

CITRUS COMMUNITY COLLEGE DISTRICT

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

MEETING: Regular Meeting in October

DATE: Tuesday, October 18, 2022

TIME: 4:15 p.m.

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

Regular Board Meeting

Topic: October 18, 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/j/94027618336>

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/10.18.2022.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/10.18.2022.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

- Student Services is pleased to resume our monthly spotlight recognition program for 2022-23. For October 2022, our team is proud to recognize Geovanna Gomez as our outstanding student. Ms. Gomez resides in West Covina and is a History major aspiring to complete Associate Degrees in History and Anthropology. Geovanna is the first in her family to attend college and is a re-entry student. Her goal is to pursue a career in Public History and to work with Non-Governmental Organizations. Geovanna also works for our School Relations and Outreach team by representing Citrus College at community events.
- The Financial Aid Department kicked off the 2023-24 financial aid application cycle on Saturday, October 1 with a Cash for College workshop that served 131 attendees. The Financial Aid Department is partnering with local high schools and LACOE to host a total of 14 financial aid workshops. These workshops will be conducted beginning October 11 through April 2023. Additionally, the Financial Aid Department will host three more Cash for College events on November 1, December 1, and February 1, 2023.
- The Division of Student Affairs has hired Pride Center Coordinator Jonathan Dominguez who will begin developing programming centered around supporting and building community within the campus LGBTQ+ community. Jonathan will also be working on the ongoing implementation of our Pride Center support and services.

Dana Hester, Interim Vice President of Academic Affairs

- On Friday, October 14, Foster Kinship Care Education (FKCE) hosted MAPfest, a mega resource festival and career fair for transition-age youth (ages 17-21). This event offers transition-age youth hands-on support from a variety of resources and the community. Youth will also be able to visit college information booths, participate in campus tours and learn more about the programs available at Citrus College.

- The Study Abroad Program in London is going well with 38 students participating; one student writes about the London experience in each edition of the *Clarion*. The Paris program for winter has enjoyed a very successful recruitment already reaching the possible maximum of 50 students.
- The Learning Center is celebrating its 10-year anniversary with a series of outreach events culminating in a spring student-use drive to increase student awareness and presence in the Learning Center. These efforts are being supported by a Foundation Innovation grant.
- For the Citrus College Associate Degree Nursing (ADN) Program, the Board of Registered Nursing (BRN) Continuing Approval Visit took place on September 7-8. Upon exit, the BRN consultant shared that she was very impressed by our program. The program was found to be in full compliance with no recommendations suggested.

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

- Construction on the ED Building continues to progress nicely, is on schedule, and is approximately 88% complete. Work continues with all trades including electrical, plumbing, mechanical, painting and waterproofing finish items. Major mechanical items such as air-handlers, ducting and roofing are 100% complete. Electrical switchgear is expected to arrive in November for which a planned electrical tie-in will occur over winter break. Preliminary interior equipment in the science laboratory areas is underway. Interior flooring is also underway throughout the building with many areas already complete. Exterior flatwork has been installed at the front portico, exterior plaster is underway, and exterior painting will commence shortly.
- Citrus College's health benefits open enrollment will be held from October 17 through November 30. This year, active, benefit-eligible individuals are asked to reconfirm their benefits and provide proof of eligible dependent coverage, if not previously provided to the District. Citrus College has asked American Fidelity, whom the District has had a long-term business relationship with, to assist with this process. Per the District's contractual agreement with American Fidelity, all information shared is required to be protected and remain confidential, for the sole purpose of the District's benefits administration. A number of campus wide eMEMO's have been shared with the campus community, as applicable. Appointments are available to be scheduled online. Additionally, employees wishing to sign up for or re-enroll in the District's Section 125 plan for plan year 2023 are required to meet with the American Fidelity representative. Any questions regarding this process may be directed to Lisa Fowler, Payroll/Benefits Supervisor.
- Follett has initiated a school supply drive which will continue through the end of October, with distribution of supplies to students in-need, commencing in November. If you wish to donate supplies or cash to support the initiative, you may drop off your donation at the Owl Bookshop between the hours of 8:00 a.m. to 3:00 p.m., Monday through Thursday and between the hours of 8:00 a.m. to 12:00 p.m. on Fridays.

Robert L. Sammis, Director of Human Resources

- The Human Resources Office has completed the updated online Applicant Tracking System and is currently engaged in staff training in preparation to go live and introduce the changes to the campus. I want to thank my Administrative Assistant, Ms. Sandra Coon, for taking on this project and skillfully leading the development and implementation of this improved online applicant system.
- The number of COVID-19 cases with close contacts on campus is declining and we continue to send out notices to the campus community in those instances when a COVID-19 case has occurred on campus. The number of daily COVID-19 cases in Los Angeles County also continues to decline. As of October 11, the number of daily cases was 462 (down from 1,274 as of October 8). The testing positivity rate has declined to 4.34%, as has the number of hospitalizations. This is encouraging news.
- The COVID-19 Workgroup continues to meet and is ready to respond to any potential surge in COVID-19 cases in the future.

Jeremy Clark, Academic Senate President

- We continue to learn how to conduct Academic Senate meetings in a hybrid format. Each session gets better and more comfortable.

- At our September 14 meeting, we approved our Annual Purpose Statement. We look forward to putting it into action.
- We have selected three faculty members to represent faculty on the Faculty Needs Identification Committee (FNIC). We look forward to seeing the committee's results as they work to build and strengthen the programs of study for our students.
- At the September 28 meeting, we reviewed the results of the Community College Survey of Student Engagement (CCSSE) with Dr. Hao and Yueyi Huang. It created some great dialog. We look forward to continuing our work in this area.
- We enjoyed an excellent presentation about the Esthetician program by Ann Everett and new faculty member Alexis Dea. It was great to hear about the growth the program has been able to experience with the addition of a new faculty member and the plan to continue to grow the night program offerings.

Briceyda Torres, Classified Employees

- The chapter had its monthly meeting on October 11. Members were thanked for always filling the various vacancies in committees to do our part in shared governance. Nominations have begun for the 2023 CSEA Executive Board. The Chapter was reminded of the two mandatory activities that require their participation: Sexual Harassment Prevention (SB 1343) and the Health Benefits Open Enrollment session(s).

**Serina Mummert, Student Trustee
Members of the Board of Trustees**

E. MINUTES

1. **Approval of the regular meeting minutes of September 6, 2022**

F. INFORMATION AND DISCUSSION

1. **Associated Students of Citrus College (ASCC) Executive Board Fall 2022 Introductions – Richard F. Rams, Ed.D., Vice President of Student Services (Page 10)**

Sofia Guzman, President
Serina Nadine Mummert, Student Trustee
Yiheng (Jay) Zhou, Treasurer
Isabella Rivas, Senator
Jovianne Avalos, Commissioner of Activities
Lizbeth Munguia Renteria, Commissioner of Athletics
Jessie Audrey San, Commissioner of Inter-Club Council Relations
Yuxiang (Charles) Zhu, Commissioner at Large
Lei (Jennifer) Huang, Commissioner of Public Relations

2. **Chief Information Systems Officers Association (CISOA) Award – Greg Schulz, Ed.D., Superintendent/President (Page 11)**
3. **Presentation on the Progress of the Citrus College Sustainability Plan – Claudette E. Dain, CPA, Vice President of Finance and Administrative Services (Page 12)**

4. **Annual Security Report (ASR) – Richard F. Rams, Ed.D., Vice President of Student Services (Page 13)**
5. **Presentation of the Citrus College Faculty Association and Citrus Community College District Initial Proposals for Negotiations for a Successor Collective Bargaining Agreement – Robert L. Sammis, J.D., Director of Human Resources (Page 54)**

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 57)
- b. Authorization is requested to ratify the attached list of facilities usage and rental agreements. (Page 59)
- c. Authorization is requested to ratify A & B Warrants issued during August and September 2022, totaling \$21,131,112.84. (Page 61)
- d. Authorization is requested to ratify purchase orders issued during August and September 2022. (Page 62)

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 74)
- f. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of management employees. (Page 85)

- g. Authorization is requested to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees. (Page 87)
- h. Authorization is requested to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts. (Page 89)

END OF CONSENT AGENDA

G. ACTION (continued)

Business Services

- 2. Authorization is requested to accept Bid #04-2122 Roofing Project awarded to Bligh Pacific of Santa Fe Springs, California as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$295,951.00. (Page 95)
- 3. Authorization is requested to approve, in accordance with Proposition 30, The Schools and Local Public Safety Protection Act of 2012 provisions, the use of the 2022-2023 estimated \$14,769,843 of Education Protection Account proceeds to partially fund ongoing classroom instructional personnel costs. (Page 96)
- 4. Authorization is requested to approve a new institutional membership with the San Gabriel Valley Civic Alliance, in the amount of \$2,500.00, annually. (Page 98)

Academic Affairs

- 5. Authorization is requested to approve a nonrefundable deposit of \$12,500.00 to ACFEA Tour Consultants, Inc. for a proposed field trip/tour of the Czech Republic, Slovakia, and Austria for ten (10) days between June 18 and June 28, 2023. (Page 99)
- 6. Authorization is requested to approve the revised field trip for seven (7) students from the Automotive Technology: High Performance Institute, Research and Development program, and five (5) faculty members in Las Vegas, Nevada from November 1 through November 4, 2022. This field trip was previously approved at the August 16, 2022 Board of Trustees meeting. (Page 100)

7. Authorization is requested to approve these new courses, modified courses, course deletions, new programs and deleted programs. (Page 104)

Board Policies

8. Authorization is requested to approve the first reading of BP 2310 Regular Meetings of the Board. (Page 110)
9. Authorization is requested to approve the first reading of 2745 Board Goal Setting and Self-Evaluation. (Page 112)

Board of Trustees

10. It is recommended that the Board of Trustees adopt Resolution #2022-23-05, authorizing payment to Trustee Patricia A. Rasmussen for the September 6, 2022 regular meeting of the Board of Trustees. (Page 114)
11. Authorization is requested to approve the **revised** dates, time and place for regular meetings of the Board of Trustees for the period of January 1, 2022, through December 13, 2022:

Date/Time: January 18, 2022 @ 4:15 p.m.
 February 15, 2022 @ 4:15 p.m.
 March 15, 2022 @ 4:15 p.m.
 April 5, 2022 @ 4:15 p.m.
 May 17, 2022 @ 4:15 p.m.
 June 21, 2022 @ 4:15 p.m.
 July 19, 2022 @ 4:15 p.m.
 August 16, 2022 @ 4:15 p.m.
 September 6, 2022 @ 4:15 p.m.
 October 18, 2022 @ 4:15 p.m.
 November 15, 2022 @ ~~4:15 p.m.~~ 3:15 p.m.
 December 13, 2022 (Organizational/Regular meeting) @
 4:15 p.m.

Place: Citrus Community College District,
 Administration Building, Board Room (AD 109)

Dates, times and locations are subject to change based on the needs of the District.

(Page 116)

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

- 1. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Faculty Association CTA/NEA (CCFA).**
- 2. Per Section 54957.6: Conference with Labor Negotiator, Robert L. Sammis, District Chief Negotiator-Employee Organization: Citrus College Adjunct Faculty Federation, (CAFF) Local 6352.**
- 3. 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.**
- 4. Per Section 54957: Public Employee Discipline/Dismissal/Release.**
- 5. Per Section 54957: Public Employee Performance Evaluation
Title: Superintendent/President**

I. RECONVENE IN OPEN SESSION

The Board will report closed session action, as appropriate.

J. 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.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	
DATE:	October 18, 2022	Resolution	
SUBJECT:	Associated Students of Citrus College (ASCC) Executive Board Fall 2022 Introductions	Information	X
		Enclosure(s)	

BACKGROUND

The Associated Students of Citrus College (ASCC) Executive Board is the elected voice of the student body. The ASCC Executive Board plans and executes a variety of educational, cultural and social activities for all members of the college community. The ASCC Executive Board maintains an active voice on college-wide committees, making sure that students' needs and opinions are considered in decisions affecting their education. The members of the Fall 2022 ASCC Executive Board are:

- Sofia Guzman, President
- Serina Nadine Mummert, Student Trustee
- Yiheng (Jay) Zhou, Treasurer
- Isabella Rivas, Senator
- Jovianne Avalos, Commissioner of Activities
- Lizbeth Munguia Renteria, Commissioner of Athletics
- Jessie Audrey San, Commissioner of Inter-Club Council Relations
- Yuxiang (Charles) Zhu, Commissioner at Large
- Lei (Jennifer) Huang, Commissioner of Public Relations

This item was prepared by Rosario E. Garcia, Student Life Supervisor.

RECOMMENDATION

Information only; no action required.

Richard F. Rams, Ed.D.
Recommended by

/

Moved _____ Seconded _____

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.1.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	October 16, 2022	Resolution	_____
SUBJECT:	Chief Information Systems Officers Association (CISOA) Award	Information	X
		Enclosure(s)	_____

BACKGROUND

Robert Hughes, Chief Information Services Officer, has been selected for a Chief Information Systems Officers Association (CISOA) award to celebrate his service to CISOA and the California Community College System.

Christopher Blackmore, Associate Vice Chancellor, Information Technology & Learning Systems, Riverside Community College District, and CISOA President will be onsite to present the award and share a few words regarding Mr. Hughes' service.

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

RECOMMENDATION

Information only; no action required.

Greg Schulz, Ed.D.
Recommended by

Moved / Seconded

Aye ___ Nay ___ Abstained ___

Approved for Submittal

Item No. F.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	October 18, 2022	Resolution	_____
SUBJECT:	Presentation on the Progress of the Citrus College Sustainability Plan	Information	<u> X </u>
		Enclosure(s)	_____

BACKGROUND

Citrus College has been a leader among community colleges in the sustainability effort. The Citrus College Sustainability Plan has been in place since August 2012, and was updated in 2020 to align with the 2020-2030 Educational and Facilities Master Plan. Fred Diamond, Chair of the Citrus College Sustainability Committee, will provide an update on the activities of the committee and progress of the plan to date.

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

RECOMMENDATION

Information only; no action required.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__

Approved for Submittal

Item No. F.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	
DATE:	October 18, 2022	Resolution	
SUBJECT:	Annual Security Report (ASR)	Information	X
		Enclosure(s)	X

BACKGROUND

The department of campus safety is responsible for ensuring the safety and security of students, employees and visitors as well as protecting District property and facilities.

Per Board Policy (BP) and Administrative Procedure (AP) 3500 Campus Safety, a written report will be submitted to the Board of Trustees by the department of campus safety which provides an annual update of all Clery Act crimes reported to campus safety personnel. The Annual Security Report (ASR) contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years, as well as policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, and campus resources.

On or before 12/31/22, a copy of the 2022 ASR will be available at

Director of Campus Safety, Mr. Benjamin Macias, will present an overview of the Annual Security Report.

This item was prepared by Benjamin Macias, Director of Campus Safety.

RECOMMENDATION

Information only, no action required.

Richard F. Rams, Ed.D.
Recommended by

_____/_____
Moved Seconded

Approved for Submittal

Aye__Nay__Abstained__

Item No. F.4.



Citrus College

ANNUAL SECURITY REPORT



10.01.2022



Dear Citrus College Community,

Thank you for taking the time to read the 2022 Annual Security Report (ASR). The ASR contains valuable information pertaining to safety and security at Citrus College, and it is provided as part of the Citrus Community College District's commitment to providing a safe environment for the campus community. Although the past two years have been difficult for us all due to COVID-19, we hope that you and your family continue to be safe and healthy as we continue to persevere through these challenging times.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act, the 2022 ASR provides an annual update of all crimes reported to Campus Safety or local law enforcement. The report includes statistics on crimes alleged to have been committed on the Citrus College campus, or property contiguous to the college, during the preceding three calendar years (2019, 2020 and 2021). Additionally, the report focuses on activities that occurred in the past calendar year, 2021, as students and employees returned to campus. As reflected in this year's report, overall crime on campus continues to remain minimal. The 2022 ASR affirms that Citrus College is a safe, secure learning and working environment, conducive to student achievement and academic success.



Campus safety is proud of the professionalism of its employees and the partnerships established with the community it serves. Collectively, we remain committed to providing the highest level of safety, security and service. Together, we continue to persevere.

On behalf of the Citrus Community College District and the Citrus College Department of Campus Safety, thank you for your collaborative efforts that help keep our campus safe. This ASR is available for download or viewing electronically on the college website under "[Annual Security Report](#)." If you have questions or concerns, please feel free to contact me at 626-914-8611.

Sincerely,

Ben Macias
Director
Department of Campus Safety

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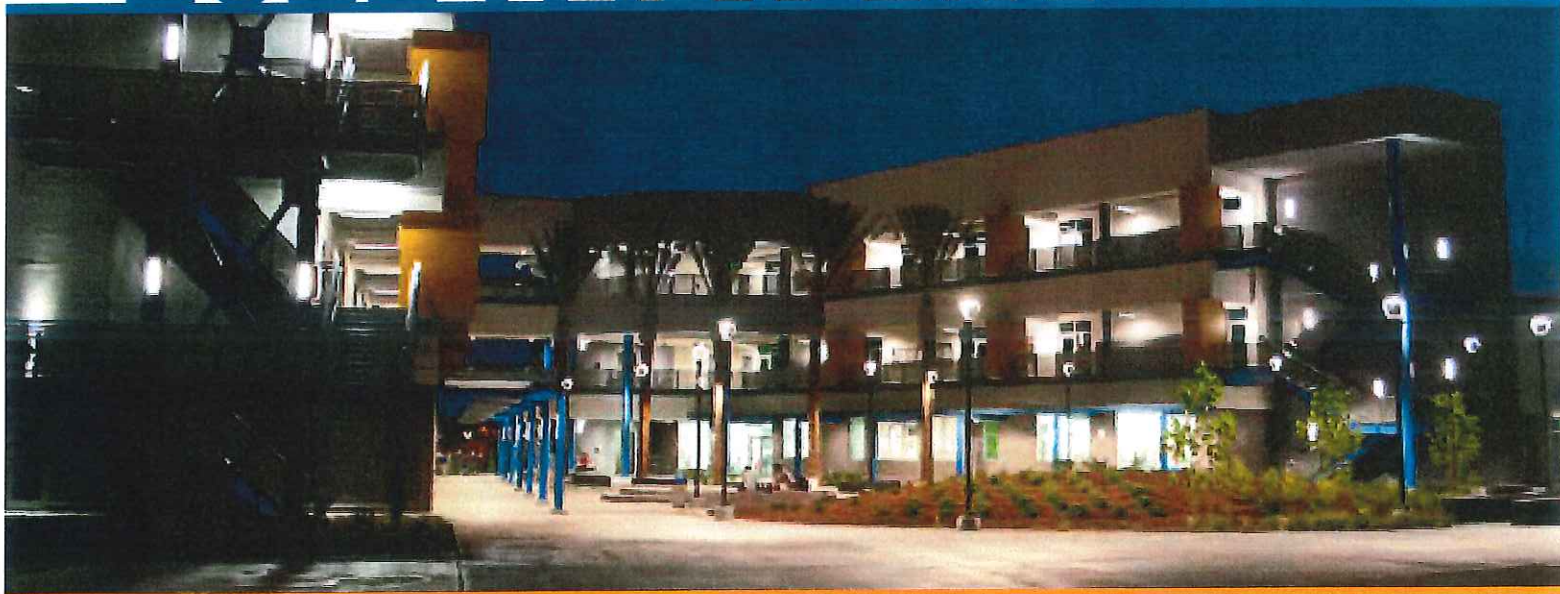
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OUR COMMITMENT TO YOUR SAFETY

The following information is provided as part of the Citrus Community College District's commitment to the safety and security of the campus. Citrus College serves approximately 20,000 students annually in college credit, continuing education, noncredit and community services programs. This document is published in accordance with 20 USC 1092(f) and 34CFR668.46, "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."

2022 FACTS IN BRIEF



ASSOCIATE DEGREE PROGRAMS

Administration of Justice*	Economics*	Physics*
Anthropology*	Elementary Teacher Education*	Political Science*
Architecture	Emergency Management and Homeland Security	Pre-Allied Health
Art History*	English*	Pre-Engineering
Automotive Technology	English Literature	Psychology*
Biology*	Environmental Science*	Public Health Science*
Biological Sciences	Esthetician	Public Works Administration
Biotechnology	Film Studies	Real Estate
Business	Geography*	Recording Technology
Business Administration*	Geology*	Registered Nursing
Child and Adolescent Development*	Global Studies*	Social Justice Studies, General*
Child Development	History*	Social Sciences
Communication Studies*	Journalism*	Sociology*
Computer Science*	Kinesiology*	Spanish*
Construction Management	Liberal Arts - Humanities	Studio Arts*
Correctional Science	Mathematics*	Theatre Arts*
Cosmetology	Medium/Heavy-Duty Truck Technology	Theatre Arts - Acting Emphasis
Criminal Justice	Music*	Visual Arts
Dance	Nutrition and Dietetics*	Vocational Nursing
Dental Assisting	Peace Studies	Water Efficiency Management
Design and Engineering	Philosophy*	Water Technology
Drawing Technology	Photography	Wildland Resources and Forestry
Digital and Web Design	Physical Science	
Early Childhood Education*		

Citrus College

Institutional Profile

- Founded in 1915, the oldest community college in Los Angeles County and the fifth oldest in California
- 68 associate degrees
- 100 certificates and skill awards in career technical programs
- 32 associate degrees for transfer
- 2021-2022 operating budget: \$82 million
- 104-acre campus, 44 buildings, seven outdoor athletics facilities
- Accreditation reaffirmed through 2028

**Note: Information contained in this document is based on data from the 2020-2021 academic year.*

**Associate degree for transfer (ADT) offered*

MISSION

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Awards and Recognitions

- Equity Champion of Higher Education Award winner for helping Latinx students reach goals
Campaign for College Opportunity, 2021
- One of only 150 community colleges invited to compete for 2023 Aspen Prize
Aspen Institute College Excellence Program, 2021
- Higher Education Award recipient for supporting arts education in K-12 schools
Arts Schools Network, 2021
- One of 20 colleges in United States to be honored as 20-year Gilman Top Producer
U.S. Department of State/Bureau of Educational and Cultural Affairs, 2021
- Included in national "Best for Vets" rankings for first time
Military Times, 2021
- Named both a Military Friendly School and a Military Friendly Spouse School
VICTORY, 2021

Citrus Community College District Board of Trustees

Ms. Mary Ann Lutz, President
Monrovia/Bradbury and portions of Duarte Representative

Ms. Laura J. Bollinger, Vice President
Claremont and portions of Pomona and La Verne Representative

Dr. Anthony Contreras, Clerk/Secretary
Azusa and portions of Duarte Representative

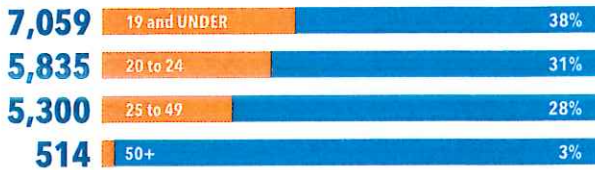
Dr. Patricia A. Rasmussen, Member
Glendora and portions of San Dimas Representative

Ms. Cheryl Alexander, Member
Duarte and portions of Azusa, Monrovia, Arcadia, Covina and Irwindale Representative

Ms. Serina Mummert
Student Trustee

Dr. Greg Schulz
Superintendent/President

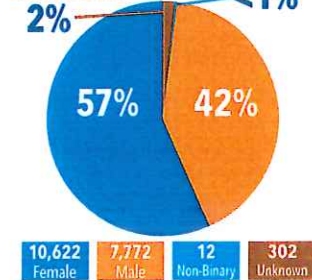
AGE



ETHNICITY

AFRICAN AMERICAN	3%
AMERICAN INDIAN/ALASKAN NATIVE	<1%
ASIAN	8%
FILIPINO	3%
HISPANIC	61%
MULTI ETHNICITY	3%
PACIFIC ISLANDER	<1%
UNKNOWN	5%
WHITE NON-HISPANIC	16%

GENDER



18,708
ANNUAL ENROLLMENT



2,441
DEGREES CONFERRED



2,307
CERTIFICATES AWARDED



739
STUDENTS GRADUATING WITH HONORS (GPAs of 3.3 to 4.0)

Note: enrollment refers to the actual number of students attending Citrus College during the 2020-2021 academic year.

Top 5 Degree Programs

1. Business Administration
2. Psychology
3. Pre-Allied Health
4. Sociology
5. Administration of Justice

Top 5 Certificate Programs

1. Cosmetology and Barbering
2. Administration of Justice
3. Child Development/ Early Care and Education
4. Licensed Vocational Nursing
5. Diesel Technology

District Information

Population: 199,482

District Cities: Azusa, Claremont, Duarte, Glendora, Monrovia

Feeder High Schools: Azusa, California School of the Arts – San Gabriel Valley, Canyon Oaks, Claremont, Duarte, Gladstone, Glendora, Monrovia, Mountain Park, Mt. Olive, San Antonio, Sierra, Whitcomb

Academic Affairs and Student Services

Admissions and Records
Associated Students of Citrus College (ASCC)
Athletics: The Fighting Owls, 16 intercollegiate teams
California Work Opportunity and Responsibility to Kids (CalWORKs)
Career/Transfer Center
Citrus College Promise
Clarion newspaper/
ccclarion.com (student publication)
Continuing Education
Counseling and Advisement

Cooperative Agencies Resources for Education (CARE)
Disabled Student Programs and Services (DSPS)
Early College/Dual Enrollment
Extended Opportunity Programs and Services (EOPS)
Financial Aid
Honors Transfer Program
Institute For Completion (IFC)
International Student Center (ISC)
I Will Complete College (IWCC)

Learning Center
Logos magazine/
logosmagazinecc.com
(student publication)
Online Education
School Relations and Outreach
STEM (science, technology, engineering and mathematics)
Student Health Center
Student Life and Leadership Development
Study Abroad
Veterans Success Center (VSC)

QUICK REFERENCE

SAFETY, SECURITY, LAW ENFORCEMENT

Campus Safety Department

24/7 626-914-8611
From a campus phone ext. 8611
Emergency 911
Non-emergency 626-914-8611
Email campussafety@citruscollege.edu
Website www.citruscollege.edu/campussafety

Environmental Health and Safety

Monday-Friday, 6 a.m.-2:30 p.m. 626-914-8704
From a campus phone ext. 8704
Email mramos@citruscollege.edu
Website www.citruscollege.edu/finance/safety

Glendora Police Department

Emergency 911
Non-emergency 626-914-8250
Community Preservation Division 626-852-4825
Website www.cityofglendora.org/departments/police

L.A. County Fire Department – Glendora Stations

Emergency 911
Station 151 non-emergency 626-963-2733
Station 85 non-emergency 626-963-1821
Station 86 non-emergency 626-963-5719
Website www.cityofglendora.org/departments-services/los-angeles-county-fire-department

WeTip: Anonymous Crime Reporting

Phone 800-78-CRIME
Website www.wetip.com
Help put a stop to crime and be 100% ANONYMOUS when reporting any crime. WeTip has live bilingual operators 24/7.

HEALTH, MENTAL HEALTH, SUBSTANCE ABUSE

Student Health Center

Fall/spring hours: Monday-Thursday 8:30 a.m.-5 p.m.
Friday 8:30 a.m.-2 p.m.
Winter/summer hours: Monday-Thursday 8:30 a.m.-noon
Friday 8:30 a.m.-2 p.m.
Phone 626-914-8671
From a campus phone ext. 8671
Fax 626-914-8673
Email sbigby@citruscollege.edu
Website www.citruscollege.edu/stdntsrvc/healthcncr

The Student Health Center provides numerous medical services and one-on-one counseling, and partners with many outside resources to assist with mental health, domestic violence, sexual assault, addiction, substance abuse, nutrition, weight management, eating disorders, HIV testing, STD testing and general health issues.

988 Suicide and Crisis Lifeline

24/7 800-273-TALK (8255)
Website www.suicidepreventionlifeline.org

Project Sister Family Services

24/7 909-626-HELP (4357) or 626-966-4155
Website www.projectsister.org
Project Sister Family Services (PSFS) provides services to survivors of sexual assault and child abuse in eastern Los Angeles and western San Bernardino counties. PSFS also provides services to the non-offending family members of survivors.

Rape Treatment Center

Phone 310-319-1739
Website www.therapefoundation.org
The Rape Treatment Center (RTC) at the UCLA Medical Center in Santa Monica is nationally recognized for its exemplary treatment, education and prevention programs. The RTC provides comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy, and accompaniment services.

EDUCATIONAL AND SUPPORT SERVICES

Counseling and Advisement Department

Phone 626-914-8530
From a campus phone ext. 8530
Email counseling@citruscollege.edu
Website www.citruscollege.edu/stdntsrvc/counsel

Student Affairs Division

Phone 626-914-8601
From a campus phone ext. 8601
Email rbacon@citruscollege.edu
Website www.citruscollege.edu/stdntsrvc/studentaffairs

Student Life and Leadership Development

Phone 626-914-8603
From a campus phone ext. 8603
Email rgarcia@citruscollege.edu
Website www.citruscollege.edu/stdntsrvc/studentaffairs/activities

Title IX Coordinator

Phone 626-914-8830
From a campus phone ext. 8830
Email bfink@citruscollege.edu
Website www.citruscollege.edu/titleix

BRIEF HISTORY OF THE CLERY ACT

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

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her dorm room on April 5, 1986, by a fellow student she did not know. Her parents championed laws requiring the disclosure of campus crime information, and the federal law was subsequently changed to bear their daughter's name. Since its enactment in 1990, it has been amended regularly to keep up with changes in campus safety. It was amended in 1992 to add a requirement that schools afford the victims of campus sexual assaults certain basic rights, and it was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments added provisions to protect victims, "whistleblowers" and others from retaliation. The most recent update in 2013 expanded the law's requirements concerning the handling of sexual violence, via the Campus Sexual Violence Elimination (SaVE) Act.

CLERY ACT REQUIREMENTS

The Clery Act requires colleges and universities to publish an ASR by Oct. 1 documenting three calendar years of select campus crime statistics, certain security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

Additionally, requirements include a public crime log, issuance of timely warnings pertaining to Clery Act crimes, emergency response, notification and testing, a fire log (if campus housing exists), and several policy statements.

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

1. Criminal homicide
 - a. Murder and non-negligent manslaughter
 - b. Negligent manslaughter
2. Sex offenses
 - a. Forcible
 - b. Non-forcible
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson

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

1. Liquor law violations
2. Drug law violations
3. Illegal weapons possession

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

1. Larceny/theft
2. Simple assault
3. Intimidation
4. Destruction/damage/vandalism of property

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

ANNUAL SECURITY REPORT

Citrus Community College District's ASR includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain non-campus facilities, such as annex parking lots; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as sexual assaults and other matters. Copies of the ASR may be obtained by visiting the Campus Safety (CS) Building at 1000 W. Foothill Blvd., Glendora, CA 91741. Prospective students and employees may obtain a digital copy online at www.citruscollege.edu/campusafety, under "Annual Security Report."

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

In accordance with Board Policy (BP) and Administrative Procedure (AP) 3515, Reporting of Crimes, the department of campus safety prepared this ASR in compliance with the Clery Act. The ASR is prepared in cooperation with the local law enforcement agencies surrounding Citrus College and the annex parking facility. Each entity provides updated information on its educational efforts and programs to comply with the Clery Act.

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

DAILY CRIME LOG

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

- Daily crime log entries include all crimes reported to campus safety for the required geographic locations, not just Clery Act crimes.
- The daily crime log discloses specific information about criminal incidents, not crime statistics.
- The daily crime log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A reported crime is entered into the log as soon as possible, once it has been reported to campus safety.
- The daily crime log has a more specific location focus than the statistical disclosures.
- The daily crime log is a running log (60 day requirement) and is updated within two business days of a crime being reported to campus safety.

The daily crime log is available in print at campus safety and is provided to the college's student newspaper. The daily crime log is also available online at the following website:

www.citruscollege.edu/campussafety/pages/campuscrimestatistics.aspx

CAMPUS FIRE LOG

Citrus College does not have campus housing; therefore, no fire log is included with this report. The college holds campus evacuation drills, fire alarm drills and building evacuations twice per year in various buildings throughout campus. Fire drills are unannounced to the general student body and employees.

REPORT TO U.S. DEPARTMENT OF EDUCATION VIA WEB-BASED DATA COLLECTION

As mandated by the Clery Act, the department of campus safety reports all necessary crime statistics to the U.S. Department of Education. These statistics can be viewed online at www.citruscollege.edu/campussafety/pages/campuscrimestatistics.aspx or by logging into the U.S. Department of Education's data website at <https://ope.ed.gov/campussafety>.



STATISTICS FROM LOCAL LAW ENFORCEMENT

In accordance with AP 3515, Reporting of Crimes, the district shall annually collect and distribute statistics concerning crimes on campus.

District employees with significant responsibility for student and campus activities shall report crimes about which they received information. Requests for crime statistics are sent annually to local law enforcement agencies, including the Glendora Police Department, the Azusa Police Department and the Azusa Pacific University Department of Campus Safety. These statistics are included in the ASR.

related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

CLERY ACT GEOGRAPHY

The department of campus safety provides information on crime statistics to all students and employees. Crime statistics can also be made available, upon request, to applicants for employment, prospective students, parents or the Secretary of the U.S. Department of Education. The following Clery Act definitions may be helpful in understanding the applicable geography pertaining to crime statistics, as noted in the following categories:

Campus: any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner

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

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

An aerial map identifying campus, non-campus and public property follows:

MAP OF CITRUS COLLEGE CLERY ACT GEOGRAPHY: □ □ □ ON-CAMPUS — NON-CAMPUS ••••• PUBLIC PROPERTY



CLERY ACT DEFINITIONS

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

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

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

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

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

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

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. The length of the relationship
- b. The type of relationship
- c. The frequency of interaction between the persons involved in the relationship

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

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

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

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

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

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

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

Hate Crime - see "Bias Crime."

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

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

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

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

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

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

Negligent Manslaughter - The killing of another person through negligence.

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

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

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

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

Sex Offense (Non-forcible) - Unlawful, non-forcible sexual intercourse. There are two types of non-forcible sex offenses: incest and statutory rape.

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

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

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

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

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

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

CRIME STATISTICS

2019-2021 Campus Crime Statistics

Listed on the following pages are the crime statistics for 2019 through 2021 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

From Jan. 1, 2019, through Dec. 31, 2021, the following are the criminal offenses that were reported to have occurred on property owned/leased by the college or on public property contiguous to the college (1000 W. Foothill Blvd., Glendora) and non-campus (600/700 block of E. Foothill Blvd., Azusa). The following statistics were reported to the department of campus safety and public agencies.



2021 Campus Crime Statistics

Offense	On-Campus Property	Non-Campus Property	Public Property	Totals
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible)				
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	1	1
Sex Offense (Non-Forcible)				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Arson	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Arrests	2	0	0	2
Liquor Law Violations (Referred for Disciplinary Action)	0	0	0	0
Drug Law Arrests	0	0	0	0
Drug Law Violations (Referred for Disciplinary Action)	0	0	0	0
Weapon Law Arrests	0	0	0	0
Weapon Law Violations (Referred for Disciplinary Action)	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
Hate (Bias) Crimes				
Murder/Non-negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Larceny - Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0

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

2020 Campus Crime Statistics

Offense	On-Campus Property	Non-Campus Property	Public Property	Totals
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible)				
Forcible Rape	0	0	0	0
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	0	0	0	0
Sex Offense (Non-Forcible)				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	0	0	1
Arson	0	0	0	0
Burglary	1	0	0	1
Motor Vehicle Theft	1	0	0	1
Liquor Law Arrests	3	0	1	4
Liquor Law Violations (Referred for Disciplinary Action)	0	0	0	0
Drug Law Arrests	0	0	1	1
Drug Law Violations (Referred for Disciplinary Action)	2	0	0	2
Weapon Law Arrests	0	0	0	0
Weapon Law Violations (Referred for Disciplinary Action)	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
Hate (Bias) Crimes				
Murder/Non-negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Larceny - Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0

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

2019 Campus Crime Statistics

Offense	On-Campus Property	Non-Campus Property	Public Property	Totals
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offense (Forcible)				
Forcible Rape	1	0	0	1
Forcible Sodomy	0	0	0	0
Sexual Assault with an Object	0	0	0	0
Forcible Fondling	1	0	0	1
Sex Offense (Non-Forcible)				
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Arson	0	0	0	0
Burglary	2	0	0	2
Motor Vehicle Theft	0	0	0	0
Liquor Law Arrests	2	0	1	3
Liquor Law Violations (Referred for Disciplinary Action)	1	0	0	1
Drug Law Arrests	1	0	0	1
Drug Law Violations (Referred for Disciplinary Action)	1	0	0	1
Weapon Law Arrests	1	0	0	1
Weapon Law Violations (Referred for Disciplinary Action)	0	0	0	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	0	0	0
Hate (Bias) Crimes				
Murder/Non-negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Larceny - Theft	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0

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

COLLEGE POLICIES AND PROCEDURES

DRUG AND ALCOHOL POLICY - BP/AP 7103

In accordance with Public Law 101-226, Drug-Free Schools and Communities Act Amendment of 1989, the Citrus Community College District Board of Trustees prohibits the unlawful possession, use or distribution of illicit drugs, alcohol or paraphernalia by students and employees. Therefore, Board Policy (BP) 5500, Standards of Conduct, BP/Administrative Procedure (AP) 7103, Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program, and the California Penal Code prohibit the possession, use and sale of alcoholic beverages and illegal drugs on campus, except as specified in the California Education Code.

Violators of this policy may be subject to disciplinary action, which may include suspension, demotion, expulsion or dismissal; and may also be subject to criminal sanctions including fines, jail or prison sentences. The dean of students administers student disciplinary action, the director of human resources is responsible for employee disciplinary action, and the director of campus safety collaborates with local law enforcement agencies for criminal prosecution.

Complete policies regarding alcohol or drugs are on the BPs and APs webpage:
www.citruscollege.edu/admin/bot/pages/policiesprocedures.aspx

ACCESS POLICY - BP/AP 3501

During business hours, the college is open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all facilities is by hard key or keycard, if issued, or by admittance via the department of campus safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities during non-business hours. Campus safety must be contacted prior to entering any facility owned or operated by Citrus College. Campus safety can be reached at 626-914-8611.

Employees should close and secure their respective work area or classroom before leaving the location. Campus safety will secure any doors that are found unlocked after the closing of campus. Buildings will generally be secured by campus safety by 11 p.m. and will reopen at 6 a.m., Monday through Friday. Weekend and holiday hours vary and may be building specific. At closing, building intrusion alarms will be activated. If building access is required after hours, on holidays or on weekends, monitored admittance is required.

REGISTERED SEX OFFENDERS - AP 3516

Information on registered sex offenders may be obtained from www.meganslaw.ca.gov. Per California Penal Code Section 290, 290.01 and 290.95, sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students or if they are employees, contractors or volunteers. A sex offender who is an employee or volunteer of the district must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

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

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

The Citrus College Department of Campus Safety is not a police department, but a non-sworn security department in accordance with California Education Code Section 72330.5. Sex offenders who may be required to register should do so at the Glendora Police Department, 150 S. Glendora Ave., Glendora, CA 91741.

SEXUAL ASSAULT POLICY - AP 3540

Any sexual assault or physical abuse including, but not limited to, rape, domestic violence, dating violence, sexual assault or stalking, as defined by California law, whether committed by an employee, student or member of the public, occurring on district property in connection with all the academic, educational, extracurricular, athletic and other programs of the district, whether those programs take place in the district's facilities or at another location, or on an off-campus site or facility maintained by the district or on grounds or facilities maintained by a student organization, is a violation of district BP and AP, and is subject to all applicable punishments, including criminal procedures and employee or student discipline procedures (see also BP 5500, Standards of Conduct, and AP 5520, Student Discipline Procedures).

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

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse;
- A person similarly situated to a spouse of the victim under California law; or
- Any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent.

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreements to engage in sexual activity. These written procedures are designed to ensure victims of domestic violence, dating violence, sexual assault or stalking receive treatment and information (for physical assaults/violence, also see AP 3500, Campus Safety, AP 3510, Workplace Violence Prevention, and AP 3515, Reporting of Crimes).

All students and employees who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on district property shall be provided with information regarding options and assistance available to them. Information shall be available from the district's Title IX coordinator, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Title IX coordinator is authorized to release such information.

The Title IX coordinator shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following:

1. A copy of the district's BP and AP regarding domestic violence, dating violence, sexual assault or stalking;
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
 - a. Vice president of student services;
 - b. The department of campus safety (who notifies Glendora Police Department); and
 - c. Student Health Center for counseling resources.
3. Information about the importance of preserving evidence and the identification and location of witnesses;
4. A description of available services and the campus personnel available to provide those services if requested. Services and those responsible for providing or arranging them include:
 - a. Notification to Glendora Police Department or local law enforcement by the department of campus safety. Anonymous reporting is available;
 - b. Assistance in securing emergency transportation, if needed, by the department of campus safety;
 - c. Immediate referral to the Student Health Center for advocacy and counseling resources or referral to a counseling center;
 - d. A list of other available campus and off-campus resources through the Title IX coordinator.
5. A description of the victim's option to:
 - a. Notify proper law enforcement authorities, including the department of campus safety and the Glendora Police Department;
 - b. Be assisted by campus authorities, such as the Title IX coordinator and department of campus safety, in notifying law enforcement authorities if the victim so chooses;
 - c. Decline to notify such authorities;
 - d. Obtain orders of protection, no contact orders, or similar lawful orders issued by the court;
 - e. Receive information about how the district will protect the confidentiality of victims;
 - f. Be provided available assistance with changing academic, living, transportation or working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
6. A description of each of the following procedures and services:
 - a. Criminal prosecution;
 - b. Civil prosecution (e.g., lawsuit);
 - c. District disciplinary procedures for both student and employee;
 - d. Modification of class schedules;
 - e. Academic tutoring, if necessary.

The Title IX coordinator, or designee, should be available to provide assistance to campus safety personnel regarding how to respond appropriately to reports of sexual violence.

The district will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 7101.1, Discrimination Complaint Procedure, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault or stalking on district property shall be kept informed, through the Title IX coordinator, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal. Alleged victims of domestic violence, dating violence, sexual assault or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

A complainant or witness who participated in an investigation of sexual assault, domestic violence, dating violence or stalking will not be subject to disciplinary sanctions for a violation of the district's student conduct policy at or near the time of the incident, unless the district determines that the violation was egregious, including, but not limited to, an action that places the health and safety of any other person at risk or involves plagiarism, cheating or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent if the accused believed that the complainant consented to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious
- The complainant was incapacitated due to the influence of drugs, alcohol or medication, so that the complainant could not understand the fact, nature or extent of the sexual activity
- The complainant was unable to communicate due to a mental or physical condition

The district shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault or stalking on district property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults or stalking on district property shall be referred to the district's office of communications and external relations, which shall work with the Title IX coordinator to ensure that all confidentiality rights are maintained.

Additionally, the ASR will include information regarding the district's programs to prevent sexual assault, domestic violence, dating violence and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault or stalking has been reported, including a statement of the standard of evidence that will be used during any district proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses, domestic violence, dating violence or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including the department of campus safety and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the district will protect the confidentiality of victims, including how publicly available record keeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law;
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance or other services for victims;
- Written notification of options for victims and available assistance in changing academic, living, transportation and working situations, if requested, and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to the department of campus safety or local law enforcement;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault or stalking including a clear statement that:
 - Such proceedings shall provide a prompt, fair and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from alleged domestic violence, dating violence, sexual assault or stalking; the procedures for the accused and victim to appeal the results of the disciplinary proceeding; of any changes to the results that occur prior to the time that such results become final; and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act (FERPA). For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence or stalking.

Education and Prevention Information

The Title IX coordinator shall:

- Provide established on-campus orientation programs, education and prevention information about domestic violence, dating violence, sexual assault or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the district's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention and risk reduction.
- Post sexual violence prevention and education information available on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

WHAT TO DO IN CASE OF A SEXUAL ASSAULT

If you or someone you know becomes the victim of a sexual assault, immediately:

- Get to a safe place
- Get help by calling campus safety at 626-914-8611, dialing 911, using a blue light emergency phone or alerting any nearby college employee
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime
- Do not shower, bathe, douche, eat, drink, wash your hands or face, or brush your teeth until you have had a medical examination
- Save all the clothing you were wearing in paper bags
- Do not clean the area or dispose of any items in the immediate area
- If you do not wish to call the police, ask a friend or family member to take you to a local hospital
- Call Project Sister Family Services at 909-626-4357 (24-hour rape hotline) or the National Sexual Assault Hotline at 800-656-HOPE (4673) for immediate emotional support
- Consider confidential personal counseling, which is available at the Student Health Center inside the Student Services Building, by calling 626-914-8671

***“You are not alone.
It was not your fault.
We are here to help.”***

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

Love is Respect Hotline

866-331-9474

www.loveisrespect.org

Text “loveis” to 22522 and chat with a trained peer advocate available 24/7/365 who offers education, support and advocacy.

Project Sister Sexual Assault Crisis and Prevention Services

909-626-HELP (4357) and
626-966-4155

National Domestic Violence Hotline

800-799-7233 and
800-787-3224 (TTY)

www.thehotline.org

National Sexual Assault Hotline Rape, Abuse and Incest National Network (RAINN)

800-656-HOPE (4673)

www.rainn.org

Suicide and Rape 24-Hour Emergency Services National Hotline

800-333-4444

Glendora Police Department 911 or 626-914-8250

Campus Phone Numbers

Campus Safety

626-914-8611

Student Health Center

626-914-8671

Counseling

626-914-8530

Student Services

626-914-8532

Student Affairs

626-914-8601

For further review of the college's sexual assault policy and sexual violence prevention statement, please visit <https://www.citruscollege.edu/admin/statements/Pages/SexualMisconduct.aspx>

Additional information can also be obtained by reviewing the following:

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

REDUCE THE RISK OF SEXUAL ASSAULT

While you can never completely protect yourself from sexual assault, the Rape, Abuse and Incest National Network (RAINN) suggests the following to help reduce your risk:

Avoid dangerous situations:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Do not appear vulnerable. For example, try not to load yourself down with packages or bags as you walk out of a shopping area.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

In social situations:

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured and carry it yourself. At parties, don't drink from punch bowls or other large open containers.
- Watch out for your friends. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can order appropriate tests (e.g., blood, urine or hair).
- If you are being followed, walk or run to a crowded area as fast as you can. If you are driving, drive to a well-lit, populated place, or police or fire station if possible.

On campus:

- Start a buddy system when walking to your car, parking lot, bus stop or train station.
- Walk in well-lit areas and avoid shortcuts or poorly lit areas.
- Use the safety escorts that are provided by campus safety 24 hours a day, every day, to ensure your safety on campus and in parking lots by calling 626-914-8611.
- Use the Citrus Guardian mobile app self-escort feature.

RECOGNIZE WARNING SIGNS OF ABUSIVE BEHAVIOR

Recognizing warning signs of abusive behavior may help reduce the chance of being abused. You should ask yourself the following questions about your relationship. If you are not currently in a relationship, these are signs or "red flags" to assist people in identifying a potentially abusive person:

- Are you nervous around your partner?
- Do you control your behavior to avoid your partner's anger?
- Are you pressured by your partner when it comes to sex?
- Are you afraid of disagreeing with your partner?
- Has your partner criticized or humiliated you in front of other people?
- Is your partner always checking up on you, or does your partner question you about what you do or where you go when you are out alone?
- Does your partner repeatedly and wrongly accuse you of seeing or flirting with others?

- Has your partner ever told you that if you changed, he or she wouldn't treat you like this?
- Is your partner jealous and does this jealousy stop you from seeing friends or family?
- Does your partner make you feel like you are wrong, stupid, crazy or inadequate?
- Does your partner ever scare you with violence or threatening behavior?
- Does your partner make comments such as, "I will kill myself if you break up with me" or "I will hurt/kill you if you break up with me"?
- Does your partner make excuses for the abusive behavior? For example, does your partner say, "It's because of alcohol or drugs," "I can't control my temper" or "I was just joking"?

You do not deserve to be abused. Create a safety plan or call someone to talk about your relationship. You may also want to contact the police, a local domestic violence center, the National Domestic Violence Hotline at 800-799-SAFE or visit www.stoprelationshipabuse.org/educated/warning-signs-of-abuse.

HOTLINES AND COMMUNITY RESOURCES

Sexual Assault Resources

Project Sister Family Services (24-hour rape hotline): **909-626-4357**
 East Los Angeles Women's Center (24-hour rape/battery hotline, Spanish): **800-585-6231**
 Riverside Area Rape Crisis Center (24-hour rape hotline): **951-686-7273**
 National Sexual Assault Hotline: **800-656-HOPE (4673)**
 Victim-Witness Assistance Program: **800-380-3811**
Victims may be eligible for compensation through victim-witness programs.
 RAINN (Rape, Abuse and Incest National Network): www.rainn.org

Domestic Violence Resources

House of Ruth (24-hour crisis helpline): **877-988-5559**
 YWCA-WINGS (24-hour domestic violence helpline): **626-967-0658**
 Option House Shelter (24-hour domestic violence hotline): **909-381-3471**
 National Domestic Violence Hotline: **800-799-SAFE (7233)**
 National Coalition Against Domestic Violence: www.ncadv.org

TITLE IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees in educational institutions that receive federal financial assistance.

Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Citrus College, in compliance with federal and state laws, does not discriminate on the basis of sex, sexual orientation or gender in educational programs, services or activities. Such programs include admissions, financial aid, employment and equal access to college facilities. In addition, Citrus College is committed to maintaining a safe educational and working environment free from discrimination, harassment or retaliation on the basis of a protected category.



Title IX Coordinator

The college's Title IX coordinator is Brenda Fink, manager of human resources and staff diversity. Ms. Fink is charged with monitoring Title IX compliance college-wide, including sexual harassment, sexual assault, and gender discrimination involving college employees and students. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to Ms. Fink at bfink@citruscollege.edu or 626-914-8830. The Title IX office is in the human resources office located on the first floor of the Citrus College Administration (AD) Building.

Citrus College Board Policies (BPs) and Administrative Procedures (APs)

Citrus College BP and AP pertaining to sexual harassment:

- **BP 7102**, Prohibition of Harassment: Employees
- **AP 7102.1**, Prohibition of Harassment: Students

Citrus College BP and AP pertaining to sexual and other assaults:

- **BP 3540**, Sexual and Other Assaults
- **AP 3540**, Sexual and Other Assaults

Filing a Complaint

Allegations of criminal acts can be reported to:

- **Campus Safety:** 626-914-8611 or ext. 8611 from a campus phone
- **Glendora Police Department:** 911 or 626-914-8250
- **Title IX:** allegations of sexual harassment, discrimination or retaliation based on a protected category against a college employee or student can be reported to Brenda Fink, Title IX coordinator: 626-914-8830
- **Office for Civil Rights**, U.S. Department of Education
50 Beale St., Suite 7200
San Francisco, CA 94105
Telephone: 415-486-5555
Fax: 415-486-5570
TDD: 877-521-2172
Email: ocr.sanfrancisco@ed.gov
Website: www.ed.gov/about/offices/list/ocr/index.html

SEXUAL ASSAULT PREVENTION PROGRAMS

During the 2021 calendar year, the following sexual assault prevention programs were conducted both on campus and virtually by various campus entities due to hybrid class schedules:

- Planned Parenthood information
- Sexual assault prevention and awareness education staff workshop
- Sexual misconduct information
- Healthy Relationships: an informational discussion about sex and relationships
- Project Sister provided resources and information regarding sexual assault
- Suicide awareness

Sexual Assault Awareness Campaign

Campus safety, in collaboration with the Student Health Center, student life and leadership development and Project Sister, promoted awareness and conducted virtual workshops and trainings for students and employees.

Referral Services to Outside Agencies via Established Partnerships

Project Sister - Immediate crisis assistance is available in seven languages, seven days a week. They also provide accompaniment and advocacy services.

House of Ruth - Offers immediate services to victims of domestic violence such as emergency shelter, transitional shelter, legal advocacy, counseling and support groups.

Title IX Presentations/Trainings/Workshops

- Title IX flex day presentation
- Clery Center video on sexual assault
- Title IX training for student athletes and coaches
- Healthy relationship workshops presented by the Student Health Center
- Title IX investigator update training
- Clery Act training

Student life and leadership development and the Associated Students of Citrus College provided several on campus and virtual programs that included the following:

April 6, 2021

- Sexually transmitted infection (STI) workshop

April 7, 2021

- Recognizing healthy vs. unhealthy relationships

April 21 & 27-29, 2021

- Basic Needs Ally training and UndocuAlly training, part 1 and part 2

May 5, 2021

- Managing depression, anxiety and negative thinking

October 18-22, 2021

- Undocumented Student Action Week

September 15 & 19 and October 5-6 & 27, 2021

- Cultivating resilience after COVID-19 chaos; COVID-19 vaccination presentations; and minimizing post-COVID stress

November 2021

- Veteran Ally training

ADDITIONAL PROGRAMS, SERVICES AND INFORMATION PROVIDED

- Diversity and Social Justice Week
- Anxiety support groups
- Self-care and sharing a working environment
- Community interactions
- De-escalation workshops
- Kognito online training: sensitivity and awareness education regarding at-risk students
- LGBTQ awareness:
 - Safe Zone training for employees
 - Safe Zone training for students
- Los Angeles County Department of Mental Health:
 - Access to Community Care, Effective Services and Support center (ACCESS)
 - Adult full service partnership
 - Enhanced Emergency Shelter Program (EESP)
 - Homeless Outreach and Mobile Engagement (HOME)
 - Self-Help and Recovery Exchange (SHARE)
 - Service area advisory committee
- Mental Health 101 training
- Mental health symposium in collaboration with Los Angeles County Department of Mental Health
- Mental health workshops
- National Alliance on Mental Illness (NAMI)
- Ways to relieve stress and managing anxiety and stress
- Provided information/resources pertaining to domestic violence, substance abuse/prevention, depression, safe coping skills, and signs of verbal and emotional abuse
- Suicide awareness
- Numerous COVID-19-related coping presentations/forums

BYSTANDER INTERVENTION

Preventing and eliminating violence is everyone's responsibility. In order to strive for a safe campus community, we encourage the following recommendations from Rape, Abuse and Incest National Network (RAINN). If you see someone in danger of being assaulted and if it is safe to do so:

- Step in and offer assistance. Ask if the person needs help. Call campus safety at 626-914-8611 or 911 if the danger is imminent.
- Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
- Be an ally. When you go to a party, go with a group of friends. Arrive together, check in with each other frequently and leave together.
- Have a buddy system. Don't be afraid to let a friend know if you are worried about his/her safety. If you are informed about a sexual assault or sexual violence action taking place on campus, you are encouraged to report the crime to any college employee, such as a counselor, an athletic coach, a professor, campus safety personnel or the division of student affairs.

An anonymous report can also be submitted to campus safety. Information can also be sent via text to campus safety by utilizing the text-a-tip function on the campus safety mobile app, Citrus Guardian (see page 25 for more information). The Citrus Guardian mobile app also has a "panic" button feature that calls campus safety and can show your location if the GPS feature is enabled on your phone. Reports can also be submitted on We Tip by calling 800-78-CRIME or on their website at www.wetip.com. Reports are anonymous and taken 24 hours a day, seven days a week.



HELP & RESOURCES ARE JUST ONE CLICK AWAY



DISCREETLY TEXT CAMPUS SAFETY

Prevent dangerous situations by discreetly sending anonymous tips with a photo or location as needed.



STAY INFORMED

Receive alerts based on your location, even when you don't have a cell signal.



NEVER WALK ALONE

Set a virtual safety escort timer for an extra layer of safety wherever you are.



FIND THE RESOURCES YOU NEED

Access emergency preparedness information and response procedures quickly from your phone.



MAKE THE RIGHT CALL

Easily find assistance and resources with a custom call directory with important campus numbers.



HELP IS ON THE WAY

With a push of a button, you can discreetly connect to 8-1-1 or Campus Safety in an emergency.

Citrus Guardian



OUR COMMITMENT TO YOUR SAFETY

Stay connected and receive important campus notifications, communicate with Campus Safety, and gain access to resources and documents you need most. Download the free "Rave Guardian" app in the App Store (for iPhones) or Google Play (for Androids) and, when prompted, enter your Citrus College email address. Upon confirmation as a student or employee, the "Rave Guardian" app will become "Citrus Guardian."

For more information about Citrus Guardian, contact Campus Safety by phone at 626-914-8611 or by email at campussafety@citruscollege.edu

ENFORCEMENT AUTHORITY



Safety and security are the primary responsibilities of the Citrus College Department of Campus Safety. The department of campus safety is located at 1000 W. Foothill Blvd., Glendora, CA 91741 on the southwest corner of the campus in the Campus Safety (CS) Building. The CS Building is situated near the college's main entrance near Citrus Avenue and Foothill Boulevard. Campus safety's office hours are Monday through Thursday, 7 a.m. to 8 p.m., and Friday 7 a.m. to 5 p.m. Campus safety officers are on campus 24 hours a day, seven days a week, 365 days a year.

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

Furthermore, the department of campus safety has the authority to enforce Citrus College Board Policies (BPs) and Administrative Procedures (APs). They include BP 5500, Standards of Conduct, and AP 6750, Parking. Per California Education Code Section 72330.5, campus safety is the liaison with local police departments in all cases of criminal actions. Any action that is a violation of the California Penal Code will also be reported to the local police. It is the responsibility of the department of campus safety to make contact with the appropriate law enforcement and emergency response agencies. In addition,

campus safety provides a variety of services to the college community. These services include safety escorts, vehicle jumpstarts, vehicle unlocks, lost and found, vehicle parking permits, as well as citation payment and citation appeal information.

The department consists of one director, one lead officer, 13 campus safety officers, one operations assistant, one program assistant and campus safety assistants (CSAs), as needed, who are student employees.

MISSION STATEMENTS

Citrus College Mission Statement

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions and student achievement.

Campus Safety Mission Statement

The mission of the department of campus safety is to ensure the safety of students, employees and visitors while on property owned or operated by the district or involved in college sponsored programs or activities, and to protect the property and facilities of the district, its students, employees and visitors.

DEPARTMENT GOAL/KEY FUNCTIONS

Campus safety's goal is to provide a safe, friendly and accessible learning environment where all students and community members may optimize their academic, career and personal goals.

Key functions include, but are not limited, to:

- Uniformed personnel patrolling all campus buildings and grounds on foot and in marked vehicles
- Officers patrolling campus 24 hours a day, 365 days a year, and being first responders to all incidents and emergencies on campus

- Conducting investigations of crimes, district policy violations, reported injuries or accidents; while documenting the information in daily logs or incident reports
- Responding to fire and burglar alarm activations and summoning police or fire personnel
- Directing traffic during emergencies, special events, or other congested situations
- Conducting parking enforcement
- Routinely inspecting safety issues associated with shrubbery and lighting
- Providing training and education to the campus community regarding personal safety, crime prevention, and emergency preparedness

JURISDICTION

Campus safety's primary jurisdiction is all property owned by the Citrus Community College District as part of the academic institution (main campus).

Off-campus parking (non-campus), also known as Citrus Annex Parking Lot 1, is patrolled and serviced by the Azusa Pacific University (APU) Department of Campus Safety and the Azusa Police Department. The Citrus College Department of Campus Safety does not have jurisdiction in this parking lot.

Citrus College
Main Campus 1000 W. Foothill Blvd., Glendora, CA 91741
<i>Consists of academic and administrative buildings, sports fields, and parking lots.</i>
Non-Campus 600/700 blocks E. Foothill Blvd., Azusa, CA 91702
<i>Used for overflow parking.</i>



LOCAL LAW ENFORCEMENT

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

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

Campus safety also has an excellent relationship with the Azusa Police Department and the APU Department of Campus Safety. These established relationships result in frequent communication, collaboration, 24-hour patrol and problem solving between the above agencies.

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



SECURITY AWARENESS AND CRIME PREVENTION

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS AND METHODS

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

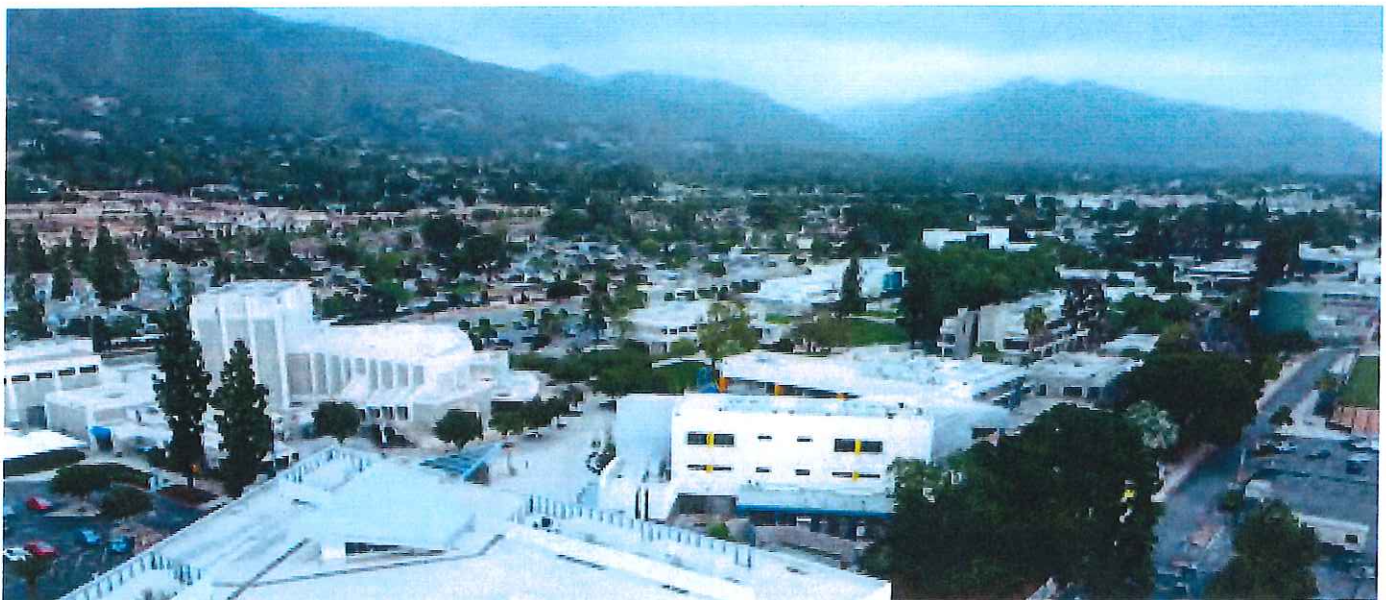
- 24/7 proactive security patrols by uniformed campus safety personnel are available to escort persons on campus to their destination
- Blue light emergency phones
- Campus safety forum
- Campus safety mobile app: Citrus Guardian
- Campus safety presentations at new student orientations, adjunct faculty orientation as well as other division and staff meetings
- "Coffee with a Cop" community outreach event
- Crime prevention bulletins and safety tips periodically issued by the department offer suggestions on improving individual security and notify the community of specific incidents that have occurred
- Distribution of campus safety key chains with a safety whistle, LED flashlight, compass and campus safety's phone number
- Distribution of safety guidelines and emergency procedures

tri-fold and emergency response procedures flipcharts throughout campus

- Emergency drills
- Implementation of crime prevention through environmental design (CPTED) strategies
- Notices in the Citrus View, which is distributed to all college employees
- Online student surveys regarding campus safety
- Participation in the FBI's Campus Liaison Initiative (CLI)
- Participation in trainings/seminars with the Glendora Police Department
- Campus safety newsletter distributed to all college employees: <https://tinyurl.com/yxwbyhqy>
- Safety/security-related articles in the student newspaper, the Clarion
- Social Media - campus safety Twitter account: [@CitrusCollegeCS](https://twitter.com/CitrusCollegeCS)
- Timely warnings
- Training for emergency information officers (EIOs)

The department of campus safety supports programs and activities that inform students and employees about being responsible for their own security and the security of others. These include:

- Activities sponsored by ASCC and student life and leadership development
- Staff development programs
- Student and employee orientations



CAMPUS SECURITY AUTHORITIES

Recent amendments to the Campus Security Act of 1990 require a "Campus Security Authority" (CSA) to report crimes reported to them for inclusion in the college's Annual Security Report (ASR). Personnel are considered a CSA, as defined by the U.S. Department of Education, if they are within the following four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

At Citrus College, CSAs include members of the department of campus safety, the vice president of student services, the dean of students and the coordinators of intercollegiate athletics.



SAFETY ON CAMPUS

CRIMINAL ACTIVITY

Reporting of Crimes

District employees, students, and visitors who are witnesses or victims of a crime should immediately report the crime to campus safety.

If an employee is assaulted, attacked, or menaced by a student, it shall be the duty of that employee, and/or the duty of the employee's supervisor or the dean of students, to promptly report the incident to campus safety. If an employee is assaulted, attacked, or menaced by another employee, the employee shall notify either human resources or campus safety as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the incident to human resources or campus safety. If the alleged assailant is the employee's supervisor, the employee shall notify campus safety, who will report the complaint to human resources if the employee is unable or unwilling to do so. Reporting a complaint to campus safety and/or other local law enforcement authorities will not relieve the district of its obligation to investigate all complaints of harassment.

Any suspicious activity or person should be reported to campus safety. Reports can be made by calling campus safety at 626-914-8611 (8611 from a campus phone) or via text by utilizing the text-a-tip function on the Citrus Guardian mobile app.

Campus Safety encourages anyone who is the victim or the witness to a crime to promptly report the incident to campus safety or the Glendora Police Department. However, because police reports are public records under state law, campus safety cannot guarantee the confidentiality of law enforcement's reports. Confidential reports of a crime may be made to the Student Health Center at 626-914-8671.

More information about AP 3515, Reporting of Crimes, is available online at www.citruscollege.edu/campussafety/pages/collegeboardpolicies.aspx.

Missing Persons Statement

Any person who files a missing persons report to campus safety is referred to the Glendora Police Department for further investigation. Upon the request of the Glendora Police Department, campus safety may assist as necessary.

FACILITY SECURITY ISSUES

Alarm systems and outdoor lighting are integral parts of campus security. This equipment is maintained by the facilities and construction department at 626-914-8690 (ext. 8690). LED lighting has been added to all parking lots as well as most of the campus interior. Alarm systems, communications, outdoor lighting, emergency phones in elevators and campus emergency phones are tested by the elevator company, facilities and campus safety on a regular basis. Any necessary maintenance issues are reported to the facilities and construction department for repairs. Periodic lighting surveys are conducted and lighting improvements are routinely evaluated. Administrators from student services, campus safety, facilities and other concerned areas review these results. Additionally, the director of facilities and construction and the director of campus safety meet to discuss campus security and access issues of pressing concern.

QUICK TIPS

- When calling campus safety or 911, stay on the phone with the dispatcher until they no longer need you.
- Provide as much information about the suspect(s) as possible (e.g., number of suspects, male/female, height, weight, age, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information).
- If you have more information and it is safe to do so, make yourself available by staying in the area, but do not interfere.
- Program the numbers of local law enforcement agencies into your cell phone:

Citrus College Campus Safety:
626-914-8611

Glendora Police Department:
626-914-8250

Azusa Police Department:
626-812-3200

APU Campus Safety:
626-815-3898

***"If you see something, say something.
Safety is everyone's business."***

EMERGENCY RESPONSE

EMERGENCY OPERATIONS PLAN

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

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

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

Purpose

The Emergency Operations Plan is the district's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the district superintendent/president or his/her designee. The Emergency Operations Plan details actions and responsibilities for all employees of the district, including those on the Emergency Operations Center (EOC) staff.

Responsibility

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

Emergency Operations Center

The EOC will be activated during emergency situations that warrant a collaborative response. The superintendent/president or his/her designee will activate the EOC. The EOC may be staffed by one or more key administrators depending on the situation and response. The EOC staff will direct the district's response to an emergency situation, coordination with outside agencies and requests for outside support. The EOC staff will be aided in their duties by emergency information officers (EIOs) and emergency response teams that are trained response personnel from the district.

The EOC is composed of key administrators, managers and employees from various departments. The EOC shall:

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

All press releases will be prepared by the public information officer (PIO). In his/her absence, the incident commander or superintendent/president designee will designate an individual responsible for this function.

Preparedness

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

Emergency Chain of Command

A SEMS/NIMS/ICS organizational chart can be found on page 12 of the Citrus College Emergency Operations Plan.

Concept of Operations

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

Level One

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

Level Two

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

Level Three

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

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

Management and Control

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

Plan Goals and Objectives

The major goals of the Emergency Operations Plan are:

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

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

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

Plan Activation

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

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

The manner in which Citrus College personnel and equipment will be used will be determined by the operational plan, which is under the direction of the incident commander.

When the plan is activated, the EOC will also be activated. The EOC is the area where all district emergency response team personnel are to meet in the event of an emergency.

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



EMERGENCY NOTIFICATION

Citrus Alert

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

A Citrus Alert will be sent only to inform students and employees of an imminent emergency, such as a natural disaster (e.g. fire, earthquake, flooding), threat of violence, chemical hazard or other significant events, such as a school closing or power outage. The Citrus Alert system will send messages to student-provided email addresses and employees' Citrus College email addresses, as well as up to six phone numbers. The Citrus Alert system can also send a text message to a user's cell phone. Test messages are sent approximately once per semester.

To receive Citrus Alerts, students and employees can submit or update their emergency contact information online at <https://my.citruscollege.edu/task/all/citrus-alert-emergency-notifications>

Students must have a WingSpan ID number and PIN to register. Employees without WingSpan access may obtain their ID and PIN from the human resources office.

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

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

Note: it may take six to 24 hours to update your email address in the system.

More information about Citrus Alert can be found at www.citruscollege.edu/citrus-alert.

Crisis Action Team

Per the Emergency Operations Plan, the crisis action team, or CAT, will confirm there is a significant emergency, determine whom to notify and how, and initiate a Citrus Alert. The CAT consists of:

- Superintendent/President, Dr. Greg Schulz
- Vice President of Student Services, Dr. Richard F. Rams
- Vice President of Finance and Administrative Services, Ms. Claudette E. Dain
- Interim Vice President of Academic Affairs, Dr. Dana Hester
- Director of Human Resources, Dr. Robert Sammis
- Director of Facilities and Construction, Mr. Fred Diamond
- Director of Campus Safety, Mr. Ben Macias

The CAT will assess and confirm the emergency's significance and will notify the campus community accordingly.

Timely Warnings

In the event that a situation arises on or off campus that, in the opinion of the director of campus safety and the vice president of student services, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. As outlined in AP 3515, Reporting of Crimes, the district shall publish warnings to the campus community about crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the college's public information officer (PIO), in consultation with the superintendent/president. The warning will be issued through announcements, posted notices and emails. Registered students and employees will receive notifications via email. In addition, the warning may also be posted throughout campus, as well as in the college's student newspaper, the Clarion. Anyone with information warranting a timely warning should report the circumstances to campus safety at 626-914-8611, or in person at the Campus Safety Building, 1000 W. Foothill Blvd., Glendora, CA 91741.

Emergency Notification to the Larger Community

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

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

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

The Citrus College PIO is Melissa Utsuki, executive director of communications and external relations. She may be reached at 626-914-8873 or mutzuki@citruscollege.edu.

EVACUATION PLAN

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

Emergency Evacuation Assistance Areas

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

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

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



Fire Alarm Signal

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

Evacuation Gathering Areas

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

Return to Buildings

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

TESTING

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



EMERGENCY RESPONSE PUBLICATIONS

Emergency preparedness plans have been established at Citrus College. Evacuation maps and emergency response procedures flip charts are posted in classrooms and offices by environmental health and safety. Employees are given a pocket-sized informational flip chart, which includes maps of evacuation gathering areas and emergency medical supplies. This information can also be downloaded on a smart phone via a QR code. Additionally, employees are given a brochure titled “Safety Guidelines and Emergency Procedures.” Campus emergency information, including important emergency and safety-related documents and web links, may be accessed at www.citruscollege.edu/emergency

Employees may also obtain copies of evacuation routes, safety guidelines and procedures, and emergency response flipcharts by contacting Environmental Health and Safety at 626-914-8704 or by emailing Mike Ramos at mramos@citruscollege.edu.

A complete text of Citrus College’s written plans and procedures pertaining to emergency response are located within in the district’s Emergency Operations Plan.





HELP US FIND A CURE!



Breast Cancer Awareness Month

The Citrus College Department of Campus Safety is proud to be a part of the **#PinkPatchProject**. This innovative campaign is designed to increase public awareness about breast cancer.

The **#PinkPatchProject** is a collaborative effort between the Los Angeles County Police Chiefs' Association (LACPCA) and over 330 public safety agencies nationwide.

In an effort to raise money to fight breast cancer, the department offers a vibrant, limited edition pink version of its uniform patches. All officers wear this **Pink Patch** design on their uniforms during **Breast Cancer Awareness Month** in October.

The **Pink Patch** is intended to encourage conversation within the community about the life-saving benefits of early detection and intervention.

This year's limited edition commemorative **Pink Patch** is available for only \$10. Purchase yours today at the Campus Safety Building using cash or a check. All money raised from the sale of the **Pink Patch** will be donated to the City of Hope in Duarte to fund breast cancer research, treatment and education.

Thank you for your support of this worthwhile cause!



NOTES



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1000 W. Foothill Blvd.
Glendora, CA 91741
626-914-8611

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campussafety@citruscollege.edu
www.citruscollege.edu

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE	October 18, 2022	Resolution	_____
SUBJECT:	Presentation of the Citrus College Faculty Association and Citrus Community College District Initial Proposals for Negotiations for a Successor Collective Bargaining Agreement	Information	X
		Enclosure(s)	_____

BACKGROUND

Pursuant to Administrative Procedure 2610, and in compliance with Government Code Section 3547, the Citrus Community College District ("District") and the Citrus College Faculty Association/CCFA ("Faculty Association") are submitting their initial proposals for negotiations for a successor collective bargaining agreement. The Faculty Association will submit its initial proposal at the October 18, 2022 Board of Trustees meeting.

It is anticipated that a public hearing concerning the Faculty Association's and the District's initial proposals will be held during the November 15, 2022 Board of Trustees meeting. It is further anticipated that at the November 15, 2022 Board of Trustees meeting the District's initial proposal will be presented to the Board of Trustees for approval.

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

RECOMMENDATION

Information only; no action requested.

Robert L. Sammis
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. F.5.

**CITRUS COMMUNITY COLLEGE DISTRICT
INITIAL PROPOSAL
FOR A SUCCESSOR AGREEMENT
WITH THE CITRUS COLLEGE FACULTY ASSOCIATION
Fall 2022**

The following initial proposal for a new successor collective bargaining agreement is submitted in response to the Association's demand to negotiate concerning salary and the District's invitation to negotiate a new collective bargaining agreement in recognition of changes to the state budget and to respond to new teaching/learning challenges and opportunities that have developed during the COVID-19 pandemic.

The following proposal identifies articles and sections of the current agreement the District proposes to add to or modify. This proposal identifies the article and section to be addressed leaving the detail of language to be discussed during negotiations; all other articles of the contract to remain as set forth in the current contract.

Article 1 – Agreement

- No changes proposed.

Article 2 – Recognition

- No changes proposed.

Article 3 – Association Rights

- No changes proposed.

Article 4 – Board's Rights

- No changes proposed.

Article 5 - Faculty Assignment

1. Section 5.6.9, *Assignment of Classes*: Add and/or modify language to provide for an improved process for the scheduling of classes and the impact on a unit member's assignment.
2. Section 5.6.9, *Assignment of Classes*: Add language setting forth the assignment of online classes.

Article 6 – Non-Discrimination

- No changes proposed.

Article 7 – Academic Freedom and Intellectual Property

- No changes proposed.

Article 8 - Salaries

1. The District is prepared to discuss salary schedule increases as a part of an overall discussion taking into consideration the total compensation paid to faculty. This

total compensation takes into consideration step and column movement, STRS contributions, health benefits (health, dental, and vision), life insurance, and all other statutory contributions.

Article 9 – Reduced Teaching Load With Full Retirement Credit

- No changes proposed.

Article 10- Unit Health Benefits

1. The District is prepared to enter into discussions with the Association concerning any proposed amendments as offered by the Association.

Article 11 – Dispute Procedure

- No changes proposed.

Article 12 – Grievance Procedures

- No changes proposed.

Article 13 – Safety

- No changes proposed.

Article 14 – Personnel Files

- No changes proposed.

Article 15 - Leaves

- No changes proposed.

Article 16 – Negotiation Procedures

- No changes proposed.

Article 17 – Support of Agreement

- No changes proposed.

Article 18 – Overload Banking

- No changes proposed.

Article 19 - Duration of Contract

1. The District proposes a three-year contract with no reopeners.

Article 20 - Evaluations

1. Section 20.6, *Special Provisions for Faculty Teaching Online Education*: Review current evaluation provisions for online courses and adjust to reflect current structure of online classes.
2. Review current evaluation process to determine if additional language is needed to implement any Diversity, Equity, Inclusion and Accessibility as required pursuant to Title 5 regulations.

**Initial Bargaining Proposal—Fall 2022
Statement of Interests**

Article 1 – Agreement

- No changes proposed.

Article 2 – Recognition

- No changes proposed.

Article 3 – Association Rights. The CCFA would like to:

- Clarify language regarding information to be provided the Association.

Article 4 – Board's Rights

- No changes proposed.

Article 5 – Faculty Assignment. The CCFA would like to:

- Improve LHE for instructional labs.
- Provide for voluntary load-balancing over Summer & Winter Intersessions.
- Improve reassigned time for Faculty coaches and head-coaches.
- Provide for compensation for Faculty aiding with on-campus emergencies.
- Clarify, modify, update, and/or improve language relevant to scheduling of classes.
- Add language codifying parameters for assignment of online classes.
- Add language to provide Unit members the ability to complete some portion of their assignment remotely.

Article 6 – Non-Discrimination

- No changes proposed.

Article 7 – Academic Freedom and Intellectual Property. The CCFA would like to:

- Add language that defines ownership of course content.

Article 8 – Salaries (and relevant appendices). The CCFA would like to:

- Improve salary overall.
- Improve salary column-advancement requirements.
- Improve Overload and Intersession compensation.
- Adjust construct / dimensions of salary schedule(s).
- Offer 12-paycheck option for regular salary for all Unit Members.
- Improve oversized class pay parameters / requirements.
- Enhance and make permanent early retirement notification benefit.
- Provide stipends for Faculty training / development events.

Article 9 – Reduced Teaching Load with Full Retirement Credit

- No changes proposed.

Article 10 – Unit-Member Benefits. The CCFA would like to:

- Improve compensation for Unit Members with health benefits an outside source.
- Improve incentive / compensation for Unit Members taking less-expensive benefit option(s).
- Improve retiree health-benefit options.
- Provide long-term care benefits for retirees.
- Create a Faculty Emeritus status for retired Unit Members.

Initial Bargaining Proposal—Fall 2022
Statement of Interests

Article 11 – Dispute Procedures

- No changes proposed.

Article 12 – Grievance Procedures

- No changes proposed.

Article 13 – Safety

- No changes proposed.

Article 14 – Personnel Files

- No changes proposed.

Article 15 – Leaves. The CCFA would like to:

- Update relevant forms and move into Agreement as appendices.

Article 16 – Negotiation Procedures

- No changes proposed.

Article 17 – Support of Agreement

- No changes proposed.

Article 18 – Banking Lecture/Lab Hours

- No changes proposed.

Article 19 – Duration of Contract. The CCFA would like to:

- Negotiate a 3-year Agreement to replace the existing Agreement effective January 1, 2023.

Article 20—Evaluations. The CCFA would like to:

- Clarify, modify, update, and/or improve language relevant to Online Education evaluations.

Supplemental

In addition to the foregoing, the Association would like to form a comprehensive list of all Board Policies and Administrative Procedures that are within the mandatory scope of bargaining and reference them in the Agreement.

Respectfully Submitted,



Dave Brown
Bargaining Chair
Citrus College Faculty Association



Dr. Senya Lubisich
President
Citrus College Faculty Association

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 18, 2022	Resolution	_____
SUBJECT:	Ratification of Independent Contractor/Consultant Agreements	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

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

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


RECOMMENDATION

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

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye___Nay___Abstained___



Approved for Submittal

Item No. G.1.a.

INDEPENDENT CONTRACTOR AGREEMENTS
Board of Trustees Meeting – October 18, 2022

<u>CONTRACTOR CONSULTANT/ DEPARTMENT</u>	<u>RATE</u>	<u>FUNDING</u>	<u>PERIOD</u>	<u>SERVICE</u>
<u>HEALTH SCIENCES</u>				
Pasadena Hospital Association	No Fee	No Fee	10/19/22-10/18/25 <i>(Revision – Previously 8/16/22-8/15/25)</i>	Clinical Education
<u>HUMAN RESOURCES</u>				
Khoury, Najeeb Nabil	\$10,000.00 max	District	9/30/22-12/30/22	Arbitration/Mediation Services
<u>MATHEMATICS</u>				
MN Associates, Inc.	\$9,500.00 max	Grant	10/19/22-9/30/23	External Evaluation for the NSF S-STEM Grant
<u>VISUAL AND PERFORMING ARTS</u>				
37 St Joseph Studios, LLC	\$15,000.00 max	District	10/19/22-6/30/23	Recording Technology Repairs
Cook, Shawna	\$3,500.00 max	District	10/19/22-6/30/23	Media/Content Creator/ Photographer
Croissant, Kana	\$4,500.00 max	District	10/19/22-6/30/23	Musician Services
Hoepfner, Jeffrey	\$4,500.00 max	District	10/19/22-6/30/23	Musician Services
Jacobs, Carin	\$2,500.00 max	District	10/19/22-6/30/23	Costume Designer
Perez, Desire	\$1,000.00 max	District	10/19/22-6/30/23	Hair and Make-up Artist
Romero, Lukas	\$3,500.00 max	District	10/19/22-6/30/23	Musician Services
Rowe, Amy	\$4,500.00 max	District	10/19/22-6/30/23	Musician Services
Stratton, Summer	\$1,500.00 max	District	10/19/22-6/30/23	Director of Christmas Show
Young, Emmanuel	\$3,000.00 max	District	9/19/22-10/24/23	Guest Artist

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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	October 18, 2022	Resolution	<u> </u>
SUBJECT:	Ratification of Facilities Usage/Rentals	Information	<u> </u>
		Enclosure(s)	<u> X </u>

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
October 18, 2022**

ORGANIZATION	FACILITY	ACTIVITY	DATE(S)	ESTIMATED CHARGE
Azusa Pacific University	Tennis Courts	Tennis Tournament	9/17/22	\$976.25 plus additional fees if required
Huntington Hospital Blood Donor Center	Campus Center Mall	Blood Drive	9/12-9/15/22	No rental fee, labor charges only if required
Metropolitan Educational Theatre Network	Performing Arts Center	Children's Theatre Performance - Annie Jr.	10/3-10/8/22	\$13,831.25 plus additional fees if required
Pomona Catholic High School	Tennis Courts	Tennis Matches	9/27, 9/29, 10/6, 10/11 and 10/20/22	\$2,265.65 plus additional fees if required
Pomona Catholic High School	Tennis Courts	Tennis Match	10/10/22	\$421.00 plus additional fees if required
Rusty Miller Tennis	Tennis Courts	USTA Tennis Tournament	10/15-10/17/22	\$2,028.00 plus additional fees if required
San Jose Charter Academy	Performing Arts Center	Promotion Ceremony	6/5/23	\$2,900.00 plus additional fees if required
Select Soccer, LLC (dba: National Center for Excellence)	Stadium	Soccer Training	12/4, 12/22, 12/18/22, 1/8, 1/15, 1/22, 1/29 and 2/5/23	\$10,960.00 plus additional fees if required
Shin Dance Academy	Performing Arts Center	Dance Performance	6/1 and 6/4/23	\$5,425.50 plus additional fees if required
SMA Events	Gym	Karate Tournament	3/19/23	\$1,443.75 plus additional fees if required
University of La Verne, LVTV/KWST	Stadium and Press box	Television Production (San Dimas/Bonita Football Game)	9/10/22	No rental fee, labor charges only if required

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 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 August and September 2022:

	<u>August</u>	<u>September</u>
Warrants Issued to Vendors	\$5,159,303.81	\$6,804,274.16
Warrants Issued for Students Financial Aid	\$15,447.00	\$1,841,238.93
Warrants Issued to Employees	\$3,418,315.71	\$3,892,533.23
Total	\$8,593,066.52	\$12,538,046.32

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

RECOMMENDATION

Authorization is requested to ratify A & B Warrants issued during August and September 2022, totaling \$21,131,112.84.

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:	October 18, 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 August and September 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 August and September 2022.

Claudette E. Dain, CPA
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. G.1.d.

**Board of Trustees Meeting October 18, 2022
Purchase Orders Issued August and September 2022**

PO#	Vendor Name	Description	Funding Source	Department/Division/Program	Amount
P0018229	Community College League of California	Annual Subscription-EBSCO E-Books	General	Library	\$12,707.00
P0018230	CDW-G, Inc.	Equipment	Restricted	Health Center	\$1,178.64
P0018232	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Social Sciences	\$1,000.00
P0018233	Community College League of California	Annual Subscription-Reference Software	Restricted	Library	\$30,875.00
P0018235	Underground Electric Supply	Equipment	Capital Outlay	Facilities	\$38,697.75
P0018236	Carrier Corporation	Equipment	Capital Outlay	Facilities	\$31,886.76
P0018237	Chick-fil-A	Summer Bridge Breakfast	Restricted	Other Student Services	\$475.00
P0018238	The Daily Titan	Advertisements	General	External Relations	\$1,100.00
P0018239	SurveyMonkey.com	Annual Subscription	General	Staff Development	\$384.00
P0018240	Film Platform	Streaming License	General	Psychology	\$248.06
P0018242	Bligh Pacific	Roofing Project-BOT 6/19/22	Capital Outlay	Maintenance	\$235,951.00
P0018243	Audio Visual Design	Speaker Repairs	Capital Outlay	Haug Performing Arts Center	\$8,356.95
P0018244	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Mathematics	\$4,000.00
P0018245	Advanced Musical Electronics, Inc.	Blanket PO-Repairs	General	Music	\$1,000.00
P0018246	The Shredders	Blanket PO-Services	General	International Students	\$200.00
P0018247	Fisher Scientific	Blanket PO-Supplies	General	Chemistry	\$5,000.00
P0018248	The Poly Post	Advertising	General	External Relations	\$1,000.00
P0018249	Costco Wholesale	Blanket PO-Supplies	Trust & Fiduciary	Student Life & Leadership	\$2,000.00
P0018250	Smart & Final	Blanket PO-Supplies	General	Counseling	\$500.00
P0018251	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Business	\$600.00
P0018252	CDW-G, Inc.	Equipment	Capital Outlay	Technology & Computer Services	\$1,814.56
P0018253	OCLC, Inc.	Software Renewal-Proxy	General	Library	\$3,300.54
P0018254	OCLC, Inc.	Software Renewal-Cataloging	General	Library	\$6,030.95
P0018255	Costco Wholesale	Blanket PO-Supplies	General	Veterans Center	\$800.00
P0018256	Cat Specialties, Inc.	Blanket PO-Supplies	Restricted	Veterans Center	\$4,000.00
P0018257	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Veterans Center	\$250.00
P0018258	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Veterans Center	\$2,000.00
P0018259	Pacific Dining Food Service Management	Blanket PO-Food Services	General	VP Academic Affairs	\$5,000.00
P0018260	BSN Sports	Equipment-Agility Ladders	Restricted	Dean Kinesiology/Athletics	\$640.16
P0018261	Plaza Produce	Blanket PO-Food Services	General	Dental	\$100.00
P0018262	Buca Restaurants 2, Inc.	Catering-Convocation Meeting	General	Counseling	\$1,242.75
P0018263	Classic Coffee	Catering-Counseling Trainings	General	Counseling	\$286.00

P0018264	American CODeAF Enterprises, Inc.	2022 Commencement Interpreters	General	VP Student Services	\$480.00
P0018265	CDW-G, Inc.	Equipment	Restricted	Technology & Computer Services	\$5,901.08
P0018266	CDW-G, Inc.	Network Monitoring Software	General	Technology & Computer Services	\$4,615.14
P0018267	ESRI	Software Maintenance Agreement	General	Physical Science	\$1,000.00
P0018268	San Gabriel Valley Examiner	Advertisements	General	External Relations	\$1,100.00
P0018269	Prepak Productions, Inc.	Supplies	General	Athletics	\$387.80
P0018270	Xello	Annual Renewal	General	Career Center	\$849.00
P0018271	Home Depot	Blanket PO-Supplies	General	Recording Technology	\$1,000.00
P0018272	Napa Auto Parts	Blanket PO-Repairs	Restricted	Campus Safety	\$1,500.00
P0018273	Hillyard	Equipment	General	Facilities	\$11,539.74
P0018274	Vista Paint Corporation	Supplies	Capital Outlay	Facilities	\$1,756.53
P0018275	National Council for Marketing & Public Relations	Award Entry Fee	General	External Relations	\$35.00
P0018276	Community College League of California	Software Renewal-Turnitin	General	VP Academic Affairs	\$33,746.63
P0018277	TechSmith Corp.	Software Renewal	General	VP Academic Affairs	\$3,117.75
P0018278	Global CTI Group, Inc.	Equipment	General	Technology & Computer Services	\$10,378.94
P0018279	Victoria Dominguez	Travel-Sonoma State TRIO Training	Restricted	STEM	\$1,839.19
P0018280	Dana Atebery	Travel@One Online Training	General	Staff Development	\$85.00
P0018281	Coe Lamoureux	Blanket PO-Travel	General	International Students	\$200.00
P0018282	Cheryl Alexander	Blanket PO-Travel	General	Superintendent/President's Office	\$300.00
P0018283	Raquel Perez	Blanket PO-Travel	General	Superintendent/President's Office	\$200.00
P0018284	Nicole Smith	Travel-LDESM Training	General	Counseling	\$202.96
P0018285	Leeanne Krusemark	Consultant-BOT 5/17/22	Comm/Contract Ed	Community Education	\$286.00
P0018286	Ready Education, Inc.	Software Renewal-Contract Tracing	Restricted	VP Finance & Admin Services	\$17,200.00
P0018287	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Superintendent/President's Office	\$1,000.00
P0018288	Glendora Trophy	Blanket PO-Supplies	General	Superintendent/President's Office	\$1,000.00
P0018289	Organization For Safety, Asepsis & Prevention	Institutional Membership	General	VP Finance & Admin Services	\$150.00
P0018290	Board of Governors	Annual Subscription Fees	General	Admissions & Records	\$5,900.00
P0018291	Eneh, Inc.	Supplies	Capital Outlay	Facilities	\$388.59
P0018292	Pacific Dining Food Service Management	Blanket PO-Food	General	Superintendent/President's Office	\$15,000.00
P0018293	BSN Sports	Uniforms	Trust & Fiduciary	Athletics	\$1,255.50
P0018294	Azteca Soccer	Uniforms	Trust & Fiduciary	Athletics	\$2,220.99
P0018295	100% Soccer	Uniforms	General	Athletics	\$4,582.71
P0018296	Azteca Soccer	Uniforms	Trust & Fiduciary	Athletics	\$5,944.69
P0018297	Kap7 International, Inc.	Supplies	General	Athletics	\$3,208.28
P0018298	J & J Sports	Uniforms	Trust & Fiduciary	Athletics	\$2,344.36
P0018299	Azteca Soccer	Uniforms	General	Athletics	\$2,727.03
P0018300	Ventura County Community College District	Event Fee	General	Athletics	\$200.00

P0018301	Ventura County Community College District	Event Fee	General	Athletics	\$200.00
P0018302	Pinpoint	Uniforms	Trust & Fiduciary	Athletics	\$4,427.54
P0018303	Foundation for California Community Colleges	Subscription	Restricted	VP Academic Affairs	\$21,300.00
P0018304	David Rodriguez	Travel-Cal/Vet Lead Summit	General	Counseling	\$1,412.98
P0018305	Gerald Sequeira	Recruitment	General	International Students	\$7,562.00
P0018306	Coe Lamoureux	Travel-Overseas College Promotion	Trust & Fiduciary	International Students	\$3,751.00
P0018307	Coe Lamoureux	Travel-Education USA Virtual Conf.	Trust & Fiduciary	International Students	\$600.00
P0018308	Computerland	License Renewal	General	Technology & Computer Services	\$69,465.20
P0018309	South Coast Air Quality Mgmt.	AQMD Emissions Fees	General	Risk Management	\$142.59
P0018310	Jeffs Sporting Goods	Baseball Equipment	Restricted	Dean Kinesiology/Athletics	\$2,641.09
P0018311	Palomar College	Event Fee	General	Athletics	\$300.00
P0018312	Southwestern Community College District	Event Fee	General	Athletics	\$550.00
P0018313	Orange Coast College	Event Fee	General	Athletics	\$550.00
P0018314	Next Level Resource Partners	Uniforms	General	Athletics	\$3,038.73
P0018315	Merced Community College District	Event Fee	General	Athletics	\$375.00
P0018316	Maria-Aimee Ruaburo	Blanket PO-Travel	General	Outreach	\$250.00
P0018317	Megan Pennings	Blanket PO-Travel	General	Outreach	\$250.00
P0018318	Teresa Gonzalez	Blanket PO-Travel	General	Outreach	\$250.00
P0018319	Alex Barajas	Blanket PO-Travel	General	Outreach	\$250.00
P0018320	Dalia Khalil	Blanket PO-Travel	General	Outreach	\$250.00
P0018321	Gregory Lipp	Travel-T-Ten National Training	Self-supported Serv.	Foundation	\$2,440.00
P0018322	Maryann Tolano-Leveque	Travel-NABITA BIT Standards	General	VP Student Services	\$2,684.00
P0018323	Claudette Dain	Travel-ACBO Fall Conference	General	VP Finance & Admin Services	\$1,750.00
P0018324	Nadine Henley	Travel-NABITA BIT Standards	Restricted	Dean Students	\$2,684.00
P0018326	Nestle USA	Equipment	Self-supported Serv.	Enterprise Services	\$14,139.57
P0018327	Home Depot	Supplies	General	Library	\$151.44
P0018328	The Bakersfield College Foundation	Event Fee	General	Athletics	\$200.00
P0018329	Daily Trojan	Advertisements	General	External Relations	\$400.00
P0018330	Dyane Duffy	Reimbursement-Supplies	General	Art	\$300.00
P0018331	CDW-G, Inc.	Equipment	General	Esthetician	\$836.29
P0018332	CDW-G, Inc.	Equipment	Capital Outlay	Technology & Computer Services	\$1,123.65
P0018333	CDW-G, Inc.	Equipment	Restricted	Technology & Computer Services	\$801.62
P0018334	D&D Golf Cars, Inc.	Golf Cart	General	Technology & Computer Services	\$15,988.90
P0018335	CDW-G, Inc.	Equipment	Restricted	Strong Workforce	\$1,341.73
P0018336	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	STEM	\$600.00
P0018337	A-1 Event & Party Rentals	Blanket PO-Services	General	Superintendent/President's Office	\$3,000.00
P0018338	Getinge USA Sales, LLC	Preventative Maintenance	General	Biological Science	\$16,925.33

P0018339	California Presenters	Membership	Trust & Fiduciary	Haugh Performing Arts Center	\$250.00
P0018340	Duarte Chamber of Commerce	Advertising	General	External Relations	\$1,250.00
P0018341	Jazz Z Beauty Products	Blanket PO-Supplies	General	Cosmetology	\$500.00
P0018342	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Risk Management	\$10,000.00
P0018343	University of La Verne	Advertisements	General	External Relations	\$450.00
P0018344	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Cosmetology	\$500.00
P0018345	Gabels Cosmetics, Inc.	Blanket PO-Supplies	General	Cosmetology	\$500.00
P0018346	CCCAA WPCA CA Comm College Women's Water Polo Assoc.	Institutional Membership	General	VP Finance & Admin Services	\$200.00
P0018347	Chief Student Services Officers Association	Institutional Membership	General	VP Finance & Admin Services	\$300.00
P0018348	CCCAA WPCA CA Comm College Men's Water Polo Assoc.	Institutional Membership	General	VP Finance & Admin Services	\$200.00
P0018349	Academic Senate for CA Community College	Institutional Membership	General	VP Finance & Admin Services	\$4,401.84
P0018350	California Community College Athletic Association (CCCCAA)	Institutional Membership	General	VP Finance & Admin Services	\$18,825.00
P0018351	Avid Technology, Inc.	Annual Software License	General	Recording Technology	\$3,000.00
P0018352	CDW-G, Inc.	Equipment	General	Cosmetology	\$400.31
P0018353	Statewide Assoc. of Community Colleges	Insurance	Self-Insurance	Risk Management	\$785.00
P0018354	Chambers Group, Inc.	Consultant-BOT 6/15/21	General	VP Finance & Admin Services	\$73,509.00
P0018355	CDW-G, Inc.	Equipment	General	Technology & Computer Services	\$1,958.68
P0018356	Serina Mummert	Travel-Student Trustee Workshop	General	Superintendent/President's Office	\$1,399.32
P0018357	Sara Gonzales-Tapia	Travel-CCCEOPSA Conference	Restricted	Other Student Services	\$1,644.80
P0018358	Raul Sanchez	Travel-CCCEOPSA Conference	Restricted	Other Student Services	\$1,603.17
P0018359	Nathalie Miramontes	Travel-CCCEOPSA Conference	Restricted	Other Student Services	\$1,642.05
P0018360	Marivel Ortiz-Sanchez	Travel-CCCEOPSA Conference	Restricted	Other Student Services	\$1,581.17
P0018361	Gerald Sequeira	Travel-USA WHA Regional	Trust & Fiduciary	International Students	\$3,110.00
P0018362	Amayrani Ochoa Almeida	Travel-HEIFI Conference	Restricted	Student Life & Leadership	\$1,512.00
P0018363	Instructure, Inc.	Software-Impact	Restricted	VP Academic Affairs	\$8,616.90
P0018364	Nossaman, LLP	Consultant-BOT 6/21/22	General	Superintendent/President's Office	\$60,000.00
P0018365	Guardian Power Protection Services	Batteries for Server	Capital Outlay	Technology & Computer Services	\$3,378.55
P0018366	CA Comm. College Chief Instructional Officers (CCCCIO)	Institutional Membership	General	VP Finance & Admin Services	\$400.00
P0018367	Journalism Assoc. of Community Colleges	Institutional Membership	General	VP Finance & Admin Services	\$700.00
P0018368	Los Angeles County School Trustees Assoc.	Institutional Membership	General	VP Finance & Admin Services	\$150.00
P0018369	National Student Clearinghouse	Annual Fee	General	Admissions & Records	\$593.15
P0018370	Swag Lab	Uniforms	General	Athletics	\$3,726.45
P0018371	CCCSAA	Institutional Membership	Trust & Fiduciary	Student Life & Leadership	\$175.00
P0018372	Learning Resources Network, Inc.	Institutional Membership	General	VP Finance & Admin Services	\$895.00
P0018373	BSN Sports	T-Shirts	Restricted	Outreach	\$5,793.09
P0018374	Steimprove, Inc.	Annual Subscription	General	Technology & Computer Services	\$6,739.57
P0018375	CDW-G, Inc.	Equipment	Capital Outlay	Technology & Computer Services	\$38,302.34

P0018376	CDW-G, Inc.	Equipment	Restricted	Technology & Computer Services	\$2,740.82
P0018377	Constant Contact, Inc.	Blanket PO-Advertising	General	Haugh Performing Arts Center	\$1,050.00
P0018378	BSN Sports	Equipment	Restricted	Dean Kinesiology/Athletics	\$4,270.70
P0018379	CDW-G, Inc.	Equipment	Capital Outlay	Technology & Computer Services	\$127,798.23
P0018380	BMTX, Inc.	Services	Restricted	Financial Aid	\$137.50
P0018381	JD Fields Lumber Company	Supplies	General	Haugh Performing Arts Center	\$24,923.49
P0018382	Sora Enterprises, LLC	Repairs	General	Haugh Performing Arts Center	\$3,000.00
P0018383	BSN Sports	Uniforms	Trust & Fiduciary	Athletics	\$4,730.80
P0018384	Amazon Web Services, Inc.	Blanket PO-Supplies	General	Biological Science	\$2,000.00
P0018385	ODP Business Solutions, LLC	Blanket PO-Supplies	General	Chemistry	\$2,000.00
P0018386	Tim Williams, DBA Urban Audio	Blanket PO-Supplies	General	Music	\$600.00
P0018387	KYA Services, LLC	Landscape	Capital Outlay	Facilities	\$9,785.71
P0018388	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	Strong Workforce	\$2,500.00
P0018389	Technical Safety Services	Blanket PO-Services	General	Biological Science	\$3,980.00
P0018390	PacWest Air Filter, LLC	Services	Capital Outlay	Facilities	\$14,739.21
P0018391	Climatec, LLC	Equipment	Capital Outlay	Facilities	\$2,500.00
P0018392	American Fidelity Administrative Services, LLC	ACA Reporting-BOT 8/16/22	General	Payroll	\$25,000.00
P0018393	Evoqua Water Technologies	Blanket PO-Services	General	Physical Science	\$1,000.00
P0018394	Evoqua Water Technologies	Blanket PO-Services	General	Biological Science	\$550.00
P0018395	Lincoln Aquatics	Equipment	General	Athletic Facilities	\$606.24
P0018396	4Imprint, Inc.	Supplies	Restricted	Counseling	\$2,365.34
P0018397	Western State Design	Equipment	General	VP Academic Affairs	\$27,562.51
P0018398	Prime Promos, LLC	Supplies	Restricted	Counseling	\$827.58
P0018399	Leapfrog Technologies, Inc.	Database Phase 2 Implementation	General	VP Academic Affairs	\$12,346.00
P0018400	Tessitura Network	Blanket PO-Services	General	Haugh Performing Arts Center	\$760.00
P0018401	DigitalDeckCovers, Inc.	3D Printer Cover	Restricted	DSP&S	\$57.00
P0018402	Motion Industries	Blanket PO-Supplies	General	Biological Science	\$3,000.00
P0018403	HCD	Registration Renewal	General	Facilities	\$78.00
P0018404	South Coast Air Quality Mgmt.	AQMD Annual Renewal Fees	General	Risk Management	\$4,027.20
P0018405	B&H Photo-Video-Pro Audio	Blanket PO-Supplies	General	Recording Technology	\$1,500.00
P0018406	Helma Burton	Travel-Online Training	General	Fiscal Services	\$149.00
P0018407	Claudette Dain	Travel-CCIA Conference	General	VP Finance & Admin Services	\$85.00
P0018408	Stolz Equipment	Equipment-Gators (2)	Capital Outlay/General	Facilities	\$22,743.41
P0018409	QR.io	Subscription-QR Generator	General	External Relations	\$350.00
P0018410	City Of Industry Post Office	Postage	General	Study Abroad	\$3,500.00
P0018411	Azteca Soccer	Uniforms	Trust & Fiduciary	Athletics	\$1,350.18
P0018412	Best Buy Business Advantage Account	Blanket PO-Vouchers	Restricted	Student Life & Leadership	\$22,000.00

P0018413	Azteca Soccer	Soccer Balls	Restricted	Dean Kinesiology/Athletics	\$3,842.21
P0018414	Agile Sports Technologies, Inc.	Subscription	General	Athletics	\$7,350.00
P0018415	Costco Wholesale	Blanket PO-Supplies	General	Transfer Center	\$300.00
P0018416	Ed Mark Graphics	Blanket PO-Supplies	General	Reprographics	\$1,000.00
P0018417	BSN Sports	Uniforms	Trust & Fiduciary	Athletics	\$1,639.13
P0018418	Smart & Final	Blanket PO-Supplies	Restricted	Counseling	\$500.00
P0018419	Albertsons/Safeway-Vons	Grocery Gift Cards	Restricted	Student Life & Leadership	\$50,000.00
P0018420	Citrus Clarion	Fall Programs	General	Study Abroad	\$465.00
P0018421	University Times, California State University Los Angeles	Advertisements	General	External Relations	\$960.00
P0018422	Amazon Capital Services, Inc.	Supplies	Restricted	Strong Workforce	\$60.14
P0018423	Mohawk Lifts, LLC	Equipment	Restricted	Career Technical Education	\$39,608.09
P0018424	Snap-On Industrial	Equipment	Restricted	Career Technical Education	\$15,302.70
P0018425	E-Tech Equipment, Inc.	Services	General	Diesel Technology	\$575.00
P0018426	Twilio, Inc.	Software Subscription	General	External Relations	\$419.40
P0018427	College Source	Subscription Renewal	Restricted	Counseling	\$9,987.60
P0018428	Ronda Meizer, DBA Kona Ice	Catering-Welcome Day	Restricted	Outreach	\$1,350.00
P0018429	Automotive Services Equipment, LLC	Exhaust Ventilation System	Restricted	Dean Career Technical Education	\$6,606.18
P0018430	Education Management Solutions	Software Agreement	General	Nursing	\$3,998.00
P0018431	Pico Sales and Distribution, LLC	Equipment	Restricted	Career Technical Education	\$38,552.22
P0018432	D&R Office Works, Inc.	Furniture	Restricted	Student Life & Leadership	\$6,355.18
P0018433	88844Motor Construction Equipment Repair	Blanket PO-Tires	General	Facilities	\$2,000.00
P0018434	Alan Waddington	Travel-KINE/Coach's Conference	General	Staff Development	\$500.00
P0018436	Bandsintown, LLC	Blanket PO-Advertising	General	Haugh Performing Arts Center	\$2,000.00
P0018437	Glendora Chamber of Commerce	Blanket PO-Advertising	General	Haugh Performing Arts Center	\$1,800.00
P0018438	R&R Custom Signs	Blanket PO-Advertising	General	Haugh Performing Arts Center	\$2,500.00
P0018439	Facebook Ads	Blanket PO-Advertising	General	Haugh Performing Arts Center	\$2,000.00
P0018440	Google, LLC	Blanket PO-Advertising	General	Haugh Performing Arts Center	\$2,000.00
P0018441	Student Insurance Agency	Student Insurance Premium-BOT 7/19/22	General/Restricted	Haugh Performing Arts Center	\$2,000.00
P0018442	American Printing & Promotions	Printing	Restricted	Risk Management/Health Center	\$116,295.00
P0018443	Substance Media, Inc.	Consultant-BOT 9/6/22	General	Financial Aid	\$3,950.52
P0018444	Best Buy Business Advantage Account	Blanket PO-Technology Vouchers	Restricted	External Relations	\$70,000.00
P0018445	Costco Wholesale	TV's (2)	Restricted	Student Life & Leadership	\$30,000.00
P0018446	Computerland	Adobe Licenses for Students	Restricted	Foster/Kinship Services	\$1,433.23
P0018447	Amazon Capital Services, Inc.	Equipment	Restricted	Dean Visual & Performing Arts	\$27,993.00
P0018448	Strata Information Group	Consultant-BOT 5/17/22	General	Technology & Computer Services	\$279.56
P0018449	Malmark, Inc.	Citrus Singers Supplies	Restricted	Financial Aid	\$40,800.00
P0018450	CDW-G, Inc.	Supplies	General	Music	\$342.21
			General	Music	\$160.45

P0018451	Rochester Software Associates, Inc.	Blanket PO-Services	General	Reprographics	\$25,000.00
P0018452	CollegeBuys.org	Supplies	Restricted	Outreach	\$2,115.94
P0018453	Amazon Capital Services, Inc.	TV Mount	Restricted	Foster/Kinship Services	\$104.87
P0018454	DCL Construction	Mirror Stands	General	Cosmetology	\$4,700.00
P0018455	DroneDeploy, Inc.	Software-Drone Program	Restricted	Strong Workforce	\$5,291.47
P0018456	Citrus Clarion	Blanket PO-Advertising	General	Haugh Performing Arts Center	\$815.00
P0018457	Blue Edge Technology	Printer	Restricted	Campus Safety	\$314.21
P0018458	Good Night Inn Camarillo	Hotel Stay for Women's Soccer	Trust & Fiduciary	Athletics	\$3,209.20
P0018459	Parchment, LLC	Consultant-BOT 8/16/22	Restricted	Outreach	\$500.00
P0018460	Lawrence Doors	Repairs-PA Fire Hatch	Capital Outlay	Facilities	\$4,270.50
P0018461	3CFCA, CCCFCA, CA Comm College Fastpitch Coaches Assoc.	Institutional Membership	General	VP Finance & Admin Services	\$210.00
P0018462	Gobi Library Solutions From EBSCO	Subscription Renewal	General	Library	\$455.00
P0018463	Good Docs, LLC	Streaming License	General	Library	\$198.00
P0018464	San Gabriel Valley Economic Partnership	Institutional Membership	General	VP Finance & Admin Services	\$3,000.00
P0018465	Glendora Chamber of Commerce	Institutional Membership	General	VP Finance & Admin Services	\$1,700.00
P0018466	Climatec, LLC	Service Agreement	General	Maintenance	\$44,900.00
P0018467	Duarte Chamber of Commerce	Institutional Membership	General	VP Finance & Admin Services	\$309.00
P0018468	Cordoba Corporation	Consultant-BOT 7/19/22	Capital Outlay	Facilities	\$20,000.00
P0018469	Prime Promos, LLC	Tablecloth	Restricted	Other Student Services	\$187.30
P0018470	Los Angeles County Fire Department	Compliance Permits	General	Risk Management	\$2,955.00
P0018471	KYA Services, LLC	Supplies	Capital Outlay	Facilities	\$4,892.86
P0018472	Climatec, LLC	Equipment	Capital Outlay	Facilities	\$14,507.00
P0018473	Won-Door Corp.	Repairs-Fire Door	Capital Outlay	Facilities	\$9,063.53
P0018474	Greenhaven Publishing	Blanket PO-Supplies	General	Library	\$400.00
P0018475	Follett Higher Education Group	Blanket PO-Supplies	Restricted	Foster/Kinship Services	\$3,000.00
P0018476	ODP Business Solutions, LLC	Office Furniture	General	Purchasing & Warehouse	\$67,589.87
P0018477	BSN Sports	Uniforms	Trust & Fiduciary	Athletics	\$2,836.50
P0018478	Azteca Soccer	Uniforms	Trust & Fiduciary	Athletics	\$371.27
P0018479	Ken's Sporting Goods	Uniforms	General	Athletics	\$5,115.34
P0018480	Riverside Community College District	Event Fee	General	Athletics	\$500.00
P0018481	Cerritos College	Event Fee	General	Athletics	\$200.00
P0018482	On-Stage Rentals, Inc.	Rentals	Trust & Fiduciary	Haugh Performing Arts Center	\$75.00
P0018483	Amazon Capital Services, Inc.	Supplies	General	Athletics	\$267.81
P0018484	Ready Education, Inc.	Annual Subscription	General	Technology & Computer Services	\$35,000.00
P0018485	Doing Good Works	T-Shirts	Restricted	Other Student Services	\$725.47
P0018486	Amazon Capital Services, Inc.	Supplies	Restricted	Counseling	\$76.55
P0018487	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	Financial Aid	\$4,000.00

P0018488	Spanish Broadcasting System, Inc.	Blanket PO-Advertising	Trust & Fiduciary	Haugh Performing Arts Center	\$5,000.00
P0018489	CCCAOE	Professional Development	Restricted	Strong Workforce	\$2,756.25
P0018490	CDW-G, Inc.	Equipment	Capital Outlay	Technology & Computer Services	\$11,106.23
P0018491	Robin Harrington	Consultant-BOT 9/6/22	Restricted	Strong Workforce	\$3,000.00
P0018492	Napa Auto Parts	Blanket PO-Services	Restricted	Campus Safety	\$1,500.00
P0018493	Gerald Sequeira	Blanket PO-Travel	General	Admissions & Records	\$100.00
P0018494	Dana Hester	Travel-CIO Conference	General	VP Academic Affairs	\$1,464.88
P0018495	Mary Ann Lutz	Travel-ACCT Leadership Conference	General	Superintendent/President's Office	\$3,406.59
P0018496	Mary Ann Lutz	Travel-CCCT Conference	General	Superintendent/President's Office	\$698.70
P0018497	Ewing Irrigation & Landscape Supply	Blanket PO-Supplies	General	Grounds	\$2,500.00
P0018498	CDW-G, Inc.	Equipment	Restricted	Student Life & Leadership	\$1,872.46
P0018499	Amazon Capital Services, Inc.	Office Furniture	General	Admissions & Records	\$600.00
P0018500	Genaro Gascon	Travel-Adobe Max Conference	General	External Relations	\$1,535.00
P0018501	Edson Yu	Travel-Adobe Max Conference	General	External Relations	\$1,608.50
P0018502	Issa Adawiya	Travel-Online Training	General	Staff Development	\$85.00
P0018503	CDW-G, Inc.	Equipment	General	Esthetician	\$146.00
P0018504	Porta Phone Company	Repairs-Microphones	Trust & Fiduciary	Athletics	\$216.86
P0018505	Synergy Sports Technology, LLC	Subscription-Video Database	General	Athletics	\$900.00
P0018506	Vector Resources, Inc.	Replace Wireless Access Points	Restricted	Technology & Computer Services	\$3,845.96
P0018507	McKesson Medical Surgical, Inc.	Supplies	General	Cosmetology	\$500.00
P0018508	JAMF Software, LLC	Subscription Renewal	General	Technology & Computer Services	\$10,332.00
P0018509	Sally Beauty	Supplies	General	Cosmetology	\$500.00
P0018510	Salon Centric	Supplies	General	Cosmetology	\$700.00
P0018511	Uline	Supplies	Restricted	Strong Workforce	\$1,162.05
P0018512	R.E. Michel Company, Inc.	Supplies	Restricted	VP Finance & Admin Services	\$1,122.35
P0018513	W.W.Grainger, Inc.	Cooling Fans	General	VP Academic Affairs	\$16,754.09
P0018514	CDW-G, Inc.	Supplies	Restricted	Technology & Computer Services	\$5,461.24
P0018515	Oracle America, Inc.	Contract Renewal	General	Technology & Computer Services	\$151,194.92
P0018516	IMS Refrigeration, Inc.	Service/Parts	Trust & Fiduciary	Haugh Performing Arts Center	\$548.77
P0018517	Ventek International	Blanket PO-Services	Restricted	Campus Safety	\$1,400.00
P0018518	CDW-G, Inc.	Laptop/Docking/Headsets	Restricted	Financial Aid	\$39,067.21
P0018519	Wavefunction, Inc.	Instructor Software License	General	Chemistry	\$5,200.00
P0018520	ODP Business Solutions, LLC	Blanket PO-Supplies	Restricted	Strong Workforce	\$2,756.25
P0018521	Abs Products, Inc.	Equipment	Restricted	Career Technical Education	\$8,654.63
P0018522	Sunnan	Equipment	Restricted	Career Technical Education	\$5,407.77
P0018523	Amazon Capital Services, Inc.	Equipment	Restricted	Career Technical Education	\$2,460.65
P0018524	Amazon Capital Services, Inc.	Equipment	Restricted	Career Technical Education	\$991.15

P0018525	Amazon Capital Services, Inc.	Equipment	Restricted	Career Technical Education	\$926.08
P0018526	B&H Photo-Video-Pro Audio	Equipment	Restricted	Career Technical Education	\$23,731.08
P0018527	Amazon Capital Services, Inc.	Supplies	Restricted	Career Technical Education	\$566.28
P0018528	J & J BBQ & Fish	Catering-Black Scholars BBQ	Restricted	Counseling	\$1,700.00
P0018529	Robin Harrington	Consultant-BOT 9/6/22	Restricted	Strong Workforce	\$3,000.00
P0018530	CDW-G, Inc.	Printer	General	Diversity, Equity & Inclusion	\$400.31
P0018531	Dynamism	3D Printer Cover	Restricted	DSP&S	\$937.13
P0018532	Ellician Company, L.P.	Annual Ellician Support Maintenance	General	Technology & Computer Services	\$262,803.00
P0018533	Ellician Company, L.P.	Banner Finance Maintenance	General	Technology & Computer Services	\$38,162.00
P0018534	Daktronics	Scoreboard	Capital Outlay	VP Finance & Admin Services	\$25,839.55
P0018535	Bamey's Blends	Supplies	General	Athletic Facilities	\$3,105.87
P0018536	Michael Ramos	Travel-Humanscale Event	General	Risk Management	\$720.00
P0018537	Lincoln Aquatics	Pool Supplies	Capital Outlay	Facilities	\$3,453.55
P0018538	O.F. Wolfinbarger	Blanket PO-Supplies	General	Grounds	\$5,000.00
P0018539	PGS-Westside, Inc.	Blanket PO-Supplies	General	Facilities	\$10,000.00
P0018540	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	VP Student Services	\$1,000.00
P0018541	Prime Promos, LLC	Canopy	Restricted	STEM	\$662.18
P0018542	EKC Enterprises, Inc.	Campus Center AV Equipment	Restricted	Technology & Computer Services	\$6,853.40
P0018543	TransAct Communications, LLC	Annual Subscription	General	Technology & Computer Services	\$36,246.00
P0018544	The Shredders	Blanket PO-Services	General	Human Resources	\$500.00
P0018545	Amazon Capital Services, Inc.	Blanket PO-Supplies	General	Theatre Arts	\$500.00
P0018546	Turf Star	Blanket PO-Services	General	Athletic Facilities	\$2,500.00
P0018547	Sports Facilities Group, Inc.	Scoreboard Install	Capital Outlay	VP Finance & Admin Services	\$9,867.38
P0018548	Southern 30/Equal Employment Diversity & Equity Consortium	Annual Membership	General	VP Finance & Admin Services	\$220.50
P0018549	Follett Higher Education Group	EOPS Textbooks 22/23	Restricted	Other Student Services	\$151,133.00
P0018551	Amazon Capital Services, Inc.	Blanket PO-Supplies	Restricted	Dean Students	\$2,000.00
P0018552	Tyesha Thomas	Travel-4CSD Conference	Restricted	Diversity, Equity & Inclusion	\$736.76
P0018553	Ronda Metzger, DBA Kona Ioe	Catering-Alma Mater Day Event	General	VP Student Services	\$390.00
P0018555	4 Wall Entertainment	Supplies	Restricted	Career Technical Education	\$95,986.40
P0018556	Elsevier, Inc.	Supplies	Restricted	Strong Workforce	\$432.24
P0018557	California T-Shirt Express	Uniforms	Trust & Fiduciary	Athletics	\$1,816.92
P0018558	M2 Image Solutions	Supplies	Trust & Fiduciary	Athletics	\$3,113.54
P0018559	Amazon Capital Services, Inc.	Blanket PO-Supplies	Restricted	Strong Workforce	\$500.00
P0018560	Albertsons/Safeway-Vons	Blanket PO-Supplies	General	VP Academic Affairs	\$500.00
P0018561	Costco Wholesale	Blanket PO-Supplies	General	VP Academic Affairs	\$500.00
P0018562	Linda Caputi, Inc.	Supplies	Restricted	Strong Workforce	\$5,908.96
P0018563	Pacific Dining Food Service Management	Blanket PO-Food Services	General	VP Academic Affairs	\$3,000.00

P0018564	J. Carroll Corp.	Supplies	Trust & Fiduciary	Athletics	\$2,240.03
P0018565	CCCAOE	Travel-CCCAOE Conference	Restricted	Strong Workforce	\$695.00
P0018566	Therese Adams	Travel-CCCAOE Conference	Restricted	Strong Workforce	\$1,019.00
P0018567	Christina Mittler	Travel-WAA Conference	Trust & Fiduciary	Haugh Performing Arts Center	\$2,425.00
P0018568	Michelle Madrid	Travel-CDC Conference	General	Staff Development	\$200.00
P0018569	Eric Rabbitoy	Blanket PO-Travel	General	Biological Science	\$500.00
P0018570	Nilda Chavez	Blanket PO-Travel	General	Biological Science	\$200.00
P0018571	Ivon McCraven	Travel-SBWIB Awards Ceremony	General	VP Academic Affairs	\$223.25
P0018572	Bryce Neighbors	Travel-SBWIB Awards Ceremony	General	VP Academic Affairs	\$565.00
P0018573	Jennifer Guzman	Travel-Conference	General	Staff Development	\$577.20
P0018574	Shellyn Aguirre	Travel-Conference	General	Staff Development	\$629.00
P0018575	Rebecca Ferrelli	Travel-Conference	General	Staff Development	\$370.00
P0018576	Flora Yee	Travel-Conference	General	Staff Development	\$629.00
P0018577	Richard Rams	Travel-CSSO Conference	General	VP Student Services	\$410.00
P0018578	Nathalie Miramontes	Travel-Conference	General	Staff Development	\$629.00
P0018579	Raul Sanchez	Travel-Conference	General	Staff Development	\$629.00
P0018580	Brett Caballero	Travel-Conference	General	Staff Development	\$370.00
P0018581	Jeremy Clark	Travel-Conference	General	Staff Development	\$629.00
P0018582	Priscilla Englert	Travel-Conference	General	Staff Development	\$629.00
P0018583	Bryce Neighbors	Travel-Conference	General	Staff Development	\$629.00
P0018584	Mariano Rubio	Travel-Conference	General	Staff Development	\$307.10
P0018585	Rudy Gonzalez	Travel-Conference	General	Staff Development	\$629.00
P0018586	Jesus Gutierrez	Travel-Conference	General	Staff Development	\$629.00
P0018587	CDW-G, Inc.	Equipment-EMT Program	Restricted	Strong Workforce	\$52,099.05
P0018588	Zoll Medical Corporation	Equipment-EMT Program	Restricted	Strong Workforce	\$60,080.29
P0018590	Career America, LLC	Consultant-Chatbot Year 3	Restricted	Counseling	\$6,000.00
P0018590	Career America, LLC	Consultant-Chatbot Year 3	Restricted	Financial Aid	\$12,250.00
P0018590	Career America, LLC	Consultant-Chatbot Year 3	Restricted	Outreach	\$15,000.00
P0018591	B&H Photo-Video-Pro Audio	Equipment	Restricted	Career Technical Education	\$3,422.60
P0018592	Alistage Pro	Equipment	Restricted	Career Technical Education	\$7,243.10
P0018593	Image 2000, Inc.	Annual Service	Self-supported Serv.	Library	\$5,028.64
P0018594	Pacific Dining Food Service Management	Catering-Transfer Fair 2022	General	Transfer Center	\$927.75
P0018595	Clarus Corp.	Cloud Computing	Restricted	Strong Workforce	\$270.00
P0018596	Yondr, Inc.	Event Manager	Trust & Fiduciary	Music	\$1,600.00
P0018597	Follett Higher Education Group	Faculty Regalia Rental	General	VP Student Services	\$4,300.85
P0018598	Stephen F. Lindemann	Document Framing	General	Facilities	\$239.87
P0018599	ODP Business Solutions, LLC	Supplies	Restricted	Strong Workforce	\$293.69

P0018600	Amazon Capital Services, Inc.	Equipment	Restricted	Strong Workforce	\$18,388.81
P0018601	Western State Design	Dryer for Kinesiology	General	VP Academic Affairs	\$6,103.38
					\$3,357,966.76

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 2022	Resolution	_____
SUBJECT:	Academic Employees	Information	_____
		Enclosure(s)	X

BACKGROUND

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

This item was prepared by 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 _____

_____/_____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. _____ G.1.e. _____

**ACADEMIC EMPLOYEES - FACULTY
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 18, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Boldt, Spencer	MTRK accreditation preparedness	Hourly as needed	10/19/22 through 6/30/23	\$61.16/hr.
Brewster, Dawn	Dental Coordinator	Hourly as needed	1/9/23 through 2/16/23	\$61.16/hr.
Brown, Cherie	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Clark, Aleli	Substitute Instructor	Hourly as needed	10/01/22 through 12/17/22	\$61.16/hr.
Dhillon, Dalvir	CNA Coordinator	Hourly as needed	1/9/23 through 2/16/23	\$61.16/hr.
Duffy, Dyane	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Edwards, Kenneth	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Englert, Priscilla	Automotive Program outreach project	Stipend	10/19/22 through 06/30/22	\$61.16/hr.
Fitzpatrick, Sean	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Guzman, Jennifer	Skills Lab Facilitator/Instructor	Hourly as needed	1/9/23 through 2/16/23	\$61.16/hr.
Guzman, Jennifer	Skills Lab Facilitator/Instructor	Hourly as needed	2/20/23 through 6/17/23	\$61.16/hr.
Guzman, Jennifer	Regional Nursing Consortium Committee participant	Hourly as needed	7/5/22 through 9/30/22	\$61.16/hr.
Hillman, Michael	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Holbrook, Joseph	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.

**ACADEMIC EMPLOYEES - FACULTY
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 18, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Kibbe, Sonia	Regional Nursing Consortium Committee participant	Hourly as needed	7/5/22 through 9/30/22	\$61.16/hr.
Kibbe, Sonia	VN Coordinator	Hourly as needed	1/9/23 through 2/16/23	\$61.16/hr.
Kibbe, Sonia	Skills Lab Facilitator/Instructor	Hourly as needed	1/9/23 through 2/16/23	\$61.16/hr.
Kibbe, Sonia	Skills Lab Facilitator/Instructor	Hourly as needed	2/20/23 through 6/17/23	\$61.16/hr.
Kibbe, Sonia	ADN Coordinator	Hourly as needed	1/9/23 through 2/16/23	\$61.16/hr.
Konya, Amanda	Photography project for Christmas Is...production	Stipend	10/19/22 through 11/15/22	\$3,500.00/ttl.
Konya, Amanda	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Laicans, Albert	EMT Coordinator	Hourly as needed	1/9/23 through 2/16/23	\$61.16/hr.
Liskey, Renee	Director for Hair Production	Stipend	10/19/22 through 10/24/22	\$5,000.00/ttl.
Liskey, Renee	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Marquez, Gilbert	Animation for Christmas Is...production	Stipend	10/19/22 through 11/23/22	\$2,000.00/ttl.
Marquez, Gilbert	Digital Arts curriculum project	Stipend	10/19/22 through 06/30/22	\$61.16/hr.
McMillan, Gordon	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Munoz, Gino	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.

**ACADEMIC EMPLOYEES - FACULTY
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 18, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Reyes, Tommy	Evaluation of High School and ROP Courses	Hourly as needed	10/19/22 through 6/30/23	\$61.16/hr.
Shrope, Douglas Austin	Music Director for Hair production	Stipend	10/19/22 through 10/24/22	\$2,000.00/ttl.
Shrope, Douglas Austin	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.
Volonte, Daniel	Evaluation of High School and ROP Courses	Hourly as needed	10/19/22 through 6/30/23	\$61.16/hr.
Volonte, Daniel	Lighting Design for Hair production	Stipend	10/19/22 through 10/24/22	\$2,000.00/ttl.
Volonte, Daniel	Faculty presenter for CS Arts event	Stipend	10/21/22 through 10/21/22	\$200.00/ttl.

**ACADEMIC EMPLOYEES
EMPLOYMENT/CHANGE OF STATUS/SEPARATION
OCTOBER 18, 2022**

NAME	AREA / DISCIPLINE	TENURE TRACK CONTRACT YEAR #	REASON	BEGIN / END DATE	RANGE & STEP	ANNUAL AMOUNT
Gomez, Steven	Physical Education	Tenured	Retirement	6/17/23	4-27	\$ 119,342.00

**ACADEMIC EMPLOYEES - FULL-TIME FACULTY
OVERLOAD FALL 2022
OCTOBER 18, 2022**

NAME	AREA	PLACEMENT	LHE RATE
Gao, Rihao	Political Science	4-7	\$1,561.00

ACADEMIC EMPLOYEES - ADJUNCT
FALL 2022
OCTOBER 18, 2022

NAME	PROGRAM	PLACEMENT	LHE RATE
Jun, Christine	Political Science	4-6	\$1,576.00
Lopez, Edith	Registered Nursing	1-1	\$1,261.00
Milewski, Dave	Astronomy	4-5	\$1,517.00
Pasos, Michelle	Kinesiology	1-5	\$1,318.00
Wang, Stephanie	Kinesiology	1-1	\$1,261.00
Woolford, Ryan	Geology	3-6	\$1,513.00

ACADEMIC EMPLOYEES - ADJUNCT
SPRING 2023
OCTOBER 18, 2022

NAME	PROGRAM	PLACEMENT	LHE RATE
Allen, Ashley	Dance	1-1	\$1,261.00
Marin, Luselia	Art	4-5	\$1,517.00
McVay, Desmond	Art	1-1	\$1,261.00
Morr, Nicholas	Photography	1-1	\$1,261.00

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 18, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Arguello, Anthony	Instructor - Kinesiology	Hourly as needed	1/9/23 through 2/16/23	\$55.21/hr.
Arguello, Anthony	Instructor - Kinesiology	Hourly as needed	2/20/23 through 6/16/23	\$55.21/hr.
Carmody, Jordan	Instructor - Kinesiology	Hourly as needed	1/9/23 through 2/16/23	\$55.21/hr.
Carmody, Jordan	Instructor - Kinesiology	Hourly as needed	2/20/23 through 6/16/23	\$55.21/hr.
Cuara, Teresa	Counselor	Hourly as needed	1/1/23 through 6/30/23	\$55.21/hr.
Dionisio, Myra	Instructor - Health Sciences	Hourly as needed	10/26/22 through 12/17/22	\$55.21/hr.
Dorman, Brian	Instructor - Kinesiology	Hourly as needed	1/9/23 through 2/16/23	\$55.21/hr.
Dorman, Brian	Instructor - Kinesiology	Hourly as needed	2/20/23 through 6/16/23	\$55.21/hr.
Gensel, Trisha	Instructor - Dental	Hourly as needed	9/22/22 through 12/17/22	\$55.21/hr.
Grijalva, Justin	Instructor - Kinesiology	Hourly as needed	1/9/23 through 2/16/23	\$55.21/hr.
Grijalva, Justin	Instructor - Kinesiology	Hourly as needed	2/20/23 through 6/16/23	\$55.21/hr.
Jung, Rebecca	Instructor - Kinesiology	Hourly as needed	1/9/23 through 2/16/23	\$55.21/hr.
Jung, Rebecca	Instructor - Kinesiology	Hourly as needed	2/20/23 through 6/16/23	\$55.21/hr.
Lopez, Magdalena	Instructor - Health Sciences	Hourly as needed	9/18/22 through 12/17/22	\$55.21/hr.

**ACADEMIC EMPLOYEES - ADJUNCT
EXTRA DUTY, HOURLY, STIPEND ASSIGNMENTS
OCTOBER 18, 2022**

NAME	DESCRIPTION	ASSIGNMENT	BEGIN/END	RATE
Parry, Erica	Instructor - Dental	Hourly as needed	9/22/22 through 12/17/22	\$55.21/hr.
Paz, Jennifer	Applied Music Tutor	Hourly as needed	9/9/22 through 12/17/22	\$55.21/hr.
Punsalan, Kevin	Calculus Boot Camp	Stipend	7/5/22 through 8/25/22 (Revised date)	\$55.21/hr.
Santana, Manuel	Instructor - Biology	Hourly as needed	9/5/22 through 12/17/22	\$55.21/hr.
Shimano, Brooke	Instructor - Biology	Hourly as needed	9/19/22 through 12/17/22	\$55.21/hr.
Woolford, Ryan	Drone Technology Pilot	Stipend	10/19/22 through 6/30/23	\$55.21/hr.

ACADEMIC EMPLOYEES - NON-CREDIT
WINTER 2023
OCTOBER 18, 2022

Instructor	Placement	Hourly Rate
Yu, May	1-2	\$48.60

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 2022	Resolution	_____
SUBJECT:	Management Employees	Information	_____
		Enclosure(s)	X

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
OCTOBER 18, 2022**

NAME	POSITION	ACADEMIC OR CLASSIFIED	REASON	BEGIN / END DATE	RANGE & STEP	ANNUAL AMOUNT
Barajas, Noemi	Interim Director of Health Sciences	Academic	Vacancy	9/14/22 through 6/30/23 or until position is filled	57-4 (plus doctoral stipend)	\$147,003.00*
Calderon, Eric	Chief Information Systems Officer	Classified	Employment	11/3/22	81-8	\$ 209,068.00

*Includes a monthly stipend in the amount of \$974.00 which will be in addition to the employee's regular faculty salary for a total of \$147,003.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 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
OCTOBER 18, 2022**

NAME	PERCENTAGE / POSITION / AREA	REASON	BEGIN / END DATE	RANGE & STEP	MONTHLY AMOUNT
Christian, Melissa	100% Research Analyst	Resignation	10/5/22	N/A	N/A
De La Cruz, Emmanuel	100% Transportation/Warehouse Coordinator	Promotion	10/19/22	34-2	\$4,462.16
Fellows, William Kern	Reprographics/Mail Services Supervisor, Reprographics/Mailroom	Retirement	7/1/23	N/A	N/A
Gonzales, Celia	100% Administrative Secretary II, Career, Technical and Continuing Education	Resignation	9/1/22	N/A	N/A
Harvey, Heather	100% Athletic Trainer, Kinesiology	Resignation	10/25/22	N/A	N/A
Lee, Yvonne	Programmer Analyst II	Employment	11/14/22	46-1	\$5,715.35
Torres, Briceyda	100% Administrative Assistant, Foundation	Promotion	10/19/22	43-7	\$7,112.24

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 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
OCTOBER 18, 2022**

NAME	JOB CATEGORY	AREA	HOURLY RATE/TOTAL	BEGIN/END DATE
Aoki, Erika	Student Services Support	Visual & Performing Arts/Haugh Performing Arts	\$15.00/hr.	10/19/22 through 12/31/22
Corbett, Jennifer	Technical Support	Visual & Performing Arts/Haugh Performing Arts	\$20.00/hr.	10/19/22 through 12/31/22
Myers, Ian	Technical Support	Visual & Performing Arts/Haugh Performing Arts	\$20.00/hr.	10/19/22 through 12/31/22
Rivas, Andrew	Technical Support	Visual & Performing Arts/Haugh Performing Arts	\$20.00/hr.	10/19/22 through 12/31/22

**CLASSIFIED SUBSTITUTES
OCTOBER 18, 2022**

NAME	CLASS/AREA	REASON	BEGIN/END	RANGE & STEP	HOURLY RATE
Correa, Michael	Custodian/Custodial	Substitute for employee absences	1/1/23 through 6/30/23	22-1	\$18.23
De La Rosa, Ricardo	Maintenance Utility Worker/Operations & Maintenance	Substitute for employee absences	1/1/23 through 6/30/23	29-1	\$21.67
Durbin, Skylar	Custodian/Custodial	Substitute for employee absences	1/1/23 through 6/30/23	22-1	\$18.23
Lorenzo, Laura	Administrative Secretary II/Career, Technical & Continuing Education	Substitute for vacancy	10/03/22 through 12/1/22	34-1	\$24.52
McKinley, Ray	Custodian/Custodial	Substitute for employee absences	1/1/23 through 6/30/23	22-1	\$18.23
Miller, Isabella	Health Services Assistant/Student Health Center	Substitute for employee absences	9/19/22 through 6/1/23	28-1	\$21.14
Torres, Vanessa	Stage Manager/Visual and Performing Arts/Haugh Performing Arts Center	Substitute for vacancy	10/19/22 through 12/17/22	36-1	\$25.76

VOLUNTEERS
OCTOBER 18, 2022

VOLUNTEER NAME	AREA	BEGIN DATE	END DATE
Arellanes, Joseph	Veterans Success Center	10/19/22	12/17/22
Bastida, Earnesto	Veterans Success Center	10/19/22	12/17/22
Cardoso, Michelle Acitelli	Veterans Success Center	10/19/22	7/31/23
Randall, Sarah	Facilities and Construction	10/19/22	6/21/24
Waseleski, Jaycee	Veterans Success Center	10/19/22	12/17/22

**PROFESSIONAL EXPERTS
OCTOBER 18, 2022**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE	FUNDING SOURCE
Alcantara, Adam	Baseball Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Anderson, Jamaal	Football Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Carbone, Mark	Men's Basketball Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Carmody, Jordan	Swim Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Carroll, John	Script Writer	Visual and Performing Arts	10/19/22 through 12/31/22	\$50.00/hr.	General
Curinga, Antonella	Cross Country Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
DeLeon, Durmel	Figure Drawing Model	Visual and Performing Arts	10/19/22 through 12/31/22	\$35.00/hr.	General
Dominguez, Jonathan	Pride Center Coordinator	Student Affairs	10/4/22 through 6/30/23	\$35.00/hr.	Restricted
Dorman, Brian	Women's Soccer Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Duran, Cristian	Lifeguard	Kinesiology	09/15/22 through 12/30/22	\$15.00/hr.	General
Egan, Kelly	Assistant Stage Manager	Visual and Performing Arts	10/19/22 through 12/31/22	\$26.00/hr.	General
Franco, Alyssa	Figure Drawing Model	Visual and Performing Arts	10/19/22 through 12/31/22	\$35.00/hr.	General
Huey, Jessica	Academic Support Facilitator	STEM Center	09/14/22 through 12/31/22	\$17.00/hr.	Restricted
Jontz, James	Assistant Stage Manager	Visual and Performing Arts	10/19/22 through 12/31/22	\$26.00/hr.	General
Jung, Rebecca	Volleyball Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Lopez, Edith	Nursing Tutor	Health Sciences	10/19/22 through 06/16/23	\$30.00/hr.	Restricted

**PROFESSIONAL EXPERTS
OCTOBER 18, 2022**

NAME	DESCRIPTION	AREA	BEGIN/END	RATE	FUNDING SOURCE
Martinez-Mier, Raul	Football Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Meldrum, Mia	Lifeguard	Kinesiology	09/15/22 through 12/30/22	\$15.00/hr.	General
Portz, David	Football Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Puckett, Kevin	Football Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Ramos, Robert	Audio Engineer	Visual and Performing Arts	10/19/22 through 12/31/22	\$32.00/hr.	General
Reed, Kathleen Aurora	Figure Drawing Model	Visual and Performing Arts	10/19/22 through 12/31/22	\$35.00/hr.	General
Schmelzeisen, Jason	Men's Soccer Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Vasques, Birjina	Women's Basketball Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Virmala, Shane	Football Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Wang, Stephanie	Softball Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General
Williams, Michael	Football Program Assistant	Kinesiology	1/3/23 through 6/30/23	\$15.50/hr.	General

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 18, 2022 Resolution
SUBJECT: Notice of Completion, Bid #04-2122 Information
Roofing Project Enclosure(s)

BACKGROUND

At its meeting of July 19, 2022, the Board of Trustees approved the award of a contract for Bid #04-2122 Roofing Project to Bligh Pacific of Santa Fe Springs, California. The project has now been completed. The final contract amount is \$295,951.00.

California Civil Code Section 3117 requires the owner of a construction project to file a Notice of Completion in the county in which the project is located within ten days of the acceptance of the project.

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

RECOMMENDATION

Authorization is requested to accept Bid #04-2122 Roofing Project awarded to Bligh Pacific of Santa Fe Springs, California as complete and authorize staff to file the required Notice of Completion with the County of Los Angeles. The final contract amount is \$295,951.00.

Claudette E. Dain, CPA
Recommended by

/
Moved Seconded

Aye__Nay__Abstained__

[Signature]
Approved for Submittal

Item No. G.2.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 2022	Resolution	_____
SUBJECT:	Adoption of Education Protection Account Funding and Expenditures	Information	_____
		Enclosure(s)	_____

BACKGROUND

Proposition 30, The Schools and Local Public Safety Protection Act of 2012 was approved by voters in November 2012. This proposition raised the sales and use tax by 0.25 percent and raised the income tax rate for high income earners to provide continuing funding for local school districts and community colleges.

Per Proposition 30, a community college district has the sole authority to determine how the funds received from the Education Protection Account (EPA) are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its Internet website an accounting of how much revenue was received from the EPA and how those dollars were spent. In accordance with these provisions, the CCFS-311 EPA report will be posted on the District's website. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law.

The District's estimated EPA allocation for 2022-23, as of the Advance Apportionment, is \$14,769,843 and the entire amount will be spent on ongoing classroom instructional personnel costs. EPA funds are not additional funds but rather are a component of a district's "computational revenue" apportionment calculation.

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

RECOMMENDATION

Authorization is requested to approve, in accordance with Proposition 30, The Schools and Local Public Safety Protection Act of 2012 provisions, the use of the 2022-2023 estimated \$14,769,843 of Education Protection Account proceeds to partially fund ongoing classroom instructional personnel costs.

Claudette E. Dain, CPA
Recommended by

/
Moved _____ / _____
Seconded

Aye ___ Nay ___ Abstained ___


Approved for Submittal

Item No. G.3.

CITRUS COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 18, 2022 Resolution _____
SUBJECT: Institutional Membership for the San Gabriel Valley Civic Alliance Information _____
Enclosure(s) _____

BACKGROUND

The mission of the San Gabriel Valley Civic Alliance is to bring together a diverse coalition of stakeholders from the business, labor, government, education and community sectors for the purpose of identifying policy challenges and best practice solutions that go beyond the traditional industry methods and models of thinking.

Membership with the San Gabriel Valley Civic Alliance is in support of Focus Areas 10 and 11 of the Citrus College 2021-2026 Strategic Plan, and in support of the Board of Trustees' 2022-2023 goals.

This item was prepared by Melissa Utsuki, Executive Director, Communications and External Relations.

RECOMMENDATION

Authorization is requested to approve a new institutional membership with the San Gabriel Valley Civic Alliance, in the amount of \$2,500.00, annually.

Greg Schulz, Ed.D.
Recommended by

/
Moved Seconded

Aye ___ Nay ___ Abstained ___


Approved for Submittal

Item No. G.4.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 2022	Resolution	_____
SUBJECT:	Instrumental Student Field Trip/Tour Location/Date/Deposit Approval	Information	_____
		Enclosure(s)	_____

BACKGROUND

Pending Board approval and in compliance with any local, state, federal, and international guidelines or restrictions, Citrus College students from the instrumental music program will be performing in various cities in the Czech Republic, Slovakia, and Austria for ten days between June 18 and June 28, 2023. The tour will include many performances and visits to historical sites throughout the region.

In order to secure the tentative dates, a non-refundable plane fare/land deposit of \$12,500.00 is required. The tour firm, ACFEA Tour Consultants, Inc., has been utilized for Visual and Performing Arts European tours for over four decades. It is anticipated that the tour roster will be comprised of forty (40) students and five (5) staff members. The tour will be funded through the performance fees of various instrumental music (Blue Note Orchestra, Night Shift, etc.) events and performances. A full tour proposal with budget itemization and student/staff listing will be forthcoming for Board authorization in early 2023.

This item was prepared by John Vaughan, Dean of Visual and Performing Arts.

RECOMMENDATION

Authorization is requested to approve a nonrefundable deposit of \$12,500.00 to ACFEA Tour Consultants, Inc. for a proposed field trip/tour of the Czech Republic, Slovakia, and Austria for ten (10) days between June 18 and June 28, 2023.

Dana Hester, Ed.D.

Recommended by

/ _____
Moved Seconded

Aye ___ Nay ___ Abstained ___



Approved for Submittal

Item No. G.5.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 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 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. Additionally, this event will be partially funded by SEMA for our participation in the event. This field trip was approved at the August 16, 2022 Board of Trustees meeting. The attached revision is intended to allow one student participant to fill the spot for a student no longer able to attend. No other changes have been made to the original request.

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

RECOMMENDATION

Authorization is requested to approve the revised field trip for seven (7) students from the Automotive Technology: High Performance Institute, Research and Development program, and five (5) faculty members in Las Vegas, Nevada from November 1 through November 4, 2022. This field trip was previously approved at the August 16, 2022 Board of Trustees meeting.

Dana Hester, Ed.D.
Recommended by

/
Moved Seconded

Aye__Nay__Abstained__


Approved for Submittal

Item No. G.6.

**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~~ Thomas Randles
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:	October 18, 2022	Resolution	_____
SUBJECT:	Curriculum Committee Actions	Information	_____
		Enclosure(s)	X

BACKGROUND

Per Title 5, new courses, modified courses, course deletions, new and deleted programs are submitted for approval to the Board of Trustees on a regular basis.

The attached lists represent work performed on September 22, 2022 by the Curriculum Committee.

This item was prepared by Sabrina Lopez, Curriculum Assistant, Academic Affairs.

RECOMMENDATION


Authorization is requested to approve these new courses, modified courses, course deletions, new programs and deleted programs.

Dana Hester, Ed.D.

Recommended by

/

Moved _____ Secoded _____



Approved for Submittal

Aye ___ Nay ___ Abstained ___

Item No. G.7.

NEW COURSES

Course Subject and Number	Course Title	Justification
COS 231	Citrus Salon	This course reviews all practical areas of cosmetology learned in the foundation classes as well as State Board requirements for licensing. Students will conduct consultations, perform client services, and fill out service record cards. Business practices will be taught such as effective communication, resume building, preparing for employment, principles of selling and client building, and types of business options.
ENGL 202	Introduction to Poetry	Survey of poetry written in English and in translation from the Middle Ages to the present day. Increases students' understanding of poetic conventions, cultural and historical contexts, and theoretical and aesthetic issues. Develops students' interpretive and analytical writing skills.

MODIFIED COURSES		
Course Subject and Number	Course Title	Justification
COUN 161	Higher Education Transitional Skills for Student Veterans/Families	Max enrollment lowered from 30 to 24 to allow the instructor and students to build a genuine rapport and support system of one another. Updated textbooks.
MTRK 152A	Medium and Heavy Truck Engines Service, Diagnosis, and Repair	Updated prerequisites, methods of assessment, methods of instruction, and library resources. Added online addendum.
MTRK 164	Medium and Heavy Truck Chassis Service, Diagnosis and Repair	Updated prerequisites, methods of assessment, methods of instruction, and library resources. Added online addendum.
MUSE 230	Voice-Intermediate/Advanced	Updated student learning outcomes and library resources.
MUSE 231	Voice - Advanced	Updated library resource and course assignments.
NC 709	Flexibility Training for Older Adults	Updated lab hours, student learning outcomes, course objectives, course content, methods of assessment and methods of instruction. Updated course textbook and course assignments.
NC 711	Cardio & Strength Training for Older Adults	Updated lab hours, student learning outcomes, course objectives, course content, methods of assessment and methods of instruction. Updated course textbook and course assignments.
THEA 101	Introduction to Theatre Arts	Updated course objectives, course content, methods of assessment, methods of instruction and library resources.

COURSE DELETIONS

Course Subject and Number	Course Title	Justification
PSY 110	Psychology of Religion	This course is no longer offered.
PSY 213	Survey of Drug and Alcohol Use in Society	This course is no longer offered.

NEW PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS	
Program Title	Justification
Quickbooks Certificate of Achievement	This Quickbooks certificate of achievement is replacing the Quickbooks skill award. Offering a QuickBooks certificate of achievement could create job opportunities for our students who completes this program. This certificate of achievement is replacing the Quickbooks skill award. Spreadsheet skills are necessary for bookkeeping positions.

MODIFIED PROGRAMS/DEGREES/CERTIFICATES/SKILL AWARDS

Program Title	Justification
Entrepreneurship Skill Award	This skill award is being replaced by two Small Business Management/Entrepreneurship certificates, Levels I and II.
Human Resource Management Skill Award	This skill award is being replaced by two Human Resources certificates, Levels I and II.
Marketing Skill Award	This skill award is being replaced by a Marketing certificate.
Principles of Management	This skill award is being replaced by two Management certificates, Levels I and II.

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 2022	Resolution	
SUBJECT:	Board of Trustee – Board Policy Revision – First 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 is suggested to be revised in order to reflect current practices. There is no corresponding Administrative Procedure.

BP 2310 Regular Meetings of the Board

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

RECOMMENDATION

Authorization is requested to approve the first reading of BP 2310 Regular Meetings of the Board.

Greg Schulz, Ed.D.
Recommended by

/

Moved _____ Secinded _____

Aye__Nay__Abstained__


Approved for Submittal

Item No. G.8.

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD**

BP 2310 REGULAR MEETINGS OF THE BOARD

References: Education Code Section 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961

Regular meetings of the Board shall normally be held on ~~a the first and third~~ Tuesdays of each month at Citrus College located at 1000 West Foothill Boulevard, Glendora, CA 91741-1899.

A notice identifying the location, date, and time of each regular meeting of the Board of Trustees shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board of Trustees shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board of Trustees shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Board approved	11/18/08
Desk Review	06/16/11
Desk Review	03/19/13
Desk Review	10/21/15
Desk Review	03/14/19

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 8, 2022	Resolution	_____
SUBJECT:	Board of Trustees – Board Policy Revision – First Reading	Information	_____
		Enclosure(s)	<u>X</u>

BACKGROUND

Per BP 2745, Board Self-Evaluation, Trustee Lutz and Trustee Bollinger (the Board’s President and Vice President) met on March 29, 2022 for the development of the Board’s annual goals, self-evaluation and annual retreat planning.

As a result of discussions at the March meeting, a review of BP 2745, Board Self-Evaluation by the entire Board was conducted at the September 6, 2022, Board meeting.

There is no corresponding Administrative Procedure.

BP 2745 Board Goal Setting and Self-Evaluation

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

RECOMMENDATION

Authorization is requested to approve the first reading of 2745 Board Goal Setting and Self-Evaluation.

Mary Ann Lutz
Recommended by

_____/_____
Moved Seconded

Aye__Nay__Abstained__



Approved for Submittal

Item No. G.9.

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2745 BOARD GOAL SETTING AND SELF-EVALUATION

References: ACCJC Accreditation Standards IV.C.10.

The Board of Trustees is committed to setting goals and assessing its own performance as a Board in order to identify its priorities strengths and areas in which it may improve its functioning.

To that end, the Board of Trustees has established the following processes:

The Board may establish a standing committee to meet periodically throughout the year to assist the Board of Trustees in developing its self-evaluation ~~and evaluation~~ instrument and to assist with developing new goals for the upcoming year. The standing committee will consist of the President and the Vice President of the Board of Trustees and ~~the standing committee~~ will meet in compliance with Board Policy 2220. The Board self-evaluation shall occur during the first quarter of the fiscal year ~~the month of July~~. Any evaluation instrument shall be based on the Trustee Goals approved at the beginning of the prior fiscal year. New goals for the upcoming year will incorporate self-evaluation discussions, criteria contained in these Board Policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

~~If an instrument is used,~~ All Board members will be asked to complete the evaluation instrument and submit it to the Superintendent/President's Office to tabulate a summary of the evaluations.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year. New goals will be developed and approved in the first quarter of the fiscal year.

Board Approved	01/13/09
Revised	08/24/12
Desk Review	03/19/13
Revised	02/02/16
Desk Review	03/14/19
Revised	07/30/20

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	October 18, 2022	Resolution	<u>X</u>
SUBJECT:	Excused Absence	Information	
		Enclosure(s)	<u>X</u>

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."

Trustee Patricia A. Rasmussen was absent from the September 6, 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 #2022-23-05, authorizing payment to Trustee Patricia A. Rasmussen for the September 6, 2022 regular meeting of the Board of Trustees.

_____/_____
 Moved Seconded



 Approved for Submittal

Aye__Nay__Abstained__

Item No. G.10.

**CITRUS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
RESOLUTION AUTHORIZING PAYMENT
TO TRUSTEE ABSENT FROM BOARD MEETING
RESOLUTION NO. 2022-23-05**

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 September 6, 2022, the Board of Trustees of the Citrus Community College District held a regular meeting, which Trustee Patricia A. Rasmussen could not attend due to illness.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board finds that Trustee Patricia A. Rasmussen was absent from the September 6, 2022 regular Board meeting due to illness;

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

Passed and Adopted by the Board of Trustees of Citrus Community College District this 18th day of October 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

CITRUS COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	October 18, 2022	Resolution	
SUBJECT:	Board Meeting Dates, Time and Location	Information	
		Enclosure(s)	

BACKGROUND

At the December 14, 2021, organizational meeting of the Board of Trustees the calendar for meeting dates for 2022 was presented and approved.

There is a need to reschedule the 4:15 p.m. start time for the November 15, 2022, meeting to 3:15 p.m. to accommodate a campus visit.

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

RECOMMENDATION

Authorization is requested to approve the **revised** dates, time and place for regular meetings of the Board of Trustees for the period of January 1, 2022, through December 13, 2022:

Date/Time: January 18, 2022 @ 4:15 p.m.
 February 15, 2022 @ 4:15 p.m.
 March 15, 2022 @ 4:15 p.m.
 April 5, 2022 @ 4:15 p.m.
 May 17, 2022 @ 4:15 p.m.
 June 21, 2022 @ 4:15 p.m.
 July 19, 2022 @ 4:15 p.m.
 August 16, 2022 @ 4:15 p.m.
 September 6, 2022 @ 4:15 p.m.
 October 18, 2022 @ 4:15 p.m.
 November 15, 2022 @ 4:15 p.m. 3:15 p.m.
 December 13, 2022 (Organizational/Regular meeting) @
 4:15 p.m.

Place: Citrus Community College District,
 Administration Building, Board Room (AD 109)

Dates, times and locations are subject to change based on the needs of the District.

Greg Schulz, Ed.D.
Recommended by

/
Moved Seconded

Aye__Nay__Abstained__


Approved for Submittal

Item No. G.11.

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

September 6, 2022

The Board of Trustees of the Citrus Community College District met for the regular meeting on Tuesday, September 6, 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. Student Trustee Mummert led the Pledge of Allegiance to the Flag.

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

RESOURCE PERSONNEL PRESENT: Greg Schulz, Superintendent/President; Claudette E. Dain, Vice President of Finance and Administrative Services; Dana Hester, Interim Vice President of Academic Affairs; Richard F. Rams, Vice President of Student Services; 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: Junior Domingo Lan Hao, Nickawanna Shaw, Ty Thomas and Melissa Utsuki

Faculty: Jeremy Clark and Senya Lubisich

COMMENTS

One employee addressed the Board of Trustees: Dr. Senya Lubisich, history and humanities instructor, online education coordinator, and new Citrus College Faculty Association President.

Greg Schulz, Ed.D., Superintendent/President, shared:

- A recap of the first week of the fall 2022 semester, including an updated enrollment of 10,079 students, as well as highlights of visiting several classrooms on campus.
- It was wonderful to resume our annual Convocation program this year, and I enjoyed seeing many faculty, staff and students during the presentation in the Haugh Performing Arts Center. I am also grateful for the opportunity to hear inspiring student stories, which was a great way to launch the fall semester.

- I am pleased to welcome two interim deans to the campus community: Dr. Salima Allahbachayo is the new Interim Dean of Social and Behavioral Sciences and Nickawanna Shaw is the new Interim Dean of Language Arts and Library.
- Scholar athletes are now in the fall season of competition, and you can find the team schedules at www.citrusowls.com. It was great to attend the football game last Saturday night, in which the Owls won in a come-from-behind victory.
- The next Superintendent/President Open Office Hour will be held on September 13, 2022.

Dana Hester, Ed.D., Interim Vice President of Academic Affairs, in a written report shared:

- The college submitted a master agreement to join the California Virtual Campus/Online Education Initiative Consortium to serve as a teaching college within the consortium exchange.
- Dr. Lubisich has assembled and made available a robust faculty online education (OE) resource center linked on the college's website.
- The OE program is in the early stages of implementing IMPACT, a new software plug-in within Canvas, which is expected to have a positive impact on course layout and student success.

Richard F. Rams, E.d.D., Vice President of Student Services, in a written report shared:

- Membership in the college's Black Scholars program has grown to 40 students, and they are hosting a homecoming barbecue on September 21, 2022 in the Campus Center.
- Citrus College ranks number one in the state for admission of international students to the University of California system for colleges with at least 50 international student applicants.
- On August 25, 2022, School Relations and Outreach welcomed approximately 400 new students and family members to Citrus College. A variety of workshops were offered, as well as a college resource fair in the Campus Mall. Students also had the opportunity to take campus tours.

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

- Construction on the Educational Development Center is 81% complete.
- Fiscal Services has completed another successful year-end closing and has assisted with the development of the 2022-23 Proposed Budget.
- A campus-wide memo was distributed to students and employees with hours of operation and availability of on-campus food and beverage options for the semester.
- An RFQ is underway to solicit proposals for architectural and engineering services for the Measure Y construction program, with responses due to purchasing by September 15, 2022.

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

- In conjunction with Dr. Shauna Bigby and the COVID-19 Workgroup, Human Resources continues to monitor the COVID-19 community spread rate. As of August 30, 2022, the testing positivity rate in Los Angeles County continues to decline, and it is now at 8.98%.
- The number of positive COVID-19 cases on campus is relatively low, and a campus notification is shared with all students and employees with each case.

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

- Thank you to everyone who helped create a fantastic Convocation event this year. The five student stories hit home and reignited the faculty's passion at such a critical time.
- The Academic Senate held its first meeting of the year on August 26, 2022. The meeting was in-person with a hybrid option.
- The Academic Senate discussed a plan to make more time within meetings for program reports and updates from colleagues. To make this time available, the Academic Senate has created a process and timeline to review BPs/APs.
- The Academic Senate reviewed its Annual Purpose Statement.

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

- CSEA chapter 101 members have shared that they enjoyed this year's Convocation and the stories shared by students.
- The next chapter meeting is on September 13, 2022.
- Chapter members are excited to see the increase in students on campus.

Serina Mummert, Student Trustee, checked in with students in different classes, and everyone said they've had a wonderful first week back on campus. She also reported that today was the ASCC meeting, and they appointed six new members.

Laura J. Bollinger, Vice President, Board of Trustees, provided a detailed report of the events, meetings and activities that she attended.

Anthony Contreras, Clerk/Secretary, Board of Trustees, welcomed everyone "back to school," and then congratulated the football team on its first victory. He attended the Los Angeles County School Trustees Association meeting the previous week, and heard from California State Superintendent of Public Instruction Tony Thurmond.

Cheryl Alexander, Member, Board of Trustees, attended the first annual SALT (Strong, Authentic, Legendary, True) Teen Festival in Monrovia. She noted how nice it is to see students back on campus, congratulating the faculty and staff for making the start of the year a success.

Mary Ann Lutz, President, Board of Trustees, welcomed everyone back to campus, including new faculty, staff and deans. She then provided highlights of the events, meetings and activities that she attended.

MINUTES

- Item 1:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the regular meeting minutes of August 16, 2022
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

INFORMATION AND DISCUSSION

Review of BP 2745, Board Self-Evaluation – Mary Ann Lutz and Laura J. Bollinger

Per BP 2745 Board Self-Evaluation, Board President Lutz and Trustee Bollinger met on March 29, 2022 to discuss the development of the Board's goals, self-evaluation and retreat planning. A review of BP 2745 by the entire Board was conducted to ensure it reflects current practices.

2022-2023 Proposed Budget Presentation – Claudette E. Dain, Vice President of Finance and Administrative Services

Per BP 6200 Budget Preparation, Ms. Dain presented a summary of the 2022-2023 Proposed Budget for the college. The presentation included key highlights of the 2022-2023 Proposed Budget assumptions and an overview of future fiscal/budgetary considerations.

HEARING

Board President Lutz opened a public hearing at 5:41 p.m. for the purpose of hearing from the public with regard to the 2022-2023 Proposed Budget.

Hearing no comments, Board President Lutz declared the public hearing closed at 5:42 p.m.

INDEPENDENT CONTRACTORS

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

FACILITIES USE

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

PERSONNEL RECOMMENDATIONS

- Item 4:** Moved by Trustee Alexander and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of academic employees and volunteers.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).
- Item 5:** Moved by Trustee Alexander and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of management employees.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).
- Item 6:** Moved by Trustee Alexander and seconded by Trustee Bollinger to approve the personnel actions with regard to the employment, change of status, and/or separation of classified employees.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).
- Item 7:** Moved by Trustee Alexander and seconded by Trustee Bollinger to approve the employment of short-term, hourly, substitutes, volunteers, and professional experts.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

INSTITUTIONAL MEMBERSHIP

- Item 8:** Moved by Trustee Contreras and seconded by Trustee Alexander to approve a new institutional membership to the Mental Health and Wellness Association, in the amount of \$200.00, annually.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

BUDGET – WARRANTS – FINANCIAL AID, ETC.

- Item 9:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve the attached Proposed Budget for all funds for the 2022-2023 fiscal year.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).
- Item 10:** Moved by Trustee Bollinger and seconded by Trustee Contreras to approve participation in the 2023 Chancellor’s Office Tax Offset Program (COTOP), for the purpose of collecting outstanding student debts, and authorize the Vice President of Finance and Administrative Services to execute an agreement with the Chancellor of the California Community Colleges.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

- Item 11:** Moved by Trustee Alexander and seconded by Trustee Bollinger to adopt Resolution #2022-23-04 to establish the District's GANN Appropriation Limit of \$77,672,795 for the 2022-2023 fiscal year.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

PLANS

- Item 12:** Moved by Trustee Contreras and seconded by Trustee Alexander to adopt the Citrus College Emergency Conditions Recovery Plan.
4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

BOARD OF TRUSTEES

- Item 13:** Authorization is requested to approve the Board of Trustees' Goals for 2022-2023 as follows.

- I. Campus Relations – The Trustees will represent the Board at campus events.
 - a. In order to support and learn about the campus, the Trustees will reinstitute campus visits to various areas on at least a bi-monthly basis.
 - b. The Trustees will attend campus events either in-person or virtually to support and learn about various programs on campus.

Goal: Each board member will attend at least two campus visits and at least five campus events per year.

- II. Community Relations – The Trustees will be ambassadors for Citrus College in their communities.
 - a. The Trustees will be actively involved and maintain good relationships with the community, education, and business leaders within their respective trustee area by attending events and promoting Citrus College.
 - b. The Trustees will invite city leaders and school board members to Community Day.
 - c. The Trustees will promote Citrus College programs in their communities and encourage collaboration with the college's K-14 educational partners in programs such as Early Decision, IWCC, Promise and Dual Enrollment.
 - d. The Trustees will share their respective communities' educational concerns with Citrus College.

- e. The Trustees will attend and/or present Citrus updates at local K-12 districts or other community events at least once each academic year.

Goal: Each Trustee will 1) invite at least three people to each Community Day and attend at least one; 2) Attend and/or provide a presentation to at least one school board or other community meeting such as city council or chamber of commerce, in their community in partnership with staff.

- III. DEIA+ – The Trustees will support, encourage, and set expectations for the implementation of DEIA+ initiatives on campus.
 - a. Continue personal education about DEIA+ issues.
 - b. Learn about implementation of DEIA+ initiatives on the Citrus Campus.
 - c. Encourage DEIA+ in every area of the campus.
 - d. Review data outcomes of implementation to ensure there is progress toward closing equity gaps.
 - e. Advocate accommodation for students and employees of all abilities so everyone can participate in learning and campus life.

Goal: The Trustees will continue personal DEIA+ education. The Trustees request presentations a minimum of twice a year that define measurable outcomes, and changes made on the campus to support DEIA+ goals.

- IV. Enrollment – The Trustees will be actively engaged in understanding enrollment.
 - a. The Trustees will follow the status of enrollment and review regular reports of enrollment statistics.
 - b. The Trustees will actively support campus leaders to expand outreach efforts in their communities.

Goal: The Trustees will request presentations specifically regarding enrollment data and plans for improvement and strategies to increase enrollment. The Trustees will provide input regarding strategies relating to their specific community.

- V. Facilities/Sustainability – The Trustees will do their part to ensure that the facilities of Citrus College are in place to support our mission of providing students with quality educational experiences and support services that make possible student success and do so in a way that follows the precepts of the Citrus College Sustainability Plan.

- a. The Trustees will ensure the bond projects are fiscally sound, moving forward in a timely fashion and meeting the bond language and the 2020-2030 Educational and Facilities Master Plan.
- b. The Trustees will follow the progress of the bond projects and be ready to share updates with their communities.
- c. The Trustees will encourage effective uses of resources in promoting a college culture committed to environmental sustainability.

Goal: The Trustees will ensure that the Citizens' Oversight Committee is staffed and running efficiently so we are in legal compliance.

- VI. Fiscal Health – The Trustees will do their part to make sure Citrus remains fiscally healthy.
 - a. The Trustees will take responsibility for understanding and approving financial reports.
 - b. The Trustees will work to understand the state finances/budgeting process and how it affects Citrus College.
 - c. The Trustees will support the Foundation by donating, attending events, and helping to identify and cultivate potential donors and alumni, inviting them to Community Day when appropriate.

Goal: Request a report to understand how the District is planning for and addressing its long-term pension obligations such as post-employment medical benefits (OPEB) and the rising PERS and STRS employer contribution rates.

- VII. Government Relations – The Trustees will seek to advance Citrus College interests in government related matters, through education and advocacy.
 - a. The Trustees will seek out updates about legislative and budget related initiatives that affect the community college system and in particular, Citrus College.
 - b. The Trustees will advocate for key legislative actions which advance the mission and enhance the funding of California's community colleges and support regional initiatives aligned with the college such as the Foothill Gold Line extension.
 - c. The Ad-Hoc Legislative Committee will set goals and create procedures to track and recommend support or opposition of legislation and report back to the board quarterly.

Goal: The Trustees will set up a schedule and processes for legislative updates and parameters for their legislative advocacy.

- VIII. Student Success – The Trustees will support, encourage, and set expectations for the success of students at Citrus College.
- a. The Trustees will review comprehensive reports of program reviews in the Strong Workforce/CTE Curriculum Development in career-technical areas, and monitor implementation of new plans or to improve programs as indicated.
 - b. The Trustees will review comprehensive reports, data, metrics used by the District to monitor student achievement including Student Equity and Achievement Program (SEAP), AB 705, and Guided Pathways.

Goal: The Trustees will evaluate the data, reports and metrics that measure student success to ensure there are executed plans in place to improve student success.

- IX. Trustee Continuing Education – The Trustees will engage in the continuous process of professional development.
- a. The Trustees will attend in person conferences and virtual webinars.
 - b. The Trustees will seek out and read publications presented by CCLC intended to educate Trustees.
 - c. The Trustees will provide peer training to newer board members when possible.
 - d. The Trustees will receive periodic training on the Brown Act and ask for guidance when needed.
 - e. The Trustees will also continually review, monitor, and update the District’s Policies.
 - f. The Trustees will gain understanding of the following reports and programs:
 - 1. The goals of the Strategic Plan and the Annual Implementation Plan
 - 2. The “College of Completion” program
 - 3. Student Equity and Achievement Program (SEAP)
 - 4. Strong Workforce/CTE
 - 5. AB 705
 - 6. Guided Pathways
 - 7. Sustainability Plan and its updates
 - 8. Early Decision
 - 9. I Will Complete College (IWCC)
 - 10. Promise Program
 - 11. Dual Enrollment
 - 12. Citrus College’s budget and irrevocable trusts
 - 13. Campus Safety

14. Other reports as presented during the year (add to this list)

Goal: The Trustees will attend at least one conference each year and gain a working knowledge of the reports and programs presented throughout the year.

STUDENT TRUSTEE GOALS

Student Education:

1. Provide presentations to students on campus once a semester about student rights, programs/resources/opportunities, and ways they can become actively involved in leadership and life around campus.

Student Representation:

2. Host office hours for students to share their personal stories and concerns that allow time for building a relationship with the student trustee.

Student Outreach:

3. Visit surrounding high schools and community centers with campus club/program leaders to make Citrus College a goal for more traditional and non-traditional students in our area.

4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

CLOSED SESSION: At 5:51 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, (CAFF) 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 (1 case):

a. Ramirez v. Citrus Community College District, Case No. BC664056

RECONVENE IN OPEN SESSION: At 6:50 p.m., Board President Lutz reconvened the meeting to open session and reported the following action:

SETTLEMENT

Item 14: The Board reviewed and took action to approve a settlement agreement in the matter of Maria Ramirez v. Citrus Community College, et. Al; Los Angeles Superior Court Case Number BC664056.

4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

ADJOURNMENT: At 6:51 p.m., it was moved by Trustee Contreras and seconded by Trustee Bollinger to adjourn the meeting.

4 Yes. (Alexander, Bollinger, Contreras and Lutz)
1 Absent. (Rasmussen).

Date

Anthony Contreras
Clerk/Secretary
Board of Trustees