ITIS	1-7	\$1,367.00
Peters, Gerhard	Political Science	4-7	\$1,561.00
Povero, Nicole	English	1-1	\$1,131.00
Provencher, Henry	Administration of Justice	4-7	\$1,561.00
Rachford, Maryann	Art	5-7	\$1,633.00
Ramos, Gloria	Physics	4-7	\$1,561.00
Ray, Michael	History	5-7	\$1,633.00
Richard, Levi	Business	5-7	\$1,633.00
Rivadeneira, Justina	Counseling	3-7	\$1,496.00
Rodriguez, David	Counseling	4-7	\$1,561.00
Rodriguez, Traci	Kinesiology	2-7	\$1,431.00
Saldana, Rudy	Philosophy	2-7	\$1,431.00
Samoff, Sheryl	Sociology	5-7	\$1,633.00
Sanchez, Raul	Counseling	2-7	\$1,431.00
Scott, Chris	Mathematics	3-7	\$1,496.00
Shaw, Nickawanna	Kinesiology	4-7	\$1,561.00
Shimokawa, Kristie-Ann	Counseling	4-7	\$1,561.00
Shrope, Douglas	Music	1-7	\$1,367.00
Simpson, Lakisha	Child Development	3-7	\$1,496.00

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
AUGUST 16, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Spalding, Jennifer	Kinesiology	4-7	\$1,561.00
Styles, Christine	Economics	4-7	\$1,561.00
Swan, Alfie	Mathematics	4-7	\$1,561.00
Swatek, Cheryl	Kinesiology	4-7	\$1,561.00
Swatzel, James (Paul)	Mathematics	3-7	\$1,496.00
Tippins, Ralph	Mathematics	4-7	\$1,561.00
Tracey, Timothy	Kinesiology	1-7	\$1,367.00
Trad, Mohamad	Mathematics	4-7	\$1,561.00
Valderrama Perez, Frida	Mathematics	4-7	\$1,561.00
Villa, Elizabeth	Counseling	4-7	\$1,561.00
Villeneuve, Theresa	Communications	4-7	\$1,561.00
Waddington, Brian	History	1-7	\$1,367.00
Wheeler, Andrew	Kinesiology	2-7	\$1,496.00
White, Gailynn	Sociology	5-7	\$1,633.00
Woolum, James	Administration of Justice	4-7	\$1,561.00
Wurst, Clifton	Kinesiology	4-7	\$1,561.00
Yee, Stephanie	Counseling	5-7	\$1,633.00
Zawahreh, Luai	Economics	1-7	\$1,367.00
Zhuang, Ying (Eagle)	Computer Science	4-7	\$1,561.00

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
AUGUST 16, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Loya, Roberto	Strong Workforce Program	Stipend	1/1/22 through 6/30/22	\$55.21/hr.
Nasr, Elhami	Strong Workforce Program	Stipend	1/1/22 through 6/30/22	\$55.21/hr.
Nochez, Emily	Instructor - Construction Management	Hourly as needed	8/26/22 through 12/17/22	\$55.21/hr.
Qasqas, Areej	Instructor - Child Development	Hourly as needed	6/1/22 through 6/30/22	\$55.21/hr.
Reyes, Jose	Instructor - Automotive	Hourly as needed	6/27/22 through 8/19/22	\$55.21/hr.

ACADEMIC EMPLOYEES - ADJUNCT

FALL 2022

AUGUST 16, 2022

NAME	PROGRAM	PLACEMENT	LHE RATE
Adawiya, Issa	Public Works	1-6	\$1,376.00
Alameddine, Zein	Political Science	1-6	\$1,376.00
Alba, Ralphie	Public Works	1-6	\$1,376.00
Alexander, Jennifer	Biology	1-6	\$1,376.00
Ali, Alefiyah	Biology	2-6	\$1,443.00
Allgaier, Jennifer	Dance	4-6	\$1,576.00
Alverson, David	Music	1-6	\$1,376.00
Anderson, Norman	Counseling	3-6	\$1,513.00
Anfiteatro, Antonio	Architecture	4-6	\$1,576.00
Anson, Melanie	Speech	4-6	\$1,576.00
Arboleda, Molly	History	4-6	\$1,576.00
Arroyo, Lizette	Economics	1-6	\$1,376.00
Attebery, Dana	Photography	2-6	\$1,443.00
Averitt, Jesse	Music	2-6	\$1,443.00
Azevedo, Amaretta	Anthropology	1-1	\$1,261.00
Bagheri, Maryam	Psychology	2-6	\$1,443.00
Bagtas, Lea Marie	Accounting	4-3	\$1,456.00
Barrett, Sean	Music	2-6	\$1,443.00
Bartelt, John	Child Development	4-6	\$1,576.00
Bartelt, Linda	Child Development	1-6	\$1,376.00
Bartenstein, Lillian	Theatre Arts	4-2	\$1,456.00
Batista, Gerard	Public Works	1-6	\$1,376.00
Bedolla Valencia, Violeta	Registered Nursing	1-1	\$1,261.00
Beltran, Marius	Music	1-5	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Bender, Thomas	Automotive	1-6	\$1,376.00
Berkley, Matthew	History	1-4	\$1,261.00
Beyer, Debra	Music	1-6	\$1,376.00
Bilderback, Leslie	Art	1-6	\$1,376.00
Blynn-Avanosian, Sylvia	Foreign Language	1-6	\$1,376.00
Bonsera, Anthony	Music	3-6	\$1,513.00
Botello, Rochelle	Art	3-6	\$1,513.00
Bowers, Erika	Accounting	1-6	\$1,376.00
Bradley, Ann-Marie	Sociology	2-6	\$1,443.00
Bradshaw, Stacy	Speech	1-5	\$1,318.00
Brashears, James	Computer Science	1-6	\$1,376.00
Brown, Malaika	Psychology	4-6	\$1,576.00
Bruce-Oliver, Fred	Kinesiology	1-6	\$1,376.00
Burgess, Eric	Recording Arts	1-1	\$1,261.00
Buuck, Jason	Theatre Arts	3-6	\$1,513.00
Byerly, Charles	Real Estate	1-6	\$1,376.00
Caballero, Brett	Automotive	1-1	\$1,261.00
Cabral, Martha	Registered Nursing	1-6	\$1,376.00
Camacho, Steven	English	2-6	\$1,443.00
Campbell, Timothy	Humanities	1-1	\$1,261.00
Carbone, Mark	Kinesiology	1-1	\$1,261.00
Carmody, Jordan	Kinesiology	1-3	\$1,261.00
Castillo, Lisa	Business	2-3	\$1,325.00
Castro, Wendy	Psychology	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Cepeda, Jesus	Biology	1-1	\$1,261.00
Chammas, Michael	Accounting	1-5	\$1,318.00
Chang, Keng	Computer Science	4-6	\$1,576.00
Chew, Wesley	Theatre Arts	1-1	\$1,261.00
Chiang, HaiHua	Dance	1-1	\$1,261.00
Choppi, Ronald	Chemistry	2-6	\$1,443.00
Chun, Mina	Mathematics	2-6	\$1,443.00
Colby, Kathryn	Chemistry	4-6	\$1,576.00
Corches, Alex	Biology	1-4	\$1,261.00
Cordova-Caddes, Andrea	Dance	4-6	\$1,576.00
Cotter, Steven	Music	4-6	\$1,576.00
Cowgill, Darian	Recording Arts	1-6	\$1,376.00
Culliver-Carter, Katherine	Speech	4-6	\$1,576.00
Culverson, Adrian	Art	3-6	\$1,513.00
Curran, Keith	English	1-6	\$1,376.00
Curran, Sean	English	1-6	\$1,376.00
De Long, Linda	Business	4-6	\$1,576.00
Dea, Alexis	Esthetician	1-6	\$1,376.00
DeAngelis, Gail	Art	2-6	\$1,443.00
Deatrick, Steven	Recording Arts	1-6	\$1,376.00
Delgado, Daniel	Biology	4-6	\$1,576.00
Delmuro, Michael	Communications	1-6	\$1,376.00
Delvaux, Veronika	Information Technology	1-6	\$1,376.00
Desantis, Marco	Recording Arts	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Diaz, Monica	Esthetician	1-1	\$1,261.00
Dionisio, Mary Myra	Vocational Nursing	1-6	\$1,376.00
Dusserre, James	Business	2-4	\$1,325.00
Eastmond, Daniel	Earth Science	4-5	\$1,517.00
Entus, Robert	Chemistry	4-6	\$1,576.00
Escalante, Danny	Art	4-6	\$1,576.00
Evans, Jonathan	Theatre Arts	4-6	\$1,576.00
Ferrelli, Rebecca	Counseling	3-6	\$1,513.00
Francescon, Jason	Theatre Arts	1-1	\$1,261.00
Fregoso, Steve	Registered Nursing	1-1	\$1,261.00
Fryman, Brandon	Anthropology	1-6	\$1,376.00
Gallo, Michelle	Child Development	2-6	\$1,443.00
Garcia, Jonathan	Ethnic Studies	1-1	\$1,261.00
Garcia, Victor	Foreign Language	1-6	\$1,376.00
Gardels, Carlos	Music	1-6	\$1,376.00
Gensel, Trisha	Dental	1-3	\$1,261.00
Gerrard, Amanda	Biology	2-6	\$1,443.00
Gibson, Gail	Psychology	4-6	\$1,576.00
Gildernew, Miralu	Esthetician	1-1	\$1,261.00
Godoy, David	English	2-6	\$1,443.00
Gold, Peter	Administration of Justice	1-6	\$1,376.00
Gomez Gonzalez, Laura	Ethnic Studies	4-5	\$1,576.00
Gomez, Cristina	Psychology	4-3	\$1,456.00
Gonsalves, Olufemi	Music	2-6	\$1,443.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Gonzales, Angelo	Counseling	1-6	\$1,376.00
Gonzalez, Michael	English	1-6	\$1,376.00
Graham, Trevor	Psychology	1-4	\$1,261.00
Gregoire, Monique	Administration of Justice	4-6	\$1,576.00
Grijalva, Ambar	Biology	2-6	\$1,443.00
Grijalva, Justin	Kinesiology	1-1	\$1,261.00
Grip, Katie Lynn	Art	3-6	\$1,513.00
Hague, James	Information Technology	1-5	\$1,318.00
Hall, James	English	1-6	\$1,376.00
Hamawi, Izzat	Engineering	1-6	\$1,376.00
Handa, Shea	English	3-6	\$1,513.00
Hanna, Loren	Speech	1-6	\$1,376.00
Hanson, Shanyn	English	2-6	\$1,443.00
Harris, Kalimba	Biology	3-6	\$1,513.00
Hemphill, Kathi	Vocational Nursing	2-3	\$1,325.00
Hernandez, Adrianna	English	1-6	\$1,376.00
Hernandez, Zaira	Architecture	1-1	\$1,261.00
Herrmann, Matthew	Music	1-1	\$1,261.00
Hertenstein, Katherine	English	1-6	\$1,376.00
Hill-West, Jami	Child Development	1-6	\$1,376.00
Hollenshead, Marcia	Biology	4-6	\$1,576.00
Holm, Daniel	Cosmetology	1-6	\$1,376.00
Holmes, Alison	Art	1-6	\$1,376.00
Hovsepian, Lousineh	Accounting	1-2	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Hu, Mayumi	Foreign Language	1-1	\$1,261.00
Hughes, Patricia	Speech	1-5	\$1,517.00
Hunter, Lorimar	Vocational Nursing	1-2	\$1,261.00
Huver, Joseph	English	3-6	\$1,513.00
Ingram, Victor	Medium/Heavy Duty Truck	1-6	\$1,376.00
Jacinto, Christopher	Mathematics	2-6	\$1,443.00
Johnson, David	Earth Science	2-6	\$1,443.00
Johnson, Steven	Chemistry	2-6	\$1,443.00
Jones Herron, Nadiyah	Speech	2-6	\$1,443.00
Jones, Jamison	Theatre Arts	4-2	\$1,456.00
Jung, Rebecca	Kinesiology	1-6	\$1,376.00
Jung, Shinsuck	Kinesiology	1-6	\$1,376.00
Keithly, Dana	Anthropology	4-6	\$1,576.00
Kelly, Donna	English	4-6	\$1,576.00
Kennelley, Erika	Speech	1-6	\$1,376.00
Kim, Hyoung	Music	4-4	\$1,456.00
Kimbrough, Pamela	Chemistry	4-6	\$1,576.00
King, Clara Jo	Biology	2-6	\$1,443.00
Khanchalian, Megan	Psychology	1-1	\$1,261.00
Ko, Sandy	Foreign Language	1-6	\$1,376.00
Kuroki, Mikage	English	4-6	\$1,576.00
Lam, Wood	English as a Second Language	2-6	\$1,443.00
LaNovara, Michael	Automotive	1-1	\$1,261.00
Leung, Lee	Music	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Lewis, David	History	1-6	\$1,376.00
Lewis, Jeremy	Theatre Arts	3-6	\$1,513.00
Lewis, Pamela	American Sign Language	2-6	\$1,443.00
Liebel, Serena	Real Estate	1-1	\$1,261.00
Limon, Maurice	Music	3-6	\$1,513.00
Linville, Brian	English	4-6	\$1,576.00
Long, Stacy	Communications	1-6	\$1,376.00
Lopez, Eric	Sociology	2-6	\$1,443.00
Lopez, Magdalena	Vocational Nursing	1-6	\$1,376.00
Loya, Roberto	Construction Management	4-6	\$1,576.00
Ma, Tiffany	Art	3-5	\$1,449.00
Mahguib, Jermaine	Biology	1-1	\$1,261.00
Maing, Susanna	Art	4-6	\$1,576.00
Malette, Jacqueline	Chemistry	1-6	\$1,376.00
Mancilla, Robert	Biology	1-1	\$1,261.00
Marquez, Daniel	Water Treatment	2-6	\$1,443.00
Martinez, Cristian	Mathematics	1-6	\$1,376.00
Martinez, Jeannie	Mathematics	3-6	\$1,513.00
Martinez, Jose	Water Treatment	1-6	\$1,376.00
Mccabe, Dale	Biology	3-6	\$1,513.00
McClatchey, Shane	Art	3-4	\$1,389.00
McGeough, Tyler	Music	2-6	\$1,443.00
McMullen, Matthew	Art	3-4	\$1,389.00
McWilliams, Stuart	Emergency Medical Technology	1-6	\$1,376.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Melanson, Eric	Music	2-6	\$1,443.00
Mendoza, Stefanie	Earth Science	1-5	\$1,318.00
Miller, David	Theatre Arts	3-6	\$1,513.00
Milliken, Keely	Music	1-6	\$1,376.00
Mitchell, Michelle	Child Development	2-6	\$1,443.00
Monaster, Patricia	English	2-6	\$1,443.00
Montes, Monica	Biology	2-6	\$1,443.00
Moscozo, Raquel	Speech	1-6	\$1,376.00
Mounioloux, Gaelle	Foreign Language	4-4	\$1,456.00
Mozzini, Adriane	Sociology	2-6	\$1,443.00
Musallet, Omar	Speech	1-6	\$1,376.00
Nahabedian, Steven	Speech	1-6	\$1,376.00
Naiyer, Zakaria	English	2-6	\$1,443.00
Nasr, Elhami	Construction Management	4-6	\$1,576.00
Nasr, Tarek	Construction Management	1-4	\$1,261.00
Nelson, Stephen	History	1-6	\$1,376.00
Nguyen, Hongnhung	Mathematics	3-6	\$1,513.00
Nielson, Wesley	Anthropology	1-6	\$1,376.00
Olivas, Sally	English	4-6	\$1,576.00
Orona, Anthony	Communications	1-1	\$1,261.00
Ortenberg, Dasha	Architecture	4-1	\$1,456.00
Pace, Melissa	Psychology	1-1	\$1,261.00
Parry, Erica	Dental	1-6	\$1,376.00
Pate, Kathleen	Art	3-6	\$1,513.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Paulson, Nicholas	Real Estate	2-6	\$1,443.00
Pegan, Andrew	History	3-6	\$1,513.00
Peinado, Micaela	Psychology	1-1	\$1,261.00
Perez, Raymond	Art	1-1	\$1,261.00
Phillips, Riley	English	2-5	\$1,377.00
Pimentel, Eddie	History	1-1	\$1,261.00
Pinto, Christopher	American Sign Language	4-3	\$1,456.00
Porter, Kimberly	Vocational Nursing	3-6	\$1,513.00
Powers, Katherine	Music	3-5	\$1,449.00
Praeger, Kevin	Office Technology	1-6	\$1,376.00
Punsalan, Kevin	Mathematics	1-6	\$1,376.00
Qasqas, Areej	History	2-6	\$1,443.00
Ramirez, Laura	Chemistry	4-6	\$1,576.00
Ramos Bernal, Natasha	Political Science	1-6	\$1,376.00
Ramos, Francisco	Anthropology	1-1	\$1,261.00
Rath, Carolyn	Earth Science	1-6	\$1,376.00
Raygoza, Alfredo	English	1-4	\$1,261.00
Raymundo, Napoleon	Accounting	3-6	\$1,513.00
Reotutar, Grace	Office Technology	2-6	\$1,443.00
Reyes, Andrea	Spanish	4-6	\$1,576.00
Roberts, Sabrina	Speech	1-6	\$1,376.00
Robles, Irene	American Sign Language	2-5	\$1,377.00
Rodriquez, Ashley	Sociology	3-6	\$1,513.00
Ross, Lisa	Political Science	4-6	\$1,576.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Roth, Samantha	Art	2-6	\$1,443.00
Ruiz, Karen	American Sign Language	2-6	\$1,443.00
Rusch, Lori	Art	1-6	\$1,376.00
Saad, Nancy	Biology	3-6	\$1,513.00
Sahakian, Mineh	Psychology	4-5	\$1,517.00
Santana, Manuel	Biology	1-1	\$1,261.00
Santos, Pamela	Construction Management	1-2	\$1,261.00
Seligman, Ross	Psychology	4-6	\$1,576.00
Seymour, Lawrence	Information Technology	2-6	\$1,443.00
Shaw, Tammie	Psychology	4-6	\$1,576.00
Shehab Eldin, Tariq	Construction Management	4-6	\$1,576.00
Sheridan, Dameisha	Registered Nursing	1-1	\$1,261.00
Shimano, Brooke	Biology	1-6	\$1,376.00
Shutt, Ronda	Accounting	1-6	\$1,376.00
Siberio, Eric	Speech	1-6	\$1,376.00
Simonsen, Walter	Music	1-1	\$1,261.00
Sinha, Nandani	Music	1-1	\$1,261.00
Slay, Kevin	Art	3-6	\$1,513.00
Smith, Melanie	Biology	2-6	\$1,443.00
Sterling, Jerica Rae	Mathematics	1-6	\$1,376.00
Stevenson, Matthew	Mathematics	1-6	\$1,376.00
Strom, Julie	Anthropology	1-5	\$1,318.00
Sua, Andy	Chemistry	1-2	\$1,261.00
Surowski, Peter	Art	1-5	\$1,318.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Tabata, Flint	Architecture	1-6	\$1,376.00
Tavakoli, Monica	Vocational Nursing	1-6	\$1,376.00
Taylor, Jeanne	Psychology	3-6	\$1,513.00
Teraoka, Adam	Art	2-6	\$1,443.00
Thompson, Jeffrey	Psychology	4-6	\$1,576.00
Tomlinson, Todd	Art	1-1	\$1,261.00
Townsell, Jason	Public Works	3-3	\$1,389.00
Troesh, Jeremy	Counseling	1-1	\$1,261.00
Tsuyuki, Dean	English	4-6	\$1,576.00
Tyck, Robert	Recording Arts	1-6	\$1,376.00
Valverde, Yesenia	Dance	1-6	\$1,376.00
Vasquez, Charity	Child Development	1-5	\$1,318.00
Villa, Arthur	Administration of Justice	1-2	\$1,261.00
Villarreal, Jesse	Counseling	4-4	\$1,456.00
Vilos, Jamie	Anthropology	2-6	\$1,443.00
Vogel, Esther	Foreign Language	2-6	\$1,443.00
Waddington, Alan	Kinesiology	1-6	\$1,376.00
Watkins, Robert	Art	4-6	\$1,576.00
Wessel, Mark	Art	2-6	\$1,443.00
White, John	English	2-6	\$1,443.00
Wiles, Nellie	Public Works	1-6	\$1,376.00
Williams, Adam	English	2-5	\$1,377.00
Williams, Tiffany	Cosmetology	1-6	\$1,376.00
Williford, Judson	Theatre Arts	4-3	\$1,456.00

**ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
AUGUST 16, 2022**

NAME	PROGRAM	PLACEMENT	LHE RATE
Wills, Laura	Anthropology	4-6	\$1,576.00
Wilson, Karen	Foreign Language	4-6	\$1,576.00
Wong, Michelle	Child Development	1-4	\$1,261.00
Woolsey, Ronald	History	2-6	\$1,443.00
Yi, Tammy	Music	4-3	\$1,456.00
Yniguez, Sheena	Vocational Nursing	1-1	\$1,261.00
Yong, Huayong	Physics	4-6	\$1,576.00
Zavala, Robert	English	1-6	\$1,376.00
Zeman, William	History	2-6	\$1,443.00

ACADEMIC EMPLOYEES - ADJUNCT
SUMMER 2022
AUGUST 16, 2022

NAME	PROGRAM	PLACEMENT	LHE RATE
Vasquez, Birginia	Kinesiology	1-1	\$1,261.00

ACADEMIC EMPLOYEES - NON-CREDIT
FALL 2022
AUGUST 16, 2022

Instructor	Placement	Hourly Rate
Baldo, Mariella	1-3	\$50.94
Barber, Sonara	1-1	\$46.33
Brown, Stacey	1-1	\$46.33
Cancino, Alisha	1-1	\$46.33
Castillo, Lisa	1-2	\$48.60
Davis, Victor	1-3	\$50.94
DeLong, Linda	1-2	\$48.60
Everett, Ann	1-2	\$48.60
Fischella, James	1-3	\$50.94
Guo, Dan	1-1	\$46.33
Guzman, Thomas	1-1	\$46.33
Ha, Aretha	1-1	\$46.33
Jauregui, Erica	1-1	\$46.33
Keelin, Christine	1-2	\$48.60
Khair, Sara	1-2	\$48.60
Kinder, Robert	1-3	\$50.94
Laicans, Al	1-2	\$48.60
Lucero Gonzalez, Thania	1-2	\$48.60
Martinez, Christian	1-1	\$46.33
Pablico-Kobayashi, Venez	1-3	\$50.94
Rodriguez, Nathan	1-3	\$50.94
Rosales-Fernandez, Dania	1-3	\$50.94
Sipper-Delinger, Kristen	1-2	\$48.60
Watts, Larry	1-3	\$50.94
Woolford, Ryan	1-2	\$48.60
Zabayle, Zachary	1-3	\$50.94

**ACADEMIC EMPLOYEES
LAB SUPERVISORS
AUGUST 16, 2022**

NAME	ADJUNCT OR FULL- TIME	PROGRAM	BEGIN/END	PLACEMENT	HOURLY RATE
Barrett, Sean	A	Music	8/17/22 through 12/30/22	2-3	\$39.42/hr.
Calderon, Joseph	A	Music	8/17/22 through 12/30/22	1-3	\$37.26/hr.
Canchola, Shannon	A	Music	8/17/22 through 12/30/22	1-2	\$35.33/hr.
Chun, Mina	A	Mathematics	8/22/22 through 12/16/22	2-3	\$39.42/hr.
Jacinto, Christopher	A	Mathematics	8/22/22 through 12/16/22	2-3	\$39.42/hr.
Khair, Sara	A	Mathematics	8/22/22 through 12/16/22	1-3	\$37.26/hr.
Martinez, Cristian	A	Mathematics	8/22/22 through 12/16/22	1-3	\$37.26/hr.
Nguyen, Hongnhung	A	Mathematics	8/22/22 through 12/16/22	3-3	\$41.53/hr.
Perez, Claire	A	Music	8/17/22 through 12/30/22	4-2	\$41.72/hr.
Punsalan, Kevin	A	Mathematics	8/22/22 through 12/16/22	1-3	\$37.26/hr.
Silva, Daniel	A	Music	8/17/22 through 12/30/22	1-3	\$37.26/hr.
Sterling, Jerica	A	Mathematics	8/22/22 through 12/16/22	1-3	\$37.26/hr.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	August 16, 2022	Resolution	_____
SUBJECT:	Management Employees	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

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

This item was prepared by Fe Lopez, 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 management employees.

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__


Approved for Submittal

Item No. G.1.f.

**MANAGEMENT EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS/SEPARATION
AUGUST 16, 2022**

NAME	POSITION	ACADEMIC OR CLASSIFIED	REASON	BEGIN / END DATE	RANGE & STEP	ANNUAL AMOUNT
Hester, Dana	Interim Vice President of Academic Affairs	Academic	Vacancy	8/17/22 through 6/30/23 or until position is filled	89-5 (with doctoral stipend)	\$219,051.00

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	
SUBJECT:	Classified Employees	Information	
		Enclosure(s)	X

BACKGROUND

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

This item was prepared by Briceyda Torres, Human Resources Technician II, and Fe Lopez, 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.g.

**CLASSIFIED EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS/SEPARATION
August 16, 2022**

NAME	PERCENTAGE / POSITION / AREA	REASON	BEGIN / END DATE	RANGE & STEP	MONTHLY AMOUNT
Douglas, Tara	100% Professional Teacher Assistant, Cosmetology	Retirement	1/2/23	N/A	N/A
Duran, Edgar	100% Facilities Access Technician, Facilities	Temporary Upgrade	8/17/22 through 12/31/22	32-6	\$5,162.46
Gonzalez, Crystal	49% Financial Aid Technician, Financial Aid	Employment	8/17/22	31-1	\$1,933.66
Guizar, Lori	49% Student Services Assistant, EOPS/CARE & CalWORKS	Resignation	8/4/22	N/A	N/A
Lanford, Sarah	100% Library Systems Technician, Library	Promotion	8/17/22	34-5	\$5,165.51
Settecase, Alessandra	100% Human Resources Technician II, Human Resources	Temporary Upgrade	9/1/22 through 12/31/22	40-2	\$5,174.74
Torres, Eric	100% Gardener II, Grounds	Temporary Upgrade	8/17/22 through 12/31/22	28-1	\$3,664.49

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	
SUBJECT:	Short-Term, Substitutes, Volunteers, and Professional Experts	Information	
		Enclosure(s)	X

BACKGROUND

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

This item was prepared by Fe Lopez, Human Resources Technician II.

RECOMMENDATION

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

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.1.h.

SHORT-TERM
AUGUST 16, 2022

NAME	JOB CATEGORY	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Torres, Vanessa S.	Technical Support	VPA/HPAC	\$20.00/hr.	7/1/22 through 12/31/22

**CLASSIFIED SUBSTITUTES
AUGUST 16, 2022**

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
DeLaRosa, Ricardo	Maintenance Utility Worker/Facilities	Substitute for employee absences	8/17/22 through 12/31/22	29-1	\$21.67
Leyva, Daisy	Administrative Secretary II/Health Sciences	Substitute for employee absences	9/1/22 through 2/28/23	34-1	\$24.52
Lucero, Thania	Administrative Secretary I/Health Sciences	Substitute for employee absences	9/13/22 through 2/25/23	31-1	\$22.77
McKinley, Ray	Custodian/Facilities	Substitute for employee absences	8/17/22 through 12/31/22	22-1	\$18.23

**VOLUNTEERS
AUGUST 16, 2022**

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Cooper, Sara	Kinesiology	8/17/22	6/30/23
Gomez, Stephen	Kinesiology	8/17/22	6/30/23
Kay, Johnny	Student Life & Leadership Development Office	8/22/22	6/30/23
Kazden, Maura	Veterans Success Center	8/17/22	6/30/23
Mangano, Daniel	Veterans Success Center	8/17/22	12/17/22
Manzo, Jonathan	Kinesiology	8/17/22	6/30/23
Salgado, Alyssa	Kinesiology	8/17/22	6/30/23
Smit, Paul	Kinesiology	8/17/22	6/30/23
Velasquez, Nico	Kinesiology	8/17/22	6/30/23
Wong, Nadine	Kinesiology	8/17/22	6/30/23
Woodward, Alex	Kinesiology	8/17/22	6/30/23

**PROFESSIONAL EXPERTS
AUGUST 16, 2022**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE	FUNDING SOURCE
Bock, Yvonne	COVID Test Proctor	Health Center	7/1/22 through 12/31/22	\$20.00/hr.	Restricted
Carline, Marcus	Audio Engineer	Visual & Performing Arts	8/17/22 through 12/31/22	\$35.00/hr.	General
Carmody, Jordan	Swim Program Assistant	Kinesiology	7/1/22 through 12/31/22	\$15.00/hr.	General
Carson, Venessa	COVID Test Proctor	Health Center	7/1/22 through 12/31/22	\$20.00/hr.	Restricted
Dahi, Elona	Academic Support Facilitator	Learning Center	8/17/22 through 12/31/22	\$17.00/hr.	Restricted
DeLaRosa, Ricardo	COVID Test Proctor	Health Center	7/1/22 through 12/31/22	\$20.00/hr.	Restricted
Jimenez, Lillian	COVID Test Proctor	Health Center	7/1/22 through 12/31/22	\$20.00/hr.	Restricted
Kantawala, Nirali	Academic Support Facilitator	Learning Center	8/17/22 through 12/31/22	\$17.00/hr.	Restricted
Lamb, Bernadette	Scribe/Note Taker	DSPS	8/25/22 through 12/10/22	\$15.00/hr.	Restricted
Lopez, Eduardo	EOPS/CARE CalWORKS In-reach & Outreach Services	EOPS/CARE CalWORKS	8/17/22 through 12/31/22	\$27.06/hr.	Restricted
Peterson, Nicole	COVID Test Proctor	Health Center	7/1/22 through 12/31/22	\$20.00/hr.	Restricted
Picazo, Destiny	Scribe/Note Taker	DSPS	8/25/22 through 12/10/22	\$15.00/hr.	Restricted
Punsalan, Kevin	STEM Center Coordinator	STEM Center	8/9/22 through 6/30/23	\$43.00/hr.	Restricted
Rios, Jessica	Academic Support Facilitator	Learning Center	8/17/22 through 12/31/22	\$17.00/hr.	Restricted

**PROFESSIONAL EXPERTS
AUGUST 16, 2022**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE	FUNDING SOURCE
Sandoval, Shamyl	Scribe/Note Taker	DSPS	8/20/22 through 12/10/22 Revised from July 19, 2022 agenda	\$15.00/hr.	Restricted
Vasques, Birjina	Assistant Coach Women's Basketball	Kinesiology	8/17/22 through 12/31/22	\$15.00/hr.	General
Wellman, Samantha	Statistician/Webmaster	Kinesiology	7/1/22 through 12/31/22	\$150.00/event	General

STIPENDS STRS NON-CREDITABLE
AUGUST 16, 2022

NAME	CATEGORY	DESCRIPTION	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Lewis, Jeremy	Stipend	Dramaturg for "View From the Bridge"	Visual & Performing Arts/Music	Not to exceed \$1,000.00/ttl.	8/17/22 through 8/31/22

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	
SUBJECT:	Automotive Technology: High Performance Institute, Specialty Equipment Market Association (SEMA) Education Student Program	Information	
		Enclosure(s)	X

BACKGROUND

Pending any local, county, state, federal, or international health or travel advisory restrictions, Citrus College students from the Automotive Technology: High Performance Institute, Research and Development program will be traveling to Las Vegas, Nevada. Traveling in district vans, students and faculty will depart on Tuesday, November 1, 2022 and return on Friday, November 4, 2022. A maximum of seven (7) students will attend and participate in industry specific seminars and trade show during the four-day student education program with the guidance of five (5) faculty from the Citrus College Auto and SEMA Education Student Program officials. Participants will gain a broad exposure to careers in the automotive aftermarket manufacturing sector, research and development technology, and explore a variety of industry specific networking and career development opportunities.

All field trip expenses will be paid from the following Citrus College accounts: Faculty Learning Institute, Foundation Innovation Grant, and Foundation Auto accounts. This event will also be partially funded by SEMA for the college's participation in the event.

This item was prepared by Kimberly Mathews, Dean of Career, Technical and Continuing Education


RECOMMENDATION

Authorization is requested to approve a field trip for seven (7) students from the Automotive Technology: High Performance Institute, Research and Development program, and five (5) faculty members to Las Vegas, Nevada from November 1 through November 4, 2022.

Richard F. Rams, Ed.D.

Recommended by

_____/_____
 Moved Seconded



 Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.2.

**Estimated Expenses for the
SEMA Education Student Program
Las Vegas, Nevada
November 1 – November 4, 2022**

Total estimated cost for room and board, ground transportation, and educational seminars and trade show provided by the Specialty Equipment Market Association (SEMA) Education Student Program for the week-long event.

TOTAL.....\$9,841.66

Ground Transportation, Hotel and Food Expenses

Hotel Rooms (4 rooms x 3 nights x \$324.36/night)	\$3,892.33
Hotel Rooms (5 rooms x 3 nights x \$175.82/night)	2,637.33
Ground Transportation (2 district vans w/ gas cards)	0
Food Expenses (\$69/day x 4 days x 12 people)	<u>3,312.00</u>

***Total estimated transportation, hotel, food costs* \$ 9,841.66**

Additional Expenses

Program Registration (Free for all participating students and faculty, provided by SEMA) \$0

Estimated total \$9,841.66

PARTICIPANT LIST

Automotive Technology: High Performance Institute

SEMA Education Student Program

Las Vegas, Nevada

November 1, 2022 – November 4, 2022

Students

1. Anthony Fuentes Ruiz
2. David Sikes
3. Guadalupe Flores
4. James Vuong
5. Jesse-James Martinez
6. Melina Camarena
7. Ulises Puente

Faculty/Staff

1. Brett Caballero (Adjunct)
2. Bryce Neighbors (Faculty)
3. Dave Brown (Faculty)
4. Jeremy Clark (Faculty)
5. Priscilla Englert (Faculty)

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	
SUBJECT:	Renewal of College and Career Access Pathways Partnership Agreements Authorized by Assembly Bill 288 – Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

In December 2016, Citrus College entered into partnership agreements with five high school districts and a sixth one in May 2018, to provide educational services as authorized by Assembly Bill (AB) 288. These dual enrollment affiliations continue to provide benefits to students, parents and educators in the K-12 and community college setting by increasing access to college at no cost to students. Data already shows increased retention, persistence and completion of educational goals. AB 288 requires two readings for each agreement.

AB 288 authorizes the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership agreement with the governing board of a school district with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. The bill requires the partnership agreements to be periodically renewed to confirm continuance of the terms of partnership.

In accordance with these provisions, Citrus College is seeking to renew its partnership agreement with five high school districts and one charter school to provide educational services as authorized by AB 288:

- Azusa Unified School District
- Claremont Unified School District
- Duarte Unified School District
- Glendora Unified School District
- Monrovia Unified School District
- California School of the Arts, San Gabriel Valley District

A copy of each agreement is attached.

This item was prepared by Christine Recendez, Administrative Assistant, Office of Academic Affairs.

RECOMMENDATION

Authorization is requested to approve the second reading and renewal of College and Career Access Pathways Partnership Agreement for Dual Enrollment, as authorized by AB 288, between the Citrus Community College District and the Azusa Unified School District, Claremont Unified School District, Duarte Unified School District, Glendora Unified School District, Monrovia Unified School District, and California School of the Arts, San Gabriel Valley.

Richard F. Rams, Ed.D.
Recommended by

 /
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. G.3.

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)

PARTNERSHIP AGREEMENT

This Agreement outlines the College and Career Access Pathways (CCAP) Partnership Agreement (hereafter “AGREEMENT”) between Citrus Community College District (hereafter “COLLEGE DISTRICT”) and Azusa Unified School District (hereafter “SCHOOL DISTRICT”).

1. LEGAL AUTHORITY

WHEREAS, the mission of the COLLEGE DISTRICT includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency; and

WHEREAS, the SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of the COLLEGE DISTRICT, unless otherwise specified and agreed to as specified in AB 288 Sec. 2, Education Code Section 76004 (e); and

WHEREAS, dual enrollment partnerships represent a “strategy to provide critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate” *AB 288 Section 1 (d)*; and

WHEREAS, the COLLEGE DISTRICT and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, “offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;” and

WHEREAS, the governing boards of each district, at an open public meeting of that board, presented the AGREEMENT as an informational item; and at a subsequent open public meeting of that board took comments from the public and approved the AGREEMENT;

COLLEGE DISTRICT Board Meetings:

- a. Information Board Meeting Date June 21, 2022
- b. Public Hearing Board Meeting Date August 16, 2022

SCHOOL DISTRICT Board Meetings:

- a. Information Board Meeting Date June 14, 2022
- b. Public Hearing Board Meeting Date August 9, 2022

NOW THEREFORE, the COLLEGE DISTRICT and SCHOOL DISTRICT agree to the terms outlined in this AGREEMENT.

2. TERMS OF CCAP PARTNERSHIP

2.1 College and Career Access Pathways (CCAP) Partnership

- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
- b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
- c. The Governing Board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
- d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
- e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix A. Any updates to Appendix A, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with AB 288 Sec. 2, Education Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.
- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*

2.2 CCAP Course Instruction

- a. Students enrolled in CCAP courses offered as part of this AGREEMENT shall be held to the same behavioral standards and standards of academic achievement as those expected of students in classes offered at the COLLEGE DISTRICT campus.
- b. The scope, nature, time, location and listing of courses to be offered by the COLLEGE DISTRICT at any school within the SCHOOL DISTRICT will be appended to this document each term during the duration of this AGREEMENT and shall be known as Appendix B. The original submission of this document to the Chancellor's Office shall include Appendix B, and subsequent submissions of Appendix B shall be in accordance with Chancellor's Office instructions.
- c. The COLLEGE DISTRICT shall not provide physical education course opportunities to students at the SCHOOL DISTRICT or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a) of AB 288 Sec. 2, Education Code Section 76004. *AB 288 Sec. 2, EC § 76004 (d)*
- d. The COLLEGE DISTRICT shall ensure that instruction to be claimed for unit credit under this AGREEMENT is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the approved course discipline(s) as specified by the California Community Colleges Chancellor's Office. www.cccco.edu
- e. By mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, SCHOOL DISTRICT personnel who meet Chancellor's Office minimum qualifications may be selected to provide instruction for CCAP courses offered as part of this AGREEMENT.
- f. The COLLEGE DISTRICT shall be employer of record for all CCAP instructors, regardless of whether the COLLEGE DISTRICT or SCHOOL DISTRICT assumes responsibility for payment of instructors.
- g. Courses offered in SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE DISTRICT.
- h. COLLEGE DISTRICT courses offered in SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE DISTRICT campus.
- i. COLLEGE DISTRICT reserves the right to cancel courses that are low enrolled, as determined solely by the COLLEGE DISTRICT.

- j. Where the instructor of a CCAP course offered as part of this AGREEMENT is not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT shall maintain an additional agreement/contract with each instructor requiring attendance to be reported by the instructor and stating that the COLLEGE DISTRICT has the primary right to control and direct the instructional activities of the instructor. The instructor will be required to complete the Citrus College CCAP Faculty Assignment Form.
 - i. As employer of record for instructors of CCAP classes offered as part of this AGREEMENT, the COLLEGE DISTRICT shall direct and control instructional activities through such actions as providing instructors with orientations, manuals, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its on-campus instructors.
- k. The COLLEGE DISTRICT shall ensure that the instruction of courses offered as part of this CCAP Partnership AGREEMENT adheres to the official course outline of record and the student learning outcomes established by the associated COLLEGE DISTRICT academic department. Appendix B shall include the course outline of record for each course identified therein.
- l. The COLLEGE DISTRICT shall conduct formal evaluation of instructors of CCAP courses in accordance with its district policies and local collective bargaining agreements, as well as applicable local, state, and federal mandates in effect at the time in which instruction occurred.
- m. The SCHOOL DISTRICT shall designate personnel at each participating school campus (e.g., Principal) to provide on-site supervision of activity related to the CCAP partnership.
- n. The COLLEGE DISTRICT and SCHOOL DISTRICT shall ensure that instructors of CCAP classes do not have any other assigned duty during the instructional activity and that they are able to provide supervision and control necessary for the protection of the health and safety of students. As a general rule, instructors must be physically present in the classroom or lab or within line-of-sight of the students.
- o. Within the context of the CCAP Partnership with the SCHOOL DISTRICT, the COLLEGE DISTRICT may provide instruction for up to four (4) classes per term per school within the SCHOOL DISTRICT.
- p. The maximum student enrollment per class for CCAP courses offered as part of this AGREEMENT shall be established in accordance with COLLEGE DISTRICT policies and local collective bargaining agreements in effect at the time in which the course is offered.
- q. The COLLEGE DISTRICT shall compensate each CCAP instructor in accordance with the collective bargaining agreement between the COLLEGE DISTRICT and

the Citrus College Adjunct Federation agreement. Where the CCAP instructor is primarily employed full-time by the SCHOOL DISTRICT, and the instructor teaches a COLLEGE DISTRICT course during their normal hours of instruction with the SCHOOL DISTRICT, they will be paid by the SCHOOL DISTRICT, at their normal rate of pay. In such cases, COLLEGE DISTRICT shall reimburse SCHOOL DISTRICT, in accordance with paragraph "u" of this agreement.

- r. If necessary, substitute faculty must be approved by COLLEGE DISTRICT using the same process and will be subject to the same terms of this agreement, described herein.
- s. The CCAP instructor shall maintain records of student attendance and achievement. These records shall be subject to review, upon request, by officials for the COLLEGE DISTRICT in accordance with existing policies related to student records. The CCAP instructor will comply and adhere to COLLEGE DISTRICT deadlines.
- t. In cooperation with SCHOOL DISTRICT, COLLEGE DISTRICT shall inform SCHOOL DISTRICT of student misconduct. The instructor of record is to comply with COLLEGE DISTRICT policies pertaining to student conduct, academic integrity, and discipline.
- u. For those CCAP instructors who are primarily employed full-time by the SCHOOL DISTRICT, and teach a COLLEGE DISTRICT course during their normal hours of instruction with the SCHOOL DISTRICT, the COLLEGE DISTRICT shall reimburse the SCHOOL DISTRICT, in accordance with paragraph "q" of this agreement, upon submission of all required attendance documents and final student course grades, and upon submission of an invoice in a format prescribed by the COLLEGE DISTRICT. Reimbursements shall be subject to verification of all required documents, by the COLLEGE DISTRICT.

2.3 Educational Facilities

- a. The SCHOOL DISTRICT shall provide adequate classroom space to conduct the instruction at its facilities, or other location mutually agreed upon by the COLLEGE DISTRICT and the SCHOOL DISTRICT.
 - i. If CCAP courses will be offered at a charter school site, the SCHOOL DISTRICT shall submit to the COLLEGE DISTRICT documentation that the site facilities have been certified as compliant with the Field Act of the California Education Code.
- b. Subject to mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, the COLLEGE DISTRICT facilities may be used as expressed in Appendix B for any given term.

- c. Joint facilities use, solely as specified by the terms of this AGREEMENT, shall be extended at no charge to either party for activity directly related to the CCAP partnership.

2.4 Student Eligibility

- a. The COLLEGE DISTRICT and SCHOOL DISTRICT identify the following student populations as able to benefit from courses offered under this AGREEMENT: 1) underachieving students, 2) students from groups underrepresented in postsecondary education, 3) students seeking advanced studies while in high school, and 4) students seeking a credential/certificate in career and technical education. *AB 288 Sec. 2, EC § 76004(c)(1)*
- b. A high school student interested in enrolling in a CCAP course offered under this AGREEMENT must apply to the COLLEGE DISTRICT and submit a *Citrus College Concurrent Enrollment Authorization Form* signed by his/her parent and by the high school principal, counselor, or other designated personnel.
 - i. By endorsing a high school student's Concurrent Enrollment Application, the SCHOOL DISTRICT certifies its determination that the student has the potential for success in coursework offered by the COLLEGE DISTRICT.
- c. Enrollment shall be open to any eligible student within the SCHOOL DISTRICT who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements as specified in Appendix B for the term for which s/he is enrolled. Applicable prerequisite courses, training, or experience which are required as preparation for courses offered through this AGREEMENT will be determined by the COLLEGE DISTRICT and shall be in compliance with applicable law and COLLEGE DISTRICT policies and standards.

2.5 Student Registration and Enrollment

- a. The COLLEGE DISTRICT shall provide the necessary college application and registration forms currently in effect for dual enrollment under this AGREEMENT.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall collaborate to provide ancillary and support service in the areas of outreach and recruitment, assessment, placement, counseling, tutoring, and other related services as necessary.
- c. The COLLEGE DISTRICT shall be responsible for processing student applications for dual enrollment under this AGREEMENT.
- d. The SCHOOL DISTRICT with assistance from the COLLEGE DISTRICT, shall recruit and select students for the CCAP program and adhere to COLLEGE DISTRICT timelines.

- e. The SCHOOL DISTRICT shall ensure that students have applied to COLLEGE DISTRICT and shall provide a list to COLLEGE DISTRICT of all students to be enrolled in each course section.
- f. A student who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements for CCAP coursework as specified in Appendix B may enroll in a maximum of 15 units per term if all of the following circumstances are satisfied *AB 288 Sec.2, EC § 76004(p)*:
 - i. The units constitute no more than four COLLEGE DISTRICT courses per term
 - ii. The units are part of an academic program that is part of the CCAP partnership agreement outlined in this AGREEMENT
 - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential
- g. Students enrolled in CCAP courses offered as part of this AGREEMENT will be directed to the official catalog of the COLLEGE DISTRICT for information regarding applicable academic policies and procedures.
- h. A student who withdraws from a CCAP course offered as part of this AGREEMENT will not receive credit for that course from the COLLEGE DISTRICT.
- i. Grades earned by students enrolled in CCAP courses offered as part of this AGREEMENT will be posted on the student's official COLLEGE DISTRICT transcript.

2.6 Student Fees and Instructional Materials

- a. High school students enrolled in CCAP courses offered as part of this AGREEMENT shall not be assessed any fee that is prohibited by Section 49011 of the California Education Code. *AB 288 Sec. 2, EC § 76004(f)*
 - i. The total cost of textbooks and other instructional materials for CCAP courses shall be specified in Appendix B of this AGREEMENT. The SCHOOL DISTRICT shall assume responsibility for the cost of all instructional materials.
 - ii. Textbooks are normally adopted for a minimum of three years. Once selected, textbooks for any given course will not change due to a change in the instructor. Any change in textbook outside of the three-year adoption period initiated by a COLLEGE DISTRICT employee will be at the expense of the COLLEGE DISTRICT.

- b. High school students enrolled in a CCAP course offered as part of this AGREEMENT and who are properly classified as having “special part-time student” status as described in AB 288 Sec.2, Education Code Section 76004(p) and item 2.5(d) above shall be exempt from the following COLLEGE DISTRICT fee requirements *AB 288 Sec.2, EC § 76004(q)*:
 - i. Student Representation Fee (*EC § 76060.5*)
 - ii. Nonresident Tuition Fee (*EC § 76140*)
 - iii. Transcript Fees (*EC § 76223*)
 - iv. Course Enrollment Fees (*EC § 76300*)
 - v. Apprenticeship Course Fees (*EC § 76350*)
- c. In accordance with COLLEGE DISTRICT policies, high school students enrolled in a course offered through this AGREEMENT may be assessed fees that are not prohibited by Section 49011 of the California Education Code and are otherwise permitted pursuant to the Education Code.

2.7 Student Records

- a. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain the confidentiality of all student academic records and other personal student records in accordance with all applicable privacy laws, ordinances, regulations, and directives at the federal, state, and local levels. Both parties agree not to release such data to any third party without the prior written consent of the student or unless disclosure is otherwise authorized by law.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall inform all of its officers, employees, and agents providing services as part of this AGREEMENT of the confidentiality of student academic records and other personal student records.
- c. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall enforce applicable policies and procedures to ensure that each student record received pursuant to this AGREEMENT is used solely for the purpose(s) consistent with the user’s authority to access that information pursuant to applicable federal and state law.
- d. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain accurate and complete records which shall include a record of educational services provided in sufficient detail to permit an evaluation of services in accordance with Education Code provisions. Such records shall be open to the respective inspection and audit by authorized professional staff of the COLLEGE DISTRICT, the SCHOOL DISTRICT, and other state agencies where such inspection and audit does not conflict with the Education Code.

- e. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements will apply, including as prescribed by California Code of Regulations, Title 5, Sections 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

2.8 Regulatory Reporting

- a. The COLLEGE DISTRICT shall be responsible for the following as they relate to CCAP courses offered as part of this AGREEMENT:
 - i. Employer of record for purposes of assignment monitoring and reporting to the county office of education
 - ii. Reporting responsibilities pursuant to applicable federal teacher quality mandates.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall report annually to the California Community Colleges Chancellor's Office all of the following information:
 - i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. *AB 288 Sec. 2, EC § 76004(t)(1)(A)*
 - ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(B)*
 - iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(C)*
 - iv. The total number of full-time equivalent students generated by CCAP partnership community college district participants. *AB 288 Sec. 2, EC § 76004(t)(1)(D)*

2.9 State Apportionment

- a. The COLLEGE DISTRICT shall include students enrolled in CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
 - i. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus

during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o)(1)*

- ii. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to AB 288 Sec. 2, Education Code Section 76004 (p)(1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *AB 288 Sec. 2, EC § 76004(o)(1)*

- b. Neither the COLLEGE DISTRICT nor the SCHOOL DISTRICT shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *AB 288 Sec. 2, EC § 76004(r)*

- c. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

2.10 Other Procedures, Terms, and Conditions

- a. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its governing board regarding the following:
 - i. Enrollment period
 - ii. Student fees
 - iii. Number of class hours sufficient to meet the stated performance objectives (if applicable)
 - iv. Supervision and evaluation of students
 - v. Withdrawal of students prior to completion of a course of program

Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.citruscollege.edu

- b. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.

- c. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

3. CERTIFICATIONS

- 3.1 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011. All instructors employed by the COLLEGE DISTRICT must comply with the fingerprinting requirements set forth in the Education Code and COLLEGE DISTRICT board policies. *AB 288 Sec. 2, EC § 76004(h)*
- 3.2 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course at the SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on that campus. *AB 288 Sec. 2, EC § 76004(i)*
- 3.3 This AGREEMENT certifies that a qualified SCHOOL DISTRICT teacher teaching a CCAP course offered for college credit at a SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing COLLEGE DISTRICT faculty member teaching the same course at the partnering COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(j)*
- 3.4 This AGREEMENT certifies that both the COLLEGE DISTRICT and the SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications and evaluation of the teacher or faculty member teaching a CCAP partnership course offered for high school credit. *AB 288 Sec. 2, EC § 76004(l)*
- 3.5 This AGREEMENT certifies that any remedial course taught by COLLEGE DISTRICT faculty at the SCHOOL DISTRICT campus as part of a CCAP partnership shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. *AB 288 Sec. 2, EC § 76004(n)*
- 3.6 The COLLEGE DISTRICT certifies that:
 - a. Degree and certificate programs offered by the COLLEGE DISTRICT have been approved by the California Community Colleges Chancellor's Office; courses that constitute the programs are part of the approved programs, or the COLLEGE DISTRICT has received delegated authority to separately approve those courses locally. *CCR, Title 5, § 58050(a)(1)*

- b. A COLLEGE DISTRICT course offered for college credit at the SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT campus. *AB 288 Sec. 2, EC § 76004(k)(1)*
- c. A COLLEGE DISTRICT course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership. *AB 288 Sec. 2, EC § 76004(k)(2)*
- d. Participation in a CCAP partnership is consistent with the core mission of the COLLEGE DISTRICT pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(k)(3)*
- e. The COLLEGE DISTRICT does not receive full compensation for the direct education costs of the course(s) offered as part of this AGREEMENT from any public or private agency, individual, or group. *EC § 84752; CCR, Title5, § 58051.5*
- f. The COLLEGE DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources. *EC § 84752; CCR, Title5, § 58051.5*

4. INDEMNIFICATION

- 4.1 The COLLEGE DISTRICT agrees to indemnify, defend, and hold harmless the SCHOOL DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the COLLEGE DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the COLLEGE DISTRICT's property or any property in the care, custody or control of the COLLEGE DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the COLLEGE DISTRICT, its officials, officers, employees, or other agents.
- 4.2 The SCHOOL DISTRICT agrees to indemnify, defend, and hold harmless the COLLEGE DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the SCHOOL DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the SCHOOL DISTRICT's property or any property in the care, custody or control of the SCHOOL DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the SCHOOL DISTRICT, its officials, officers, employees, or other agents.

5. NON-DISCRIMINATION

- 5.1 It is the policy of the COLLEGE DISTRICT to provide fair and equitable treatment of all individuals participating in its programs without regard to ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.
- 5.2 The COLLEGE DISTRICT is committed to providing a work and learning environment free of intimidation, harassment and unlawful discrimination. The COLLEGE DISTRICT and the SCHOOL DISTRICT share in the responsibility of providing a harassment-free employment and educational environment in complying with both federal and state mandates and guidelines regarding non-discrimination and sexual harassment.

6. INSURANCE

- 6.1 Each Party shall, during the term of this agreement, maintain in force the policies set forth in and required by each Party's use permit policies. All policies, endorsements and certificates shall be subject to approval by the other Party's Risk Manager as to form and content. The insurance requirements are subject to amendment or waiver if so approved in writing by both Parties. Each Party agrees to provide the other Party with a copy of said policies, certificates and/or endorsements upon the Effective Date of this agreement.

7. CCAP POINTS OF CONTACT

- 7.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT shall each appoint an educational administrator, as identified in Appendix B of this AGREEMENT, to serve as designated point of contact for the CCAP Partnership.
- 7.2 The COLLEGE DISTRICT and the SCHOOL DISTRICT are each responsible for providing immediate written notification to the other party regarding any changes in contact information over the course of any given term.

8. FILING OF CCAP PARTNERSHIP AGREEMENT

- 8.1 A copy of this AGREEMENT shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership between the COLLEGE DISTRICT and the SCHOOL DISTRICT.
- 8.2 Any revision and subsequent submission of this AGREEMENT (including any appendices) shall be by mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT and shall be in accordance with the California Community Colleges Chancellor's Office instructions.

9. TERM OF CCAP PARTNERSHIP AGREEMENT

- 9.1 The term of this AGREEMENT shall be for four years beginning on the start date for

the term first identified in Appendix B and shall be renewable annually unless otherwise cancelled or terminated by the COLLEGE DISTRICT or the SCHOOL DISTRICT pursuant to Section 10 of this AGREEMENT.

10. CANCELLATION AND TERMINATION OF CCAP PARTNERSHIP AGREEMENT

10.1 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may cancel this AGREEMENT for convenience with a minimum 30-day written notice prior to the start of any course(s) to be offered as part of the CCAP partnership.

10.2 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may terminate this AGREEMENT for convenience with a minimum 30-day written notice specifying the date and scope of such termination. Such notice of termination shall not affect students currently enrolled in CCAP courses offered as part of this AGREEMENT.

11. NOTICES

11.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered to the other party or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, at the following addresses and to the attention of the persons indicated below.

COLLEGE DISTRICT

Citrus Community College District
1000 West Foothill Boulevard
Glendora, California 91741-1885
ATTN: Ms. Claudette Dain, Vice President of Finance and Administrative Services

SCHOOL DISTRICT

Azusa Unified School District
546 South Citrus Avenue
Azusa, California 91702
ATTN: Arturo Ortega, Assistant Superintendent, Educational Services

12. ACCEPTANCE OF FACSIMILE SIGNATURES

12.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT agree that agreements ancillary to this AGREEMENT and related documents to be entered into in connection with this AGREEMENT will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

13. GOVERNING LAW

13.1 This AGREEMENT has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Los Angeles County.

14. SEVERABILITY

14.1 If any provisions of this AGREEMENT are or become contrary to State law or regulations of other agencies or decisions of courts of competent jurisdictions, the COLLEGE DISTRICT and the SCHOOL DISTRICT agree to renegotiate such provisions accordingly.

15. AUTHORIZATION WARRANTY

15.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT hereby represent and warrant that the persons executing this AGREEMENT for each District is an authorized agent who has actual authority to bind the District to each and every term, condition, and obligation set forth in this AGREEMENT and that all requirements of the District have been fulfilled to provide such actual authority.

16. COUNTERPARTS

16.1 This AGREEMENT may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

IN WITNESS WHEREOF, the COLLEGE DISTRICT and the SCHOOL DISTRICT have caused this AGREEMENT to be subscribed in its behalf by its duly authorized officers, the day, month, and year indicated below.

Citrus Community College District

By: _____ Date _____
Claudette Dain
Vice President, Finance and Administrative Services

Azusa Unified School District

By: _____ Date _____
Signature of authorized officer

Norma Camacho
Assistant Superintendent, Educational Services

APPENDIX A

Pursuant to California Assembly Bill No. 288, the COLLEGE DISTRICT and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAPs) to high school students for the purposes of expanding dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges/universities; and/or 2) completion of career and technical education programs for entry into the workforce.

The following pathways are included in the CCAP partnership agreement between the COLLEGE DISTRICT and SCHOOL DISTRICT:

1. CSU GE-Breadth Certification Pathway*

This pathway includes COLLEGE DISTRICT courses which have been approved to meet one of the General Education Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system.

2. Intersegmental General Education Transfer Curriculum (IGETC) Pathway**

This pathway includes COLLEGE DISTRICT courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus.

** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for CSU GE-Breadth Certification in the semester in which they are offered.*

*** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for the Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU in the semester in which they are offered.*

APPENDIX B – INITIAL SUBMISSION

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Introduction to the Administration of Justice	AJ 101	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Web Design with Dreamweaver	ITIS 150	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Principles of Macroeconomics	ECON 101	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Humanities from the Renaissance through the 19 th Century	HUM 102	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Human Genetics	BIOL 102	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. History of the United States since 1877	HIST 108	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. Career Life Planning	COUN 145	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
10. Motion Picture Appreciation	ART 199	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
11. Concepts of Criminal Law	AJ 102	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
12. Introductory Statistics	MATH 165	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
13. Reading and Composition, Enhanced	ENGL 101E	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
14. Network and Computer Security	ITIS 109	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
15. Public Address	SPCH 101	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
16. American Government and Politics	POLI 103	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Strategies for College Success	TBD	TBD	TBD	TBD
2. History of Rock and Roll	TBD	TBD	TBD	TBD
3. Introduction to the Administration of Justice	TBD	TBD	TBD	TBD
4. Web Design with Dreamweaver	TBD	TBD	TBD	TBD
5. Principles of Macroeconomics	TBD	TBD	TBD	TBD
6. Humanities from the Renaissance through the 19 th Century	TBD	TBD	TBD	TBD
7. Human Genetics	TBD	TBD	TBD	TBD
8. History of the United States since 1877	TBD	TBD	TBD	TBD
9. Career Life Planning	TBD	TBD	TBD	TBD
10. Motion Picture Appreciation	TBD	TBD	TBD	TBD
11. Concepts of Criminal Law	TBD	TBD	TBD	TBD

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
12. Introductory Statistics	TBD	TBD	TBD	TBD
13. Reading and Composition, Enhanced	TBD	TBD	TBD	TBD
14. Network and Computer Security	TBD	TBD	TBD	TBD
15. Public Address	TBD	TBD	TBD	TBD
16. American Government and Politics	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

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SCHOOL DISTRICT

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APPENDIX B – SUBMISSION FOR FALL/2022 [INSERT TERM(S)/YEAR]

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Introduction to the Administration of Justice	AJ 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Web Design with Dreamweaver	ITIS 150	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Principles of Macroeconomics	ECON 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Humanities from the Renaissance through the 19 th Century	HUM 102	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Human Genetics	BIOL 102	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. History of the United States since 1877	HIST 108	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Strategies for College Success	TBD	TBD	TBD	TBD
2. History of Rock and Roll	TBD	TBD	TBD	TBD
3. Introduction to the Administration of Justice	TBD	TBD	TBD	TBD
4. Web Design with Dreamweaver	TBD	TBD	TBD	TBD
5. Principles of Macroeconomics	TBD	TBD	TBD	TBD
6. Humanities from the Renaissance through the 19 th Century	TBD	TBD	TBD	TBD
7. Human Genetics	TBD	TBD	TBD	TBD
8. History of the United States since 1877	TBD	TBD	TBD	TBD

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SCHOOL DISTRICT

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**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
PARTNERSHIP AGREEMENT**

This Agreement outlines the College and Career Access Pathways (CCAP) Partnership Agreement (hereafter "AGREEMENT") between Citrus Community College District (hereafter "COLLEGE DISTRICT") and Claremont Unified School District (hereafter "SCHOOL DISTRICT").

1. LEGAL AUTHORITY

WHEREAS, the mission of the COLLEGE DISTRICT includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency; and

WHEREAS, the SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of the COLLEGE DISTRICT, unless otherwise specified and agreed to as specified in AB 288 Sec. 2, Education Code Section 76004 (e); and

WHEREAS, dual enrollment partnerships represent a "strategy to provide critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" *AB 288 Section 1 (d)*; and

WHEREAS, the COLLEGE DISTRICT and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, "offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;" and

WHEREAS, the governing boards of each district, at an open public meeting of that board, presented the AGREEMENT as an informational item; and at a subsequent open public meeting of that board took comments from the public and approved the AGREEMENT;

COLLEGE DISTRICT Board Meetings:

- a. Information Board Meeting Date June 21, 2022
- b. Public Hearing Board Meeting Date August 16, 2022

SCHOOL DISTRICT Board Meetings:

- a. Information Board Meeting Date June 23, 2022
- b. Public Hearing Board Meeting Date August 4, 2022

NOW THEREFORE, the COLLEGE DISTRICT and SCHOOL DISTRICT agree to the terms outlined in this AGREEMENT.

2. TERMS OF CCAP PARTNERSHIP

2.1 College and Career Access Pathways (CCAP) Partnership

- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
- b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
- c. The governing board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
- d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
- e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix A. Any updates to Appendix A, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with AB 288 Sec. 2, Education Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.
- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*

2.2 CCAP Course Instruction

- a. Students enrolled in CCAP courses offered as part of this AGREEMENT shall be held to the same behavioral standards and standards of academic achievement as those expected of students in classes offered at the COLLEGE DISTRICT campus.
- b. The scope, nature, time, location and listing of courses to be offered by the COLLEGE DISTRICT at any school within the SCHOOL DISTRICT will be appended to this document each term during the duration of this AGREEMENT and shall be known as Appendix B. The original submission of this document to the Chancellor's Office shall include Appendix B, and subsequent submissions of Appendix B shall be in accordance with Chancellor's Office instructions.
- c. The COLLEGE DISTRICT shall not provide physical education course opportunities to students at the SCHOOL DISTRICT or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a) of AB 288 Sec. 2, Education Code Section 76004. *AB 288 Sec. 2, EC § 76004 (d)*
- d. The COLLEGE DISTRICT shall ensure that instruction to be claimed for unit credit under this AGREEMENT is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the approved course discipline(s) as specified by the California Community Colleges Chancellor's Office. www.cccco.edu
- e. By mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, SCHOOL DISTRICT personnel who meet Chancellor's Office minimum qualifications may be selected to provide instruction for CCAP courses offered as part of this AGREEMENT.
- f. The COLLEGE DISTRICT shall be employer of record for all CCAP instructors, regardless of whether the COLLEGE DISTRICT or SCHOOL DISTRICT assumes responsibility for payment of instructors.
- g. Courses offered in SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE DISTRICT.
- h. COLLEGE DISTRICT courses offered in SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE DISTRICT campus.
- i. COLLEGE DISTRICT reserves the right to cancel courses that are low enrolled, as determined solely by the COLLEGE DISTRICT.
- j. Where the instructor of a CCAP course offered as part of this AGREEMENT is not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT shall maintain an additional agreement/contract with each instructor requiring attendance

to be reported by the instructor and stating that the COLLEGE DISTRICT has the primary right to control and direct the instructional activities of the instructor. The instructor will be required to complete the Citrus College CCAP Faculty Assignment Form.

- i. As employer of record for instructors of CCAP classes offered as part of this AGREEMENT, the COLLEGE DISTRICT shall direct and control instructional activities through such actions as providing instructors with orientations, manuals, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its on-campus instructors.
- k. The COLLEGE DISTRICT shall ensure that the instruction of courses offered as part of this CCAP Partnership AGREEMENT adheres to the official course outline of record and the student learning outcomes established by the associated COLLEGE DISTRICT academic department. Appendix B shall include the course outline of record for each course identified therein.
- l. The COLLEGE DISTRICT shall conduct formal evaluation of instructors of CCAP courses in accordance with its district policies and local collective bargaining agreements, as well as applicable local, state, and federal mandates in effect at the time in which instruction occurred.
- m. The SCHOOL DISTRICT shall designate personnel at each participating school campus (e.g., Principal) to provide on-site supervision of activity related to the CCAP partnership.
- n. The COLLEGE DISTRICT and SCHOOL DISTRICT shall ensure that instructors of CCAP classes do not have any other assigned duty during the instructional activity and that they are able to provide supervision and control necessary for the protection of the health and safety of students. As a general rule, instructors must be physically present in the classroom or lab or within line-of-sight of the students.
- o. Within the context of the CCAP Partnership with the SCHOOL DISTRICT, the COLLEGE DISTRICT may provide instruction for up to four (4) classes per term per school within the SCHOOL DISTRICT.
- p. The maximum student enrollment per class for CCAP courses offered as part of this AGREEMENT shall be established in accordance with COLLEGE DISTRICT policies and local collective bargaining agreements in effect at the time in which the course is offered.
- q. The COLLEGE DISTRICT shall compensate each CCAP instructor in accordance with the collective bargaining agreement between the COLLEGE DISTRICT and the Citrus College Adjunct Federation Agreement.

- r. If necessary, substitute faculty must be approved by COLLEGE DISTRICT using the same process and will be subject to the same terms of this agreement, described herein.
- s. The CCAP instructor shall maintain records of student attendance and achievement. These records shall be subject to review, upon request, by officials for the COLLEGE DISTRICT in accordance with existing policies related to student records. The CCAP instructor will comply and adhere to COLLEGE DISTRICT deadlines.
- t. In cooperation with SCHOOL DISTRICT, COLLEGE DISTRICT shall inform SCHOOL DISTRICT of student misconduct. The instructor of record is to comply with COLLEGE DISTRICT policies pertaining to student conduct, academic integrity, and discipline.

2.3 Educational Facilities

- a. The SCHOOL DISTRICT shall provide adequate classroom space to conduct the instruction at its facilities, or other location mutually agreed upon by the COLLEGE DISTRICT and the SCHOOL DISTRICT.
 - i. If CCAP courses will be offered at a charter school site, the SCHOOL DISTRICT shall submit to the COLLEGE DISTRICT documentation that the site facilities have been certified as compliant with the Field Act of the California Education Code.
- b. Subject to mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, the COLLEGE DISTRICT facilities may be used as expressed in Appendix B for any given term.
- c. Joint facilities use, solely as specified by the terms of this AGREEMENT, shall be extended at no charge to either party for activity directly related to the CCAP partnership.

2.4 Student Eligibility

- a. The COLLEGE DISTRICT and SCHOOL DISTRICT identify the following student populations as able to benefit from courses offered under this AGREEMENT: 1) underachieving students, 2) students from groups underrepresented in postsecondary education, 3) students seeking advanced studies while in high school, and 4) students seeking a credential/certificate in career and technical education. *AB 288 Sec. 2, EC § 76004(c)(1)*
- b. A high school student interested in enrolling in a CCAP course offered under this AGREEMENT must apply to the COLLEGE DISTRICT and submit a *Citrus College Concurrent Enrollment Authorization Form* signed by his/her parent and by the high school principal, counselor, or other designated personnel.

- i. By endorsing a high school student's Concurrent Enrollment Application, the SCHOOL DISTRICT certifies its determination that the student has the potential for success in coursework offered by the COLLEGE DISTRICT.
- c. Enrollment shall be open to any eligible student within the SCHOOL DISTRICT who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements as specified in Appendix B for the term for which s/he is enrolled. Applicable prerequisite courses, training, or experience which are required as preparation for courses offered through this AGREEMENT will be determined by the COLLEGE DISTRICT and shall be in compliance with applicable law and COLLEGE DISTRICT policies and standards.

2.5 Student Registration and Enrollment

- a. The COLLEGE DISTRICT shall provide the necessary college application and registration forms currently in effect for dual enrollment under this AGREEMENT.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall collaborate to provide ancillary and support service in the areas of outreach and recruitment, assessment, placement, counseling, tutoring, and other related services as necessary.
- c. The COLLEGE DISTRICT shall be responsible for processing student applications for dual enrollment under this AGREEMENT.
- d. The SCHOOL DISTRICT with assistance from the COLLEGE DISTRICT, shall recruit and select students for the CCAP program and adhere to COLLEGE DISTRICT timelines.
- e. The SCHOOL DISTRICT shall ensure that students have applied to COLLEGE DISTRICT and shall provide a list to COLLEGE DISTRICT of all students to be enrolled in each course section.
- f. A student who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements for CCAP coursework as specified in Appendix B may enroll in a maximum of 15 units per term if all of the following circumstances are satisfied *AB 288 Sec.2, EC § 76004(p)*:
 - i. The units constitute no more than four COLLEGE DISTRICT courses per term
 - ii. The units are part of an academic program that is part of the CCAP partnership agreement outlined in this AGREEMENT
 - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential
- g. Students enrolled in CCAP courses offered as part of this AGREEMENT will be directed to the official catalog of the COLLEGE DISTRICT for information regarding applicable academic policies and procedures.

- h. A student who withdraws from a CCAP course offered as part of this AGREEMENT will not receive credit for that course from the COLLEGE DISTRICT.
- i. Grades earned by students enrolled in CCAP courses offered as part of this AGREEMENT will be posted on the student's official COLLEGE DISTRICT transcript.

2.6 Student Fees and Instructional Materials

- a. High school students enrolled in CCAP courses offered as part of this AGREEMENT shall not be assessed any fee that is prohibited by Section 49011 of the California Education Code. *AB 288 Sec. 2, EC § 76004(f)*
 - i. The total cost of textbooks and other instructional materials for CCAP courses shall be specified in Appendix B of this AGREEMENT. The SCHOOL DISTRICT shall assume responsibility for the cost of all instructional materials.
 - ii. Textbooks are normally adopted for a minimum of three years. Once selected, textbooks for any given course will not change due to a change in the instructor. Any change in textbook outside of the three-year adoption period initiated by a COLLEGE DISTRICT employee will be at the expense of the COLLEGE DISTRICT.
- b. High school students enrolled in a CCAP course offered as part of this AGREEMENT and who are properly classified as having "special part-time student" status as described in AB 288 Sec.2, Education Code Section 76004(p) and item 2.5(d) above shall be exempt from the following COLLEGE DISTRICT fee requirements *AB 288 Sec.2, EC § 76004(q)*:
 - i. Student Representation Fee (*EC § 76060.5*)
 - ii. Nonresident Tuition Fee (*EC § 76140*)
 - iii. Transcript Fees (*EC § 76223*)
 - iv. Course Enrollment Fees (*EC § 76300*)
 - v. Apprenticeship Course Fees (*EC § 76350*)
- c. In accordance with COLLEGE DISTRICT policies, high school students enrolled in a course offered through this AGREEMENT may be assessed fees that are not prohibited by Section 49011 of the California Education Code and are otherwise permitted pursuant to the Education Code.

2.7 Student Records

- a. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain the confidentiality of all student academic records and other personal student records in accordance with all applicable privacy laws, ordinances, regulations, and directives at the federal, state, and local levels. Both parties agree not to release such data to any third party without the prior written consent of the student or unless disclosure is otherwise authorized by law.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall inform all of its officers, employees, and agents providing services as part of this AGREEMENT of the confidentiality of student academic records and other personal student records.
- c. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall enforce applicable policies and procedures to ensure that each student record received pursuant to this AGREEMENT is used solely for the purpose(s) consistent with the user's authority to access that information pursuant to applicable federal and state law.
- d. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain accurate and complete records which shall include a record of educational services provided in sufficient detail to permit an evaluation of services in accordance with Education Code provisions. Such records shall be open to the respective inspection and audit by authorized professional staff of the COLLEGE DISTRICT, the SCHOOL DISTRICT, and other state agencies where such inspection and audit does not conflict with the Education Code.
- e. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements will apply, including as prescribed by California Code of Regulations, Title 5, Sections 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

2.8 Regulatory Reporting

- a. The COLLEGE DISTRICT shall be responsible for the following as they relate to CCAP courses offered as part of this AGREEMENT:
 - i. Employer of record for purposes of assignment monitoring and reporting to the county office of education
 - ii. Reporting responsibilities pursuant to applicable federal teacher quality mandates.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall report annually to the California Community Colleges Chancellor's Office all of the following information:

- i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. *AB 288 Sec. 2, EC § 76004(t)(1)(A)*
- ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(B)*
- iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(C)*
- iv. The total number of full-time equivalent students generated by CCAP partnership community college district participants. *AB 288 Sec. 2, EC § 76004(t)(1)(D)*

2.9 State Apportionment

- a. The COLLEGE DISTRICT shall include students enrolled in CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
 - i. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o)(1)*
 - ii. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to AB 288 Sec. 2, Education Code Section 76004 (p)(1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *AB 288 Sec. 2, EC § 76004(o)(1)*
- b. Neither the COLLEGE DISTRICT nor the SCHOOL DISTRICT shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *AB 288 Sec. 2, EC § 76004(r)*
- c. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

2.10 Other Procedures, Terms, and Conditions

- a. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its governing board regarding the following:
 - i. Enrollment period
 - ii. Student fees
 - iii. Number of class hours sufficient to meet the stated performance objectives (if applicable)
 - iv. Supervision and evaluation of students
 - v. Withdrawal of students prior to completion of a course of program

Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.citruscollege.edu

- b. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.
- c. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

3. CERTIFICATIONS

- 3.1 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011. All instructors employed by the COLLEGE DISTRICT must comply with the fingerprinting requirements set forth in the Education Code and COLLEGE DISTRICT board policies. *AB 288 Sec. 2, EC § 76004(h)*
- 3.2 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course at the SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on that campus. *AB 288 Sec. 2, EC § 76004(i)*
- 3.3 This AGREEMENT certifies that a qualified SCHOOL DISTRICT teacher teaching a CCAP course offered for college credit at a SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing COLLEGE DISTRICT faculty member teaching the same course at the partnering COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(j)*

- 3.4 This AGREEMENT certifies that both the COLLEGE DISTRICT and the SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications and evaluation of the teacher or faculty member teaching a CCAP partnership course offered for high school credit. *AB 288 Sec. 2, EC § 76004(l)*
- 3.5 This AGREEMENT certifies that any remedial course taught by COLLEGE DISTRICT faculty at the SCHOOL DISTRICT campus as part of a CCAP partnership shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. *AB 288 Sec. 2, EC § 76004(n)*
- 3.6 The COLLEGE DISTRICT certifies that:
- a. Degree and certificate programs offered by the COLLEGE DISTRICT have been approved by the California Community Colleges Chancellor's Office; courses that constitute the programs are part of the approved programs, or the COLLEGE DISTRICT has received delegated authority to separately approve those courses locally. *CCR, Title5, § 58050(a)(1)*
 - b. A COLLEGE DISTRICT course offered for college credit at the SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT campus. *AB 288 Sec. 2, EC § 76004(k)(1)*
 - c. A COLLEGE DISTRICT course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership. *AB 288 Sec. 2, EC § 76004(k)(2)*
 - d. Participation in a CCAP partnership is consistent with the core mission of the COLLEGE DISTRICT pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(k)(3)*
 - e. The COLLEGE DISTRICT does not receive full compensation for the direct education costs of the course(s) offered as part of this AGREEMENT from any public or private agency, individual, or group. *EC § 84752; CCR, Title5, § 58051.5*
 - f. The COLLEGE DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources. *EC § 84752; CCR, Title5, § 58051.5*

4. INDEMNIFICATION

- 4.1 The COLLEGE DISTRICT agrees to indemnify, defend, and hold harmless the SCHOOL DISTRICT and its elected officials, appointed officers, employees, and other

agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the COLLEGE DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the COLLEGE DISTRICT's property or any property in the care, custody or control of the COLLEGE DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the COLLEGE DISTRICT, its officials, officers, employees, or other agents.

- 4.2 The SCHOOL DISTRICT agrees to indemnify, defend, and hold harmless the COLLEGE DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the SCHOOL DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the SCHOOL DISTRICT's property or any property in the care, custody or control of the SCHOOL DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the SCHOOL DISTRICT, its officials, officers, employees, or other agents.

5. NON-DISCRIMINATION

- 5.1 It is the policy of the COLLEGE DISTRICT to provide fair and equitable treatment of all individuals participating in its programs without regard to ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.
- 5.2 The COLLEGE DISTRICT is committed to providing a work and learning environment free of intimidation, harassment and unlawful discrimination. The COLLEGE DISTRICT and the SCHOOL DISTRICT share in the responsibility of providing a harassment-free employment and educational environment in complying with both federal and state mandates and guidelines regarding non-discrimination and sexual harassment.

6. INSURANCE

- 6.1 Each Party shall, during the term of this agreement, maintain in force the policies set forth in and required by each Party's use permit policies. All policies, endorsements and certificates shall be subject to approval by the other Party's Risk Manager as to form and content. The insurance requirements are subject to amendment or waiver if so approved in writing by both Parties. Each Party agrees to provide the other Party with a copy of said policies, certificates and/or endorsements upon the Effective Date of this agreement.

7. CCAP POINTS OF CONTACT

- 7.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT shall each appoint an

educational administrator, as identified in Appendix B of this AGREEMENT, to serve as designated point of contact for the CCAP Partnership.

- 7.2 The COLLEGE DISTRICT and the SCHOOL DISTRICT are each responsible for providing immediate written notification to the other party regarding any changes in contact information over the course of any given term.

8. FILING OF CCAP PARTNERSHIP AGREEMENT

- 8.1 A copy of this AGREEMENT shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership between the COLLEGE DISTRICT and the SCHOOL DISTRICT.
- 8.2 Any revision and subsequent submission of this AGREEMENT (including any appendices) shall be by mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT and shall be in accordance with the California Community Colleges Chancellor's Office instructions.

9. TERM OF CCAP PARTNERSHIP AGREEMENT

- 9.1 The term of this AGREEMENT shall be for four years beginning on the start date for the term first identified in Appendix B and shall be renewable annually unless otherwise cancelled or terminated by the COLLEGE DISTRICT or the SCHOOL DISTRICT pursuant to Section 10 of this AGREEMENT.

10. CANCELLATION AND TERMINATION OF CCAP PARTNERSHIP AGREEMENT

- 10.1 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may cancel this AGREEMENT for convenience with a minimum 30-day written notice prior to the start of any course(s) to be offered as part of the CCAP partnership.
- 10.2 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may terminate this AGREEMENT for convenience with a minimum 30-day written notice specifying the date and scope of such termination. Such notice of termination shall not affect students currently enrolled in CCAP courses offered as part of this AGREEMENT.

11. NOTICES

- 11.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered to the other party or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, at the following addresses and to the attention of the persons indicated below.

COLLEGE DISTRICT

Citrus Community College District
1000 West Foothill Boulevard
Glendora, California 91741-1885
ATTN: Ms. Claudette Dain, Vice President of Finance and Administrative Services

SCHOOL DISTRICT

Claremont Unified School District
170 W. San Jose Avenue
Claremont, California 91711
ATTN: Dina Felix, Assistant Superintendent of Business Services

12. ACCEPTANCE OF FACSIMILE SIGNATURES

12.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT agree that agreements ancillary to this AGREEMENT and related documents to be entered into in connection with this AGREEMENT will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

13. GOVERNING LAW

13.1 This AGREEMENT has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Los Angeles County.

14. SEVERABILITY

14.1 If any provisions of this AGREEMENT are or become contrary to State law or regulations of other agencies or decisions of courts of competent jurisdictions, the COLLEGE DISTRICT and the SCHOOL DISTRICT agree to renegotiate such provisions accordingly.

15. AUTHORIZATION WARRANTY

15.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT hereby represent and warrant that the persons executing this AGREEMENT for each District is an authorized agent who has actual authority to bind the District to each and every term, condition, and obligation set forth in this AGREEMENT and that all requirements of the District have been fulfilled to provide such actual authority.

16. COUNTERPARTS

16.1 This AGREEMENT may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

IN WITNESS WHEREOF, the COLLEGE DISTRICT and the SCHOOL DISTRICT have caused this AGREEMENT to be subscribed in its behalf by its duly authorized officers, the day, month, and year indicated below.

Citrus Community College District

By: _____ Date _____
Claudette Dain
Vice President, Finance and Administrative Services

Claremont Unified School District

By: _____ Date _____
Dr. James Elsasser
Superintendent of Schools

By: _____ Date _____
Dina Felix
Assistant Superintendent of Business Services

APPENDIX A

Pursuant to California Assembly Bill No. 288, the COLLEGE DISTRICT and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAPs) to high school students for the purposes of expanding dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges/universities; and/or 2) completion of career and technical education programs for entry into the workforce.

The following pathways are included in the CCAP partnership agreement between the COLLEGE DISTRICT and SCHOOL DISTRICT:

1. CSU GE-Breadth Certification Pathway*

This pathway includes COLLEGE DISTRICT courses which have been approved to meet one of the General Education Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system.

2. Intersegmental General Education Transfer Curriculum (IGETC) Pathway**

This pathway includes COLLEGE DISTRICT courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus.

** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for CSU GE-Breadth Certification in the semester in which they are offered.*

*** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for the Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU in the semester in which they are offered.*

APPENDIX B – INITIAL SUBMISSION

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. History of Rock and Roll	MUSE 113	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. History of Women in the United States	HIST 160	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Introduction to the Visual Arts	ART 110	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Career Business and IT	COUN 207	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Reading and Composition	ENGL 101E	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. History of California	HIST 139	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Introduction to Visual Arts	ART 110	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Strategies for College Success	COUN 160	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. Career/Life Planning	COUN 145	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. History of Rock and Roll	TBD	TBD	TBD	TBD
2. History of Women in the United States	TBD	TBD	TBD	TBD
3. Introduction to the Visual Arts	TBD	TBD	TBD	TBD
4. Career Business and IT	TBD	TBD	TBD	TBD
5. Reading and Composition	TBD	TBD	TBD	TBD
6. History of California	TBD	TBD	TBD	TBD
7. Introduction to Visual Arts	TBD	TBD	TBD	TBD
8. Strategies for College Success	TBD	TBD	TBD	TBD
9. Career/Life Planning	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

Dr. Eric Rabitoy
 Dean, Natural and Physical Sciences
 Citrus Community College District
 1000 West Foothill Boulevard
 Glendora, California 91741-1885

SCHOOL DISTRICT

Dr. James Elsasser, Superintendent of Schools
 Dina Felix, Assistant Superintendent of Business Services
 Claremont Unified School District
 170 W. San Jose Avenue
 Claremont, California 91711

APPENDIX B – SUBMISSION FOR FALL/2022 [INSERT TERM(S)/YEAR]

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. History of Women in the United States	HIST 160	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Introduction to the Visual Arts	ART 110	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Career and Business IT	COUN 207	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Reading and Composition	ENGL 101E	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. History of Rock and Roll	TBD	TBD	TBD	TBD
2. History of Women in the United States	TBD	TBD	TBD	TBD
3. Introduction to the Visual Arts	TBD	TBD	TBD	TBD
4. Career and Business IT	TBD	TBD	TBD	TBD
5. Reading and Composition	TBD	TBD	TBD	TBD
6. Strategies for College Success	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

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 Dean, Natural and Physical Sciences
 Citrus Community College District
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SCHOOL DISTRICT

Dr. James Elsasser, Superintendent of Schools
 Dina Felix, Assistant Superintendent of Business Services
 Claremont Unified School District
 170 W. San Jose Avenue
 Claremont, California 91711

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
PARTNERSHIP AGREEMENT**

This Agreement outlines the College and Career Access Pathways (CCAP) Partnership Agreement (hereafter "AGREEMENT") between Citrus Community College District (hereafter "COLLEGE DISTRICT") and Duarte Unified School District (hereafter "SCHOOL DISTRICT").

1. LEGAL AUTHORITY

WHEREAS, the mission of the COLLEGE DISTRICT includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency; and

WHEREAS, the SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of the COLLEGE DISTRICT, unless otherwise specified and agreed to as specified in AB 288 Sec. 2, Education Code Section 76004 (e); and

WHEREAS, dual enrollment partnerships represent a "strategy to provide critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" *AB 288 Section 1 (d)*; and

WHEREAS, the COLLEGE DISTRICT and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, "offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;" and

WHEREAS, the governing boards of each district, at an open public meeting of that board, presented the AGREEMENT as an informational item; and at a subsequent open public meeting of that board took comments from the public and approved the AGREEMENT;

COLLEGE DISTRICT Board Meetings:

- a. Information Board Meeting Date June 21, 2022
- b. Public Hearing Board Meeting Date August 16, 2022

SCHOOL DISTRICT Board Meetings:

- a. Information Board Meeting Date May 12, 2022
- b. Public Hearing Board Meeting Date June 9, 2022

NOW THEREFORE, the COLLEGE DISTRICT and SCHOOL DISTRICT agree to the terms outlined in this AGREEMENT.

2. TERMS OF CCAP PARTNERSHIP

2.1 College and Career Access Pathways (CCAP) Partnership

- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
- b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
- c. The governing board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
- d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
- e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix A. Any updates to Appendix A, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with AB 288 Sec. 2, Education Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.
- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*

2.2 CCAP Course Instruction

- a. Students enrolled in CCAP courses offered as part of this AGREEMENT shall be held to the same behavioral standards and standards of academic achievement as those expected of students in classes offered at the COLLEGE DISTRICT campus.
- b. The scope, nature, time, location and listing of courses to be offered by the COLLEGE DISTRICT at any school within the SCHOOL DISTRICT will be appended to this document each term during the duration of this AGREEMENT and shall be known as Appendix B. The original submission of this document to the Chancellor's Office shall include Appendix B, and subsequent submissions of Appendix B shall be in accordance with Chancellor's Office instructions.
- c. The COLLEGE DISTRICT shall not provide physical education course opportunities to students at the SCHOOL DISTRICT or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a) of AB 288 Sec. 2, Education Code Section 76004. *AB 288 Sec. 2, EC § 76004 (d)*
- d. The COLLEGE DISTRICT shall ensure that instruction to be claimed for unit credit under this AGREEMENT is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the approved course discipline(s) as specified by the California Community Colleges Chancellor's Office. www.cccco.edu
- e. By mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, SCHOOL DISTRICT personnel who meet Chancellor's Office minimum qualifications may be selected to provide instruction for CCAP courses offered as part of this AGREEMENT.
- f. The COLLEGE DISTRICT shall be employer of record for all CCAP instructors, regardless of whether the COLLEGE DISTRICT or SCHOOL DISTRICT assumes responsibility for payment of instructors.
- g. Courses offered in SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE DISTRICT.
- h. COLLEGE DISTRICT courses offered in SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE DISTRICT campus.
- i. COLLEGE DISTRICT reserves the right to cancel courses that are low enrolled, as determined solely by the COLLEGE DISTRICT.
- j. Where the instructor of a CCAP course offered as part of this AGREEMENT is

not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT shall maintain an additional agreement/contract with each instructor requiring attendance to be reported by the instructor and stating that the COLLEGE DISTRICT has the primary right to control and direct the instructional activities of the instructor. The instructor will be required to complete the Citrus College CCAP Faculty Assignment Form.

- i. As employer of record for instructors of CCAP classes offered as part of this AGREEMENT, the COLLEGE DISTRICT shall direct and control instructional activities through such actions as providing instructors with orientations, manuals, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its on-campus instructors.
- k. The COLLEGE DISTRICT shall ensure that the instruction of courses offered as part of this CCAP Partnership AGREEMENT adheres to the official course outline of record and the student learning outcomes established by the associated COLLEGE DISTRICT academic department. Appendix B shall include the course outline of record for each course identified therein.
- l. The COLLEGE DISTRICT shall conduct formal evaluation of instructors of CCAP courses in accordance with its district policies and local collective bargaining agreements, as well as applicable local, state, and federal mandates in effect at the time in which instruction occurred.
- m. The SCHOOL DISTRICT shall designate personnel at each participating school campus (e.g., Principal) to provide on-site supervision of activity related to the CCAP partnership.
- n. The COLLEGE DISTRICT and SCHOOL DISTRICT shall ensure that instructors of CCAP classes do not have any other assigned duty during the instructional activity and that they are able to provide supervision and control necessary for the protection of the health and safety of students. As a general rule, instructors must be physically present in the classroom or lab or within line-of-sight of the students.
- o. Within the context of the CCAP Partnership with the SCHOOL DISTRICT, the COLLEGE DISTRICT may provide instruction for up to four (4) classes per term per school within the SCHOOL DISTRICT.
- p. The maximum student enrollment per class for CCAP courses offered as part of this AGREEMENT shall be established in accordance with COLLEGE DISTRICT policies and local collective bargaining agreements in effect at the time in which the course is offered.
- q. The COLLEGE DISTRICT shall compensate each CCAP instructor in

accordance with the collective bargaining agreement between the COLLEGE DISTRICT and the Citrus College Adjunct Federation Agreement.

- r. If necessary, substitute faculty must be approved by COLLEGE DISTRICT using the same process and will be subject to the same terms of this agreement, described herein.
- s. The CCAP instructor shall maintain records of student attendance and achievement. These records shall be subject to review, upon request, by officials for the COLLEGE DISTRICT in accordance with existing policies related to student records. The CCAP instructor will comply and adhere to COLLEGE DISTRICT deadlines.
- t. In cooperation with SCHOOL DISTRICT, COLLEGE DISTRICT shall inform SCHOOL DISTRICT of student misconduct. The instructor of record is to comply with COLLEGE DISTRICT policies pertaining to student conduct, academic integrity, and discipline.

2.3 Educational Facilities

- a. The SCHOOL DISTRICT shall provide adequate classroom space to conduct the instruction at its facilities, or other location mutually agreed upon by the COLLEGE DISTRICT and the SCHOOL DISTRICT.
 - i. If CCAP courses will be offered at a charter school site, the SCHOOL DISTRICT shall submit to the COLLEGE DISTRICT documentation that the site facilities have been certified as compliant with the Field Act of the California Education Code.
- b. Subject to mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, the COLLEGE DISTRICT facilities may be used as expressed in Appendix B for any given term.
- c. Joint facilities use, solely as specified by the terms of this AGREEMENT, shall be extended at no charge to either party for activity directly related to the CCAP partnership.

2.4 Student Eligibility

- a. The COLLEGE DISTRICT and SCHOOL DISTRICT identify the following student populations as able to benefit from courses offered under this AGREEMENT: 1) underachieving students, 2) students from groups underrepresented in postsecondary education, 3) students seeking advanced studies while in high school, and 4) students seeking a credential/certificate in career and technical education. *AB 288 Sec. 2, EC § 76004(c)(1)*
- b. A high school student interested in enrolling in a CCAP course offered under this

AGREEMENT must apply to the COLLEGE DISTRICT and submit a *Citrus College Concurrent Enrollment Authorization Form* signed by his/her parent and by the high school principal, counselor, or other designated personnel.

- i. By endorsing a high school student's Concurrent Enrollment Application, the SCHOOL DISTRICT certifies its determination that the student has the potential for success in coursework offered by the COLLEGE DISTRICT.
- c. Enrollment shall be open to any eligible student within the SCHOOL DISTRICT who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements as specified in Appendix B for the term for which s/he is enrolled. Applicable prerequisite courses, training, or experience which are required as preparation for courses offered through this AGREEMENT will be determined by the COLLEGE DISTRICT and shall be in compliance with applicable law and COLLEGE DISTRICT policies and standards.

2.5 Student Registration and Enrollment

- a. The COLLEGE DISTRICT shall provide the necessary college application and registration forms currently in effect for dual enrollment under this AGREEMENT.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall collaborate to provide ancillary and support service in the areas of outreach and recruitment, assessment, placement, counseling, tutoring, and other related services as necessary.
- c. The COLLEGE DISTRICT shall be responsible for processing student applications for dual enrollment under this AGREEMENT.
- d. The SCHOOL DISTRICT with assistance from the COLLEGE DISTRICT, shall recruit and select students for the CCAP program and adhere to COLLEGE DISTRICT timelines.
- e. The SCHOOL DISTRICT shall ensure that students have applied to COLLEGE DISTRICT and shall provide a list to COLLEGE DISTRICT of all students to be enrolled in each course section.
- f. A student who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements for CCAP coursework as specified in Appendix B may enroll in a maximum of 15 units per term if all of the following circumstances are satisfied *AB 288 Sec.2, EC § 76004(p)*:
 - i. The units constitute no more than four COLLEGE DISTRICT courses per term

- ii. The units are part of an academic program that is part of the CCAP partnership agreement outlined in this AGREEMENT
- iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential
- g. Students enrolled in CCAP courses offered as part of this AGREEMENT will be directed to the official catalog of the COLLEGE DISTRICT for information regarding applicable academic policies and procedures.
- h. A student who withdraws from a CCAP course offered as part of this AGREEMENT will not receive credit for that course from the COLLEGE DISTRICT.
- i. Grades earned by students enrolled in CCAP courses offered as part of this AGREEMENT will be posted on the student's official COLLEGE DISTRICT transcript.

2.6 Student Fees and Instructional Materials

- a. High school students enrolled in CCAP courses offered as part of this AGREEMENT shall not be assessed any fee that is prohibited by Section 49011 of the California Education Code. *AB 288 Sec. 2, EC § 76004(f)*
 - i. The total cost of textbooks and other instructional materials for CCAP courses shall be specified in Appendix B of this AGREEMENT. The SCHOOL DISTRICT shall assume responsibility for the cost of all instructional materials.
 - ii. Textbooks are normally adopted for a minimum of three years. Once selected, textbooks for any given course will not change due to a change in the instructor. Any change in textbook outside of the three-year adoption period initiated by a COLLEGE DISTRICT employee will be at the expense of the COLLEGE DISTRICT.
- b. High school students enrolled in a CCAP course offered as part of this AGREEMENT and who are properly classified as having "special part-time student" status as described in AB 288 Sec.2, Education Code Section 76004(p) and item 2.5(d) above shall be exempt from the following COLLEGE DISTRICT fee requirements *AB 288 Sec.2, EC § 76004(q)*:
 - i. Student Representation Fee (*EC § 76060.5*)
 - ii. Nonresident Tuition Fee (*EC § 76140*)

- iii. Transcript Fees (*EC § 76223*)
 - iv. Course Enrollment Fees (*EC § 76300*)
 - v. Apprenticeship Course Fees (*EC § 76350*)
- c. In accordance with COLLEGE DISTRICT policies, high school students enrolled in a course offered through this AGREEMENT may be assessed fees that are not prohibited by Section 49011 of the California Education Code and are otherwise permitted pursuant to the Education Code.

2.7 Student Records

- a. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain the confidentiality of all student academic records and other personal student records in accordance with all applicable privacy laws, ordinances, regulations, and directives at the federal, state, and local levels. Both parties agree not to release such data to any third party without the prior written consent of the student or unless disclosure is otherwise authorized by law.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall inform all of its officers, employees, and agents providing services as part of this AGREEMENT of the confidentiality of student academic records and other personal student records.
- c. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall enforce applicable policies and procedures to ensure that each student record received pursuant to this AGREEMENT is used solely for the purpose(s) consistent with the user's authority to access that information pursuant to applicable federal and state law.
- d. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain accurate and complete records which shall include a record of educational services provided in sufficient detail to permit an evaluation of services in accordance with Education Code provisions. Such records shall be open to the respective inspection and audit by authorized professional staff of the COLLEGE DISTRICT, the SCHOOL DISTRICT, and other state agencies where such inspection and audit does not conflict with the Education Code.
- e. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements will apply, including as prescribed by California Code of Regulations, Title 5, Sections 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

2.8 Regulatory Reporting

- a. The COLLEGE DISTRICT shall be responsible for the following as they relate to CCAP courses offered as part of this AGREEMENT:
 - i. Employer of record for purposes of assignment monitoring and reporting to the county office of education
 - ii. Reporting responsibilities pursuant to applicable federal teacher quality mandates.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall report annually to the California Community Colleges Chancellor's Office all of the following information:
 - i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. *AB 288 Sec. 2, EC § 76004(t)(1)(A)*
 - ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(B)*
 - iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(C)*
 - iv. The total number of full-time equivalent students generated by CCAP partnership community college district participants. *AB 288 Sec. 2, EC § 76004(t)(1)(D)*

2.9 State Apportionment

- a. The COLLEGE DISTRICT shall include students enrolled in CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
 - i. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o)(1)*
 - ii. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to AB 288 Sec. 2, Education Code Section

76004 (p)(1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *AB 288 Sec. 2, EC § 76004(o)(1)*

- b. Neither the COLLEGE DISTRICT nor the SCHOOL DISTRICT shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *AB 288 Sec. 2, EC § 76004(r)*
- c. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

2.10 Other Procedures, Terms, and Conditions

- a. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its governing board regarding the following:
 - i. Enrollment period
 - ii. Student fees
 - iii. Number of class hours sufficient to meet the stated performance objectives (if applicable)
 - iv. Supervision and evaluation of students
 - v. Withdrawal of students prior to completion of a course of program

Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.citruscollege.edu

- b. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.
- c. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

3. CERTIFICATIONS

- 3.1 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011. All instructors employed by the COLLEGE DISTRICT must comply with the fingerprinting requirements set forth in the Education Code and COLLEGE DISTRICT board policies. *AB 288 Sec. 2, EC § 76004(h)*
- 3.2 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course at the SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on that campus. *AB 288 Sec. 2, EC § 76004(i)*
- 3.3 This AGREEMENT certifies that a qualified SCHOOL DISTRICT teacher teaching a CCAP course offered for college credit at a SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing COLLEGE DISTRICT faculty member teaching the same course at the partnering COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(j)*
- 3.4 This AGREEMENT certifies that both the COLLEGE DISTRICT and the SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications and evaluation of the teacher or faculty member teaching a CCAP partnership course offered for high school credit. *AB 288 Sec. 2, EC § 76004(l)*
- 3.5 This AGREEMENT certifies that any remedial course taught by COLLEGE DISTRICT faculty at the SCHOOL DISTRICT campus as part of a CCAP partnership shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. *AB 288 Sec. 2, EC § 76004(n)*
- 3.6 The COLLEGE DISTRICT certifies that:
 - a. Degree and certificate programs offered by the COLLEGE DISTRICT have been approved by the California Community Colleges Chancellor's Office; courses that constitute the programs are part of the approved programs, or the COLLEGE DISTRICT has received delegated authority to separately approve those courses locally. *CCR, Title 5, § 58050(a)(1)*
 - b. A COLLEGE DISTRICT course offered for college credit at the

SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT campus. *AB 288 Sec. 2, EC § 76004(k)(1)*

- c. A COLLEGE DISTRICT course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership. *AB 288 Sec. 2, EC § 76004(k)(2)*
- d. Participation in a CCAP partnership is consistent with the core mission of the COLLEGE DISTRICT pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(k)(3)*
- e. The COLLEGE DISTRICT does not receive full compensation for the direct education costs of the course(s) offered as part of this AGREEMENT from any public or private agency, individual, or group. *EC § 84752; CCR, Title5, § 58051.5*
- f. The COLLEGE DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources. *EC § 84752; CCR, Title5, § 58051.5*

4. INDEMNIFICATION

- 4.1 The COLLEGE DISTRICT agrees to indemnify, defend, and hold harmless the SCHOOL DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the COLLEGE DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the COLLEGE DISTRICT's property or any property in the care, custody or control of the COLLEGE DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the COLLEGE DISTRICT, its officials, officers, employees, or other agents.
- 4.2 The SCHOOL DISTRICT agrees to indemnify, defend, and hold harmless the COLLEGE DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the SCHOOL DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the SCHOOL DISTRICT's property or any property in the care, custody or control of the SCHOOL DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the SCHOOL DISTRICT, its officials, officers, employees, or other agents.

5. NON-DISCRIMINATION

- 5.1** It is the policy of the COLLEGE DISTRICT to provide fair and equitable treatment of all individuals participating in its programs without regard to ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.
- 5.2** The COLLEGE DISTRICT is committed to providing a work and learning environment free of intimidation, harassment and unlawful discrimination. The COLLEGE DISTRICT and the SCHOOL DISTRICT share in the responsibility of providing a harassment-free employment and educational environment in complying with both federal and state mandates and guidelines regarding non-discrimination and sexual harassment.

6. INSURANCE

- 6.1** Each Party shall, during the term of this agreement, maintain in force the policies set forth in and required by each Party's use permit policies. All policies, endorsements and certificates shall be subject to approval by the other Party's Risk Manager as to form and content. The insurance requirements are subject to amendment or waiver if so approved in writing by both Parties. Each Party agrees to provide the other Party with a copy of said policies, certificates and/or endorsements upon the Effective Date of this agreement.

7. CCAP POINTS OF CONTACT

- 7.1** The COLLEGE DISTRICT and the SCHOOL DISTRICT shall each appoint an educational administrator, as identified in Appendix B of this AGREEMENT, to serve as designated point of contact for the CCAP Partnership.
- 7.2** The COLLEGE DISTRICT and the SCHOOL DISTRICT are each responsible for providing immediate written notification to the other party regarding any changes in contact information over the course of any given term.

8. FILING OF CCAP PARTNERSHIP AGREEMENT

- 8.1** A copy of this AGREEMENT shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership between the COLLEGE DISTRICT and the SCHOOL DISTRICT.
- 8.2** Any revision and subsequent submission of this AGREEMENT (including any appendices) shall be by mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT and shall be in accordance with the California Community Colleges Chancellor's Office instructions.

9. TERM OF CCAP PARTNERSHIP AGREEMENT

9.1 The term of this AGREEMENT shall be for four years beginning on the start date for the term first identified in Appendix B and shall be renewable annually unless otherwise cancelled or terminated by the COLLEGE DISTRICT or the SCHOOL DISTRICT pursuant to Section 10 of this AGREEMENT.

10. CANCELLATION AND TERMINATION OF CCAP PARTNERSHIP AGREEMENT

10.1 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may cancel this AGREEMENT for convenience with a minimum 30-day written notice prior to the start of any course(s) to be offered as part of the CCAP partnership.

10.2 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may terminate this AGREEMENT for convenience with a minimum 30-day written notice specifying the date and scope of such termination. Such notice of termination shall not affect students currently enrolled in CCAP courses offered as part of this AGREEMENT.

11. NOTICES

11.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered to the other party or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, at the following addresses and to the attention of the persons indicated below.

COLLEGE DISTRICT

Citrus Community College District
1000 West Foothill Boulevard
Glendora, California 91741-1885

ATTN: Ms. Claudette Dain, Vice President of Finance and Administrative Services

SCHOOL DISTRICT

Duarte Unified School District
1620 Huntington Drive
Duarte, California 91010

ATTN: Tiffany Bell, Assistant Superintendent, Business Services.

12. ACCEPTANCE OF FACSIMILE SIGNATURES

12.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT agree that agreements ancillary to this AGREEMENT and related documents to be entered into in connection with this AGREEMENT will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

13. GOVERNING LAW

13.1 This AGREEMENT has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Los Angeles County.

14. SEVERABILITY

14.1 If any provisions of this AGREEMENT are or become contrary to State law or regulations of other agencies or decisions of courts of competent jurisdictions, the COLLEGE DISTRICT and the SCHOOL DISTRICT agree to renegotiate such provisions accordingly.

15. AUTHORIZATION WARRANTY

15.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT hereby represent and warrant that the persons executing this AGREEMENT for each District is an authorized agent who has actual authority to bind the District to each and every term, condition, and obligation set forth in this AGREEMENT and that all requirements of the District have been fulfilled to provide such actual authority.

16. COUNTERPARTS

16.1 This AGREEMENT may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

IN WITNESS WHEREOF, the COLLEGE DISTRICT and the SCHOOL DISTRICT have caused this AGREEMENT to be subscribed in its behalf by its duly authorized officers, the day, month, and year indicated below.

Citrus Community College District

By: _____ Date _____
Claudette Dain
Vice President, Finance and Administrative Services

Duarte Unified School District

By: _____ Date _____
Signature of authorized officer

Tiffany Bell
Assistant Superintendent, Business Services

APPENDIX A

Pursuant to California Assembly Bill No. 288, the COLLEGE DISTRICT and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAPs) to high school students for the purposes of expanding dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges/universities; and/or 2) completion of career and technical education programs for entry into the workforce.

The following pathways are included in the CCAP partnership agreement between the COLLEGE DISTRICT and SCHOOL DISTRICT:

1. CSU GE-Breadth Certification Pathway*

This pathway includes COLLEGE DISTRICT courses which have been approved to meet one of the General Education Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system.

2. Intersegmental General Education Transfer Curriculum (IGETC) Pathway**

This pathway includes COLLEGE DISTRICT courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus.

** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for CSU GE-Breadth Certification in the semester in which they are offered.*

*** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for the Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU in the semester in which they are offered.*

APPENDIX B – initial submission

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	ISTRUCTOR PAID BY:	LOCATION
1. Composition and Critical Thinking	ENGL 103	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. American Government and Politics	POLI 103	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Principles of Macroeconomics	ECON 101	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. History of the United States before 1877	HIST 107	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Motion Picture Appreciation	ART 199	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Principles of Macroeconomics	ECON 101	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Reading and Composition, Enhanced	ENGL 101E	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
10. Introduction to the Administration of Justice	AJ 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
11. Cultural Geography	GEOG 102	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
Intro to Physical Anthropology	ANTH 212	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
12. Intro to Physical Anthropology Lab	ANTH 212L	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
13. Art History and Appreciation to Rococo	ART 103	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
14. Introduction to Philosophy	PHIL 106	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
15. Introductory Statistics	MATH 165	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
16. Concepts of Criminal Law	AJ 102	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
17. Career and Life Planning	COUN 145	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
18. Public Address	SPCH 101	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
19. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Composition and Critical Thinking	TBD	TBD	TBD	TBD
2. American Government and Politics	TBD	TBD	TBD	TBD
3. Principles of Macroeconomics	TBD	TBD	TBD	TBD
4. History of the United States before 1877	TBD	TBD	TBD	TBD
5. Motion Picture Appreciation	TBD	TBD	TBD	TBD
6. Strategies for College Success	TBD	TBD	TBD	TBD
7. Principles of Macroeconomics	TBD	TBD	TBD	TBD
8. Reading and Composition, Enhanced	TBD	TBD	TBD	TBD
9. Strategies for College Success	TBD	TBD	TBD	TBD
10. Introduction to the Administration of Justice	TBD	TBD	TBD	TBD
11. Cultural Geography	TBD	TBD	TBD	TBD
12. Intro to Physical Anthropology	TBD	TBD	TBD	TBD
13. Intro to Physical Anthropology Lab	TBD	TBD	TBD	TBD
14. Art History and Appreciation to Rococo	TBD	TBD	TBD	TBD
15. Introduction to Philosophy	TBD	TBD	TBD	TBD

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
16. Introductory Statistics	TBD	TBD	TBD	TBD
17. Concepts of Criminal Law	TBD	TBD	TBD	TBD
18. Career and Life Planning	TBD	TBD	TBD	TBD
19. Public Address	TBD	TBD	TBD	TBD
20. History of Rock and Roll	TBD	TBD	TBD	TBD

COLLEGE DISTRICT
 Dr. Eric Rabitoy
 Dean, Natural and Physical Sciences
 Citrus Community College District
 1000 West Foothill Boulevard
 Glendora, California 91741-1885

SCHOOL DISTRICT
 Tiffany Bell
 Assistant Superintendent, Business Services
 Duarte Unified School District
 1620 Huntington Drive
 Duarte, California 91010

APPENDIX B – submission for **Fall/2022** **[insert Term(S)/Year]**

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. Composition and Critical Thinking	ENGL 103	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. American Government and Politics	POLI 103	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Principles of Macroeconomics	ECON 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. History of the United States before 1877	HIST 107	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Motion Picture Appreciation	ART 199	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Principles of Macroeconomics	ECON 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Reading and Composition, Enhanced	ENGL 101E	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
10. Introduction to the Administration of Justice	AJ 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
11. Cultural Geography	GEOG 102	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
12. Intro to Physical Anthropology	ANTH 212	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
13. Introduction to Physical Anthropology Lab	ANTH 212L	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Composition and Critical Thinking	TBD	TBD	TBD	TBD
2. American Government and Politics	TBD	TBD	TBD	TBD
3. Principles of Macroeconomics	TBD	TBD	TBD	TBD
4. History of the United States before 1877	TBD	TBD	TBD	TBD
5. Motion Picture Appreciation	TBD	TBD	TBD	TBD
6. Strategies for College Success	TBD	TBD	TBD	TBD
7. Principles of Macroeconomics	TBD	TBD	TBD	TBD
8. Reading and Composition, Enhanced	TBD	TBD	TBD	TBD
9. Strategies for College Success	TBD	TBD	TBD	TBD
10. Introduction to the Administration of Justice	TBD	TBD	TBD	TBD
11. Cultural Geography	TBD	TBD	TBD	TBD
12. Intro to Physical Anthropology	TBD	TBD	TBD	TBD
13. Introduction to Physical Anthropology Lab	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

Dr. Eric Rabitoy
 Dean, Natural and Physical Sciences
 Citrus Community College District
 1000 West Foothill Boulevard
 Glendora, California 91741-1885

SCHOOL DISTRICT

Tiffany Bell
 Assistant Superintendent, Business Services
 Duarte Unified School District
 1620 Huntington Drive
 Duarte, California 91010

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
PARTNERSHIP AGREEMENT**

This Agreement outlines the College and Career Access Pathways (CCAP) Partnership Agreement (hereafter "AGREEMENT") between Citrus Community College District (hereafter "COLLEGE DISTRICT") and Glendora Unified School District (hereafter "SCHOOL DISTRICT").

1. LEGAL AUTHORITY

WHEREAS, the mission of the COLLEGE DISTRICT includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency; and

WHEREAS, the SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of the COLLEGE DISTRICT, unless otherwise specified and agreed to as specified in AB 288 Sec. 2, Education Code Section 76004 (e); and

WHEREAS, dual enrollment partnerships represent a "strategy to provide critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" *AB 288 Section 1 (d)*; and

WHEREAS, the COLLEGE DISTRICT and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, "offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;" and

WHEREAS, the governing boards of each district, at an open public meeting of that board, presented the AGREEMENT as an informational item; and at a subsequent open public meeting of that board took comments from the public and approved the AGREEMENT;

COLLEGE DISTRICT Board Meetings:

- a. Information Board Meeting Date June 21, 2022
- b. Public Hearing Board Meeting Date August 16, 2022

SCHOOL DISTRICT Board Meetings:

- a. Information Board Meeting Date July 25, 2022
- b. Public Hearing Board Meeting Date August 22, 2022

NOW THEREFORE, the COLLEGE DISTRICT and SCHOOL DISTRICT agree to the terms outlined in this AGREEMENT.

2. TERMS OF CCAP PARTNERSHIP

2.1 College and Career Access Pathways (CCAP) Partnership

- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
- b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
- c. The governing board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
- d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
- e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix A. Any updates to Appendix A, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with AB 288 Sec. 2, Education Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.
- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*

2.2 CCAP Course Instruction

- a. Students enrolled in CCAP courses offered as part of this AGREEMENT shall be held to the same behavioral standards and standards of academic achievement as those expected of students in classes offered at the COLLEGE DISTRICT campus.
- b. The scope, nature, time, location and listing of courses to be offered by the COLLEGE DISTRICT at any school within the SCHOOL DISTRICT will be appended to this document each term during the duration of this AGREEMENT and shall be known as Appendix B. The original submission of this document to the Chancellor's Office shall include Appendix B, and subsequent submissions of Appendix B shall be in accordance with Chancellor's Office instructions.
- c. The COLLEGE DISTRICT shall not provide physical education course opportunities to students at the SCHOOL DISTRICT or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a) of AB 288 Sec. 2, Education Code Section 76004. *AB 288 Sec. 2, EC § 76004 (d)*
- d. The COLLEGE DISTRICT shall ensure that instruction to be claimed for unit credit under this AGREEMENT is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the approved course discipline(s) as specified by the California Community Colleges Chancellor's Office. www.cccco.edu
- e. By mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, SCHOOL DISTRICT personnel who meet Chancellor's Office minimum qualifications may be selected to provide instruction for CCAP courses offered as part of this AGREEMENT.
- f. The COLLEGE DISTRICT shall be employer of record for all CCAP instructors, regardless of whether the COLLEGE DISTRICT or SCHOOL DISTRICT assumes responsibility for payment of instructors.
- g. Courses offered in SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE DISTRICT.
- h. COLLEGE DISTRICT courses offered in SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE DISTRICT campus.
- i. COLLEGE DISTRICT reserves the right to cancel courses that are low enrolled, as determined solely by the COLLEGE DISTRICT.

- j. Where the instructor of a CCAP course offered as part of this AGREEMENT is not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT shall maintain an additional agreement/contract with each instructor requiring attendance to be reported by the instructor and stating that the COLLEGE DISTRICT has the primary right to control and direct the instructional activities of the instructor. The instructor will be required to complete the Citrus College CCAP Faculty Assignment Form.
 - i. As employer of record for instructors of CCAP classes offered as part of this AGREEMENT, the COLLEGE DISTRICT shall direct and control instructional activities through such actions as providing instructors with orientations, manuals, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its on-campus instructors.
 - ii. GUSD teachers hired to teach classes offered under the provisions of this agreement are considered Citrus Community College adjunct faculty and included within the recognition agreement with the Citrus College Adjunct Faculty Federation (Federation). However, no GUSD teacher or any other adjunct faculty member is required to become a dues paying member of the Federation.
- k. The COLLEGE DISTRICT shall ensure that the instruction of courses offered as part of this CCAP Partnership AGREEMENT adheres to the official course outline of record and the student learning outcomes established by the associated COLLEGE DISTRICT academic department. Appendix B shall include the course outline of record for each course identified therein.
- l. The COLLEGE DISTRICT shall conduct formal evaluation of instructors of CCAP courses in accordance with its district policies and local collective bargaining agreements, as well as applicable local, state, and federal mandates in effect at the time in which instruction occurred.
- m. The SCHOOL DISTRICT shall designate personnel at each participating school campus (e.g., Principal) to provide on-site supervision of activity related to the CCAP partnership.
- n. The COLLEGE DISTRICT and SCHOOL DISTRICT shall ensure that instructors of CCAP classes do not have any other assigned duty during the instructional activity and that they are able to provide supervision and control necessary for the protection of the health and safety of students. As a general rule, instructors must be physically present in the classroom or lab or within line-of-sight of the students.
- o. Within the context of the CCAP Partnership with the SCHOOL DISTRICT, the COLLEGE DISTRICT may provide instruction for up to four (4) classes per term per school within the SCHOOL DISTRICT.
- p. The maximum student enrollment per class for CCAP courses offered as part of this AGREEMENT shall be established in accordance with COLLEGE DISTRICT

policies and local collective bargaining agreements in effect at the time in which the course is offered.

- q. The COLLEGE DISTRICT shall compensate each CCAP instructor in accordance with the collective bargaining agreement between the COLLEGE DISTRICT and the Citrus College Adjunct Federation Agreement.
- r. If necessary, substitute faculty must be approved by COLLEGE DISTRICT using the same process and will be subject to the same terms of this agreement, described herein.
- s. The CCAP instructor shall maintain records of student attendance and achievement. These records shall be subject to review, upon request, by officials for the COLLEGE DISTRICT in accordance with existing policies related to student records. The CCAP instructor will comply and adhere to COLLEGE DISTRICT deadlines.
- t. In cooperation with SCHOOL DISTRICT, COLLEGE DISTRICT shall inform SCHOOL DISTRICT of student misconduct. The instructor of record is to comply with COLLEGE DISTRICT policies pertaining to student conduct, academic integrity, and discipline.

2.3 Educational Facilities

- a. The SCHOOL DISTRICT shall provide adequate classroom space to conduct the instruction at its facilities, or other location mutually agreed upon by the COLLEGE DISTRICT and the SCHOOL DISTRICT.
 - i. If CCAP courses will be offered at a charter school site, the SCHOOL DISTRICT shall submit to the COLLEGE DISTRICT documentation that the site facilities have been certified as compliant with the Field Act of the California Education Code.
- b. Subject to mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, the COLLEGE DISTRICT facilities may be used as expressed in Appendix B for any given term.
- c. Joint facilities use, solely as specified by the terms of this AGREEMENT, shall be extended at no charge to either party for activity directly related to the CCAP partnership.

2.4 Student Eligibility

- a. The COLLEGE DISTRICT and SCHOOL DISTRICT identify the following student populations as able to benefit from courses offered under this AGREEMENT: 1) underachieving students, 2) students from groups underrepresented in postsecondary education, 3) students seeking advanced studies

while in high school, and 4) students seeking a credential/certificate in career and technical education. *AB 288 Sec. 2, EC § 76004(c)(1)*

- b. A high school student interested in enrolling in a CCAP course offered under this AGREEMENT must apply to the COLLEGE DISTRICT and submit a *Citrus College Concurrent Enrollment Authorization Form* signed by his/her parent and by the high school principal, counselor, or other designated personnel.
 - i. By endorsing a high school student's Concurrent Enrollment Application, the SCHOOL DISTRICT certifies its determination that the student has the potential for success in coursework offered by the COLLEGE DISTRICT.
- c. Enrollment shall be open to any eligible student within the SCHOOL DISTRICT who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements as specified in Appendix B for the term for which s/he is enrolled. Applicable prerequisite courses, training, or experience which are required as preparation for courses offered through this AGREEMENT will be determined by the COLLEGE DISTRICT and shall be in compliance with applicable law and COLLEGE DISTRICT policies and standards.

2.5 Student Registration and Enrollment

- a. The COLLEGE DISTRICT shall provide the necessary college application and registration forms currently in effect for dual enrollment under this AGREEMENT.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall collaborate to provide ancillary and support service in the areas of outreach and recruitment, assessment, placement, counseling, tutoring, and other related services as necessary.
- c. The COLLEGE DISTRICT shall be responsible for processing student applications for dual enrollment under this AGREEMENT.
- d. The SCHOOL DISTRICT with assistance from the COLLEGE DISTRICT, shall recruit and select students for the CCAP program and adhere to COLLEGE DISTRICT timelines.
- e. The SCHOOL DISTRICT shall ensure that students have applied to COLLEGE DISTRICT and shall provide a list to COLLEGE DISTRICT of all students to be enrolled in each course section.
- f. A student who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements for CCAP coursework as specified in Appendix B may enroll in a maximum of 15 units per term if all of the following circumstances are satisfied *AB 288 Sec. 2, EC § 76004(p)*:
 - i. The units constitute no more than four COLLEGE DISTRICT courses per term
 - ii. The units are part of an academic program that is part of the CCAP partnership agreement outlined in this AGREEMENT

- iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential
- g. Students enrolled in CCAP courses offered as part of this AGREEMENT will be directed to the official catalog of the COLLEGE DISTRICT for information regarding applicable academic policies and procedures.
- h. A student who withdraws from a CCAP course offered as part of this AGREEMENT will not receive credit for that course from the COLLEGE DISTRICT.
- i. Grades earned by students enrolled in CCAP courses offered as part of this AGREEMENT will be posted on the student's official COLLEGE DISTRICT transcript.

2.6 Student Fees and Instructional Materials

- a. High school students enrolled in CCAP courses offered as part of this AGREEMENT shall not be assessed any fee that is prohibited by Section 49011 of the California Education Code. *AB 288 Sec. 2, EC § 76004(f)*
 - i. The total cost of textbooks and other instructional materials for CCAP courses shall be specified in Appendix B of this AGREEMENT. The SCHOOL DISTRICT shall assume responsibility for the cost of all instructional materials.
 - ii. Textbooks are normally adopted for a minimum of three years. Once selected, textbooks for any given course will not change due to a change in the instructor. Any change in textbook outside of the three-year adoption period initiated by a COLLEGE DISTRICT employee will be at the expense of the COLLEGE DISTRICT.
- b. High school students enrolled in a CCAP course offered as part of this AGREEMENT and who are properly classified as having "special part-time student" status as described in AB 288 Sec.2, Education Code Section 76004(p) and item 2.5(d) above shall be exempt from the following COLLEGE DISTRICT fee requirements *AB 288 Sec.2, EC § 76004(q)*:
 - i. Student Representation Fee (*EC § 76060.5*)
 - ii. Nonresident Tuition Fee (*EC § 76140*)
 - iii. Transcript Fees (*EC § 76223*)
 - iv. Course Enrollment Fees (*EC § 76300*)
 - v. Apprenticeship Course Fees (*EC § 76350*)

- c. In accordance with COLLEGE DISTRICT policies, high school students enrolled in a course offered through this AGREEMENT may be assessed fees that are not prohibited by Section 49011 of the California Education Code and are otherwise permitted pursuant to the Education Code.

2.7 Student Records

- a. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain the confidentiality of all student academic records and other personal student records in accordance with all applicable privacy laws, ordinances, regulations, and directives at the federal, state, and local levels. Both parties agree not to release such data to any third party without the prior written consent of the student or unless disclosure is otherwise authorized by law.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall inform all of its officers, employees, and agents providing services as part of this AGREEMENT of the confidentiality of student academic records and other personal student records.
- c. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall enforce applicable policies and procedures to ensure that each student record received pursuant to this AGREEMENT is used solely for the purpose(s) consistent with the user's authority to access that information pursuant to applicable federal and state law.
- d. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain accurate and complete records which shall include a record of educational services provided in sufficient detail to permit an evaluation of services in accordance with Education Code provisions. Such records shall be open to the respective inspection and audit by authorized professional staff of the COLLEGE DISTRICT, the SCHOOL DISTRICT, and other state agencies where such inspection and audit does not conflict with the Education Code.
- e. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements will apply, including as prescribed by California Code of Regulations, Title 5, Sections 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

2.8 Regulatory Reporting

- a. The COLLEGE DISTRICT shall be responsible for the following as they relate to CCAP courses offered as part of this AGREEMENT:
 - i. Employer of record for purposes of assignment monitoring and reporting to the county office of education
 - ii. Reporting responsibilities pursuant to applicable federal teacher quality mandates.

- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall report annually to the California Community Colleges Chancellor's Office all of the following information:
 - i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. *AB 288 Sec. 2, EC § 76004(t)(1)(A)*
 - ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(B)*
 - iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(C)*
 - iv. The total number of full-time equivalent students generated by CCAP partnership community college district participants. *AB 288 Sec. 2, EC § 76004(t)(1)(D)*

2.9 State Apportionment

- a. The COLLEGE DISTRICT shall include students enrolled in CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
 - i. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o)(1)*
 - ii. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to AB 288 Sec. 2, Education Code Section 76004 (p)(1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *AB 288 Sec. 2, EC § 76004(o)(1)*
- b. Neither the COLLEGE DISTRICT nor the SCHOOL DISTRICT shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *AB 288 Sec. 2, EC § 76004(r)*
- c. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the

number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

2.10 Other Procedures, Terms, and Conditions

- a. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its governing board regarding the following:
 - i. Enrollment period
 - ii. Student fees
 - iii. Number of class hours sufficient to meet the stated performance objectives (if applicable)
 - iv. Supervision and evaluation of students
 - v. Withdrawal of students prior to completion of a course of program

Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.citruscollege.edu

- b. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.
- c. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

3. CERTIFICATIONS

- 3.1** This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011. All instructors employed by the COLLEGE DISTRICT must comply with the fingerprinting requirements set forth in the Education Code and COLLEGE DISTRICT board policies. *AB 288 Sec. 2, EC § 76004(h)*
- 3.2** This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course at the SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on that campus. *AB 288 Sec. 2, EC § 76004(i)*

- 3.3 This AGREEMENT certifies that a qualified SCHOOL DISTRICT teacher teaching a CCAP course offered for college credit at a SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing COLLEGE DISTRICT faculty member teaching the same course at the partnering COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(j)*
- 3.4 This AGREEMENT certifies that both the COLLEGE DISTRICT and the SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications and evaluation of the teacher or faculty member teaching a CCAP partnership course offered for high school credit. *AB 288 Sec. 2, EC § 76004(l)*
- 3.5 This AGREEMENT certifies that any remedial course taught by COLLEGE DISTRICT faculty at the SCHOOL DISTRICT campus as part of a CCAP partnership shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. *AB 288 Sec. 2, EC § 76004(n)*
- 3.6 The COLLEGE DISTRICT certifies that:
- a. Degree and certificate programs offered by the COLLEGE DISTRICT have been approved by the California Community Colleges Chancellor's Office; courses that constitute the programs are part of the approved programs, or the COLLEGE DISTRICT has received delegated authority to separately approve those courses locally. *CCR, Title5, § 58050(a)(1)*
 - b. A COLLEGE DISTRICT course offered for college credit at the SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT campus. *AB 288 Sec. 2, EC § 76004(k)(1)*
 - c. A COLLEGE DISTRICT course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership. *AB 288 Sec. 2, EC § 76004(k)(2)*
 - d. Participation in a CCAP partnership is consistent with the core mission of the COLLEGE DISTRICT pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(k)(3)*
 - e. The COLLEGE DISTRICT does not receive full compensation for the direct education costs of the course(s) offered as part of this AGREEMENT from any public or private agency, individual, or group. *EC § 84752; CCR, Title5, § 58051.5*

- f. The COLLEGE DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources. *EC § 84752; CCR, Title 5, § 58051.5*

4. INDEMNIFICATION

- 4.1 The COLLEGE DISTRICT agrees to indemnify, defend, and hold harmless the SCHOOL DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the COLLEGE DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the COLLEGE DISTRICT's property or any property in the care, custody or control of the COLLEGE DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the COLLEGE DISTRICT, its officials, officers, employees, or other agents.
- 4.2 The SCHOOL DISTRICT agrees to indemnify, defend, and hold harmless the COLLEGE DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the SCHOOL DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the SCHOOL DISTRICT's property or any property in the care, custody or control of the SCHOOL DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the SCHOOL DISTRICT, its officials, officers, employees, or other agents.

5. NON-DISCRIMINATION

- 5.1 It is the policy of the COLLEGE DISTRICT to provide fair and equitable treatment of all individuals participating in its programs without regard to ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.
- 5.2 The COLLEGE DISTRICT is committed to providing a work and learning environment free of intimidation, harassment and unlawful discrimination. The COLLEGE DISTRICT and the SCHOOL DISTRICT share in the responsibility of providing a harassment-free employment and educational environment in complying with both federal and state mandates and guidelines regarding non-discrimination and sexual harassment.

6. INSURANCE

- 6.1 Each Party shall, during the term of this agreement, maintain in force the policies set forth in and required by each Party's use permit policies. All policies, endorsements and certificates shall be subject to approval by the other Party's Risk Manager as to form and content. The insurance requirements are subject to amendment or waiver if

so approved in writing by both Parties. Each Party agrees to provide the other Party with a copy of said policies, certificates and/or endorsements upon the Effective Date of this agreement.

7. CCAP POINTS OF CONTACT

- 7.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT shall each appoint an educational administrator, as identified in Appendix B of this AGREEMENT, to serve as designated point of contact for the CCAP Partnership.
- 7.2 The COLLEGE DISTRICT and the SCHOOL DISTRICT are each responsible for providing immediate written notification to the other party regarding any changes in contact information over the course of any given term.

8. FILING OF CCAP PARTNERSHIP AGREEMENT

- 8.1 A copy of this AGREEMENT shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership between the COLLEGE DISTRICT and the SCHOOL DISTRICT.
- 8.2 Any revision and subsequent submission of this AGREEMENT (including any appendices) shall be by mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT and shall be in accordance with the California Community Colleges Chancellor's Office instructions.

9. TERM OF CCAP PARTNERSHIP AGREEMENT

- 9.1 The term of this AGREEMENT shall be for four years beginning on the start date for the term first identified in Appendix B and shall be renewable annually unless otherwise cancelled or terminated by the COLLEGE DISTRICT or the SCHOOL DISTRICT pursuant to Section 10 of this AGREEMENT.

10. CANCELLATION AND TERMINATION OF CCAP PARTNERSHIP AGREEMENT

- 10.1 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may cancel this AGREEMENT for convenience with a minimum 30-day written notice prior to the start of any course(s) to be offered as part of the CCAP partnership.
- 10.2 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may terminate this AGREEMENT for convenience with a minimum 30-day written notice specifying the date and scope of such termination. Such notice of termination shall not affect students currently enrolled in CCAP courses offered as part of this AGREEMENT.

11. NOTICES

- 11.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered to the other party or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, at the following addresses and

to the attention of the persons indicated below.

COLLEGE DISTRICT

Citrus Community College District
1000 West Foothill Boulevard
Glendora, California 91741-1885
ATTN: Ms. Claudette Dain, Vice President of Finance and Administrative Services

SCHOOL DISTRICT

Glendora Unified School District
500 N. Loraine Ave
Glendora, California 91741
ATTN: Tracey Vackar, Chief Business Officer

12. ACCEPTANCE OF FACSIMILE SIGNATURES

12.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT agree that agreements ancillary to this AGREEMENT and related documents to be entered into in connection with this AGREEMENT will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

13. GOVERNING LAW

13.1 This AGREEMENT has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Los Angeles County.

14. SEVERABILITY

15. If any provisions of this AGREEMENT are or become contrary to State law or regulations of other agencies or decisions of courts of competent jurisdictions, the COLLEGE DISTRICT and the SCHOOL DISTRICT agree to renegotiate such provisions accordingly.

AUTHORIZATION WARRANTY

15.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT hereby represent and warrant that the persons executing this AGREEMENT for each District is an authorized agent who has actual authority to bind the District to each and every term, condition, and obligation set forth in this AGREEMENT and that all requirements of the District have been fulfilled to provide such actual authority.

16. COUNTERPARTS

16.1 This AGREEMENT may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

IN WITNESS WHEREOF, the COLLEGE DISTRICT and the SCHOOL DISTRICT have caused this AGREEMENT to be subscribed in its behalf by its duly authorized officers, the day, month, and year indicated below.

Citrus Community College District

By: _____ Date _____
Claudette Dain
Vice President, Finance and Administrative Services

Glendora Unified School District

By: _____ Date _____
Signature of authorized officer

Tracey Vackar
Chief Business Officer

APPENDIX A

Pursuant to California Assembly Bill No. 288, the COLLEGE DISTRICT and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAPs) to high school students for the purposes of expanding dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges/universities; and/or 2) completion of career and technical education programs for entry into the workforce.

The following pathways are included in the CCAP partnership agreement between the COLLEGE DISTRICT and SCHOOL DISTRICT:

1. CSU GE-Breadth Certification Pathway*

This pathway includes COLLEGE DISTRICT courses which have been approved to meet one of the General Education Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system.

2. Intersegmental General Education Transfer Curriculum (IGETC) Pathway**

This pathway includes COLLEGE DISTRICT courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus.

** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for CSU GE-Breadth Certification in the semester in which they are offered.*

*** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for the Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU in the semester in which they are offered.*

APPENDIX B – INITIAL SUBMISSION

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. Reading and Composition, Enhanced	ENGL 101E	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. Physical Geography	GEOG 118	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Composition and Critical Thinking	ENGL 103	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. General Biology	BIOL 105	<input type="checkbox"/> Summer <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Introduction to Psychology	PSY 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Prehistory through the Medieval Period	HUM 101	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring <input type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Introductory Statistics	MATH 165	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring <input type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Survey of Western Art from Renaissance to Contemporary	ART 100B	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring <input type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring <input type="checkbox"/> Fall	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
10. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
11. Introduction to the Visual Arts	ART 110	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
12. Principles of Macroeconomics	ECON 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
13. American Government and Politics	POLI 103	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Reading and Composition, Enhanced	TBD	TBD	TBD	TBD
2. Physical Geography	TBD	TBD	TBD	TBD
3. Composition and Critical Thinking	TBD	TBD	TBD	TBD
4. General Biology	TBD	TBD	TBD	TBD
5. Introduction to Psychology	TBD	TBD	TBD	TBD
6. Prehistory through the Medieval Period	TBD	TBD	TBD	TBD
7. Introductory Statistics	TBD	TBD	TBD	TBD
8. Survey of Western Art from Renaissance to Contemporary	TBD	TBD	TBD	TBD
9. Strategies for College Success	TBD	TBD	TBD	TBD
10. History of Rock and Roll	TBD	TBD	TBD	TBD
11. Introduction to the Visual Arts	TBD	TBD	TBD	TBD
12. Principles of Macroeconomics	TBD	TBD	TBD	TBD
13. American Government and Politics	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

Dr. Eric Rabitoy
Dean, Natural and Physical Sciences
Citrus Community College District
1000 West Foothill Boulevard
Glendora, California 91741-1885

SCHOOL DISTRICT

Tracey Vackar
Chief Business Officer
Glendora Unified School District
500 North Loraine Avenue
Glendora, California 91741

APPENDIX B – SUBMISSION FOR FALL/2022 [INSERT TERM(S)/YEAR]

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. Reading and Composition, Enhanced	ENGL 101E	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. Physical Geography	GEOG 118	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Composition and Critical Thinking	ENGL 103	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. General Biology	BIOL 105	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Reading and Composition, Enhanced	TBD	TBD	TBD	TBD
2. Physical Geography	TBD	TBD	TBD	TBD
3. Composition and Critical Thinking	TBD	TBD	TBD	TBD
4. General Biology	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

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**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
PARTNERSHIP AGREEMENT**

This Agreement outlines the College and Career Access Pathways (CCAP) Partnership Agreement (hereafter "AGREEMENT") between Citrus Community College District (hereafter "COLLEGE DISTRICT") and the Monrovia Unified School District (hereafter "SCHOOL DISTRICT").

1. LEGAL AUTHORITY

WHEREAS, the mission of the COLLEGE DISTRICT includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency; and

WHEREAS, the SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of the COLLEGE DISTRICT, unless otherwise specified and agreed to as specified in AB 288 Sec. 2, Education Code Section 76004 (e); and

WHEREAS, dual enrollment partnerships represent a "strategy to provide critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" *AB 288 Section 1 (d)*; and

WHEREAS, the COLLEGE DISTRICT and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, "offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;" and

WHEREAS, the Governing Boards of each district, at an open public meeting of that board, presented the AGREEMENT as an informational item; and at a subsequent open public meeting of that Board took comments from the public and approved the AGREEMENT;

COLLEGE DISTRICT Board Meetings:

- a. Information Board Meeting Date June 21, 2022
- b. Public Hearing Board Meeting Date August 16, 2022

SCHOOL DISTRICT Board Meetings:

- a. Information Board Meeting Date August 24, 2022
- b. Public Hearing Board Meeting Date September 28, 2022

NOW THEREFORE, the COLLEGE DISTRICT and SCHOOL DISTRICT agree to the terms outlined in this AGREEMENT.

2. TERMS OF CCAP PARTNERSHIP

2.1 College and Career Access Pathways (CCAP) Partnership

- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
- b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
- c. The Governing Board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
- d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
- e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix A. Any updates to Appendix A, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with AB 288 Sec. 2, Education Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.
- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*

2.2 CCAP Course Instruction

- a. Students enrolled in CCAP courses offered as part of this AGREEMENT shall be held to the same behavioral standards and standards of academic achievement as those expected of students in classes offered at the COLLEGE DISTRICT campus.
- b. The scope, nature, time, location and listing of courses to be offered by the COLLEGE DISTRICT at any school within the SCHOOL DISTRICT will be appended to this document each term during the duration of this AGREEMENT and shall be known as Appendix B. The original submission of this document to the Chancellor's Office shall include Appendix B, and subsequent submissions of Appendix B shall be in accordance with Chancellor's Office instructions.
- c. The COLLEGE DISTRICT shall not provide physical education course opportunities to students at the SCHOOL DISTRICT or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a) of AB 288 Sec. 2, Education Code Section 76004. *AB 288 Sec. 2, EC § 76004 (d)*
- d. The COLLEGE DISTRICT shall ensure that instruction to be claimed for unit credit under this AGREEMENT is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the approved course discipline(s) as specified by the California Community Colleges Chancellor's Office. www.cccco.edu
- e. By mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, SCHOOL DISTRICT personnel who meet Chancellor's Office minimum qualifications may be selected to provide instruction for CCAP courses offered as part of this AGREEMENT.
- f. The COLLEGE DISTRICT shall be employer of record for all CCAP instructors, regardless of whether the COLLEGE DISTRICT or SCHOOL DISTRICT assumes responsibility for payment of instructors.
- g. Courses offered in SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE DISTRICT.
- h. COLLEGE DISTRICT courses offered in SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE DISTRICT campus.
- i. Courses with low enrollment may be cancelled by mutual agreement between the COLLEGE DISTRICT and the SCHOOL DISTRICT. Should low enrollment be observed, the COLLEGE DISTRICT will contact the SCHOOL DISTRICT at least 10 days prior to the start of the course to discuss conditions and work toward a final agreement on how to proceed.

- j. Where the instructor of a CCAP course offered as part of this AGREEMENT is not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT shall maintain an additional agreement/contract with each instructor requiring attendance to be reported by the instructor and stating that the COLLEGE DISTRICT has the primary right to control and direct the instructional activities of the instructor. The instructor will be required to complete the Citrus College CCAP Faculty Assignment Form.
 - i. As employer of record for instructors of CCAP classes offered as part of this AGREEMENT, the COLLEGE DISTRICT shall direct and control instructional activities through such actions as providing instructors with orientations, manuals, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its on-campus instructors.
- k. The COLLEGE DISTRICT shall ensure that the instruction of courses offered as part of this CCAP Partnership AGREEMENT adheres to the official course outline of record and the student learning outcomes established by the associated COLLEGE DISTRICT academic department. Appendix B shall include the course outline of record for each course identified therein.
- l. The COLLEGE DISTRICT shall conduct formal evaluation of instructors of CCAP courses in accordance with its district policies and local collective bargaining agreements, as well as applicable local, state, and federal mandates in effect at the time in which instruction occurred.
- m. The SCHOOL DISTRICT shall designate personnel at each participating school campus (e.g., Principal) to provide on-site supervision of activity related to the CCAP partnership.
- n. The COLLEGE DISTRICT and SCHOOL DISTRICT shall ensure that instructors of CCAP classes do not have any other assigned duty during the instructional activity and that they are able to provide supervision and control necessary for the protection of the health and safety of students. As a general rule, instructors must be physically present in the classroom or lab or within line-of-sight of the students.
- o. Within the context of the CCAP Partnership with the SCHOOL DISTRICT, the COLLEGE DISTRICT may enroll a special part-time student in up to a maximum of 15 units per term so long as the units constitute no more than four (4) classes per term per school within the SCHOOL DISTRICT.
- p. The maximum student enrollment per class for CCAP courses offered as part of this AGREEMENT shall be established in accordance with COLLEGE DISTRICT policies and local collective bargaining agreements in effect at the time in which the course is offered.

- q. The COLLEGE DISTRICT shall compensate each CCAP instructor in accordance with the collective bargaining agreement between the COLLEGE DISTRICT and the Citrus College Adjunct Federation Agreement.
- r. If necessary, substitute faculty must be approved by COLLEGE DISTRICT using the same process and will be subject to the same terms of this agreement, described herein.
- s. The CCAP instructor shall maintain records of student attendance and achievement. These records shall be subject to review, upon request, by officials for the COLLEGE DISTRICT in accordance with existing policies related to student records. The CCAP instructor will comply and adhere to COLLEGE DISTRICT deadlines.
- t. In cooperation with SCHOOL DISTRICT, COLLEGE DISTRICT shall inform SCHOOL DISTRICT of student misconduct. The instructor of record is to comply with COLLEGE DISTRICT policies pertaining to student conduct, academic integrity, and discipline.

2.3 Educational Facilities

- a. The SCHOOL DISTRICT shall provide adequate classroom space to conduct the instruction at its facilities, or other location mutually agreed upon by the COLLEGE DISTRICT and the SCHOOL DISTRICT.
 - i. If CCAP courses will be offered at a charter school site, the SCHOOL DISTRICT shall submit to the COLLEGE DISTRICT documentation that the site facilities have been certified as compliant with the Field Act of the California Education Code.
- b. Subject to mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, the COLLEGE DISTRICT facilities may be used as expressed in Appendix B for any given term.
- c. Joint facilities use, solely as specified by the terms of this AGREEMENT, shall be extended at no charge to either party for activity directly related to the CCAP partnership.

2.4 Student Eligibility

- a. The COLLEGE DISTRICT and SCHOOL DISTRICT identify the following student populations as able to benefit from courses offered under this AGREEMENT: 1) underachieving students, 2) students from groups underrepresented in postsecondary education, 3) students seeking advanced studies

while in high school, and 4) students seeking a credential/certificate in career and technical education. *AB 288 Sec. 2, EC § 76004(c)(1)*

- b. A high school student interested in enrolling in a CCAP course offered under this AGREEMENT must apply to the COLLEGE DISTRICT and submit a *Citrus College Concurrent Enrollment Authorization Form* signed by his/her parent and by the high school principal, counselor, or other designated personnel.
 - i. By endorsing a high school student's Concurrent Enrollment Application, the SCHOOL DISTRICT certifies its determination that the student has the potential for success in coursework offered by the COLLEGE DISTRICT.
- c. Enrollment shall be open to any eligible student within the SCHOOL DISTRICT who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements as specified in Appendix B for the term for which s/he is enrolled. Applicable prerequisite courses, training, or experience which are required as preparation for courses offered through this AGREEMENT will be determined by the COLLEGE DISTRICT and shall be in compliance with applicable law and COLLEGE DISTRICT policies and standards.

2.5 Student Registration and Enrollment

- a. The COLLEGE DISTRICT shall provide the necessary college application and registration forms currently in effect for dual enrollment under this AGREEMENT.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall collaborate to provide ancillary and support service in the areas of outreach and recruitment, assessment, placement, counseling, tutoring, and other related services as necessary.
- c. The COLLEGE DISTRICT shall be responsible for processing student applications for dual enrollment under this AGREEMENT.
- d. The SCHOOL DISTRICT with assistance from the COLLEGE DISTRICT, shall recruit and select students for the CCAP program and adhere to COLLEGE DISTRICT timelines.
- e. The SCHOOL DISTRICT shall ensure that students have applied to COLLEGE DISTRICT and shall provide a list to COLLEGE DISTRICT of all students to be enrolled in each course section.
- f. A student who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements for CCAP coursework as specified in Appendix B may enroll in a maximum of 15 units per term if all of the following circumstances are satisfied *AB 288 Sec. 2, EC § 76004(p)*:
 - i. The units constitute no more than four COLLEGE DISTRICT courses per term

- ii. The units are part of an academic program that is part of the CCAP partnership agreement outlined in this AGREEMENT
 - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential
- g. Students enrolled in CCAP courses offered as part of this AGREEMENT will be directed to the official catalog of the COLLEGE DISTRICT for information regarding applicable academic policies and procedures.
 - h. A student who withdraws from a CCAP course offered as part of this AGREEMENT will not receive credit for that course from the COLLEGE DISTRICT.
 - i. Grades earned by students enrolled in CCAP courses offered as part of this AGREEMENT will be posted on the student's official COLLEGE DISTRICT transcript.

2.6 Student Fees and Instructional Materials

- a. High school students enrolled in CCAP courses offered as part of this AGREEMENT shall not be assessed any fee that is prohibited by Section 49011 of the California Education Code. *AB 288 Sec. 2, EC § 76004(f)*
 - iv. The total cost of textbooks and other instructional materials for CCAP courses shall be specified in Appendix B of this AGREEMENT. The SCHOOL DISTRICT shall assume responsibility for the cost of all instructional materials.
 - v. Textbooks are normally adopted for a minimum of three years. Once selected, textbooks for any given course will not change due to a change in the instructor. Any change in textbook outside of the three-year adoption period initiated by a COLLEGE DISTRICT employee will be at the expense of the COLLEGE DISTRICT.
- b. High school students enrolled in a CCAP course offered as part of this AGREEMENT and who are properly classified as having "special part-time student" status as described in AB 288 Sec.2, Education Code Section 76004(p) and item 2.5(d) above shall be exempt from the following COLLEGE DISTRICT fee requirements *AB 288 Sec.2, EC § 76004(q)*:
 - i. Student Representation Fee (*EC § 76060.5*);
 - ii. Nonresident Tuition Fee (*EC § 76140*);

- iii. Transcript Fees (*EC § 76223*);
 - iv. Course Enrollment Fees (*EC § 76300*); and
 - v. Apprenticeship Course Fees (*EC § 76350*).
- c. In accordance with COLLEGE DISTRICT policies, high school students enrolled in a course offered through this AGREEMENT may be assessed fees that are not prohibited by Section 49011 of the California Education Code and are otherwise permitted pursuant to the Education Code.

2.7 Student Records

- a. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain the confidentiality of all student academic records and other personal student records in accordance with all applicable privacy laws, ordinances, regulations, and directives at the federal, state, and local levels. Both parties agree not to release such data to any third party without the prior written consent of the student or unless disclosure is otherwise authorized by law.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall inform all of its officers, employees, and agents providing services as part of this AGREEMENT of the confidentiality of student academic records and other personal student records.
- c. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall enforce applicable policies and procedures to ensure that each student record received pursuant to this AGREEMENT is used solely for the purpose(s) consistent with the user's authority to access that information pursuant to applicable federal and state law.
- d. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain accurate and complete records which shall include a record of educational services provided in sufficient detail to permit an evaluation of services in accordance with Education Code provisions. Such records shall be open to the respective inspection and audit by authorized professional staff of the COLLEGE DISTRICT, the SCHOOL DISTRICT, and other state agencies where such inspection and audit does not conflict with the Education Code.
- e. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements will apply, including as prescribed by California Code of Regulations, Title 5, Sections 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

2.8 Regulatory Reporting

- a. The COLLEGE DISTRICT shall be responsible for the following as they relate to CCAP courses offered as part of this AGREEMENT:

- i. Employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - ii. Reporting responsibilities pursuant to applicable federal teacher quality mandates.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall report annually to the California Community Colleges Chancellor's Office all of the following information:
- i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. *AB 288 Sec. 2, EC § 76004(t)(1)(A)*
 - ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(B)*
 - iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(C)*
 - iv. The total number of full-time equivalent students generated by CCAP partnership community college district participants. *AB 288 Sec. 2, EC § 76004(t)(1)(D)*

2.9 State Apportionment

- a. The COLLEGE DISTRICT shall include students enrolled in CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
 - i. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o)(1)*
 - ii. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to AB 288 Sec. 2, Education Code Section 76004 (p)(1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *AB 288 Sec. 2, EC § 76004(o)(1)*

- b. Neither the COLLEGE DISTRICT nor the SCHOOL DISTRICT shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *AB 288 Sec. 2, EC § 76004(r)*
- c. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

2.10 Other Procedures, Terms, and Conditions

- a. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its Governing Board regarding the following:
 - i. Enrollment period;
 - ii. Student fees;
 - iii. Number of class hours sufficient to meet the stated performance objectives (if applicable);
 - iv. Supervision and evaluation of students; and
 - v. Withdrawal of students prior to completion of a course of program.

Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.citruscollege.edu

- b. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.
- c. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

3. CERTIFICATIONS

- 3.1 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in

Section 87011. All instructors employed by the COLLEGE DISTRICT must comply with the fingerprinting requirements set forth in the Education Code and COLLEGE DISTRICT board policies. *AB 288 Sec. 2, EC § 76004(h)*

- 3.2 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course at the SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on that campus. *AB 288 Sec. 2, EC § 76004(i)*
- 3.3 This AGREEMENT certifies that a qualified SCHOOL DISTRICT teacher teaching a CCAP course offered for college credit at a SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing COLLEGE DISTRICT faculty member teaching the same course at the partnering COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(j)*
- 3.4 This AGREEMENT certifies that both the COLLEGE DISTRICT and the SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications and evaluation of the teacher or faculty member teaching a CCAP partnership course offered for high school credit. *AB 288 Sec. 2, EC § 76004(l)*
- 3.5 This AGREEMENT certifies that any remedial course taught by COLLEGE DISTRICT faculty at the SCHOOL DISTRICT campus as part of a CCAP partnership shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. *AB 288 Sec. 2, EC § 76004(n)*
- 3.6 The COLLEGE DISTRICT certifies that:
 - a. Degree and certificate programs offered by the COLLEGE DISTRICT have been approved by the California Community Colleges Chancellor's Office; courses that constitute the programs are part of the approved programs, or the COLLEGE DISTRICT has received delegated authority to separately approve those courses locally. *CCR, Title 5, § 58050(a)(1)*
 - b. A COLLEGE DISTRICT course offered for college credit at the SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT campus. *AB 288 Sec. 2, EC § 76004(k)(1)*
 - c. A COLLEGE DISTRICT course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership. *AB 288 Sec. 2, EC § 76004(k)(2)*

- d. Participation in a CCAP partnership is consistent with the core mission of the COLLEGE DISTRICT pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(k)(3)*
- e. The COLLEGE DISTRICT does not receive full compensation for the direct education costs of the course(s) offered as part of this AGREEMENT from any public or private agency, individual, or group. *EC § 84752; CCR, Title5, § 58051.5*
- f. The COLLEGE DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources. *EC § 84752; CCR, Title5, § 58051.5*

4. INDEMNIFICATION

- 4.1 The COLLEGE DISTRICT agrees to indemnify, defend, and hold harmless the SCHOOL DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the COLLEGE DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the COLLEGE DISTRICT's property or any property in the care, custody or control of the COLLEGE DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from acts of negligence by the COLLEGE DISTRICT, its officials, officers, employees, or other agents.
- 4.2 The SCHOOL DISTRICT agrees to indemnify, defend, and hold harmless the COLLEGE DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the SCHOOL DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the SCHOOL DISTRICT's property or any property in the care, custody or control of the SCHOOL DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from acts of negligence by the SCHOOL DISTRICT, its officials, officers, employees, or other agents.

5. NON-DISCRIMINATION

- 5.1 It is the policy of the COLLEGE DISTRICT to provide fair and equitable treatment of all individuals participating in its programs without regard to ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.
- 5.2 The COLLEGE DISTRICT is committed to providing a work and learning environment free of intimidation, harassment and unlawful discrimination. The COLLEGE DISTRICT and the SCHOOL DISTRICT share in the responsibility of providing a

harassment-free employment and educational environment in complying with both federal and state mandates and guidelines regarding non-discrimination and sexual harassment.

6. INSURANCE

- 6.1** Each Party shall, during the term of this agreement, maintain in force the policies set forth in and required by each Party's use permit policies. All policies, endorsements and certificates shall be subject to approval by the other Party's Risk Manager as to form and content. The insurance requirements are subject to amendment or waiver if so approved in writing by both Parties. Each Party agrees to provide the other Party with a copy of said policies, certificates and/or endorsements upon the Effective Date of this agreement.

7. CCAP POINTS OF CONTACT

- 7.1** The COLLEGE DISTRICT and the SCHOOL DISTRICT shall each appoint an educational administrator, as identified in Appendix B of this AGREEMENT, to serve as designated point of contact for the CCAP Partnership.
- 7.2** The COLLEGE DISTRICT and the SCHOOL DISTRICT are each responsible for providing immediate written notification to the other party regarding any changes in contact information over the course of any given term.

8. FILING OF CCAP PARTNERSHIP AGREEMENT

- 8.1** A copy of this AGREEMENT shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership between the COLLEGE DISTRICT and the SCHOOL DISTRICT.
- 8.2** Any revision and subsequent submission of this AGREEMENT (including any appendices) shall be by mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT and shall be in accordance with the California Community Colleges Chancellor's Office instructions.

9. TERM OF CCAP PARTNERSHIP AGREEMENT

- 9.1** The term of this AGREEMENT shall be for four years beginning on the start date for the term first identified in Appendix B and shall be renewable annually unless otherwise cancelled or terminated by the COLLEGE DISTRICT or the SCHOOL DISTRICT pursuant to Section 10 of this AGREEMENT.

10. CANCELLATION AND TERMINATION OF CCAP PARTNERSHIP AGREEMENT

- 10.1** Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may cancel this AGREEMENT for convenience with a minimum 30-day written notice prior to the start

of any course(s) to be offered as part of the CCAP partnership.

- 10.2** Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may terminate this AGREEMENT for convenience with a minimum 30-day written notice specifying the date and scope of such termination. Such notice of termination shall not affect students currently enrolled in CCAP courses offered as part of this AGREEMENT.

11. NOTICES

- 11.1** Any and all notices required to be given hereunder shall be deemed given when personally delivered to the other party or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, at the following addresses and to the attention of the persons indicated below.

COLLEGE DISTRICT

Citrus Community College District
1000 West Foothill Boulevard
Glendora, California 91741-1885
ATTN: Ms. Claudette Dain, Vice President of Finance and Administrative Services

SCHOOL DISTRICT

Monrovia Unified School District
325 East Huntington Drive
Monrovia, California 91016
ATTN: Dr. Paula Hart Rodas, Director of Secondary Educational Services
and/or Dr. Gregoire Francois Deputy Superintendent

12. ACCEPTANCE OF FACSIMILE SIGNATURES

- 12.1** The COLLEGE DISTRICT and the SCHOOL DISTRICT agree that agreements ancillary to this AGREEMENT and related documents to be entered into in connection with this AGREEMENT will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

13. GOVERNING LAW

- 13.1** This AGREEMENT has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Los Angeles County.

14. SEVERABILITY

- 14.1** If any provisions of this AGREEMENT are or become contrary to State law or regulations of other agencies or decisions of courts of competent jurisdictions, the

COLLEGE DISTRICT and the SCHOOL DISTRICT agree to renegotiate such provisions accordingly.

15. AUTHORIZATION WARRANTY

15.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT hereby represent and warrant that the persons executing this AGREEMENT for each District is an authorized agent who has actual authority to bind the District to each and every term, condition, and obligation set forth in this AGREEMENT and that all requirements of the District have been fulfilled to provide such actual authority.

16. COUNTERPARTS

16.1 This AGREEMENT may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

IN WITNESS WHEREOF, the COLLEGE DISTRICT and the SCHOOL DISTRICT have caused this AGREEMENT to be subscribed in its behalf by its duly authorized officers, the day, month, and year indicated below.

Citrus Community College District

By: _____ Date _____
Claudette Dain
Vice President, Finance and Administrative Services

Monrovia Unified School District

By: _____ Date _____
Ryan D. Smith, Ed.D.
Superintendent

APPENDIX A

Pursuant to California Assembly Bill No. 288, the COLLEGE DISTRICT and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAPs) to high school students for the purposes of expanding dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges/universities; and/or 2) completion of career and technical education programs for entry into the workforce.

The following pathways are included in the CCAP partnership agreement between the COLLEGE DISTRICT and SCHOOL DISTRICT:

1. CSU GE-Breadth Certification Pathway*

This pathway includes COLLEGE DISTRICT courses which have been approved to meet one of the General Education Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system.

2. Intersegmental General Education Transfer Curriculum (IGETC) Pathway**

This pathway includes COLLEGE DISTRICT courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus.

** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for CSU GE-Breadth Certification in the semester in which they are offered.*

*** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for the Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU in the semester in which they are offered.*

APPENDIX B – INITIAL SUBMISSION

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. History of Rock and Roll	MUSE 113	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. Introduction to the Administration of Justice	AJ 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Spanish I	SPAN 101	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Physical Oceanography	ESCI 130	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Introduction to Psychology	PSY 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Reading and Composition, Enhanced	ENGL 101E	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. History of Rock and Roll	MUSE 113	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Principles of Macroeconomics	ECON 101	<input type="checkbox"/> Summer <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. Human Genetics	BIOL 102	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
10. Cultural Geography	GEOG 102	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
11. Spanish II	SPAN 102	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
12. Public Address	SPCH 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
13. American Government and Politics	POLI 103	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
14. Introduction to Cultural Anthropology	ANTH 210	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
15. Motion Picture Appreciation	ART 199	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
16. Strategies for College Success	COUN 160	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Fall Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
17. Topics in Contemporary Art	ART 105	<input checked="" type="checkbox"/> Summer <input type="checkbox"/> Fall Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. History of Rock and Roll	TBD	TBD	TBD	TBD
2. Introduction to the Administration of Justice	TBD	TBD	TBD	TBD
3. Spanish I	TBD	TBD	TBD	TBD
4. Physical Oceanography	TBD	TBD	TBD	TBD
5. Introduction to Psychology	TBD	TBD	TBD	TBD
6. Reading and Composition, Enhanced	TBD	TBD	TBD	TBD
7. History of Rock and Roll	TBD	TBD	TBD	TBD
8. Principles of Macroeconomics	TBD	TBD	TBD	TBD
9. Human Genetics	TBD	TBD	TBD	TBD
10. Cultural Geography	TBD	TBD	TBD	TBD
11. Spanish II	TBD	TBD	TBD	TBD
12. Public Address	TBD	TBD	TBD	TBD
13. American Government and Politics	TBD	TBD	TBD	TBD
14. Introduction to Cultural Anthropology	TBD	TBD	TBD	TBD
15. Motion Picture Appreciation	TBD	TBD	TBD	TBD
16. Strategies for College Success	TBD	TBD	TBD	TBD

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
17. Topics in Contemporary Art	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

Dr. Eric Rabiroy
 Dean, Natural and Physical Sciences
 Citrus Community College District
 1000 West Foothill Boulevard
 Glendora, California 91741-1885

SCHOOL DISTRICT

Ryan D. Smith, Ed.D.
 Superintendent
 Monrovia Unified School District
 325 East Huntington Drive
 Monrovia, California 91016

APPENDIX B – SUBMISSION FOR FALL/2022 [INSERT TERM(S)/YEAR]

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. Introduction to the Administration of Justice	AJ 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Spanish I	SPAN 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Physical Oceanography	ESCI 130	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Introduction to Psychology	PSY 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Reading and Composition, Enhanced	ENGL 101E	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Principles of Macroeconomics	ECON 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. History of Rock and Roll	TBD	TBD	TBD	TBD
2. Introduction to the Administration of Justice	TBD	TBD	TBD	TBD
3. Spanish I	TBD	TBD	TBD	TBD
4. Physical Oceanography	TBD	TBD	TBD	TBD
5. Introduction to Psychology	TBD	TBD	TBD	TBD
6. Reading and Composition, Enhanced	TBD	TBD	TBD	TBD
7. History of Rock and Roll	TBD	TBD	TBD	TBD
8. Principles of Macroeconomics	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

Dr. Eric Rabitoy
 Dean, Natural and Physical Sciences
 Citrus Community College District
 1000 West Foothill Boulevard
 Glendora, California 91741-1885

SCHOOL DISTRICT

Ryan D. Smith, Ed.D.
 Superintendent
 Monrovia Unified School District
 325 East Huntington Drive
 Monrovia, California 91016

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
PARTNERSHIP AGREEMENT**

This Agreement outlines the College and Career Access Pathways (CCAP) Partnership Agreement (hereafter "AGREEMENT") between Citrus Community College District (hereafter "COLLEGE DISTRICT") and California School of the Arts, San Gabriel Valley District (hereafter "SCHOOL DISTRICT").

1. LEGAL AUTHORITY

WHEREAS, the mission of the COLLEGE DISTRICT includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency; and

WHEREAS, the SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of the COLLEGE DISTRICT, unless otherwise specified and agreed to as specified in AB 288 Sec. 2, Education Code Section 76004 (e); and

WHEREAS, dual enrollment partnerships represent a "strategy to provide critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate" *AB 288 Section 1 (d)*; and

WHEREAS, the COLLEGE DISTRICT and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, "offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;" and

WHEREAS, the governing boards of each district, at an open public meeting of that board, presented the AGREEMENT as an informational item; and at a subsequent open public meeting of that board took comments from the public and approved the AGREEMENT;

COLLEGE DISTRICT Board Meetings:

- a. Information Board Meeting Date June 21, 2022
- b. Public Hearing Board Meeting Date August 16, 2022

SCHOOL DISTRICT Board Meetings:

- a. Information Board Meeting Date June 21, 2022
- b. Public Hearing Board Meeting Date August 29, 2022

NOW THEREFORE, the COLLEGE DISTRICT and SCHOOL DISTRICT agree to the terms

outlined in this AGREEMENT.

2. TERMS OF CCAP PARTNERSHIP

2.1 College and Career Access Pathways (CCAP) Partnership

- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
- b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
- c. The governing board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
- d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
- e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix A. Any updates to Appendix A, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with AB 288 Sec. 2, Education Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.
- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*

2.2 CCAP Course Instruction

- a. Students enrolled in CCAP courses offered as part of this AGREEMENT shall be held to the same behavioral standards and standards of academic achievement as those expected of students in classes offered at the COLLEGE DISTRICT campus.
- b. The scope, nature, time, location and listing of courses to be offered by the COLLEGE DISTRICT at any school within the SCHOOL DISTRICT will be appended to this document each term during the duration of this AGREEMENT and shall be known as Appendix B. The original submission of this document to the Chancellor's Office shall include Appendix B, and subsequent submissions of Appendix B shall be in accordance with Chancellor's Office instructions.
- c. The COLLEGE DISTRICT shall not provide physical education course opportunities to students at the SCHOOL DISTRICT or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a) of AB 288 Sec. 2, Education Code Section 76004. *AB 288 Sec. 2, EC § 76004 (d)*
- d. The COLLEGE DISTRICT shall ensure that instruction to be claimed for unit credit under this AGREEMENT is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the approved course discipline(s) as specified by the California Community Colleges Chancellor's Office. www.cccco.edu
- e. By mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, SCHOOL DISTRICT personnel who meet Chancellor's Office minimum qualifications may be selected to provide instruction for CCAP courses offered as part of this AGREEMENT.
- f. The COLLEGE DISTRICT shall be employer of record for all CCAP instructors, regardless of whether the COLLEGE DISTRICT or SCHOOL DISTRICT assumes responsibility for payment of instructors.
- g. Courses offered in SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department with the COLLEGE DISTRICT.
- h. COLLEGE DISTRICT courses offered in SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE DISTRICT campus.
- i. COLLEGE DISTRICT reserves the right to cancel courses that are low enrolled, as determined solely by the COLLEGE DISTRICT.
- j. Where the instructor of a CCAP course offered as part of this AGREEMENT is not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT shall maintain an additional agreement/contract with each instructor requiring attendance to be reported by the instructor and stating that the COLLEGE DISTRICT has the

primary right to control and direct the instructional activities of the instructor. The instructor will be required to complete the Citrus College CCAP Faculty Assignment Form.

- i. As employer of record for instructors of CCAP classes offered as part of this AGREEMENT, the COLLEGE DISTRICT shall direct and control instructional activities through such actions as providing instructors with orientations, manuals, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its on-campus instructors.
- k. The COLLEGE DISTRICT shall ensure that the instruction of courses offered as part of this CCAP Partnership AGREEMENT adheres to the official course outline of record and the student learning outcomes established by the associated COLLEGE DISTRICT academic department. Appendix B shall include the course outline of record for each course identified therein.
- l. The COLLEGE DISTRICT shall conduct formal evaluation of instructors of CCAP courses in accordance with its district policies and local collective bargaining agreements, as well as applicable local, state, and federal mandates in effect at the time in which instruction occurred.
- m. The SCHOOL DISTRICT shall designate personnel at each participating school campus (e.g., Principal) to provide on-site supervision of activity related to the CCAP partnership.
- n. The COLLEGE DISTRICT and SCHOOL DISTRICT shall ensure that instructors of CCAP classes do not have any other assigned duty during the instructional activity and that they are able to provide supervision and control necessary for the protection of the health and safety of students. As a general rule, instructors must be physically present in the classroom or lab or within line-of-sight of the students.
- o. Within the context of the CCAP Partnership with the SCHOOL DISTRICT, the COLLEGE DISTRICT may provide instruction for up to four (4) classes per term per school within the SCHOOL DISTRICT.
- p. The maximum student enrollment per class for CCAP courses offered as part of this AGREEMENT shall be established in accordance with COLLEGE DISTRICT policies and local collective bargaining agreements in effect at the time in which the course is offered.
- q. The COLLEGE DISTRICT shall compensate each CCAP instructor in accordance with the collective bargaining agreement between the COLLEGE DISTRICT and the Citrus College Adjunct Faculty Federation agreement.
- r. If necessary, substitute faculty must be approved by COLLEGE DISTRICT using the same process and will be subject to the same terms of this agreement, described herein.

- s. The CCAP instructor shall maintain records of student attendance and achievement. These records shall be subject to review, upon request, by officials for the COLLEGE DISTRICT in accordance with existing policies related to student records. The CCAP instructor will comply and adhere to COLLEGE DISTRICT deadlines.
- t. In cooperation with SCHOOL DISTRICT, COLLEGE DISTRICT shall inform SCHOOL DISTRICT of student misconduct. The instructor of record is to comply with COLLEGE DISTRICT policies pertaining to student conduct, academic integrity, and discipline.

2.3 Educational Facilities

- a. The SCHOOL DISTRICT shall provide adequate classroom space to conduct the instruction at its facilities, or other location mutually agreed upon by the COLLEGE DISTRICT and the SCHOOL DISTRICT.
 - i. If CCAP courses will be offered at a charter school site, the SCHOOL DISTRICT shall submit to the COLLEGE DISTRICT documentation that the site facilities have been certified as compliant with the Field Act of the California Education Code.
- b. Subject to mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, the COLLEGE DISTRICT facilities may be used as expressed in Appendix B for any given term.
- c. Joint facilities use, solely as specified by the terms of this AGREEMENT, shall be extended at no charge to either party for activity directly related to the CCAP partnership.

2.4 Student Eligibility

- a. The COLLEGE DISTRICT and SCHOOL DISTRICT identify the following student populations as able to benefit from courses offered under this AGREEMENT: 1) underachieving students, 2) students from groups underrepresented in postsecondary education, 3) students seeking advanced studies while in high school, and 4) students seeking a credential/certificate in career and technical education. *AB 288 Sec. 2, EC § 76004(c)(1)*
- b. A high school student interested in enrolling in a CCAP course offered under this AGREEMENT must apply to the COLLEGE DISTRICT and submit a *Citrus College Concurrent Enrollment Authorization Form* signed by his/her parent and by the high school principal, counselor, or other designated personnel.

- i. By endorsing a high school student's Concurrent Enrollment Application, the SCHOOL DISTRICT certifies its determination that the student has the potential for success in coursework offered by the COLLEGE DISTRICT.
- c. Enrollment shall be open to any eligible student within the SCHOOL DISTRICT who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements as specified in Appendix B for the term for which s/he is enrolled. Applicable prerequisite courses, training, or experience which are required as preparation for courses offered through this AGREEMENT will be determined by the COLLEGE DISTRICT and shall be in compliance with applicable law and COLLEGE DISTRICT policies and standards.

2.5 Student Registration and Enrollment

- a. The COLLEGE DISTRICT shall provide the necessary college application and registration forms currently in effect for dual enrollment under this AGREEMENT.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall collaborate to provide ancillary and support service in the areas of outreach and recruitment, assessment, placement, counseling, tutoring, and other related services as necessary.
- c. The COLLEGE DISTRICT shall be responsible for processing student applications for dual enrollment under this AGREEMENT.
- d. The SCHOOL DISTRICT with assistance from the COLLEGE DISTRICT, shall recruit and select students for the CCAP program and adhere to COLLEGE DISTRICT timelines.
- e. The SCHOOL DISTRICT shall ensure that students have applied to COLLEGE DISTRICT and shall provide a list to COLLEGE DISTRICT of all students to be enrolled in each course section.
- d. A student who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements for CCAP coursework as specified in Appendix B may enroll in a maximum of 15 units per term if all of the following circumstances are satisfied *AB 288 Sec.2, EC § 76004(p)*:
 - i. The units constitute no more than four COLLEGE DISTRICT courses per term
 - ii. The units are part of an academic program that is part of the CCAP partnership agreement outlined in this AGREEMENT
 - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential
- e. Students enrolled in CCAP courses offered as part of this AGREEMENT will be directed to the official catalog of the COLLEGE DISTRICT for information regarding applicable academic policies and procedures.

- f. A student who withdraws from a CCAP course offered as part of this AGREEMENT will not receive credit for that course from the COLLEGE DISTRICT.
- g. Grades earned by students enrolled in CCAP courses offered as part of this AGREEMENT will be posted on the student's official COLLEGE DISTRICT transcript.

2.6 Student Fees and Instructional Materials

- a. High school students enrolled in CCAP courses offered as part of this AGREEMENT shall not be assessed any fee that is prohibited by Section 49011 of the California Education Code. *AB 288 Sec. 2, EC § 76004(f)*
 - i. The total cost of textbooks and other instructional materials for CCAP courses shall be specified in Appendix B of this AGREEMENT. The SCHOOL DISTRICT shall assume responsibility for the cost of all instructional materials.
 - ii. Textbooks are normally adopted for a minimum of three years. Once selected, textbooks for any given course will not change due to a change in the instructor. Any change in textbook outside of the three-year adoption period initiated by a COLLEGE DISTRICT employee will be at the expense of the COLLEGE DISTRICT.
- b. High school students enrolled in a CCAP course offered as part of this AGREEMENT and who are properly classified as having "special part-time student" status as described in AB 288 Sec.2, Education Code Section 76004(p) and item 2.5(d) above shall be exempt from the following COLLEGE DISTRICT fee requirements *AB 288 Sec.2, EC § 76004(q)*:
 - i. Student Representation Fee (*EC § 76060.5*)
 - ii. Nonresident Tuition Fee (*EC § 76140*)
 - iii. Transcript Fees (*EC § 76223*)
 - iv. Course Enrollment Fees (*EC § 76300*)
 - v. Apprenticeship Course Fees (*EC § 76350*)
- c. In accordance with COLLEGE DISTRICT policies, high school students enrolled in a course offered through this AGREEMENT may be assessed fees that are not prohibited by Section 49011 of the California Education Code and are otherwise permitted pursuant to the Education Code.

2.7 Student Records

- a. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain the confidentiality of all student academic records and other personal student records in accordance with all applicable privacy laws, ordinances, regulations, and directives at the federal, state, and local levels. Both parties agree not to release such data to any third party without the prior written consent of the student or unless disclosure is otherwise authorized by law.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall inform all of its officers, employees, and agents providing services as part of this AGREEMENT of the confidentiality of student academic records and other personal student records.
- c. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall enforce applicable policies and procedures to ensure that each student record received pursuant to this AGREEMENT is used solely for the purpose(s) consistent with the user's authority to access that information pursuant to applicable federal and state law.
- d. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain accurate and complete records which shall include a record of educational services provided in sufficient detail to permit an evaluation of services in accordance with Education Code provisions. Such records shall be open to the respective inspection and audit by authorized professional staff of the COLLEGE DISTRICT, the SCHOOL DISTRICT, and other state agencies where such inspection and audit does not conflict with the Education Code.
- e. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements will apply, including as prescribed by California Code of Regulations, Title 5, Sections 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

2.8 Regulatory Reporting

- a. The COLLEGE DISTRICT shall be responsible for the following as they relate to CCAP courses offered as part of this AGREEMENT:
 - i. Employer of record for purposes of assignment monitoring and reporting to the county office of education
 - ii. Reporting responsibilities pursuant to applicable federal teacher quality mandates.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall report annually to the California Community Colleges Chancellor's Office all of the following information:

- i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. *AB 288 Sec. 2, EC § 76004(t)(1)(A)*
- ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(B)*
- iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(C)*
- iv. The total number of full-time equivalent students generated by CCAP partnership community college district participants. *AB 288 Sec. 2, EC § 76004(t)(1)(D)*

2.9 State Apportionment

- a. The COLLEGE DISTRICT shall include students enrolled in CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
 - i. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o)(1)*
 - ii. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to AB 288 Sec. 2, Education Code Section 76004 (p)(1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *AB 288 Sec. 2, EC § 76004(o)(1)*
- b. Neither the COLLEGE DISTRICT nor the SCHOOL DISTRICT shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *AB 288 Sec. 2, EC § 76004(r)*
- c. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

2.10 Other Procedures, Terms, and Conditions

- a. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its governing board regarding the following:
 - i. Enrollment period
 - ii. Student fees
 - iii. Number of class hours sufficient to meet the stated performance objectives (if applicable)
 - iv. Supervision and evaluation of students
 - v. Withdrawal of students prior to completion of a course of program

Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.citruscollege.edu

- b. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.
- c. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

3. CERTIFICATIONS

- 3.1 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011. All instructors employed by the COLLEGE DISTRICT must comply with the fingerprinting requirements set forth in the Education Code and COLLEGE DISTRICT board policies. *AB 288 Sec. 2, EC § 76004(h)*
- 3.2 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course at the SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on that campus. *AB 288 Sec. 2, EC § 76004(i)*
- 3.3 This AGREEMENT certifies that a qualified SCHOOL DISTRICT teacher teaching a CCAP course offered for college credit at a SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing COLLEGE DISTRICT faculty member teaching the same course at the partnering COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(j)*

- 3.4 This AGREEMENT certifies that both the COLLEGE DISTRICT and the SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications and evaluation of the teacher or faculty member teaching a CCAP partnership course offered for high school credit. *AB 288 Sec. 2, EC § 76004(l)*
- 3.5 This AGREEMENT certifies that any remedial course taught by COLLEGE DISTRICT faculty at the SCHOOL DISTRICT campus as part of a CCAP partnership shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. *AB 288 Sec. 2, EC § 76004(n)*
- 3.6 The COLLEGE DISTRICT certifies that:
- a. Degree and certificate programs offered by the COLLEGE DISTRICT have been approved by the California Community Colleges Chancellor's Office; courses that constitute the programs are part of the approved programs, or the COLLEGE DISTRICT has received delegated authority to separately approve those courses locally. *CCR, Title5, § 58050(a)(1)*
 - b. A COLLEGE DISTRICT course offered for college credit at the SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT campus. *AB 288 Sec. 2, EC § 76004(k)(1)*
 - c. A COLLEGE DISTRICT course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership. *AB 288 Sec. 2, EC § 76004(k)(2)*
 - d. Participation in a CCAP partnership is consistent with the core mission of the COLLEGE DISTRICT pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(k)(3)*
 - e. The COLLEGE DISTRICT does not receive full compensation for the direct education costs of the course(s) offered as part of this AGREEMENT from any public or private agency, individual, or group. *EC § 84752; CCR, Title5, § 58051.5*
 - f. The COLLEGE DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources. *EC § 84752; CCR, Title5, § 58051.5*

4. INDEMNIFICATION

- 4.1 The COLLEGE DISTRICT agrees to indemnify, defend, and hold harmless the

SCHOOL DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the COLLEGE DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the COLLEGE DISTRICT's property or any property in the care, custody or control of the COLLEGE DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the COLLEGE DISTRICT, its officials, officers, employees, or other agents.

- 4.2 The SCHOOL DISTRICT agrees to indemnify, defend, and hold harmless the COLLEGE DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the SCHOOL DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the SCHOOL DISTRICT's property or any property in the care, custody or control of the SCHOOL DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from willful acts or active negligence by the SCHOOL DISTRICT, its officials, officers, employees, or other agents.

5. NON-DISCRIMINATION

- 5.1 It is the policy of the COLLEGE DISTRICT to provide fair and equitable treatment of all individuals participating in its programs without regard to ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.
- 5.2 The COLLEGE DISTRICT is committed to providing a work and learning environment free of intimidation, harassment and unlawful discrimination. The COLLEGE DISTRICT and the SCHOOL DISTRICT share in the responsibility of providing a harassment-free employment and educational environment in complying with both federal and state mandates and guidelines regarding non-discrimination and sexual harassment.

6. INSURANCE

- 6.1 Each Party shall, during the term of this agreement, maintain in force the policies set forth in and required by each Party's use permit policies. All policies, endorsements and certificates shall be subject to approval by the other Party's Risk Manager as to form and content. The insurance requirements are subject to amendment or waiver if so approved in writing by both Parties. Each Party agrees to provide the other Party with a copy of said policies, certificates and/or endorsements upon the Effective Date of this agreement.

7. CCAP POINTS OF CONTACT

- 7.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT shall each appoint an

educational administrator, as identified in Appendix B of this AGREEMENT, to serve as designated point of contact for the CCAP Partnership.

- 7.2 The COLLEGE DISTRICT and the SCHOOL DISTRICT are each responsible for providing immediate written notification to the other party regarding any changes in contact information over the course of any given term.

8. FILING OF CCAP PARTNERSHIP AGREEMENT

- 8.1 A copy of this AGREEMENT shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership between the COLLEGE DISTRICT and the SCHOOL DISTRICT.
- 8.2 Any revision and subsequent submission of this AGREEMENT (including any appendices) shall be by mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT and shall be in accordance with the California Community Colleges Chancellor's Office instructions.

9. TERM OF CCAP PARTNERSHIP AGREEMENT

- 9.1 The term of this AGREEMENT shall be for four years beginning on the start date for the term first identified in Appendix B and shall be renewable annually unless otherwise cancelled or terminated by the COLLEGE DISTRICT or the SCHOOL DISTRICT pursuant to Section 10 of this AGREEMENT.

10. CANCELLATION AND TERMINATION OF CCAP PARTNERSHIP AGREEMENT

- 10.1 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may cancel this AGREEMENT for convenience with a minimum 30-day written notice prior to the start of any course(s) to be offered as part of the CCAP partnership.
- 10.2 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may terminate this AGREEMENT for convenience with a minimum 30-day written notice specifying the date and scope of such termination. Such notice of termination shall not affect students currently enrolled in CCAP courses offered as part of this AGREEMENT.

11. NOTICES

- 11.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered to the other party or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, at the following addresses and to the attention of the persons indicated below.

COLLEGE DISTRICT

Citrus Community College District
1000 West Foothill Boulevard
Glendora, California 91741-1885
ATTN: Ms. Claudette Dain, Vice President of Finance and Administrative Services

SCHOOL DISTRICT

California School of the Arts, San Gabriel Valley
1010 N. Main Street
Santa Ana, California 92701
ATTN: Mr. Gregory Endelman, Principal

12. ACCEPTANCE OF FACSIMILE SIGNATURES

12.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT agree that agreements ancillary to this AGREEMENT and related documents to be entered into in connection with this AGREEMENT will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

13. GOVERNING LAW

13.1 This AGREEMENT has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Los Angeles County.

14. SEVERABILITY

14.1 If any provisions of this AGREEMENT are or become contrary to State law or regulations of other agencies or decisions of courts of competent jurisdictions, the COLLEGE DISTRICT and the SCHOOL DISTRICT agree to renegotiate such provisions accordingly.

15. AUTHORIZATION WARRANTY

15.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT hereby represent and warrant that the persons executing this AGREEMENT for each District is an authorized agent who has actual authority to bind the District to each and every term, condition, and obligation set forth in this AGREEMENT and that all requirements of the District have been fulfilled to provide such actual authority.

16. COUNTERPARTS

16.1 This AGREEMENT may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

IN WITNESS WHEREOF, the COLLEGE DISTRICT and the SCHOOL DISTRICT have caused this AGREEMENT to be subscribed in its behalf by its duly authorized officers, the day, month, and year indicated below.

Citrus Community College District

By: _____ Date _____
Claudette Dain
Vice President, Finance and Administrative Services

California School of the Arts, San Gabriel Valley

By: _____ Date _____
Signature of authorized officer

Gregory Endelman
Principal

APPENDIX A

Pursuant to California Assembly Bill No. 288, the COLLEGE DISTRICT and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAPs) to high school students for the purposes of expanding dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges/universities; and/or 2) completion of career and technical education programs for entry into the workforce.

The following pathways are included in the CCAP partnership agreement between the COLLEGE DISTRICT and SCHOOL DISTRICT:

1. CSU GE-Breadth Certification Pathway*

This pathway includes COLLEGE DISTRICT courses which have been approved to meet one of the General Education Breadth requirements (i.e., Areas A through E) for the California State University (CSU) system.

2. Intersegmental General Education Transfer Curriculum (IGETC) Pathway**

This pathway includes COLLEGE DISTRICT courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus.

** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for CSU GE-Breadth Certification in the semester in which they are offered.*

*** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for the Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU in the semester in which they are offered.*

APPENDIX B – INITIAL SUBMISSION

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. Reading and Composition	ENGL 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. History of the United States before 1877	HIST 107	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Elementary Piano I	MUSE 120	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Two-Dimensional Design	ART 120	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Animation 1	ART 168	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Art Portfolio and Resume Production	ART 189	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Songwriting I	MUSC 151	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Career Opportunities in the Music Entertainment Industry	MUSC 190	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. History of Rock and Roll	MUSE 113	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
10. Voice - Beginning	MUSE 130	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
11. Concert Choir I - Beginning	MUSP 100	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
12. Competitive Collegiate Choir	MUSP 225	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
13. Musical Theatre Workshop Production	MUSP 171	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
14. Computer Aided Design for Theatre	THEA 160	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
15. Acting Shakespeare	THEA 284	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
16. History of the United States since 1877	HIST 108	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
17. Music Fundamentals	MUSE 100	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
18. Reading and Composition	ENGL 101	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
19. Styles, Technique, and the Soul of Popular Singing	MUSC 100	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
20. Studio Orchestra I	MUSC 130	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
21. Concert Choir II- Intermediate	MUSP 101	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
22. Concert Choir IV - Advanced	MUSP 201	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
23. Introduction to American Music	MUSE 114	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
24. Songwriting II (Lecture)	MUSC 152	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
25. Dance Concert Production	DANC 289	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
26. Beginning Modern Dance	DANC 161	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
27. Beginning Ballet	DANC 162	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
28. Introduction to Theatrical Scenery	THEA 130	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
29. Fundamentals of Stage Direction - Beginning	THEA 241A	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
30. Voice and Movement for the Actor II - Intermediate	THEA 104A	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
31. Theatre Appreciation	THEA 250	<input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
32. The Business of Acting	THEA 212	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
33. Figure Drawing I	ART 115	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
34. Figure Drawing II	ART 116	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
35. Beginning Painting	ART 130	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
36. Commercial Graphic Design	ART 158	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
37. Introduction to Theatre Arts	THEA 101	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
38. Mass Media and Society	COMM 100	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
39. World Percussion Ensemble I	MUSP 138	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
40. World Percussion Instrumentation/Techniques	MUSE 161	<input type="checkbox"/> Summer <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Reading and Composition	TBA	TBA	TBA	TBA
2. History of the United States before 1877	TBA	TBA	TBA	TBA
3. Elementary Piano I	TBA	TBA	TBA	TBA
4. Two-Dimensional Design	TBA	TBA	TBA	TBA
5. Animation 1	TBA	TBA	TBA	TBA
6. Art Portfolio and Resume Production	TBA	TBA	TBA	TBA
7. Songwriting I	TBA	TBA	TBA	TBA
8. Career Opportunities in the Music Entertainment Industry	TBA	TBA	TBA	TBA
9. History of Rock and Roll	TBA	TBA	TBA	TBA
10. Voice - Beginning	TBA	TBA	TBA	TBA
11. Concert Choir I - Beginning	TBA	TBA	TBA	TBA
12. Competitive Collegiate Choir	TBA	TBA	TBA	TBA
13. Musical Theatre Workshop Production	TBA	TBA	TBA	TBA
14. Computer Aided Design for Theatre	TBA	TBA	TBA	TBA
15. Acting Shakespeare	TBA	TBA	TBA	TBA
16. History of the United States since 1877	TBA	TBA	TBA	TBA

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
17. Music Fundamentals	TBA	TBA	TBA	TBA
18. Reading and Composition	TBA	TBA	TBA	TBA
19. Styles, Technique, and the Soul of Popular Singing	TBA	TBA	TBA	TBA
20. Studio Orchestra I	TBA	TBA	TBA	TBA
21. Concert Choir II-Intermediate	TBA	TBA	TBA	TBA
22. Concert Choir IV - Advanced	TBA	TBA	TBA	TBA
23. Introduction to American Music	TBA	TBA	TBA	TBA
24. Songwriting II (Lecture)	TBA	TBA	TBA	TBA
25. Dance Concert Production	TBA	TBA	TBA	TBA
26. Beginning Modern Dance	TBA	TBA	TBA	TBA
27. Beginning Ballet	TBA	TBA	TBA	TBA
28. Introduction to Theatrical Scenery	TBA	TBA	TBA	TBA
29. Fundamentals of Stage Direction - Beginning	TBA	TBA	TBA	TBA
30. Voice and Movement for the Actor II - Intermediate	TBA	TBA	TBA	TBA
31. Theatre Appreciation	TBA	TBA	TBA	TBA
32. The Business of Acting	TBA	TBA	TBA	TBA
33. Figure Drawing I	TBA	TBA	TBA	TBA

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
34. Figure Drawing II	TBA	TBA	TBA	TBA
35. Beginning Painting	TBA	TBA	TBA	TBA
36. Commercial Graphic Design	TBA	TBA	TBA	TBA
37. Introduction to Theatre Arts	TBA	TBA	TBA	TBA
38. Mass Media and Society	TBA	TBA	TBA	TBA
39. World Percussion Ensemble I	TBA	TBA	TBA	TBA
40. World Percussion Instrumentation/Techniques	TBA	TBA	TBA	TBA

COLLEGE DISTRICT

Dr. Eric Rabitoy
 Dean, Natural and Physical Sciences
 Citrus Community College District
 1000 West Foothill Boulevard
 Glendora, California 91741-1885

SCHOOL DISTRICT

Mr. Gregory Endelman
 Principal
 California School of the Arts, San Gabriel Valley
 1010 N. Main Street
 Santa Ana, California 92701

APPENDIX B – SUBMISSION FOR FALL/2022 [INSERT TERM(S)/YEAR]

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
1. Reading and Composition	ENGL 101	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. History of the United States before 1877	HIST 107	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Elementary Piano I	MUSE 120	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
4. Two-Dimensional Design	ART 120	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
5. Animation 1	ART 168	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
6. Art Portfolio and Resume Production	ART 189	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
7. Songwriting I	MUSC 151	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
8. Career Opportunities in the Music Entertainment Industry	MUSC 190	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
9. History of Rock and Roll	MUSE 113	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
10. Voice - Beginning	MUSE 130	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	INSTRUCTOR PAID BY:	LOCATION
11. Concert Choir I - Beginning	MUSP 100	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
12. Competitive Collegiate Choir	MUSP 225	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
13. Musical Theatre Workshop Production	MUSP 171	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
14. Computer Aided Design for Theatre	THEA 160	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
15. Acting Shakespeare	THEA 284	<input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Reading and Composition	TBD	TBD	TBD	TBD
2. History of the United States before 1877	TBD	TBD	TBD	TBD
3. Elementary Piano I	TBD	TBD	TBD	TBD
4. Two-Dimensional Design	TBD	TBD	TBD	TBD
5. Animation I	TBD	TBD	TBD	TBD
6. Art Portfolio and Resume Production	TBD	TBD	TBD	TBD
7. Songwriting I	TBD	TBD	TBD	TBD
8. Career Opportunities in the Music Entertainment Industry	TBD	TBD	TBD	TBD
9. History of Rock and Roll	TBD	TBD	TBD	TBD
10. Voice - Beginning	TBD	TBD	TBD	TBD
11. Concert Choir I - Beginning	TBD	TBD	TBD	TBD
12. Competitive Collegiate Choir	TBD	TBD	TBD	TBD
13. Musical Theatre Workshop Production	TBD	TBD	TBD	TBD
14. Computer Aided Design for Theatre	TBD	TBD	TBD	TBD

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
15. Acting Shakespeare	TBD	TBD	TBD	TBD

COLLEGE DISTRICT

Dr. Eric Rabitoy
 Dean, Natural and Physical Sciences
 Citrus Community College District
 1000 West Foothill Boulevard
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SCHOOL DISTRICT

Mr. Gregory Endelman
 Principal
 California School of the Arts, San Gabriel Valley
 1010 N. Main Street
 Santa Ana, California 92701

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	
SUBJECT:	Job Description Revision and Realignment of a Position on the Classified Salary Schedule	Information	
		Enclosure(s)	X

BACKGROUND

Due to increased responsibilities, knowledge, and education required to successfully execute the duties of the classification of Sports Information Coordinator, the District has proposed a revision to the job description and realignment of the classification on the Classified Salary Schedule from Range 33 (\$4,146.03 - \$5,556.09/month) to Range 38 (\$4,690.85 - \$6,286.18/month). This classification is currently vacant with recruitment to begin upon approval by the Board of Trustees of the proposed revisions to the job description and realignment on the Classified Salary Schedule.

CSEA and the District met to negotiate the proposed revisions. The proposal was presented to members of the classified bargaining unit for review and was ratified by majority vote on August 3, 2022. A copy of the revised job description is enclosed.

It is recommended that the Board of Trustees approve the revisions to the job description and the realignment of the classification of Sports Information Coordinator on the Classified Salary Schedule from Range 33 (\$4,146.03 - \$5,556.09/month) to Range 38 (\$4,690.85 - \$6,286.18/month), effective August 17, 2022.

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

RECOMMENDATION

Authorization is requested to revise the job description and realign the classification of Sports Information Coordinator on the Classified Salary Schedule from Range 33 (\$4,146.03 - \$5,556.09/month) to Range 38 (\$4,690.85 - \$6,286.18/month), effective August 17, 2022.

Robert L. Sammis
Recommended by

 /
Moved Seconded

Aye__ Nay__ Abstained__



Approved for Submittal

Item No. G.4.



POSITION DESCRIPTION
Sports Information Coordinator

Position..... Sports Information Coordinator
Department/Site Kinesiology and Athletics
FLSA Non-Exempt
Evaluated by..... Dean of Kinesiology and Athletics
Salary Range 33 38

Summary

~~Designs, formats, types and coordinates production of promotional materials, handbooks and other materials used to promote, educate and inform students, staff, and the public about that program. Provides support to student athlete recruitment by assisting with and/or participating in special events and community sports activities.~~

Under the general supervision of the dean and/or designee, publicizes and promotes District athletic teams and student-athletes; develops and distributes numerous media guides, team programs, press releases and other materials; maintains content on District's official athletic department website; updates and compiles information for athletic statistic reports and historical records; attends home team and designated away events to perform a variety of functions in support of the athletic program; and performs related duties as assigned.

Essential Duties and Responsibilities

- ~~— Creates and designs original layout for printed materials, taking into consideration the need to integrate text, graphics, and artwork. Performs paste-up and color separations.~~
- ~~— Confers with other College staff to coordinate the production of printed materials.~~
- ~~— Designs and lays out logos, emblems, brochures, pamphlets and other publications. Proofreads and edits copy as necessary.~~
- ~~— Prepares presentation materials such as overheads, charts, and graphs by integrating images from graphics software and spreadsheets to computerized desktop publishing.~~
- ~~— Updates, and maintains internet and intranet web pages that contain text and graphics regarding the Athletics program and are accessed through a web site in coordination with MIS, the Dean of Physical Education, and appropriate coaches. Assures that web pages maintain an appealing flow and uniformity with regard to visual image and accessibility.~~
- ~~— Guided by established athletics programs, prepares and/or coordinates production of schedules, marketing material, graphics, artwork, and other promotional material.~~
- ~~— Coordinates and prepares newsletters and other internal and external publications describing events, activities, and giving feature stories.~~
- ~~— May participate in coordinating special events involving speakers, special topics, site, and support services relating to the Athletics Program. Prepares and delivers presentations to prospective student athletes and organizations.~~
- ~~— Plans basic layout and materials from rough copy as assigned.~~
- ~~— Prepares and maintains files and records related to Citrus College Athletics programs.~~
- ~~— Performs other duties as assigned that support the overall objective of the position.~~

- Coordinates marketing, advertising, and promotional activities for the intercollegiate athletics program including the writing, editing, design, production, and distribution of sports team media guides, programs, brochures, and other print and electronic publications.



POSITION DESCRIPTION

Sports Information Coordinator

- Coordinates sports media relations including information released to print, broadcast media, social media, and website in print and digital format; writes press releases and competition stories, schedules interviews, and serves as athletic department spokesperson for general media inquiries. Creates and maintains effective working relationships with members of the sports media; provides detailed sports results/stats and stories to generate media interest.
- Attends all intercollegiate athletic home events to track game scores and statistics; relates competition events to the media and reports statistical information to the California Community College Athletics Association, Western State Conference, Southern California Football Association, and other applicable intercollegiate athletics organizations and agencies. Maintains current statistics, records, athlete lists, team rosters, alumni lists, scholar-athletes and other information for each team.
- Develops, maintains and updates content for the intercollegiate athletics program website and social media.
- Serves as the sports photographer; coordinates and compiles photos of student-athletes, coaches, and staff; takes team photos; takes action shots at competitions for publication; maintains sports photography portfolios.
- Develops, designs, writes and produces press information brochures, booklets, press guides, student-athlete handbooks, coaches' handbooks, program review reports, and other departmental publications for distribution to media, colleges and universities. Produces materials in traditional, new, and emerging media formats; coordinates production of a variety of materials for internal and external public relations purposes.
- Maintains a calendar of activities and coordinates a variety of ongoing or cyclical projects, such as receptions, recognition events, including the development and production of brochures, fliers, and programs; assists with travel arrangements for athletic teams; participates in preparation and coordination of athletic events.
- Performs marketing duties; develops volunteer support and participation in athletic program activities such as awards, scholarships, group meetings with coaches, parents' night and ticket promotions; works with athletic directors and coaches to develop overall program and individual team fundraising plans and activities.
- Identifies, solicits, and cultivates sources of funding (alumni, private individuals, corporations, and foundations) for athletics. Assists in the preparation and monitoring of budgets for fundraising events for fundraising events for the athletics program.
- Represents the intercollegiate athletics program at conferences, meetings and various community and media functions; prepares and presents oral presentations concerning sports information, athletics and academics; attends athletic events on- and off-campus.
- Selects, trains and maintains schedules of sports information game management staff.
- Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner
- Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
- Maintains the college's archived athletic materials (digital and hard copies) including statistics, promotional materials, press releases, videos, pictures, and/or anything preserving the history of the college.



POSITION DESCRIPTION

Sports Information Coordinator

Qualifications

~~— Knowledge and Skills~~

- ~~— Requires considerable knowledge of the design, layout and production of written and printed materials.~~
- ~~— Requires in-depth knowledge of modern desktop publishing software.~~
- ~~— Requires sufficient proofreading and editing skills to review technical educational materials.~~
- ~~— Requires a working knowledge of computer aided office productivity tools including but not limited to, word and desktop publishing, graphics, internet and intranet web page editing programs.~~
- ~~— Requires familiarity with and basic skill in using computer aided desktop publishing.~~
- ~~— Requires well developed language and writing skills to prepare professional materials and edit text to be suitable for communications.~~
- ~~— Requires basic knowledge of the principles and practices of photography including enlargements and reductions.~~
- ~~— Requires sufficient English language skill to edit technical and policy copy for grammar, syntax, clarity, and content.~~
- ~~— Requires sufficient human relations skill to interact and discuss technical information with a wide range of contacts throughout the District.~~

~~— Abilities~~

- ~~— Requires the ability to carry out the essential functions of the position.~~
- ~~— Requires the ability to identify, organize, and sequence activities that support marketing and communications projects.~~
- ~~— Requires the ability to conceptualize and prepare layouts for marketing materials.~~
- ~~— Requires the ability to work under deadline pressure and handle simultaneous projects.~~
- ~~— Requires the ability to access web site pages to edit and update material.~~
- ~~— Requires the ability to troubleshoot problems associated with production of graphics and web page images.~~
- ~~— Requires the ability to compose written copy from instruction, concept, or hand copy and convert to formats suitable for external distribution.~~

• Knowledge, Skills and Abilities

- Knowledge of rules, strategies, technologies and terminology related to public relations and marketing of intercollegiate sports.
- Knowledge of principles and practices of media and public relations, community outreach, and fund development strategies.
- Knowledge of journalistic writing, including Associated Press style, and reporting techniques and standards.
- Knowledge of intercollegiate sports regulations and practices including California Community College Athletics Association (CCCAA) rules and regulations.
- Knowledge of state mandated functions of the PrestoSports website, including, but not limited to, the uploading of stats to the State CCCAA website through the PrestoSports portal.



POSITION DESCRIPTION

Sports Information Coordinator

- Knowledge of statistical collection methodology, including, but not limited to, sporting rules and regulations and the functions and keystrokes of in-game statistical software (PrestoSports, StatCrew, etc.)
- Knowledge of District organization, operations, and objectives.
- Knowledge of principles and techniques of establishing and maintaining positive public and community relations.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Knowledge of current and emerging media and social media platforms.
- Ability to write clearly, accurately, and effectively in a variety of styles for memos, letters, reports, newsletters, news releases, fliers, brochures, advertisements, website pages, and other formats including social media.
- Ability to edit communications for clarity and accuracy.
- Ability to use a variety of computer software to perform functions such as word processing, desktop and website publishing, video editing/posting/archiving, database management, and presentation preparation.
- Ability to use new and emerging technologies.
- Ability to use a camera and take publicity photos and videos.
- Ability to work effectively with media representatives.
- Ability to calculate, compile, and maintain sports statistics and historical data for student-athletes and teams.
- Ability to plan, organize, and implement fundraising efforts.

Physical Abilities

- Requires ambulatory ability to sit for extended periods of time and stand and walk for intermittent periods of time, in front of computer screen for extended periods of time, to move about between workstation, student-athlete success center, and various offices/areas, and to reach for work materials and files.
- Requires the ability to lift and carry lightweight materials (under 20 pounds) on an occasional basis.
- Requires hand-arm-eye coordination to operate a personal computer keyboard at an advanced rate; sufficient hand, arm, and finger dexterity to operate computer keyboard or other office equipment.
- Requires visual acuity to arrange materials, observe movements of people, and read letters and numbers.
- Requires auditory ability to carry on conversations in person and over the phone; speaking and hearing ability sufficient to hear over phone/computer and routine conversations.



POSITION DESCRIPTION
Sports Information Coordinator

Education and Experience

- ~~An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of marketing or promotion experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of marketing or promotion experience.~~
- ~~An associate degree in a public relations-related discipline, or the completion of at least sixty (60) college-level semester units, and three years of experience in sports information, journalism, marketing, public relations, fundraising, or a related field, or in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, five years of experience in sports information, journalism, marketing, public relations, fundraising, or a related field.~~
~~Bachelor's degree from an accredited college or university with a major in public relations, journalism, English, communication, kinesiology, and/or a related field. Three (3) years of experience in sports information, journalism, marketing, public relations, fundraising, and/or related fields.~~

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	August 16, 2022	Resolution	
SUBJECT:	Board of Trustees – Board Policy Revision – Second Reading	Information	
		Enclosure(s)	X

BACKGROUND

The District's Board Policies and Administrative Procedures are regularly reviewed and updated to align with recommendations developed in conjunction with the Community College League of California (CCLC) and federal and state guidelines.

The following Board Policy was revised to be in compliance with Education Code Section 72024.

BP 2725 Board Member Compensation

There is no corresponding Administrative Procedure.

This Board Policy was presented to and approved by the Board, on July 19, 2022, for the first reading.

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

RECOMMENDATION

Authorization is requested to approve the second and final reading of, and adopt, BP 2725 Board Member Compensation.

Greg Schulz, Ed.D.
Recommended by

 /
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.5.

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

BP 2725 BOARD MEMBER COMPENSATION

References: Education Code Sections 1090, 35120, and 72024

Members of the Board who attend all Board meetings shall receive monthly compensation in accordance with the provisions in Education Code Section 72024. A member of the Board of Trustees who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member either was performing services outside the meeting for the District, was ill, was on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

Compensation of Board members may increase according to Education Code.

Board Approved	01/13/09
Desk Review	01/18/12
Desk Review	03/19/13
Desk Review	10/21/15
Desk Review	03/14/19
Revised	08/__/22

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X <hr/>
DATE:	August 16, 2022	Resolution	<hr/>
SUBJECT:	Citizens' Oversight Committee	Information	<hr/>
		Enclosure(s)	<hr/>

BACKGROUND

In accordance with the requirements of Measures G and Y, approved by voters in 2004 and 2020, respectively, the District is required to maintain a citizens' oversight committee. One of the requirements of the committee is to inform the public, at least annually, concerning the District's expenditure of Prop. 39 bond proceeds.

The terms for the following members of the committee expire August 31, 2022:

- Elaina Phillips – business organization representative
- Brian Bowcock – taxpayer organization representative
- Wesley Menard – at-large representative (eligible for another term)
- Jorge Rosales – senior citizen organization representative
- Daniel Caldera – student representative

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

RECOMMENDATION


Authorization is requested to appoint the following individuals to the Citizens' Oversight Committee for the term listed:

- Brenda J. Trainor – business organization representative – two-year term (September 1, 2022 – August 31, 2024)
- Robert Helbing – taxpayer organization representative – two-year term (September 1, 2022 – August 31, 2024)
- Wesley A. Menard – at-large representative – two-year term (September 1, 2022 – August 31, 2024)
- Jess Swick – senior citizen organization representative – two-year term (September 1, 2022 – August 31, 2024)
- Serina Mummert – student representative – one-year term (September 1, 2022 – August 31, 2023)

Greg Schulz, Ed.D.
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:	August 16, 2022	Resolution	X
SUBJECT:	Excused Absence	Information	
		Enclosure(s)	X

BACKGROUND

Board Policy 2725 provides that, "A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member either was performing services outside the meeting for the District, was ill, was on jury duty, or the absence was due to a hardship deemed acceptable by the Board."

In addition, Education Code section 72024(d) provides that, "A member (of the Board of Trustees) may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board."

Student Trustee Serina Mummert was absent from the July 19, 2022 regular meeting of the Board of Trustees due to illness.


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

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2022-23-03, authorizing payment to Student Trustee Serina Mummert for the July 19, 2022 regular meeting of the Board of Trustees.

Moved / Seconded _____

Aye ___ Nay ___ Abstained ___



 Approved for Submittal

Item No. _____

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION AUTHORIZING PAYMENT
TO TRUSTEE ABSENT FROM BOARD MEETING
RESOLUTION NO. 2022-23-03**

WHEREAS, Board Policy 2725 provides that, "A member of the Board of Trustees may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member either was performing services outside the meeting for the District, was ill, was on jury duty, or the absence was due to a hardship deemed acceptable by the Board." Similarly, Education Code Section 72024(d) provides that, "A member (of the Board of Trustees) may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board;" and

WHEREAS, on July 19, 2022, the Board of Trustees of the Citrus Community College District held a regular meeting, which Student Trustee Serina Mummert could not attend due to illness.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board finds that Student Trustee Serina Mummert was absent from the July 19, 2022 regular Board meeting due to illness;

BE IT FURTHER RESOLVED that pursuant to Board Policy 2725 and Education Code Section 72024, Student Trustee Mummert shall be paid at the regular rate of compensation for the month of July 2022.

Passed and Adopted by the Board of Trustees of Citrus Community College District this 16th day of August 2022, by the following vote:

Trustee Alexander:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Bollinger:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Contreras:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Lutz:	Aye: _____	Nay: _____	Absent: _____	Abstain _____
Trustee Rasmussen:	Aye: _____	Nay: _____	Absent: _____	Abstain _____

Date: _____

Mary Ann Lutz
President
Board of Trustees

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

July 19, 2022

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, July 19, 2022, in the Administration Building Board Room (AD 109) with audience participating in person and via Zoom (Meeting ID: 940 2761 8336).

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

TRUSTEE ROLL CALL: Present: Cheryl Alexander, Laura J. Bollinger, Anthony Contreras, Mary Ann Lutz and Patricia A. Rasmussen. Absent: Serina Mummert (Student Trustee).

RESOURCE PERSONNEL PRESENT: Greg Schulz, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Richard F. Rams, Vice President of Student Services and Acting Vice President of Academic Affairs; Robert L. Sammis, Director of Human Resources; Robert Hughes, Chief Information Services Officer; and Christine Link, recording secretary.

ADMINISTRATORS, EMPLOYEES, STUDENTS AND VISITORS SIGNING THE VOLUNTARY SIGN-IN SHEET:

Management Team: Dana Hester, Ty Thomas and Melissa Utsuki

Faculty: Dave Brown and Jeremy Clark

Greg Schulz, Superintendent/President, shared:

- Summer session is underway with 6,212 students enrolled in classes.
- Thanks to the Board of Trustees for their leadership and support as I begin my second year as Superintendent/President of Citrus College. Thanks also to employees who place students at the center of all that we do.
- Acknowledgment of colleagues for contributing to the success of our college in a number of ways over the past 12 months.
- Thanks to the Classified Staff Development Committee for hosting the 6th annual Classified Staff Summer Shindig, which was an opportunity to thank our dedicated classified staff members.
- Thanks to DEI Director Tyesha Thomas and the Student Affairs division for hosting an LGBTQ+ Ally training in honor of Pride Month on June 28, 2022.
- Save-the-date for our annual fall Convocation event on August 26, 2022, as well as the 13th annual Citrus College Foundation Scholarship Reception and Donor Appreciation Celebration on August 18, 2022.

- Information about an upcoming on-campus memorial gathering for Dr. Louis E. Zellers, former Superintendent/President, who passed away in June.

Richard F. Rams, Vice President of Student Services and Acting Vice President of Academic Affairs, in a written report shared:

- The Haugh Performing Arts Center announced its 2022-2023 season on July 5, 2022. View the season brochure online at www.haughpac.com.
- Study Abroad has met the maximum number of students allowed for its fall 2022 program in London, with two faculty taking 45 students.
- Student Affairs welcomed the new Mental Health Supervisor, Nadine Henley, to the team. Her first day was July 11, 2022.
- 266 students attended Early Alert Workshops via Zoom during the spring semester. 525 students completed the self-paced online Early Alert modules on Comevo during the spring semester.

Claudette E. Dain, Vice President of Finance and Administrative Services, in a written report shared:

- Construction on the Educational Development Center is 71% complete.
- Reprographics brought production of signage (including parking lot signage) and name badges in-house, saving the District money and time from supply chain delays.
- Extended hours have been implemented at the Golf Range for the summer, as well as an expanded selection of snacks and drinks for sale in the pro shop.
- The bookstore, managed by Follett, is preparing for a school supply fundraising drive they will be conducting in the fall in conjunction with the Citrus College Foundation.

Robert L. Sammis, Director of Human Resources, in a written report shared:

- Human Resources is preparing for the fall semester by updating the Human Resources and Equal Employment Opportunity plans, as well as implementing a new Applicant Tracking System.

Jeremy Clark, Academic Senate President, in a written report shared:

- It is exciting to see new faculty members listed in the board agenda. It looks like a great new group, and the Academic Senate is thrilled to welcome them to campus.

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Briceyda Torres, Classified Employees, in a written report shared:

- Delegates are excited to represent Citrus College at the 96th annual CSEA Conference. Thanks to Michael Bilbrey, second vice president, and Kathy Goblirsch, secretary, for representing Chapter 101 members.

Laura J. Bollinger, Vice President, Board of Trustees, praised the beautiful, informative annual report. She attended the San Gabriel Valley Legislative Networking Reception on July 12, 2022 with several trustees, Superintendent/President Schulz and Melissa Utsuki, Executive Director of Communications and External Relations. Trustee Bollinger highlighted upcoming shows taking place at the Haugh Performing Arts Center this summer.

Anthony Contreras, Clerk/Secretary, Board of Trustees, thanked everyone involved with the college's summer sessions. He reminded everyone about the Citrus College Athletics Golf Classic fundraising tournament taking place on July 29, 2022. Trustee Contreras noted that he was pleasantly surprised by how easy the website is to navigate. In closing, he shared a story about a student finding help and, ultimately, success at the college's Writing Center.

Patricia A. Rasmussen, Member, Board of Trustees, said the annual report is beautifully laid out, thanking those involved with producing it. She also thanked everyone who serves on hiring committees. Trustee Rasmussen noted a course on drone technology that she saw in the Community and Noncredit Schedule for fall 2022, which she received in the mail. She thanked the local Kiwanis group for preparing care packages and donating them to the college's Veterans Success Center. Trustee Rasmussen shared that the Southern California News Group announced that Citrus College was voted the "Best Community College" and "Best Cosmetology School" in the San Gabriel Valley.

Cheryl Alexander, Member, Board of Trustees, shared that the annual report was very enlightening. She attended the Duarte Chamber of Commerce installation dinner with Trustee Lutz on June 25, 2022, as well as a Duarte city council meeting with Board President Lutz and Superintendent/President Schulz, in which they presented a brief overview of all the wonderful things happening at the college. She also provided a brief report of other meetings and events that she attended.

Mary Ann Lutz, President, Board of Trustees, received many compliments about the college's annual report. She thanked the faculty and staff for their work in hiring all the new employees. Board President Lutz welcomed the new Mental Health Supervisor, Nadine Henley, to campus. She thanked DEI Director Tyesha Thomas for hosting an LGBTQ+ Ally training. Board President Lutz gave a presentation to the Monrovia Unified School District Board of Education, highlighting several Citrus College programs and activities.

MINUTES

- Item 1:** Moved by Trustee Rasmussen and seconded by Trustee Contreras to approve the regular meeting minutes of June 21, 2022.
 4 Yes (Bollinger, Contreras, Lutz, Rasmussen).
 1 Abstain (Bollinger).

INFORMATION AND DISCUSSION

Above and Beyond Classified Development (ABCD) Award – Greg Schulz, Ed.D., Superintendent/President

**Mark Quijas
Custodian
Facilities & Support Service**

Superintendent/President Schulz presented the Above and Beyond – Classified Development (ABCD) Award to Mark Quijas, Custodian in the Facilities and Support Services Department. The ABCD Award recognizes an outstanding Citrus College classified employee who has demonstrated collaboration, service, dedication and a commitment to the college’s mission.

Information Update on Citrus College Response to COVID-19 & Safe Transition to Campus – Robert L. Sammis, J.D., Director of Human Resources

Dr. Sammis provided an update on the college’s response to COVID-19 and safe transition to campus.

Educational Programs Committee (EPC) - Administrative Procedures Revision – Richard F. Rams, Vice President of Student Services and Acting Vice President of Academic Affairs

**AP 4105 Online Education
AP 4236 Advanced Placement Credit**

Dr. Rams provided information about two revised administrative procedures: AP 4105 Online Education and AP 4236 Advanced Placement Credit.

INDEPENDENT CONTRACTORS

Item 2: Moved by Trustee Bollinger and seconded by Trustee Contreras to ratify the attached list of Independent Contractor/Consultant Agreements as submitted. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

FACILITIES USE

Item 3: Moved by Trustee Bollinger and seconded by Trustee Contreras to ratify the attached list of facilities usage and rental agreements. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

BUDGET – WARRANTS – FINANCIAL STATEMENTS, ETC.

Item 4: Moved by Trustee Bollinger and seconded by Trustee Contreras to ratify A & B Warrants issued during June 2022, totaling \$9,855,131.59. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Item 5: Moved by Trustee Bollinger and seconded by Trustee Contreras to ratify purchase orders issued during June 2022. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

PERSONNEL RECOMMENDATIONS

- Item 6:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).
- Item 7:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).
- Item 8:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

SURPLUS PROPERTY

- Item 9:** Moved by Trustee Bollinger and seconded by Trustee Contreras to dispose of the enclosed list of surplus items by sale at public auction to the highest bidder, after public notice of the auction is given as required by Education Code Section 81450.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

DESTRUCTION OF RECORDS

- Item 10:** Moved by Trustee Rasmussen and seconded by Trustee Alexander to approve the destruction of Class 3-Disposable records as listed on the attached inventory pursuant to Title 5, §59020 et seq. of the California Code of Regulations.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

- Item 11:** Moved by Trustee Rasmussen and seconded by Trustee Bollinger to approve Change Order #2 for Bid #01-2021, ED Building Modernization Project to Horizons Construction Company International in the amount of \$133,977.65. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

BIDS

- Item 12:** Moved by Trustee Bollinger and seconded by Trustee Contreras to award Bid #04-2122, Roofing Project to Bligh Pacific of Santa Fe Springs, California, in the base bid amount of \$199,673, and alternate #1 in the amount of \$96,278, for a total of \$295,951, and to authorize the Vice President of Finance and Administrative Services to execute a contract on behalf of the District.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

NOTICE OF COMPLETION

Item 13: Moved by Trustee Alexander and seconded by Trustee Rasmussen to accept Project #07-2021 Automatic Doors Touch-less Activation Upgrade to DoorTech of Pomona, as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$287,603.44.

5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

Item 14: Moved by Trustee Bollinger and seconded by Trustee Contreras to adopt Resolution No. 2022-23-01, Authorizing the Use of the Design-Build Procurement Method for the Center for Excellence Project.

5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

INSURANCE

Item 15: Moved by Trustee Contreras and seconded by Trustee Alexander to enter into agreements with Anthem Blue Cross and Philadelphia Insurance, through Student Insurance, for student accident and intercollegiate athletic accident insurance for 2022-2023, in an aggregate amount of \$116,295, effective August 1, 2022. Further authorization is requested for the Vice President of Finance and Administrative Services to execute the insurance policies on behalf of the District.

5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

CONSTRUCTION – CAPITAL PROJECTS

Item 16: Moved by Trustee Bollinger and seconded by Trustee Alexander to approve the 2024-25 through 2028-29 Five-Year Construction Plan and adopt Resolution No. 2022-23-02, New Career Technical Educational Building.

5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

BOARD POLICIES

Item 17: Moved by Trustee Bollinger and seconded by Trustee Rasmussen to approve the first reading of BP 2725 Board Member Compensation.

5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Item 18: Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the second and final reading of, and adopt, BP 6250 Budget Management. 5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Item 19: Moved by Trustee Contreras and seconded by Trustee Alexander to approve the second and final reading of, and adopt, BP 6550 Disposal of District Property.

5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

BOARD OF TRUSTEES

- Item 20:** Moved by Trustee Alexander and seconded by Trustee Contreras to select Laura J. Bollinger and Mary Ann Lutz as the Board of Trustees ad hoc committee to review applications for representatives on the Measure Y Citizens' Oversight Committee and make a recommendation to the full Board for appointment to the Measure Y Citizens' Oversight Committee.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

SUPERINTENDENT/PRESIDENT

- Item 21:** Moved by Trustee Contreras and seconded by Trustee Rasmussen to approve an individual membership for the 2022-23 fiscal year, in the amount of \$660.96 to the Association of California Community College Administrators (ACCCA) for Dr. Greg Schulz, Superintendent/President.
5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

CLOSED SESSION: At 4:55 p.m., Board President Lutz 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(d)(1): Conference with Legal Counsel – Pending Litigation (2 cases):

- a. **Alvarez, et al v. Citrus Community College District, Case No. BC681378**
- b. **Ramirez v. Citrus Community College District, Case No. BC664056**

RECONVENE IN OPEN SESSION: At 5:36 p.m., Board President Lutz reconvened the meeting to open session with no action taken.

BOARD OF TRUSTEES SELF-EVALUATION WORK SESSION

The Board reviewed and discussed the results of their self-evaluation survey.

Topics of discussion included:

- How Diversity, Equity and Inclusion is working in alignment with the Student Equity and Achievement Program.
- The desire for more information regarding Strong Workforce activities and outcomes.
- Sustainability including but not limited to the reduction of paper (such as electric vehicles, solar projects, elimination of sod, etc.).
- The desire for specific data for Early Decision and IWCC.
- Foundation – Sharing more information about donation opportunities, as well as how to secure donors and board members.

The trustees look forward to the August 16, 2022 Board retreat where they will develop goals for the 2022-2023 academic year.

ADJOURNMENT: At 6:37 p.m., it was moved by Trustee Lutz and seconded by Trustee Rasmussen to adjourn the meeting in honor of Duarte Mayor Pro Tem Tzeitel Paras-Caracci who passed away on June 25, 2022.

5 Yes. (Alexander, Bollinger, Contreras, Lutz, Rasmussen).

Date

Anthony Contreras
Clerk/Secretary
Board of Trustees