



Citrus College



2021-2022 **CITRUS COLLEGE** **ORGANIZATION AND** **GOVERNANCE HANDBOOK**

1000 W. Foothill Blvd., Glendora, CA 91741 | citruscollege.edu

Table of Contents

Message from the Superintendent/President	4
Governance Philosophy	5
Citrus College Mission Statement (BP 1200)	6
Board Policy and Administrative Procedure 2510	7
Integrated Planning Model	15
Budget Calendar Flowchart	16
Citrus College Organizational Charts	
Superintendent/President's Office	17
Academic Affairs	18
Student Services	19
Finance and Administrative Services	20
Human Resources	21
Technology and Computer Services & External and Government Relations	22
Institutional Research, Planning and Effectiveness	23
Communications and External Relations.....	24
Development and Alumni Relations	25
Citrus College Steering Committee	
Purpose Statement	26
Constitution	28
Standing Committees	
Academic Senate Purpose Statement	34
Constitution and Bylaws	47
Associated Students of Citrus College Purpose Statement	53
Constitution and Bylaws	56
College Information Technology Committee Purpose Statement	67
Educational Programs Committee Purpose Statement	69
Financial Resources Committee Purpose Statement	72
Human Resources & Staff Diversity Committee Purpose Statement	74
Institutional Effectiveness Committee Purpose Statement	76
Institutional Research and Planning Committee Purpose Statement	78
Physical Resources Committee Purpose Statement	79
Program Review/Student Learning Outcomes Committee	81
Student Services Committee Purpose Statement	83

Directory of Citrus College Organizations and Committees 86

*Organizational Charts effective July 1, 2021



Message from the Superintendent/President

Dear Colleagues,

Since arriving on campus in July 2021, I have been impressed at how well our faculty, staff and students have worked together to make Citrus College a thriving and welcoming community. Through shared vision and engagement, as outlined in the 2021-2022 Citrus College Organization and Governance Handbook, we have been able to accomplish remarkable feats and set bold goals for the future.

This annual publication is a terrific resource featuring details on the organizational structure at Citrus College, from the superintendent/president's office and academic affairs to student services and finance and administrative services. Inside, you will also find information regarding the role of college decision-making bodies, including the Steering Committee, as well as a directory of all standing committees and organizations on campus.

As we emerge from these challenging times, it is more important than ever for members of the campus community to participate in these groups and activities. I hope you will review this handbook and consider whether you would like to get involved and bring your unique perspective to this important process.

With your help, we can keep moving forward and make informed decisions that will benefit our students for years to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Schulz". The signature is fluid and cursive, with a prominent initial "G" and "S".

Greg Schulz, Ed.D.
Superintendent/President

Citrus Community College Governance Philosophy

Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

Shared vision – Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.

Shared engagement – Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.

Shared respect – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.

Shared information – For governance and decision-making to work, each of us needs to take personal responsibility for being informed and informing others. Our best thinking requires the sharing of critical information, explanations, context, and implications before, during, and after decision-making and implementation. Appropriate communication styles and systems are essential components of effective governance.

Shared risk – Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

CITRUS COMMUNITY COLLEGE DISTRICT

BP 1200 MISSION

References: ACCJC Accreditation Standard I.A.

The mission of the Citrus Community College District is:

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.

The mission is evaluated and revised on a regular basis.

Board Approval	11/18/08
Desk Review	06/16/11
Revised	08/24/12
Desk Review	10/13/14
Revised	04/05/16
Revised	07/16/19

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

BP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

References: Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and 51023.7 (students); ACCJC Accreditation Standard IV.A

Citrus Community College District is committed to shared and participatory governance principles, designed to guide wise decision making supporting the College's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision making, all which must be present for effective governance. These pillars are: shared vision, shared engagement, shared respect, shared information and shared risk.

The Board of Trustees honors the concept of shared and participatory governance in all areas defined by State laws and regulations as policy of Citrus College, while retaining its own rights and responsibilities as the ultimate authority.

The Board recognizes the following groups as part of its policy and procedure implementing its commitment to participatory governance:

Academic Senate

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law as set forth in Administrative Procedure 2510.

Classified Staff

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Classified staff as set forth in Administrative Procedure 2510.

Management Staff

Management staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Management staff as set forth in Administrative Procedure 2510.

Supervisors/Confidential Staff

Supervisors/Confidential staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors/Confidential staff as set forth in Administrative Procedure 2510.

Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law as set forth in Administrative Procedure 2510.

(Replaces Citrus College Policy P-1010)

Board Approved	06/16/09
Desk Review	01/18/12
Desk Review	03/19/13
Desk Review	03/14/19

CITRUS COMMUNITY COLLEGE DISTRICT BOARD

AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

Shared vision – Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.

Shared engagement – Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.

Shared respect – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.

Shared information – For governance and decision-making to work, each of us needs to take personal responsibility for being informed and informing others. Our best thinking requires the sharing of critical information, explanations, context, and implications before, during, and after decision-making and implementation. Appropriate communication styles and systems are essential components of effective governance.

Shared risk – Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

1. Constituent Group Representation

The District recognizes the following campus constituent groups as participants in matters related to shared governance:

- a. The Academic Senate as the body which represents the faculty in academic and professional matters while the Faculty Association is the body which represents faculty on issues within the scope of collective bargaining.
- b. The Associated Students of Citrus College which represents the students.
- c. CSEA (California School Employees Association) as the representative body for classified staff, excluding managers, supervisors and confidential employees
- d. The Citrus College Management Team which represents the managers.
- e. The Supervisor/Confidential Team which represents the supervisors and confidential employees who are not part of a bargaining unit.

2. District Planning and Advisory Committees

The following organizational structure supports the District's shared and participatory governance policy:

A). Steering Committee

The Steering Committee serves as a liaison group among all campus constituents by coordinating the functions of the Standing Committees. Recommendations for new policy shall be made by the Steering Committee to the Board of Trustees through the Superintendent/President.

The Steering Committee is composed of the college president as chair; the chairs of the Standing Committees, representatives from the Academic Senate, classified staff, supervisors/confidential team, the Associated Students of Citrus College, department chairs, and management. The selection procedure for the representatives to Steering and committee chairs is determined by the Steering Committee Constitution.

The number of Academic Senate representatives constitutes a majority of the Steering Committee.

Standing Committees

The Standing Committees are designed to support continuous self-study and the accreditation process. The constitution of the Steering Committee delineates the title of each standing committee and defines the goals and directives of the Standing Committees. Committee chairs shall establish and publish regular meeting times for all standing committees to maximize participation from all constituent groups.

B). President's Council

The President's Council is an advisory body for the Superintendent/President which provides input to and review of Board of Trustee meeting agendas as well as a forum for the exchange of ideas from all campus constituent groups.

The President's Council is composed of the Superintendent/President as chair and representatives of the Academic Senate, classified and faculty negotiation teams, classified staff, supervisors/confidential employees, the Associated Students of Citrus College, and management.

3. Academic Senate

The Board of Trustees recognizes the Academic Senate as the body which represents the faculty in collegial governance relating to academic and professional matters.

The Board of Trustees honors the provisions of Title 5, Sections 53200-53204, in consulting collegially with the Citrus College Academic Senate. Consult collegially means that the District's governing board shall develop policies on academic and professional matters through either or both of the following methods:

a. Rely Primarily Upon

Instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall communicate its reasons in writing.

ISSUES TO WHICH THE BOARD WILL RELY PRIMARILY ON THE ACADEMIC SENATE'S RECOMMENDATIONS:

For the following matters, the Board will rely primarily upon the advice of the Academic Senate:

- (1) Educational program development.
- (2) Standards or policies regarding student preparation and success.
- (3) District and college governance structures, as related to faculty roles.
- (4) Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
- (5) Policies for faculty professional development activities.
- (6) Processes for instructional and student services program review.
- (7) Degree and certificate requirements.
- (8) Grading policies.
- (9) Curriculum, including establishing prerequisites and placing courses within disciplines.
- (10) Processes for institutional planning and budget development.

b. Mutual Agreement

In instances where the governing board elects to provide for mutual agreement with the academic senate and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such cases, the Board or its designee shall communicate the reasons in writing upon request of the Academic Senate.

ISSUES FOR WHICH THE BOARD ELECTS FOR MUTUAL AGREEMENT WITH THE ACADEMIC SENATE.

Faculty Hiring Procedures

Recommendations from the Academic Senate to the Board of Trustees on academic and professional matters shall be developed in a manner which encourages study, deliberation, and consultation from managers and appropriate staff. The Academic Senate shall address the need for policy or procedural development or change.

Nothing in these regulations shall impinge upon the rights of faculty and staff nor the District regarding any negotiated agreements between the District and the bargaining units.

4. Classified Staff Participation in Shared Governance:

The Board of Trustees recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District. The classified staff, through representation from the California School Employees Association, shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff.

5. Management Team:

The Board of Trustees recognizes the Citrus Community College Management Team as the appropriate organization to represent the interests of all administrators/managers and classified administrators/managers. The Management Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Administrators/Managers.

6. Supervisory/Confidential Team:

The Board of Trustees recognizes the Citrus Community College Supervisor/Confidential Team as the appropriate organization to represent the interests of all supervisors and confidential employees. The Supervisors/Confidential Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors and Confidential employees.

7. Associated Students:

The Board of Trustees recognizes the Associated Students as the duly elected representatives of the student body of Citrus Community College District. The Associated students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students.

Significant effect on students includes the following:

- a) Grading policies;
- b) Codes of student conduct;
- c) Academic disciplinary policies;
- d) Curriculum development;
- e) Courses or programs which should be initiated or discontinued;
- f) Process for institutional planning and budget development;
- g) Standards and policies regarding student preparation and success;
- h) Student services planning and development;

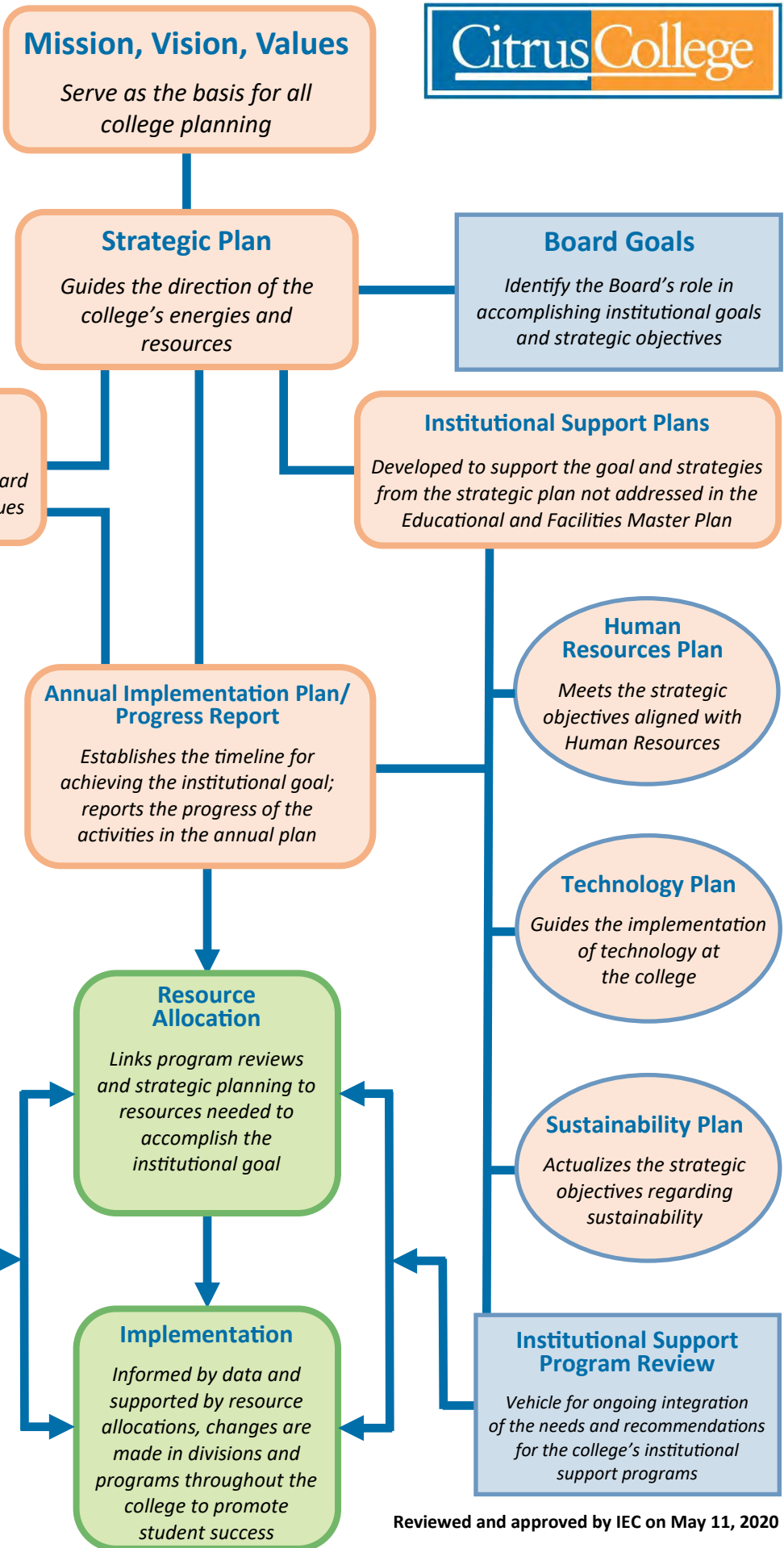
- i) Student fees within the authority of the District to adopt; and
- j) Any other District policy, procedure, or related matter the District's Board of Trustees determines will have a significant effect on students.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by the Associated Students regarding District policies and procedures pertaining to the hiring and evaluation of faculty, administration and staff.

Board Approved	05/19/09
Desk Review	03/19/13
Desk Review	03/14/19

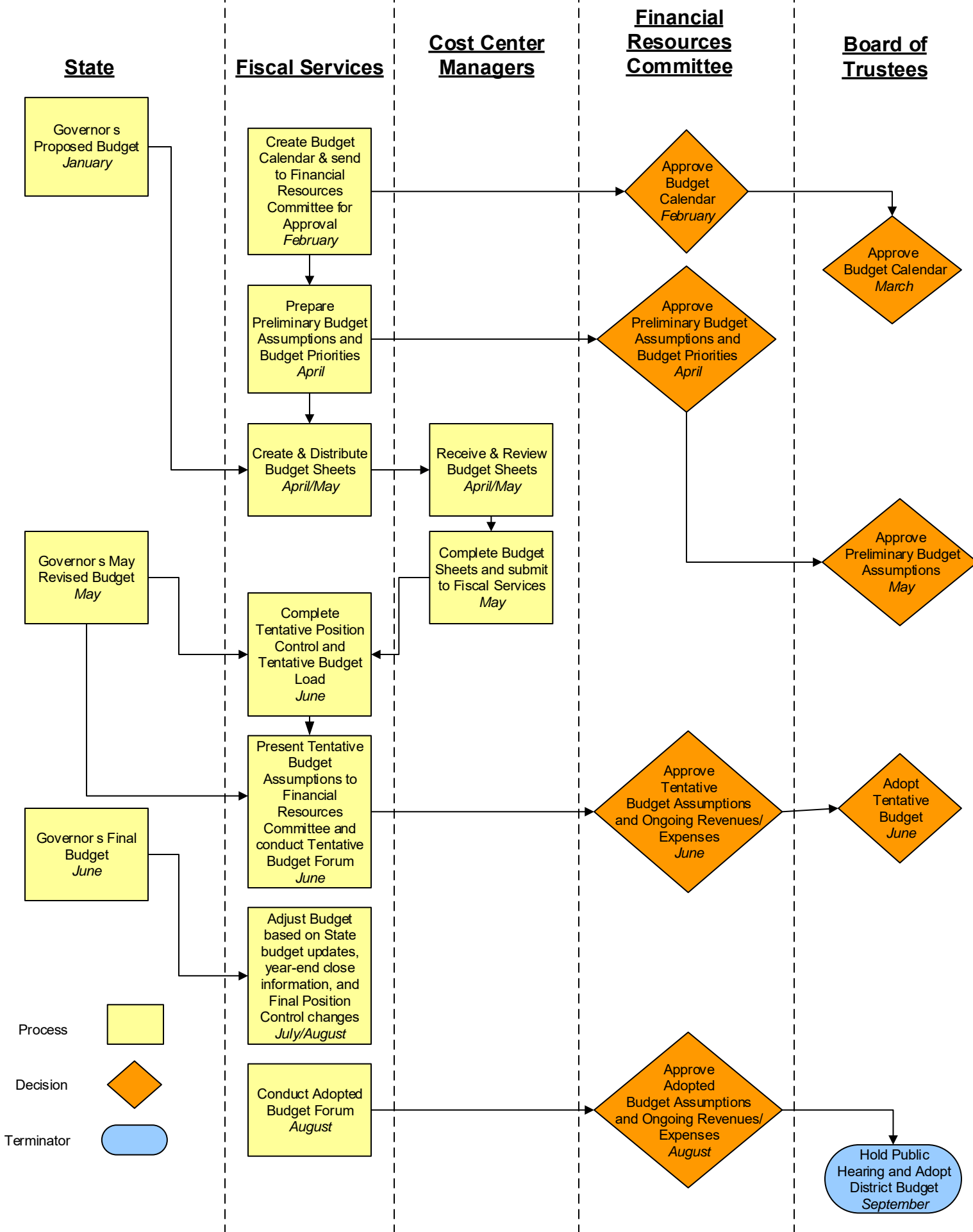
INTEGRATED PLANNING MODEL

An ongoing and systematic cycle of assessment that ensures the improvement of institutional effectiveness



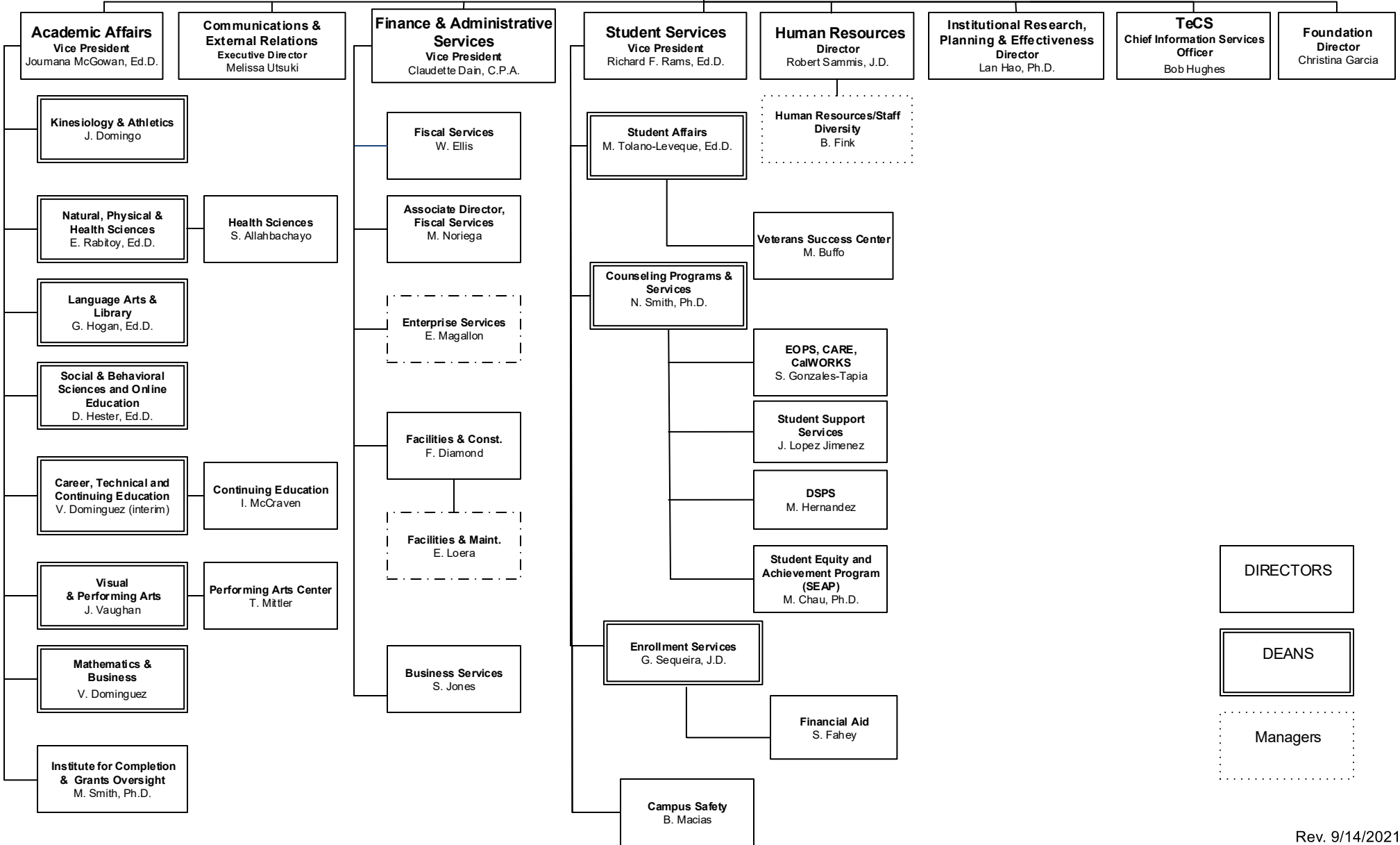
Reviewed and approved by IEC on May 11, 2020

Budget Calendar Flowchart



Citrus Community College District
BOARD OF TRUSTEES

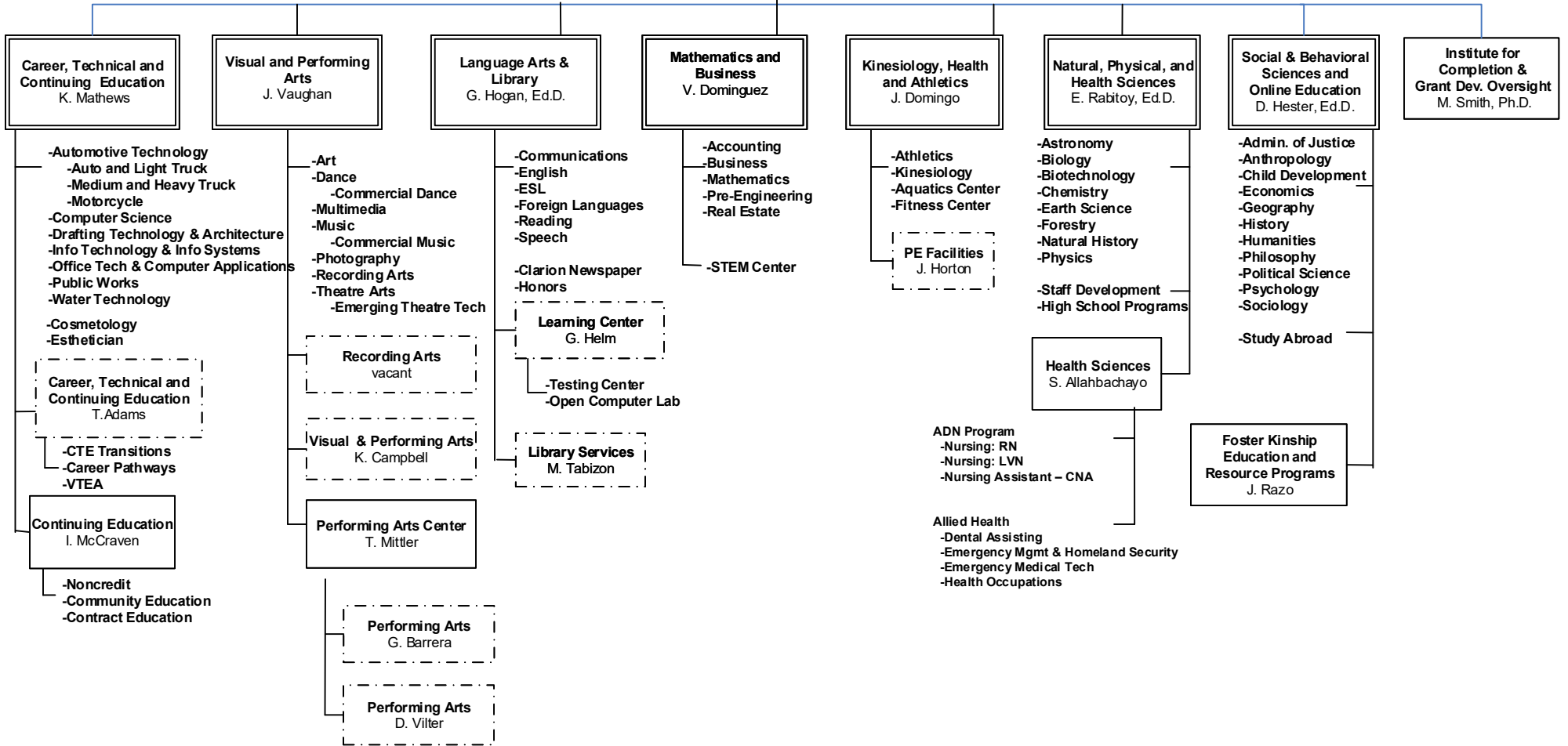
Greg Schulz, Ed.D.
Superintendent/President



ACADEMIC AFFAIRS

VICE PRESIDENT OF ACADEMIC AFFAIRS

Joumana McGowan, Ed.D.



DEANS

DIRECTORS

SUPERVISORS

STUDENT SERVICES

VICE PRESIDENT OF STUDENT SERVICES
Richard F. Rams, Ed.D.

- Commencement
- Student Grievances

ENROLLMENT SERVICES
G. Sequeira, J.D.

Registrar
C. Arrieta

- Admissions & Records
- Applications
- Athletic Eligibility
- Attendance Accounting
- Fees
- General Education Certification
- Graduation Applications
- Petitions
- Registration
- Registration Timeline
- Transcripts

Financial Aid
S. Fahey

- Federal & State Aid Programs
- Scholarships

School Relations & Outreach
N. Chavez

- CCAP/Early College
- Citrus College Promise
- Early Decision
- I Will Complete College
- Outreach/Recruitment
- Student Ambassadors

International Students
C. Lamoureux

- International Admission
- International Recruitment
- SEVIS Reporting

STUDENT AFFAIRS
M. Tolano-Leveque, Ed.D.

- Ally Training Series
- Commencement (Oversight & Planning with VPSS Office)
- Student Discipline

- Student Health Center**
- Crisis Response
 - Health Education
 - Health Referrals
 - Medical Appointments
 - Mental Health
 - Testing & Screening

Veterans Success Center
M. Buffo

- Peer2peer Mentors & Tutors
- Lending Book Program
- Stress Mgmt, & Anger Mgmt Support Groups
- VA Document Assistance
- VA Educational Benefits Certification
- Veterans Club Community and Activities

Student Life & Leadership Development
R. Garcia

- Basic Needs Services/Referrals
- Campus Center
- Campus Posting Policies
- Class Pass Bus Program
- Clubs & Organizations
- Discount Ticket Sales Program
- Pantry Services
- Student Events & Activities
- Student Government

COUNSELING PROGRAMS & SERVICES
N. Smith, Ph.D.

Student Support Services
J. Lopez Jimenez

- Career/Transfer Center
- Articulation
- Career Counseling
- College Fairs
- Transfer College Representatives
- Transfer Counseling

Counseling and Advisement

- Counseling Curriculum
- Noncredit Counseling
- Orientation
- Placement
- Probation/Dismissal
- Student Equity and Achievement Program (SEAP)

M. Chau, Ph.D.

Guided Pathways

DSPS
M. Hernandez

- Academic Adjustments
- Alternate Media
- Counseling
- Course Substitutions
- Hi Tech Center
- Interpreting
- LD Testing

EOPS/CARE/CAIWORKS
S. Gonzales-Tapia

- Book Services
- Counseling & Advising
- County Documents
- Peer advising
- Tutoring
- Workstudy

CARE
M. Ramirez

- Counseling
- Gas Cards
- Meal Vouchers

CAMPUS SAFETY
B. Macias

Safety Services

- Emergency preparedness
- Emergency notifications
- Timely Warnings
- Emergency Operations
- Presentations/Trainings
- Campus emergency drills
- Clery Act compliance

Security Services

- Physical security
- Event security
- Crime prevention
- Presentations/Trainings
- Crime related investigations

Parking Services

DEANS

DIRECTORS

SUPERVISORS

FINANCE & ADMINISTRATIVE SERVICES

VICE PRESIDENT OF FINANCE & ADMINISTRATIVE SERVICES
 Claudette Dain, C.P.A.

Fiscal Services
 W. Ellis

- Accounting
- Budget
- Cash Flow Analysis
- External Audits
- Payroll
- Position Control
- State Financial Reporting

Enterprise Services
 E. Magallon

- Contracted Services
- Owl Bookstore
- Dining
- Vending
- Golf Driving Range
- Art and Coffee Bar

**Reprographics/
 Mailroom**
 K. Fellows

Business Services
 S. Jones

- Bids and Contracts
- Construction Contracts
- Labor Compliance
- Fixed Asset Inventory
- Property and Liability Insurance
- Purchasing
- Risk Management
- Small Claims Collections
- Student Insurance
- Surplus
- Transportation
- Warehouse

Environmental Health & Safety
 M. Ramos
 (Interim)

- Environmental Health & Safety Compliance
- Hazardous Substance Program
- Property Liability Safety Inspections
- Safety Training Support
- Workers' Compensation Safety Review

Facilities & Construction
 F. Diamond

Facilities & Construction
(Associate Director)
 E. Loera

- Assist the Director of Facilities
- Document Control
- Code Compliance
- Planning
- Construction Liaison

Finance & Administrative Services/Facility Rentals
 L. Amato

- Code Compliance
- Construction Management & Liaison
- Coordinate Architects and Engineers
- Coordinate Planning, Design and Construction Activities
- Consult with DSA
- Inspection & Testing Services
- Maintain Budgets for Projects
- Scheduled Maintenance Program

Facilities & Maintenance
 P. Hawkins

- Central Plant & EMS System Operation
- Day Custodial
- Event Set-up
- Fabrication Shop
- Fire and Intrusion Alarms
- Lighting Replacement
- Locks and Keys
- Painting
- Preventative Maintenance
- Space Inventory
- 24-hr Emergency Response

Grounds
 J. Cortez

- Event Set-up and Support
- Grounds Maintenance
- Landscaping & Irrigation

Custodial (Evening)
 L. Franks Jr.

DEANS

DIRS/MGRS

SUPERVISORS

HUMAN RESOURCES

**DIRECTOR OF HUMAN RESOURCES &
DISTRICT CHIEF NEGOTIATOR**
Robert Sammis, J.D.

- Grievance Processing
- Employee Relations/Employee Discipline
- Bargaining Unit Contract Negotiations/Administration
- Human Resources Legal Issues
- Title IX Administration
- Board Policies and Administrative Procedures

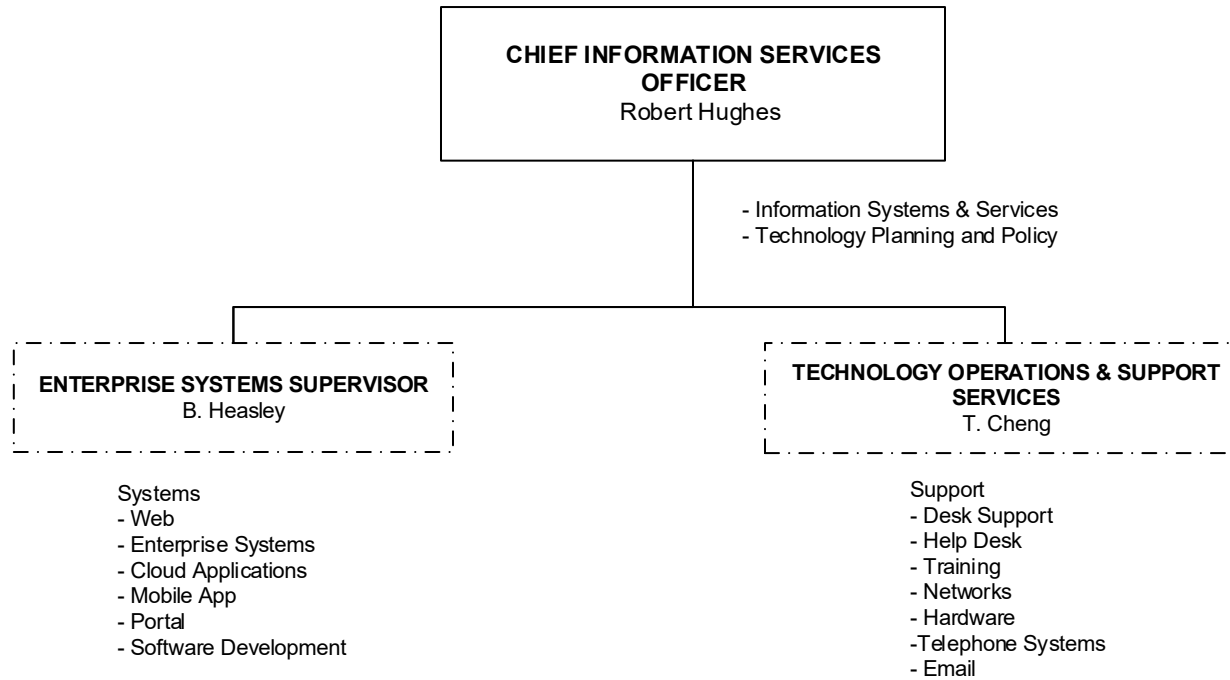
**Human Resources/Staff Diversity &
Title IX Coordinator**
Brenda Fink

- Human Resources Office Management
- Title IX Coordinator
- Sexual Harassment and Discrimination Complaints
Federal and State Reporting
- Employment, Change of Status, and Separation
- Diversity Monitoring and Background Checks
- Switchboard
- Banner/HRS
- Student Employment
- Recruitment
- Administrator on Duty Coordinator

Director

Manager

TECHNOLOGY & COMPUTER SERVICES



DEANS

DIRECTORS

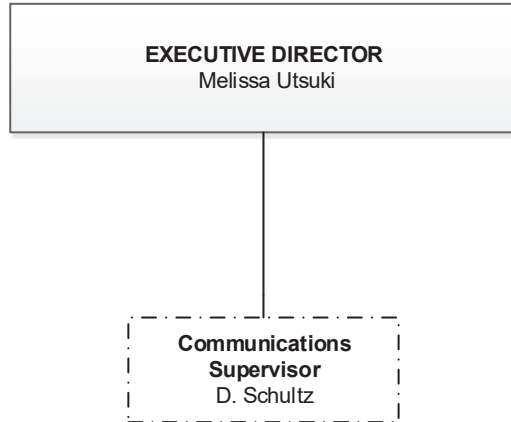
SUPERVISORS

INSTITUTIONAL RESEARCH, PLANNING, AND EFFECTIVENESS

**DIRECTOR OF INSTITUTIONAL
RESEARCH, PLANNING, AND
EFFECTIVENESS**
Lan Hao, Ph.D.

- Institutional Research
- Strategic Plan and other institutional planning
- Institutional Effectiveness

COMMUNICATIONS & EXTERNAL RELATIONS



DEANS

MANAGER

SUPERVISORS

FOUNDATION

DIRECTOR OF FOUNDATION
Director
Christina M. Garcia

- Foundation & Development Management
- Strategic Communications
- Division Budget Management

**CITRUS COLLEGE
STEERING COMMITTEE
2021-2022 PURPOSE STATEMENT**

The Steering Committee is the major participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This committee brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the standing committees of the Steering Committee. (ACCJC Standards IV.A.1, IV.A.2, IV.A.3, IV.A.4, IV.A.5, IV.A.6, IV.A.7)

In an effort to realize the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the standing committees. This committee makes recommendations on the formulation and revision of board policy. (ACCJC Standards I.A.3, I.B.1, I.B.3, I.B.5, I.B.6, I.B.7, I.B.9, I.C.3, I.C.5, ER 11, 19)

This committee is the final recommending body to the Superintendent/President. It is the Superintendent/President's responsibility to forward recommendations to the Board of Trustees.

Responsibilities for 2021-2022

1. Support activities and initiatives aimed at advancing the College Completion agenda, specifically, the Guided Pathways framework.
2. Develop and monitor progress on the college's Annual Implementation Plan for 2021-2022
3. Review and make recommendations on the development and revision of board policies and administrative procedures.
4. Update the Organizational and Governance Handbook.
5. Review recommendations from the standing committees of the Steering Committee, including resource request recommendations from the Financial Resource Committee and monitor progress of Accreditation.
6. Review the Comprehensive and Year-Five Program Reviews.
7. Monitor the progress of:
 - o The Student Equity and Achievement Program (SEAP)
 - o The Diversity, Equity and Inclusion Task Force
 - o The development of the new Strategic Plan (2021-2026)
 - o Accreditation Compliance and the 2022 Annual Accreditation Report
 - o Student Learning Outcomes and Assessment
 - o The performance metrics of the Student Centered Funding Formula (SCFF)

Frequency of Meeting

Second and fourth Monday of each month

Time of Meetings

2:45 p.m. – 4:00 p.m.

COMMITTEE MEMBERSHIP

- Superintendent/President (Chair, Steering Committee)
- Vice President of Student Services (Chair, Student Services Committee)
- Vice President of Academic Affairs (Chair, Educational Programs Committee)
- Vice President of Finance and Administrative Services (Chair, Financial Resources Committee; and the Physical Resources Committee)
- Director of Human Resources (Chair, Human Resources Committee)
- Chief Information Services Officer (Chair, College Information Technology Committee)
- Director of Institutional Research, Planning and Effectiveness (Chair, Institutional Research and Planning Committee; and the Institutional Effectiveness Committee)
- Program Review/Student Learning Outcomes Assessment Coordinator (Co-chairs, Program Review Committee/SLOA) (2)
- Executive Director of Communications and External Relations
- Classified Representation (2)
- Supervisors/Confidential Team President (1)
- Academic Senate Representatives (14)
- ASCC Representatives (2)

CITRUS COMMUNITY COLLEGE DISTRICT
Constitution of the Steering Committee

ARTICLE I - PURPOSE

The Steering Committee, as established by the Superintendent/President, is the major participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This body brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the Standing Committees of the Steering Committee.

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the Standing Committees. This committee makes recommendations on the formulation and revision of board policy.

This committee is the final recommending body to the Superintendent/President. It is the Superintendent/President's responsibility to forward recommendations to the Board of Trustees.

ARTICLE II - MEMBERSHIP

Section 1. The Steering Committee shall be composed of the Superintendent/President, the chairs of the Standing Committees and representatives from the classified staff, supervisors/confidential employees, management, Academic Senate Council, and student body.

Section 2. Each year the supervisors/confidential employees shall choose one representative and the classified staff and student body shall each choose two representatives. The number of Academic Senate representatives shall constitute half of the Steering Committee membership.

Section 3. Steering Committee members from each represented group shall be selected as follows:

- A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
- B. The supervisors/confidential employee member shall be selected by the Supervisor/Confidential Team.

- C. Management members shall be appointed by the College Superintendent/President.
- D. Academic Senate Council members shall be appointed by the Senate President with the approval of the Academic Senate Council.
- E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.

ARTICLE III - OFFICERS

- Section 1. The Chair of the Steering Committee shall be the Superintendent/President of the College.
- Section 2. The Chair of the Steering Committee shall ask a member of the committee to preside in the event of the Chair's absence.

ARTICLE IV - POWERS

- Section 1. The powers of the Steering Committee are limited to recommendations, which it may give to the represented groups, to individuals, to the Standing Committees, or to the Superintendent/President, depending upon the nature of the recommendations.
- Section 2. Recommendations must be approved by an absolute majority vote.
- Section 3. The represented groups must have had an opportunity to consider all issues/recommendations before they are voted on by the Steering Committee.

ARTICLE V - MEETINGS

- Section 1. Meetings of the Steering Committee shall be called by the Steering Committee Chair.
- Section 2. The first meeting of the year shall not be later than four weeks after the beginning of the fall semester.
- Section 3. Meetings shall be called as determined by the Steering Committee Chair at least once each month during the school year on a day approved by the Steering Committee.
- Section 4. Emergency meetings may be called at the discretion of the Steering Committee Chair.
- Section 5. A quorum shall consist of an absolute majority of the membership.

- Section 6. Members of any group represented on the Steering Committee may attend meetings in a non-voting capacity.
- Section 7. An agenda shall be submitted to the membership no less than two calendar days prior to any meeting.
- Section 8. Robert's Rules of Order shall be followed.

ARTICLE VI - COMMITTEES

Section 1. The following Standing Committees shall be responsible to the Steering Committee. Sub-committees shall report to their Standing Committees and to the Steering Committee when appropriate. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities.

- A. Educational Programs Committee
 - Online Education
 - Honors Transfer
 - Enrollment Management Committee
 - Strong Workforce/Perkins Workgroup
- B. Financial Resources Committee
- C. College Information Technology Committee
 - Instructional Leadership Team
- D. Institutional Effectiveness Committee
- E. Institutional Research and Planning Committee
- F. Human Resources/Staff Diversity Committee
- G. Physical Resources Committee
 - Sustainability Committee
- H. Program Review Committee/Student Learning Outcomes Assessment
- I. Student Services Committee
 - Academic Calendar Committee
 - DSP&S Advisory Committee
 - EOP&S Advisory Committee
 - School Relations and Outreach Advisory Committee
 - Student Conduct Team

Student Equity Committee
Student Services & Support Programs
Transfer Task Force
Veterans Advisory Committee

- Section 2. For accreditation or other purposes, ad hoc committees may be established. The chairs of these new committees will be expected to attend Steering meetings as non-voting participants.
- Section 3. The College Superintendent/President shall appoint the chairs of the Standing Committees from the membership of the Management Team.
- Section 4. The number of members from each represented group on each Standing Committee and Sub-Committee shall be recommended by the respective committee and approved by the Steering Committee.
- Section 5. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:
- A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
 - B. Supervisor/confidential employee member shall be selected by the Supervisor/Confidential Team.
 - C. Management members shall be appointed by the College Superintendent/President.
 - D. Academic Senate members shall be appointed by the Senate President, one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
 - E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.
- Section 6. The chairs of the Standing Committee shall submit for the April Steering Committee Agenda, their committee and sub-committee recommendations for directives and any changes in the number of members from each represented group for their committees for the following year. For all appropriate committees, the directives shall include (but not be limited to) measurable criteria for meeting objectives of our Mission Statement.
- Section 7. Ad hoc committees may be appointed by the Steering Committee to address topics that do not fall under an existing Standing Committee.
- Section 8. Standing Committees may be added or deleted by amendment. Sub-committees may be added or deleted by an absolute majority vote of the Steering Committee. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the Steering Committee after considering the

recommendation from the initiator(s) of the new committee.

ARTICLE VII - PROCEDURES

All recommendations for changes in policy (BP/AP) not covered by collective bargaining must proceed through the Steering Committee. Recommendations for procedural changes shall be reported to the Steering Committee for its input.

- Section 1. Any member of a represented group may bring a concern to his/her represented group for referral to the Steering Committee or may bring it directly to the Steering Committee. The Steering Committee will refer it, if appropriate, to the proper Standing Committee for study and recommendation.
- Section 2. Sub-committee activity reports and recommendations shall proceed directly to the appropriate Standing Committee.
- Section 3. Recommendations of Standing Committees shall be brought directly to the Steering Committee with prior notification to each represented group.
- Section 4. Prior to the Steering Committee voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input.
- Section 5. After the vote on a recommendation, the Chair of the Steering Committee shall inform in writing the appropriate groups(s), individual(s), or the Board of Trustees, of that recommendation.
- Section 6. The Chair of the Steering Committee shall report back to the Steering Committee as to the disposition of the recommendation.
- Section 7. At every monthly meeting, each Standing Committee shall submit a report either oral or written to the Steering Committee as to its activity and that of its sub-committees.

ARTICLE VIII - RATIFICATION AND AMENDMENTS

- Section 1. This Constitution shall go into immediate effect when ratified by a two-thirds absolute majority vote of the Steering Committee.
- Section 2. This Constitution may be amended by a two-thirds absolute majority vote of the Steering Committee.

Revised: June 1988
September 7, 1994
December 6, 1995

October 2, 1996
May 13, 1998
February 2, 2000
October 23, 2006
June 8, 2009
November 24, 2014
October 11, 2021

**CITRUS COLLEGE
ACADEMIC SENATE
2021-2022 PURPOSE STATEMENT**

The Citrus College Academic Senate is formed in order to ensure democratic participation of the faculty in shared governance in the development of policies and procedures of the college and to foster the long-range interest and well-being of the college (BP/AP 2510). The Academic Senate is established for the purpose of participation in the formation of educational and professional policy. The Senate Council (the governing body of the Senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The Senate Council is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the college president of such intent.

SENATE COMPOSITION: 33 Members (17 Quorum)
18 Faculty Delegates, 8 Executive Board, 3 At-Large Representatives (Faculty); 2 Adjunct Faculty Representatives; 2 ASCC Representatives

EXECUTIVE BOARD COMPOSITION: 8 Members (4 Quorum); President (Munoz); Vice President (Clark); Past President (Shaw); Treasurer (Hahn); Secretary (Liskey); CCFA Liaison (Fincher); Curriculum Chair (Villa); CTE Liaison (Gonzales)

MEETING DAY/LOCATION

2ND & 4TH Wednesdays of Fall semester, ZOOM

MEETING DATES

2021 Dates: Friday August 20(Flex), August 25, September 8, September 22, October 13, October 27, November 10, November 24, December 8

2022 Dates: February 23, March 9, March 23, April 13, April 27, May 11, May 25

RESPONSIBILITIES

Support all matters that fall under the California Code of Procedure, Title 5, Article 2, section 53200 (c) regarding academic and professional matters. These items commonly referred to as "10 + 1 areas" are:

1. Curriculum including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles

7. Faculty roles and involvement in accreditation
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

PLANNED ACTIVITIES

STANDING ITEMS: These are cyclical/annual items that are a constant part of our work as faculty. Our input is an integral piece of their overall success in the

College's work to better serve students either in partnership with others at the campus table or as leaders initiating discussion, movement, or a collaborative solution.

1. Review, advise, and refine board policies and administrative procedures that fall under the purview of "10+1" matters as defined by the California Statewide Academic Senate.
2. Update faculty regularly on statewide initiatives such as the Online Education Initiative (OEI), Common Assessment Initiative (CAI), Institutional Effectiveness Partnership Initiative (IEPI), and Educational Planning Initiative (EPI).
3. Participate in ongoing Accreditation-related activities, such as the next Accreditation report.
4. Promote faculty engagement through targeted outreach to new and tenured faculty in order to improve communication, cohesion, and participation.
5. Encourage faculty to serve on statewide initiative committees and Sub-committees.
6. Orient faculty on the rituals and protocols of Senate and the Brown Act.

SHARED GOVERNANCE ITEMS: These items are specific to current issues affecting the integrity of any 10+1 item. Some of these items may be emerging issues in response to state or local decisions that impact the campus and our work with students, staff, or administrators. It is important that these items be differentiated from those listed above as they must have a clear goal, plan, and end date/solution. Items can come from any member of the campus community but must meet 10+1 areas.

7. Active engagement in Strategic Master Plan (2021-2026)
8. Active engagement in year four of Guided Pathways planning and development.
9. Active engagement in the Diversity, Equity and Inclusion Task Force (DEI) to support the Anti-Racism/No-Hate Education Resolution passed by the academic senate.

ACADEMIC SENATE ITEMS: These items are specific to current issues affecting faculty morale and efficacy. Our work in this area is intended to make the faculty stronger as a whole. These activities may include professional

development, but are more closely linked with improving the wellbeing, agency, and effectiveness of faculty in their day to day lives as members of this community.

10. Recreation of the Faculty Handbook
11. Develop a plan for greater social contact amongst the faculty as a whole.
12. Develop a plan for greater community outreach in Citrus Community College District.
13. Recruit faculty speakers to share their expertise (live or video) to create greater knowledge of the community and its strengths/skills.

**CONSTITUTION
OF THE
CITRUS COLLEGE ACADEMIC SENATE**

ARTICLE 1: PREAMBLE

The Citrus College Academic Senate is formed in order to insure democratic participation of the faculty in shared governance, as in accordance with AB 1725, in the development of policies and procedures of the college and to foster the long-range interests and well-being of the college.

ARTICLE II: MEMBERSHIP

The Academic Senate is established for the purposed of participation in the formation of educational and professional policy. The Academic Senate Executive Board (the governing body of the Senate) shall serve as the official representative body of the Senate on all non-contract matters. The Academic Senate is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the College President of such intent.

ARTICLE III: OFFICERS AND EXECUTIVE BOARD

Section 1. The officers and executive board for the Senate shall be President, Past President (preferably Immediate Past-President), Vice-President, Secretary, Treasurer, Curriculum Chair and the CCFA Liaison.

Section 2. The Executive Board shall meet at least twice per month.

Section 3. The President shall call all meetings of the Executive Board either on his or her own initiative or at the request of a majority of the Board.

Section 4. A quorum for conducting Executive Board business shall be four members.

ARTICLE IV: NOMINATIONS, ELECTIONS AND VOTING PROCEDURES

Section 1. As soon as possible after the beginning of the spring semester, nominations of Senate officers shall be made by a committee of five composed of the Vice-President and four such persons as he/she shall select. If an officer chooses to run for a second term, his/her name shall appear on the ballot. Results of the nominations shall be published prior to the fourth week of Spring Semester. As soon as is practical, but not less than ten (10) school days after this publication there shall be a Senate meeting where nominations from the floor shall be accepted.

At the conclusion of the nominating process, if there is more than one candidate for an office, an election by secret ballot shall be held within two weeks after this Senate meeting. If there is only one candidate for an office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an election by secret ballot at that meeting. Voting by absentee ballot shall be allowed insofar as possible. Counting of the ballots shall be done by the Election Committee with a minimum of two senate officers being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

Section 2.

When an election by secret ballot is conducted, the Academic Senate Executive Board shall establish the date and time at which the polling shall begin and end. Voting shall take place during at least five days of instruction. Before the appointed time for polling to begin, the Executive Board shall have prepared departmental voting packets consisting of the following:

1. One ballot for each full-time faculty member and two adjunct senators as representative members to the Academic Senate.
2. An inner envelope in which to seal the completed ballot.
3. An outer envelope in which to seal the inner envelope.
4. The outer envelope shall have the member's name and a place for the member's signature.

At the beginning of the polling process, the Senate Vice President shall distribute to each Departmental Representative (or designee) a voting packet.

The Senate Secretary shall maintain a record of who receives each voting packet and the number of blank ballots distributed.

Each senator, i.e. each representative, who receives the voting packet shall insure that each Senate member listed on the Departmental Roster will be personally contacted and given an opportunity to vote. The senator will also insure that all members who choose to vote will sign their name on the outer envelope and give the double sealed ballot to their senator. When all members of the department have voted, or at the end of the polling period, the

departmental senator will return to the election committee the following:

1. Departmental roster with the name of each member who voted and their signature.
2. All of the signed, double-sealed ballot envelopes.
3. All unused ballots.

Section 3.

Counting of the ballots shall be done by the Election Committee with a minimum of two senate officers being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

At the time of counting of the ballots, the signatures on the outer envelopes shall be verified. Any unsigned or otherwise invalid outer envelopes shall be separated out and remain unopened. Then the valid inner envelopes shall be separated from the outer envelopes without opening the inner envelopes so that the inner envelopes become anonymous. The inner envelopes shall be combined and then opened and the ballots counted.

The Secretary shall record the results of the voting and these results shall be certified by all the Academic Senate members present during the counting of the ballots. The election records shall be retained for no fewer than six months after the election.

The Senate President shall make public the results of the balloting immediately following the count. If any officer or observer challenges the results of the polling because of perceived irregularities the matter shall be referred to the Academic Senate for resolution before it is made public.

Section 4.

In the event that more than two candidates run for an office and any one person does not receive fifty percent plus one vote, a runoff election will be held between the two top contenders within two weeks following the counting of votes.

Section 5.

Special elections by the Senate shall be conducted by the Executive Board. Counting of the ballots shall be done by the Senate officers, a minimum of two (2) being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

ARTICLE V:

RECALL ELECTIONS

Section 1. A recall of any person in an Academic Senate elective position may be initiated by a petition signed by one-third (1/3) of the active membership of the Senate. A statement of the reasons for the proposed recall shall be part of the recall petition.

Section 2. Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to their constituency at least 7 days before the recall election.

Section 3. Recall elections shall be by secret ballot.

Section 4. An absolute majority vote (one more than 50 percent of all Senate members) of the membership shall be necessary to affect the recall.

Section 5 Any vacancy, in any office, created by recall shall be filled by procedure as established under Article VI, Section 2.

ARTICLE VI: TERMS AND VACANCIES

Section 1. All senate officers shall be full time faculty members. All senate officers shall be eligible for reelection but may not serve more than two consecutive terms in one position. The term of office for the Executive Board members shall be from July 1 through June 30 of the following year.

The Senate President and Vice President shall be tenured faculty members and shall be elected for a term of two years subject to reaffirmation for the second year of the term by a majority vote of the Academic Senate no later than the second senate meeting of spring semester of the first year of the term. Candidates for Senate President must have served in the position of Senate Vice President for a minimum of one year at any time prior to the election.

In the event the President is not reaffirmed, the Vice President shall become President Elect and assume the position of Senate President on July 1 of that year to complete the two-year term. The vacant Vice President position shall be filled by the Senate President and ratified by majority vote of the Academic Senate.

The Treasurer and Secretary shall be elected for a term of one year. Term lengths shall be effective Fall 2018

Section 2. Vacancy shall be deemed to exist in the case of death, resignation, termination, or recall. The Senate President, with the approval of the Executive Board, shall fill by appointment any vacancy in the office of Senate Secretary, Senate

Treasurer, or At Large representatives. If a vacancy occurs in the office of Senate President, the Senate Vice-President shall assume the position. When a vacancy occurs in the office of Senate Vice-President, the Senate President shall call a meeting of the Senate for the purpose of accepting nominations from the floor for Senate Vice-President. If there is only one candidate for the office, the election shall be held by a vote of acclamation at the next Senate meeting where a quorum of Senators is present unless five (5) or more Senators call for an election by secret ballot at that meeting.

If there are two or more candidates for the office, an election shall be held according to the procedures provided in Article IV: Sections 2, 3, and 4. This meeting shall be held within two weeks but not sooner than five school days following the notification of the vacancy.

ARTICLE VII: EMPOWERMENT

The Academic Senate shall be represented on, and make recommendations to all appropriate college committees. It shall also make recommendations and have direct access to the college President and the Board of Trustees. It shall be further empowered to develop its own internal organization, to initiate studies, and to discuss problems and propose policies for administrative considerations.

As established by BP/AP 2510 of the Citrus College Board Policies and Procedures Section 3, Part a “for the following matters, the Board will rely primarily upon the advice of the Academic Senate” in academic and professional matters as listed below:

1. Educational program development.
2. Standards or policies regarding student preparation and success.
3. District and college governance structures, as related to faculty roles.
4. Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
5. Policies for faculty professional development activities.
6. Processes for instructional and student services program review.
7. Degree and certificate requirements.
8. Grading policies.
9. Curriculum, including establishing prerequisites and placing courses within disciplines.
10. Processes for institutional planning and budget development.

ARTICLE VIII: MEETINGS

The Academic Senate shall meet as often as business requires but not less than once each calendar month during the school year unless the membership votes (MAJORITY OF QUORUM PRESENT) not to meet in a given month.

ARTICLE IX: ORGANIZATION OF THE ACADEMIC SENATE

Section 1.

Purpose: It shall be the purpose of the Academic Senate to serve as the official voice of the Senate.

Section 2.

Membership: The Academic Senate shall be composed of the President, Past-President, Vice-President, Secretary, Treasurer, CCFA Liaison and the Curriculum Chair of the Senate Executive Board and one or more senator(s) representing each area listed below (in bold type):

Business and Accounting (1 Senator)

Accounting
Business
Computer Science
Real Estate

Mathematics (1 Senator)

Health Sciences (1 Senator)

Nursing-RN
Nursing-LVN
Nurse Assistant-CNA
Dental Assisting
Emergency Management & Homeland Security
Emergency Medical Tech
Health Occupations

Career and Technical Education (3 Senators)

Automotive Technology
Light Truck
Motorcycle Technology
Computer Information Systems
Drafting Technology & Architecture
Electronics
Information Technology
Office Tech & Computer Applications
Public Works
Water Technology
Cosmetology
Esthetician

Counseling Programs and Services (2 Senators)

Fine and Performing Arts (2 Senators)

Art
Dance
Multimedia
Music
Photography
Recording Arts
Theater Arts

Kinesiology (1)

Athletics
Kinesiology

Language Arts (2 Senators)

Communications
English
ESL
Foreign Languages
Reading
Speech

Library Services (1 Senator)

Physical and Natural Sciences (2 Senators)

Astronomy
Biology
Chemistry
Earth Science
Forestry
Natural History
Physics

Social and Behavioral Sciences (2 Senators)

Administration of Justice
Anthropology
Child Development
Economics
Geography
History
Humanities
Philosophy
Political Science
Psychology
Sociology

three senators at large, two senators representing adjunct faculty, and two student representatives appointed by the Associated Students of Citrus College.

Section 3.

Terms of Office: The terms of office for senators shall be for a period of three years, terms to be staggered with one-third of the representatives retiring each year. The term of office will run from July 1 through June 30. If any members resign or cease to serve for any reason, the newly elected member shall complete the term of the person who he or she replaces.

Section 4.

Election of the Academic Senate: Prior to the end of April, each affected department shall select its representative to the Academic Senate. This vote will be by secret ballot if requested by any department member. Each department shall notify the Senate President, in writing, the name of the newly elected senator from that department. Vacancies among the department senators shall be filled by departmental election within one (1) month of the

occurrence of the vacancy in the manner stated in this section. Senators at Large shall be elected by ballot using the same ballot used for Senate Officers. Vacancies not filled shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Executive Board.

In the event a senator is unable to attend meetings or is absent at more than three Senate meetings, and reasonable effort and communication made to secure another representative from the corresponding discipline did not meet with success, the Senate President shall appoint an additional at large representative to complete the term of the person whom he or she replaces.

Vacancies shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Executive Board.

Section 5.

Empowerment: The Academic Senate is the executive body representing Faculty. The Academic Senate shall be empowered to conduct investigations and such business as shall be referred to the Academic Senate or initiated by members. Each senator shall vote according to the direction of their department or their knowledge of their department's majority inclinations. In the conduct of official business, a quorum shall consist of one more than half of the members defined in Article 9, Section 2 above. Recommendations to the President of the college or the Board of Trustees must be authorized by an absolute majority vote of the Academic Senate.

Section 6.

Committees: The Academic Senate shall be empowered to establish such committees as are needed to conduct investigations and conduct such business as shall be referred to the Academic Senate or initiated by Senate members. The Academic Senate defines the power and the duties of committees. The Senate President, shall appoint the chairperson of such committees.

Section 7

Reassignment evaluation: The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall engage in an annual evaluation of each reassigned position within the senate's purview during the spring semester. The evaluation including a summary of commendations and recommendations shall be shared and discussed with each faculty member occupying a reviewed position.

Section 8

Self-evaluation of the Academic Senate: The Academic Senate Executive Board shall conduct an annual self-evaluation of the Academic Senate. The evaluation and summary of commendations and recommendations will be shared with the Academic Senate prior to the end of the

spring semester.

Section 9

Career and Technical Education (CTE) Liaison is a CTE faculty member who is appointed to a two-year term by the Academic Senate president. The CTE faculty may not serve more than two consecutive terms.

The duties of the CTE Liaison are: attend all local Academic Senate meetings and report as needed about statewide issues of concern in CTE; identify CTE issues of concern locally or regionally; communicate opportunities for CTE faculty to participate in CTE related statewide initiatives, workgroups, committees and taskforces to ensure that CTE interests are represented; communicate the recommendations of the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy and participate in conversations to implement system-wide policies and practices that may significantly affect career technical education programs; create a mechanism to communicate with CTE faculty on campus around issues of common concern; serve as a conduit between the local CTE faculty and the CTE Leadership Committee representatives in local area; attend state-level events (CCCAOE, ASCCC) and regional consortia meetings as funding permits.

Citrus College Faculty Association (CCFA) Liaison is a voting representative appointed by the CCFA President and approved by the Senate President. The CCFA Liaison is appointed to a two-year term and may not serve more than two consecutive terms.

Legislative Liaison is a faculty member who is appointed to a two-year term by the Academic Senate President and may not serve more than two consecutive terms.

The duties of the legislative liaison are: Attend local senate meetings and report regularly or as requested about legislation and legislative issues; facilitate or act as a resource for local discussions of legislation and contemplated legislation; identify legislation issues of particular local concern and convey those to the Legislative and Advocacy Committee; communicate opportunities and, at times, the urgent need for faculty participation in legislative activities; collaborate with local senate officers to create and or improve a mechanism for the most effective communication with faculty on campus about legislative issues of common concern; serve as a conduit between the local faculty and the Legislative and Advocacy Committee representatives in the area; as funding permits, attend state-level events and meetings (ASCCC, FACCC), participate in panels or make presentations as appropriate; monitor the legislative listserv

(legliaison@listserv.ccnnext.netlegliaison@listserv.ccnnext.net and the Legislative Updates webpage and report to the local Academic Senate and, as determined to be appropriate in

collaboration with local senate officers, faculty at large on campus; and work with local student organizations and advocacy groups to help them with their efforts as well as encourage them to join in efforts led by others.

ARTICLE X: **AMENDMENTS**

Section 1. Amendments to this constitution may be proposed by the Academic Senate Executive Board, any representative of the Academic Senate or by petition of thirty percent of the members of the Senate.

Section2. All proposed amendments shall be submitted in writing to the entire membership at least ten days prior to voting.

Section 3. An amendment shall be considered ratified if it receives a two-thirds vote of the Senate membership.

Section 4. Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing “the” or “a”).

**BYLAWS
FOR THE
CITRUS COLLEGE ACADEMIC SENATE CONSTITUTION**

ARTICLE 1: DUTIES OF THE ACADEMIC SENATE OFFICERS

Section 1. The President shall preside at all member and executive board meetings and in every way endeavor to promote the interest and purposes of the Academic Senate. The President with the advice and consent of the Academic Senate shall appoint members to all standing and select committees. The President shall be an ex-officio member of all committees and shall be held responsible for the progress and work of the Academic Senate. The president or their designee shall serve as the representative to the Academic Senate of the California Community Colleges.

Section 2. The Vice-President shall serve as assistant to the President in all duties of the President and shall assume the duties of the President in the absence of the President. The Vice President shall report to the senate in general on the senate's committee activities. The Vice President shall work with the Recording Secretary to maintain accurate records of committee members and recruit new faculty for committee membership as needed. The Vice President will attend campus wide committee meetings such as Steering, Educational Programs, Enrollment Management and others deemed necessary as schedule permits in order to acquaint themselves with campus processes and policies. The Vice President shall conduct the officer and at large elections.

Section 3. The Secretary shall keep a careful record of the proceedings of each meeting of the Academic Senate and of the Executive Board. The Secretary shall maintain an accurate list of Academic Senate committees and personnel. The Secretary shall carry on the correspondence pertaining to the affairs of the Academic Senate as directed by the President.

Section 4. The Treasurer receives no funds from the membership. In the event that the District allots the Academic Senate funds for expenses, the Treasurer shall keep accurate records of such funds.

Section 5. Any Past President shall serve as a resource person for the Academic Senate and also serve as Parliamentarian. It is recommended that the immediate past president serve in this role.

Section 6. The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall not be on any type of long term leave of absence during their term, including but not confined to serving banked time, sabbatical or teaching in Citrus' Study Abroad program.

ARTICLE II: COMMITTEES AND DUTIES

Section 1.

Membership: The President, or their designee, with the advice and consent of the Executive Board shall appoint members to committees. Appointments to a standing committee shall be for three years with one-third of the members retiring each year.

Section 2.

- Clause 1: **FNIC (Faculty Needs and Identification Committee):** The FNIC Committee will establish priorities as to the order in which full-time faculty positions should be filled. They will also monitor the hiring process for each position the district opens to insure that all procedures are followed. Traditionally, three faculty representatives serve on this committee including the President, Vice President/President Elect and either the Past President or Chair of Faculty Hiring Procedures.
- Clause 2: **Equivalency and Minimum Qualifications Committee:** The Minimum Qualifications and Equivalencies Committee will stay informed on all current and proposed qualifications for each Discipline established by the Board of Governors of the California Community Colleges. They will make recommendations to the Academic Senate as to changes in disciplines and minimum qualifications which should be communicated to the Statewide Academic Senate. They will represent the Senate on panels formed to rule on claims of equivalency to the minimum qualifications for a discipline.
- Clause 3: **Evaluation and Tenure Committee:** The Evaluation and Tenure Committee will periodically review the evaluation and tenure procedures and make recommendations to the Academic Senate of improvements that need to be made. This includes oversight of any process that provides evaluative feedback of future faculty through the hiring process or for current faculty through any evaluation process.
- Clause 4: **Curriculum/Technical Review:** Comprised of representatives from all areas of campus by election only. Elections are usually held each spring with one-third rotating off each three years. Responsible for approval of all curriculum and certificate program discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education

- Clause 5: **Matriculation/ Prerequisite & Assessment:** Reports to the Academic Senate and serves as a resource to faculty and college committees about entrance to the institution and when concerns, questions, and suggestions arise related to prerequisites, co-requisites, limitations on enrollment, assessment, and cut scores.
- Clause 6: **Academic Calendar /Final Exam Schedule:** Discusses calendar options and makes recommendation for the upcoming academic year calendars and plans the Final Exam Schedule.
- Clause 7: **Faculty Hiring Procedures:** Works with the Human Resources Office to review and revise faculty hiring procedure regulations.
- Clause 8: **Program Review:** This committee works with the Vice-President of Instruction and the Program Review Coordinator to develop strategies for implementation of training and coordination of meaningful and broad-based participatory program reviews.
- Clause 9: **Student Learning Outcomes and Assessment Committee:** This committee, an ad-hoc committee of Steering, serves as a clearinghouse for evidence of student learning; evidence will include assessment tools, assessment data, and measurement and analysis of student attainment of SLO's.
- Clause 10: **Steering:** Where all representative groups on campus come together to discuss any campus issues of concern. New regulations (after individual approval of the various campus groups) reach this committee for final voting before being sent to the Board of Trustees. Note: Academic Senate is a constituent group to the campus wide Steering Committee with broad participation by faculty.
- Clause 11: **Additional Committees:** Additional standing and ad-hoc committees that incorporate Senate members include, but are not limited to, Academic Computer, Bookstore, Campus Environment, Campus-wide Information Technology, Faculty Learning Institute, Financial Resources, Human Resources Advisory, Institutional Research Advisory, Scholarship, Online Education, Honors Advisory, Physical Resources, Sustainability, and Transfer Task Force. These committees may change or update their tasks as necessary and should bring these advisements before the Senate for discussion, report and review.

ARTICLE III AMENDMENTS

The Bylaws may be amended in the same manner as the constitution except that only a simple majority vote shall be required.

Updates of any formatting, typographical, or grammar errors may be corrected without voting of the full body as they are brought to the attention of the Academic Senate Executive Board if they do not impact the content of the document. (e.g. missing "the" or "a").

GUIDELINES FOR THE SENATE PRESIDENT

MEETINGS OF THE ACADEMIC SENATE

1. The Academic Senate shall meet not less than once a month. The time and day for the meetings should be reviewed and approved by the body by the close of the previous school year.
2. Assist Vice-President in confirming faculty membership on all standing committees of Steering and those others designated as critical to supporting the 10+1 areas of concern.

STANDARD PROCEDURES OF ACADEMIC SENATE

1. There should be a formal agenda.
2. There should be a secretary at all meetings.
3. Meetings of the Academic Senate shall be governed by general rules of parliamentary procedure.
4. Send out requests for agenda items at least one week before Academic Senate meetings.
5. Post agenda in accordance to the Brown Act.
6. No later than week 4 of Spring term, advise the Vice-President to select a committee of five members of the Academic Senate to draw up a slate of nominees for offices.
7. Assist Vice-President in conducting elections of officers.
8. Reserve meeting location for Convocation at least 1 year in advance. Get information to President, Dean responsible for scheduling and CCFA.
9. After Academic Senate officers are elected, have departments and adjunct faculty elect senators to fill expired positions.
10. After departments have elected representatives to the Academic Senate, the Senate President and Vice-President will appoint members to the committees.
11. Whenever a vacancy occurs on a committee, the Senate President or their designee will select a replacement to fill the vacancy.

12. Include in these guidelines any procedural changes resolved in the Academic Senate each year.

Revised: January 1996
Adopted Revisions: November 9, 2011
September 2013
April 2017
April 2018

**CITRUS COLLEGE
ASSOCIATED STUDENTS OF CITRUS COLLEGE (ASCC)
2021-2022 PURPOSE STATEMENT**

PURPOSE

According to Article I, Section 2 of the Constitution, the purpose of the ASCC is:

- A. To guarantee a republican form of student government.
- B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
- C. To further cooperation among students and between students, faculty, staff, administration, and the community.
- D. To develop a more informed citizenry capable of assuming an active role in society.
- E. To provide effective student representation in the college's shared governance process.

The ASCC responds to the Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards II.C.4 and IV.A.2.

The ASCC Executive Board Composition: 19 Members (10 Quorum)

President:

- A. Preside over and chair all regular and special meetings of the Executive Board.
- B. Be responsible for the Executive Board agenda development.
- C. Call special meetings of the Executive Board, providing he/she informs all Executive Board advisors and members and complies with Brown Act requirements.
- D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
- E. Appoint all committee members.
- F. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
- G. Act as host for the ASCC at all times.
- H. Be a member of the ASCC Finance Committee.
- I. Develop rapport, communication and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
- J. Become interim Student Trustee in the fall semester if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Vice President:

- A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
- B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
- C. Act as parliamentarian of the Executive Board.
- D. Be a member of the ASCC Finance Committee.
- E. Keep the Executive Board informed on the progress of all appointed committees.
- F. Attend all Citrus College Board of Trustees meetings.

Treasurer:

- A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
- B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
- C. Be instrumental in operating the budget.
- D. Chair the ASCC Finance Committee.
- E. Maintain an up-to-date financial code and follow the guidelines set forth.

Legislative Liaison:

- A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
- B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

Senators:

- A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
- B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

Commissioner of Public Relations:

- A. Chair the Public Relations Committee.
- B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
- C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
- D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
- E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
- F. Work closely with the editors of all school publications.
- G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

Commissioner of Activities:

- A. Process and file all document necessary in the activities preparation process.
- B. Chair the Campus Activities Board.
- C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
- D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
- E. Coordinate with the Commissioner of Public Relations for promotion of events.

Commissioner of Athletics:

- A. Establish and maintain a good standing relationship with campus athletic programs and administrators.

- B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.
- C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Commissioner of Inter-Club Council Relations:

- A. Attend all Inter-Club Council Meetings.
- B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
- C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
- D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

Commissioner(s)-at-Large:

- A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
- B. Perform special duties as indicated by the President.

Student Trustee:

- A. Be a member of the Citrus Community College District Board of Trustees.
- B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.
- C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
- D. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
- E. Act as the mentor to the incoming Student Trustee during the spring semester.

MEETING DAY/LOCATION

Tuesdays and Thursdays of Fall and Spring semesters, CC 111.

MEETING DATES

August 24, 31, 2021, September 7, 21, 28, 2021, October 19, 2021, November 2, 16, 30, 2021, March 1, 15, 29, 2022, April 12, 26, 2022, May 10, 24, 2022, and June 7, 2022.

RESPONSIBILITIES

There are two components to ASCC, which include the Executive Board and the Campus Activities Board (CAB). Each of these groups has general sets of responsibilities and specific duties.

According to Article VI, Section 4 of the Constitution, the Executive Board is responsible for the following duties:

- A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.

- B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:
 - 1. President
 - 2. Vice President
 - 3. Treasurer (Chairperson)
 - 4. One Senator, selected by the President
 - 5. One Commissioner, selected by the President
 - 6. Commissioner of Activities
 - 7. Student Affairs Administrator
- C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.
- D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.
- E. Requiring all officers and students to comply with the provisions of this Constitution.
- F. Setting an example of good conduct and decorum within the Associated Students.
- G. Examining reports of all officers, agents and committees of the Associated Students.
- H. Exercising control over all expenditures of the Associated Students.
- I. Ratifying, upon recommendation of the President, all standing and special committees.
- J. Exercising supervision over all expenditures from Associated Student funds.
- K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.

The Campus Activities Board is responsible for coordinating all ASCC sponsored events and ensures that ASCC officers are signed up to work those events.

THE ASSOCIATED STUDENTS OF CITRUS COLLEGE CONSTITUTION

PREAMBLE

We, the students of Citrus College, in order to form a representative student organization, do ordain and establish this constitution of self-government for the Associated Students of Citrus College.

ARTICLE I Name and Purpose

Section 1. The name of this organization shall be: The Associated Students of Citrus College (ASCC).

Section 2. The purpose of this organization shall be:

- A. To guarantee a republican form of student government.
- B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
- C. To further cooperation among students and between students, faculty, staff, administration, and the community.
- D. To develop a more informed citizenry capable of assuming an active role in society.
- E. To provide effective student representation in the college's shared governance process.

ARTICLE II Nondiscrimination

The Associated Students of Citrus College (ASCC) shall not discriminate, nor will they participate in or affiliate with any organization which discriminates (as discrimination is legally defined) on the basis of: national origin, religion, age, sex or gender (except as exempt from Title IX), race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability.

ARTICLE III Membership and Privileges

Section 1. Any properly enrolled student of Citrus College shall automatically become a member of the organization upon payment of the Student Service Fee.

Section 2. All members of the ASCC are entitled to the following:

- A. The right, if eligible, to hold office as provided in the Constitution.
- B. Admission, if eligible, to intercollegiate competition on the conference schedule.
- C. Admission to, and eligibility to participate in, all ASCC social activities, intramural sports, and college-recognized clubs and club activities.
- D. Eligibility to apply for appropriate scholarships.
- E. Receive discounts secured on their behalf.

ARTICLE IV Officers and Qualifications

Section 1. The elective officers of ASCC shall be the President, Vice President, Student Trustee, Legislative Liaison, and up to seven (7) Senators.

Section 2. The appointed officers of the Associated Students shall be Treasurer, Commissioners of Public Relations, Activities, Inter-Club Council Relations, and Athletics, and not more than three (3) Commissioners-at-Large.

Section 3. Qualifications to run for, and hold office, Definition: (The word "office" in the text means either an elected or appointed office in the student government.)

- A. A student must be enrolled in at least 6 units of college work, and have at least a 2.5 grade point average. This is determined on the cumulative basis for all college work completed. Exceptions may be granted by the Dean of Students or their designee, on a case-by-case basis.
- B. A student must be a member of the Associated Students in good standing. No student on academic probation or who has a disciplinary file may hold a position of responsibility on the ASCC Executive Board.
- C. A student may not serve on the Executive Board, Student Court, or ICC Board for more than four semesters. Service for more than 44 days will constitute a full semester's service.
- D. Executive Board officers must attend all regular and special meetings.
- E. Three unexcused absences are cause for dismissal with the recommendation of a 2/3 absolute majority of the Executive Board.
- F. Unexcused tardiness of up to 15 minutes constitutes an unexcused absence.

Section 4. ASCC officers may be members and/or officers of any college-recognized club or organization with the exception of the ASCC President who may not serve as an officer of any other club or organization. ASCC officers may not hold more than one position on the Executive Board.

Section 5. The term of office for Associated Student officers shall be one academic year, ending on the last day of instruction of the spring semester and the succeeding officers shall take office immediately.

Section 6. The term of the Student Trustee will begin May 15 and end May 14 of the following year (in accordance with the California Education Code).

ARTICLE V Duties of the Associated Student Officers

Section 1. The President shall:

- A. Preside over and chair all regular and special meetings of the Executive Board.
- B. Be responsible for the Executive Board agenda development.
- C. Call special meetings of the Executive Board, providing he/she informs all Executive Board advisors and members and complies with Brown Act requirements.

- D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
- E. Appoint all committee members.
- F. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
- G. Act as host for the ASCC at all times.
- H. Be a member of the ASCC Finance Committee.
- I. Develop rapport, communication and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, Classified Staff, Faculty Association, and Management Team.
- J. Become interim Student Trustee in the fall semester if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Section 2. The Vice President shall:

- A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
- B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
- C. Act as parliamentarian of the Executive Board.
- D. Be a member of the ASCC Finance Committee.
- E. Keep the Executive Board informed on the progress of all appointed committees.
- F. Attend all Citrus College Board of Trustees meetings.

Section 3. The Treasurer shall:

- A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
- B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
- C. Be instrumental in operating the budget.
- D. Chair the ASCC Finance Committee.
- E. Maintain an up-to-date financial code and follow the guidelines set forth.

Section 4. The Legislative Liaison shall:

- A. Inform the Student Body and the ASCC of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
- B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the ASCC Executive Board.

Section 5. The Senators shall:

- A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
- B. Each Senator will be assigned academic affairs or student service departments. The Senator shall maintain rapport and become liaison between the Executive Board, faculty, staff, administration, and students.

Section 6. The Commissioner of Public Relations shall:

- A. Chair the Public Relations Committee.

- B. Supply press release material and ensure the dissemination of ASCC publications to the student population.
- C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
- D. Maintain an active recruitment program from the student body at Citrus College and local high schools.
- E. Conduct all ASCC general and special elections in the absence of an active Student Court in conjunction with the Executive Board President.
- F. Work closely with the editors of all school publications.
- G. Coordinate with the Commissioners of Activities, Athletics and Inter-Club Council Relations.

Section 7. The Commissioner of Activities shall:

- A. Process and file all documents necessary in the activities preparation process.
- B. Chair the Campus Activities Board.
- C. Plan and coordinate all aspects of co-curricular student activities in conjunction with the Office of Student Life.
- D. Delegate activity duties to members of the Executive Board and maintain assignment schedules for each event.
- E. Coordinate with the Commissioner of Public Relations for promotion of events.

Section 8. The Commissioner of Athletics shall:

- A. Establish and maintain a good standing relationship with campus athletic programs and administrators.
- B. Report to the ASCC Executive Board on the activities and competitive results of athletic programs.
- C. Coordinate with the Commissioner of Public Relations in efforts to promote student engagement in athletic events.

Section 9. The Commissioner of Inter-Club Council Relations shall:

- A. Attend all Inter-Club Council Meetings.
- B. Establish and maintain open communication between the Associated Students of Citrus College Executive Board and the Inter-Club Council (ICC).
- C. Report to the ASCC Executive Board on the activities and developments within the ICC and its member clubs.
- D. Coordinate with the Commissioner of Activities in promoting inter-organizational collaboration between the ASCC and ICC.

Section 10. The Commissioner(s)-at-Large shall:

- A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
- B. Perform special duties as indicated by the President.

Section 11. The Student Trustee shall:

- A. Be a member of the Citrus Community College District Board of Trustees.
- B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code and Citrus College Board Policies and Administrative Procedures.

- C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
- D. Attend all ASCC Executive Board meetings and report on the actions of the Board of Trustees.
- E. Act as the mentor to the incoming Student Trustee during the spring semester.

ARTICLE VI
Structure & Duties of the Executive Board

Section 1. The Executive Board, governing body of the Associated Students, shall consist of the following voting members:

- A. President
- B. Vice President
- C. Student Trustee
- D. Treasurer
- E. Legislative Liaison
- F. Up to seven (7) Senators
- G. Commissioner of Public Relations
- H. Commissioner of Activities
- I. Commissioner of Athletics
- J. Commissioner of Inter-Club Council Relations
- K. Up to three (3) Commissioners at Large

Section 2. Succession to the Presidency shall be the currently elected Vice President. Should this officer be ineligible or unwilling to succeed, the Executive Board shall elect to the Presidency one of its voting members.

Section 3. The members of the Executive Board listed in Section 1 have the only voting power of the Executive Board. Each member has one vote.

- A. A quorum consists of 50% plus one of all voting members.
- B. No voting by proxy will be permitted for absent members.
- C. The Chair of the Associated Students Executive Board shall have no vote during the business meeting except to break a tie.

Section 4. The Executive Board shall be responsible for the following duties:

- A. Approving a budget for the ASCC and planning a system of financing all Associated Students functions for the following year.
- B. Establishing a Finance Committee which shall recommend the ASCC budget, ASCC expenditures, and finance policies to the Executive Board. The Finance Committee shall include the following officers:
 - 1. President
 - 2. Vice President
 - 3. Treasurer (Chairperson)
 - 4. One Senator, selected by the President
 - 5. One Commissioner, selected by the President
 - 6. Commissioner of Activities
 - 7. Student Affairs Administrator
- C. Adopting by-laws and various codes mentioned elsewhere in the ASCC Constitution.

- D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.
- E. Requiring all officers and students to comply with the provisions of this Constitution.
- F. Setting an example of good conduct and decorum within the Associated Students.
- G. Examining reports of all officers, agents and committees of the Associated Students.
- H. Exercising control over all expenditures of the Associated Students.
- I. Ratifying, upon recommendation of the President, all standing and special committees.
- J. Exercising supervision over all expenditures from Associated Student funds.
- K. Initiating impeachment of an Executive Board member by a 3/4 majority of the entire Executive Board.

Section 5. Business will be conducted under Robert's Rules of Order (revised).

Section 6. Any member of the student body, district staff, or the community may attend the meetings of the Executive Board in a non-voting capacity.

Section 7. The Student Affairs Administrator or his/her designee shall act as advisor of the Executive Board unless otherwise specified by the President of Citrus College.

ARTICLE VII Judiciary

Section 1. The judicial power of the Associated Students shall be vested in one court known as the Associated Student Court of Citrus College.

Section 2. This court shall consist of five Associated Student members. It will have one advisor. One of the justices shall be elected Chief Justice of the Court and shall preside at all sessions except when he/she should appoint a member of the court to take his/her place in his/her absence.

Section 3. Members of the court shall:

- A. Be a member of the Associated Students of Citrus College.
- B. Have a cumulative grade point average of 2.5.
- C. Be enrolled in a minimum of six units per semester during their term of office.
- D. Maintain a 2.5 G.P.A. each semester in office.
- E. Be non-voting members of the Executive Board.

Section 4.

- A. Appointment of justices shall be by the ASCC President with the approval of a 2/3 majority vote of the Executive Board.
- B. If, after two weeks of the beginning of each semester, the ASCC President has not nominated ASCC members to fill Student Court vacancies, the Executive Board will nominate and appoint ASCC members to the Student Court with a 2/3 majority vote.
- C. The term of office shall be four semesters or resignation. Dismissal is automatic if the justice is placed on academic or disciplinary probation.
- D. Cause for removal from office shall be:
 - (1) When conditions in Section 3, subsections A, B, C, D, and E are not met.
 - (2) When justices fail to perform duties as stated in Article VI.

- E. The ASCC President shall make appointments to fill vacancies as defined in Section 4, paragraph A.

Section 5. Duties and Powers:

- A. The procedure and methods of conducting court and trying cases shall be outlined in the Judicial Code.
- B. The Associated Student Court shall have the power to review any and all measures enacted or decreed by the Executive Board. This process is initiated by the receipt of a petition of 100 signatures or 25% of the number that voted in the last election, or a request by a majority of the Executive Board or the Inter-Club Council.
- C. The court will have the power to use injunctions or restraining orders against any Citrus club member or student organization. This power may include the freezing of funds. The court shall review all new constitutions and annually review all current club constitutions for legality.
- D. Defendants shall respect the Court and its judgment. Failure to do so will result in a charge of contempt.
- E. Failure to comply with the sentence or finding will result in a recommendation to the Student Affairs Administrator that administrative action be taken.
- F. Appeals may be made to the:
 - 1. Student Affairs Administrator;
 - 2. Vice President of Student Services;
 - 3. President of Citrus College.

Appeals must be made in the order above.

- G. The court shall have the final authority on all club constitutions.-
- H. The court shall have no legislative powers except in the event that all members of the Executive Board vacate their offices: The court shall assume the executive powers until new officers are elected. If this is not possible, the court shall draft a new constitution and present it to the electorate for ratification and then conduct elections to staff the executive positions.
- I. A decision of the court must have a majority of all justices concurring.
- J. Any member of the Associated Students may request the court to interpret this constitution.

Section 6. In the absence of a functioning Student Court, all questions shall be referred to the Student Affairs Administrator.

ARTICLE VIII Elections

Section 1. All ASCC general and special elections will be conducted by the Student Court. The Chief Justice shall act as chairman. In the absence of an active Student Court, the general and special elections shall be conducted by the Executive Board with the ASCC President and Commissioner of Public Relations acting as co-chairs.

Section 2. The Office of Student Life shall certify the petitions and deliver them to the Executive Board.

Section 3. Any candidate for elected office must receive at least 50 votes to be elected.

- A. Senator candidates must be within the (up to) top seven vote recipients for the Senate elections to be elected.
- B. Candidates for all other offices must receive the majority of votes for their respective office to be elected.

Section 4. Write-in candidates must be eligible to run for and hold office. Votes cast for individuals who are not eligible to hold office will not be counted.

ARTICLE IX Appointments

Section 1. Appointed ASCC officers must meet the same qualifications for office as elected officers.

Section 2. Applications for appointed offices shall be made available one full week immediately following ASCC elections.

Section 3. The incoming ASCC President will make the appointments for the vacant offices. New officers will be approved pending 2/3 majority vote from elected members of the Executive Board.

Section 4. If, after ten days of the semester, the ASCC President has not nominated members to fill the Executive Board vacancies, the Executive Board may nominate members to fill the vacancies.

ARTICLE X Initiative, Referendum, and Recall

Section 1. The members of the ASCC shall have the right to initiative, referendum, and recall.

Section 2. Petitions shall require the signatures of 10% of the members of the ASCC. Every petition must bear the exact wording of the action proposed.

Section 3. The Student Court shall certify the petitions and deliver them to the Executive Board. An election must be held within ten school days after the petitions have been received by the Executive Board. The proposed action shall be posted for no less than five school days.

Section 4. For initiative and referendum, a vote of 50% plus one vote is necessary to approve the proposed action.

Section 5. For recalls, a minimum of a 60% majority is necessary to approve the proposed action. By definition, only elected officers may be recalled.

ARTICLE XI

Athletics

Section 1. The intercollegiate athletic program may include those programs that are sanctioned by the athletic league in which Citrus College is a member.

Section 2. The official insignia of Citrus College shall be the Owl. The official name "Owls" shall be used for all the athletic teams.

Section 3: The Official school colors of Citrus College are blue, white, and orange

ARTICLE XII Ratification

The constitution shall be considered ratified after an election is held and a simple majority of the Associated Students is in favor of its adoption.

ARTICLE XIII Amendments to the ASCC Constitution

Section 1. Revision of the constitution requires a simple majority of the votes cast at a special or general election.

Section 2. Amendments to this constitution may be proposed by either one of the following:

- A. A 2/3 absolute majority of the Executive Board.
- B. A petition signed by 10% of the members of the ASCC.

Section 3. A special election may be called when approved by a 2/3 vote of the Executive Board.

Section 4. All amendments and revisions will be available to the student body at least 10 school days prior to an election.

ARTICLE XIV Amendments to the ASCC Codes

Section 1. Amendments to ASCC codes must be approved by a 2/3 vote of the Executive Board.

Section 2. Amendments to ASCC codes must be voted upon within four weeks of the first day of classes of the fall or spring semester. If amendments are not approved within the first four weeks, the prior year's governing laws shall automatically be in effect.

ARTICLE XV Constitutional Authority

This constitution will be considered as the final authority and supersede the constitution of any student club or student organization on the campus of Citrus College.

AMENDED: 11/11/93, 12/04/98, 05/03/00, 05/05/04, 05/05/05, 03/06/14, 06/04/15, 06/05/17,
10/24/18, 10/23/19, 04/22/20, 4/22/21

NOTICE: Any proposed amendments to this constitution that are in violation of or in contradiction to College policies, procedures, regulations, or local, state, and federal laws will not be allowed. Any items in this constitution that are found to be in violation of any of the above will be removed or changed in accordance with College policies and/or local, state, and federal laws.

In addition, any constitutional changes that make unreasonable demands of college employees will not be allowed (at the discretion of the Dean of Students or designee).

**CITRUS COLLEGE
COLLEGE INFORMATION TECHNOLOGY COMMITTEE
2021-2022 PURPOSE STATEMENT**

The purpose of the College Information Technology Committee (CITC) is to develop, oversee, and review district policy and planning efforts pertaining to instructional and institutional information technology at Citrus College. The committee oversees and responds to accreditation recommendations related to technology policies and planning in Standard III C. The committee also acts as a communication conduit for technology related issues and a focal point for input from district constituencies on computer and technology related issues. (III.C.1, III.C.2, III.C.3, III.C.4, III.C.5)

The CITC will:

- Advise the Steering Committee on policy and planning matters pertaining to computer and technology use. (III.C.1, III.C.2, III.C.5)
- Develop, review, and update the district computer and technology board policies and related administrative procedures. (III.C.1, III.C.5)
- Communicate policy, procedures, and plans to college constituents to keep them informed of technology matters on campus. (III.C.4, III.C.5)

Responsibilities for 2021-2022

1. Conduct regular meetings to identify new technologies, discuss improvements to current technology, and their applications to the college community. (III.C.1, III.C.2)
2. Provide guidance and feedback regarding technology options related to current and developing campus initiatives (III.C.2)
3. Provide information about technology training options available on campus and online. (III.C.5)
4. Ensure continued support of remote operations, teaching and learning that is responsive to emerging needs. (III.C.2, III.C.3)
5. Assess and respond to student's technology needs in face-to-face and online classes post-pandemic. (III.C.1, III.C.3)
6. Providing ongoing technology support for public health initiatives and requirements related to vaccines and contact tracing. (III.C.1)
7. Research, inform, and provide guidance for remote work policies and procedures. (III.C.5)

Frequency of Meetings – Monthly

Day/Time of meeting – *Second Monday of the month* - 10:00 AM to 11:00 AM

Composition of Committee

Chief Information Services Officer (Chair)

Enterprise Systems Supervisor (Alternate Chair)

Technology Operations and Support Services Supervisor (Alternate Chair)

Dean of Counseling Programs and Services

Dean of Career, Technical and Continuing Education

Dean of Social and Behavioral Sciences, Online Education

Director of Fiscal Services (or designee)

Director of Human Resources (or designee)

Director of Institutional Research, Planning and Effectiveness (or designee)

Executive Director of Communications and External Relations

Supervisor of Online Education/Library Services

Management Team representative

Supervisor/Confidential representative

Faculty representative(s)

Classified representative(s)

Associated Students of Citrus College (ASCC) representative(s)

**CITRUS COLLEGE
EDUCATIONAL PROGRAMS COMMITTEE
2021-2022 PURPOSE STATEMENT**

PURPOSE

The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee reviews the implementation of instruction and instructional support areas of the Educational and Facilities MasterPlan. The committee reviews Academic Year 5 summary documents and academic support comprehensive program reviews. The committee responds to accreditation recommendations and actionable improvement plans, implementing changes as necessary.

The committee reviews policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance.

The committee ensures Career/Technical Education (CTE) programs meet regional criteria for approval, monitors the inventory of approved programs and assures that certificates are in compliance with state requirements.

The committee supports Online Education, Honors Transfer, and other educational and support programs. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

RESPONSIBILITIES for 2021-2022

- a. Review, update, and create Academic Affairs Board Policies and Administrative Procedures.
- b. Monitor Educational and Facilities Master Plan and related sections of the Strategic Plan.
- c. Strive for sustainable continuous quality improvement in academic programs and services.
- d. Support implementation of actionable improvement plans related to academic programs and services.
- e. Confirm accuracy of inventory of approved programs.
- f. Facilitate open dialogue regarding budget challenges and impact on instructional programs.
- g. Support programmatic changes resulting from Guided Pathways implementation.

FREQUENCY OF MEETINGS: Monthly (during primary semesters)

DAY/TIME OF MEETINGS: Mondays 2:40 p.m. to 4:00 p.m.

EPC COMMITTEE MEMBERSHIP:

Vice President of Academic Affairs (chair)
Academic Senate
President Academic
Senate Vice President
Articulation Officer
ASCC representative(s) (1 or 2)
Career/Technical Education
Supervisor Classified
representatives (2) Curriculum
Committee Faculty Chair
Director of Health Sciences
Dean of Counseling

Director of Institute for Completion /
Grants Oversight
Director of Institutional Research
Honors Transfer Program Faculty
Coordinator Instructional Deans
Online Education Faculty
Coordinator Program Review
Faculty Coordinator SLOA Faculty
Coordinator
Supervisor/Confidential
representative (1)

Sub committees:

Online Education: The purpose of the committee is to discuss issues important and relevant to Online Education and to foster communication among management, technology staff, and faculty on topics related to online delivery. In addition, there are frequent discussions regarding best practices, and faculty often make presentations involving new and emerging technologies. Minutes and agendas are kept.

FREQUENCY OF MEETINGS: monthly during semesters

MEMBERSHIP:

Full and part time faculty teaching Online Education	DSPS representative
Dean of Online Education	Learning Center representative
Online Education Coordinator representative	TeCS
Online Education Information Technology Specialist representative	ASCC (Associated Students)
Public Service Librarian	

Honors Transfer: The purpose of the Honors Advisory Committee is to help plan honors scheduling and program development. It is also a forum for faculty to offer ideas on how to improve the program and receive support in their honors courses, as well as planning for program recruitment and honors activities.

FREQUENCY OF MEETINGS: monthly

MEMBERSHIP:

Honors Program faculty	Honors Administrative Clerk
Honors Program Coordinator	Director of Student Support Services
Honors Program Counselor(s)	EOP&S/CARE Counselor
Honors Student(s) or representative	Director of Veterans Support Center
Dean of Honors Transfer	Foster/Kinship Education and Resources Supervisor
DSPS representative	Black Scholars Educational Advisor

Strong Workforce and Perkins Workgroup: The purpose of this committee is to make recommendations and offer guidance to support Career Technical Education at Citrus College by leveraging the California Community Colleges State Chancellor's Office Strong Workforce and Perkins funding. This group develops strategies for implementing annual plans as required by the Chancellor's Office, along with strategies for increasing enrollment, certificate and degree completion and employment outcomes in CTE programs. Program proposal forms and recommended funding priorities are developed by this group and coordination and support to CTE programs is provided.

FREQUENCY OF MEETINGS: weekly

MEMBERSHIP:

Managers (Dean of CTCE & 3 Academic Affairs Managers)	ASCC representative
---	---------------------

Faculty (including 1 CTCE & 1 Counselor)
CTEC Programs Supervisor

Classified Staff

Enrollment Management Committee: The purpose of the Enrollment Management Committee is to review and discuss the impact on the student experience within the four areas of the Enrollment Management Plan (Recruitment and Marketing, Curriculum and Scheduling, Retention and Student Support Services, Technology and Facilities) in order to make recommendations on, monitor progress of, and update these areas annually. The two overarching goals of the committee are:

- Increase student access, success, and completion in conjunction with the Student-Centered Funding Formula; and
- Enable the college to achieve FTES targets

The purpose and responsibilities of the Enrollment Management Committee are indexed to the following ACCJC Standards: I.A.2, I.B.1, I.B.6, I.C.1, I.C.4, I.C.6, II.A.6, II.A.7, II.C.5, II.C.6, III.C.1, and IV.A.1.

RESPONSIBILITIES 2021-2022

- Review enrollment metrics
- Review, monitor, and modify the Enrollment Management Plan activities
- Increase communications related to enrollment management activities

FREQUENCY OF MEETINGS: monthly on Thursdays, 2:45 p.m. to 4:00 p.m.

MEMBERSHIP: co-chairs: VPAA and a full-time faculty member

Academic Senate President	Dean, Social and Behavioral Sciences
Articulation Officer	Dean of Students
ASCC representative(s)	Dean, Visual and Performing Arts
Catalog and Schedule Analyst	Director, Institute for Completion
Chief Information Services Officer	Director, Financial Aid
Classified representative(s)	Director, Inst. Research, Planning, Effectiveness
Curriculum Committee Chair	Exec. Director, Communications-External
Relations	
Dean, Career, Tech, and Continuing Ed.	Faculty representative(s)
Dean, Counseling Programs and Services	Program Review Coordinator
Dean, Enrollment Services	Registrar
Dean, Kinesiology, Health and Athletics	Supervisor of Outreach
Dean, Language Arts and Library	Vice President of Academic Affairs
Dean, Mathematics & Business	Vice President of Student Services
Dean, Physical, Natural and Health Sciences	Vice President of Finance and Admin. Services

(ACCJC Standards I.A.2, I.A.3, I.B.1, I.B.5, I.B.7, I.B.9, I.C.1, I.C.4, I.C.5, II.A.2, II.A.5, II.A.7, II.A.9, II.A.12, II.A.13, II.A.14, II.A.16, II.B.2, II.C.1, II.C.2, II.C.3, II.C.4, II.C.5, II.C.6, II.C.7, III.A.7, III.A.8, III.A.9, III.A.10, III.A.11, III.B.3, III.C.1, III.C.2, III.C.3, III.C.5)

**CITRUS COLLEGE
FINANCIAL RESOURCES COMMITTEE
2021-2022 PURPOSE STATEMENT**

The purpose of the Financial Resources Committee is to maintain effective communication concerning District financial resources and business operations, including reviewing income and expenditure assumptions, addressing academic and facility needs, making recommendations, and informing various college constituent groups of the status of funding and expenditures and any modifications made to the budget throughout the year in response to funding changes. Committee members are expected to be knowledgeable about the District's budgeting process and are expected to focus on the entire budget, rather than isolated parts of the budget that affect only individual cost centers or constituency groups. The committee strives to ensure fiscal transparency by providing/sharing information with represented constituent groups (III.D.3).

The committee reviews policies and procedures related to District financial resources and business operations; adheres to accreditation standards relating to the District's financial resources as addressed in Standard III.D.; and reviews and forwards recommendations of the Financial Resources Committee to the Steering Committee. The committee ensures that budget assumptions are planned in accordance with applicable focus areas and strategies of the 2021-2026 Citrus College Strategic Plan.

Responsibilities for 2021-2022 of the Financial Resources Committee:

- a) Develop the annual budget calendar.
- b) Review and approve budget priorities to be used in development of the annual ongoing general fund budget assumptions.
- c) Review and approve the ongoing unrestricted general fund budget assumptions at the following intervals: preliminary; tentative; adopted.
- d) Review and consider one-time resource requests from the Program Review process, including funding requests for institutional planning efforts (III.D.1, III.D.4., III.D.6).
- e) Generate and share information with constituent groups regarding the state budget and the District budget development priorities and assumptions (III.D.3).
- f) Review quarterly financial reports and other key information regarding District financial resources and business operations.

- g) Conduct research, formulate strategies, consult with experts and make recommendations relative to matters of District financial resources and business operations.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: 2nd Wednesday of the month at 2:00 p.m.

COMMITTEE MEMBERSHIP:

Vice President of Finance and Administrative Services (Chair)

Faculty representative(s) (co-chair)

Vice President of Academic Affairs (or designee)

Vice President of Student Services (or designee)

Chief Information Services Officer (or designee)

Director of Fiscal Services

Associate Director of Fiscal Services

Director of Institutional Research, Planning and Effectiveness

Dean of Students

Academic Dean(s)

Academic Senate President

Program Review Faculty Coordinator

Classified representative(s)

ASCC representative(s)

Supervisor/Confidential representative(s)

**CITRUS COLLEGE
HUMAN RESOURCES ADVISORY/STAFF DIVERSITY COMMITTEE
2021-2022 PURPOSE STATEMENT**

PURPOSE

The purpose of the Human Resources Advisory/Staff Diversity Committee is to review and recommend policies and procedures related to District personnel. The Committee also recommends and develops policies and procedures related to the District's Equal Employment Opportunity and Diversity Plan. The Committee forwards recommendations to all campus constituent groups and to the Steering Committee for review and adoption (III.A.1-15).

RESPONSIBILITIES FOR 2021-2022

- Review and revise all Human Resources-related Board Policies and Administrative Procedures that are not otherwise within the scope of collective bargaining (III.A.1, 11).
- Monitor Equal Employment Opportunity and Diversity Plan (III.A.1, 11, 12).
- Review strategies to improve diversity in the hiring of new employees (III.A.12).

FREQUENCY OF MEETINGS

- Five times per year during regular academic terms.

2021-2022 MEETING DATES, TIMES, LOCATIONS OF MEETINGS

Wednesday	October 20, 2021	2:30 p.m. – 3:30 p.m.	TBD
Wednesday	November 17, 2021	2:30 p.m. – 3:30 p.m.	TBD
Wednesday	March 16, 2022	2:30 p.m. – 3:30 p.m.	TBD
Wednesday	April 13, 2022	2:30 p.m. – 3:30 p.m.	TBD
Wednesday	May 18, 2022	2:30 p.m. – 3:30 p.m.	TBD

COMMITTEE MEMBERSHIP

- Representative Composition:
 - Administrator 3
 - Full-time Faculty 2
 - Part-time Faculty 2
 - Supervisor/Confidential 2
 - Classified 2
 - Student 2
- Standing Membership:
 - Director of Human Resources (Chair)
 - Human Resources Manager/Staff Diversity Officer
 - President of Supervisor/Confidential Group

**CITRUS COLLEGE
INSTITUTIONAL EFFECTIVENESS COMMITTEE
2021-22 PURPOSE STATEMENT**

The Institutional Effectiveness Committee (IEC) is a standing committee of the Citrus College Steering Committee. The purpose of IEC is to review and make recommendations on matters regarding institutional effectiveness, i.e. the review and assessment of the integrated planning process. The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue leading to data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate and improve institutional effectiveness. Also, the committee oversees functions and responsibilities related to ACCJC Standard I.B. Institutional Effectiveness. (I.A.2, I.A.3, I.B.1, I.B.3, I.B.4, I.B.5, I.B.8, I.B.9)

ONGOING RESPONSIBILITIES

1. Contribute to and participate in accreditation-related activities, such as the ACCJC annual report and institution-set standards. (I.B.3)
2. In support of the Program Review Committee, continue to conduct assessment of program review and student learning outcome processes in all four areas (Academic Support, Institutional Support, Instruction, and Student Services) in order to assess and improve collegewide engagement in program review and student learning outcomes. (I.B.7)
3. Annually review the highlights of the Strategic Plan, Educational and Facilities Master Plan (EFMP), Enrollment Management Plan, Technology Plan, Sustainability Plan, and Human Resources Plan. (I.A.2, I.B.9)
4. Every other year, review and update the Integrated Planning Manual.
5. Ensure that the college conducts a cyclical review of the mission statement in alignment with the Integrated Planning Manual process. (I.B.5)

RESPONSIBILITIES for 2021-22

1. Review and update the Integrated Planning Manual, 8th edition.

FREQUENCY OF MEETINGS:

Monthly, during primary terms.

DAY/TIME OF MEETING:

4:00 p.m. - 5:00 p.m. following the last Steering Committee meeting of the month.

COMMITTEE MEMBERSHIP (20):

- Director of Institutional Research, Planning and Effectiveness– Dr. Lan Hao, co-chair
- Program Review Coordinator - Brian Anderson, co-chair
- Accreditation Liaison Officer – Dr. Joumana McGowan
- Accreditation Faculty Co-Chair – Dr. Cathrine Besancon
- Academic Senate President – Gino Munoz
- Student Learning Outcomes Assessment Coordinator – Ken Edwards
- Additional chairs of the Steering standing committees – Claudette Dain, Bob Hughes, Dr. Richard Rams, Dr. Robert Sammis
- Representatives from Academic Affairs – Dr. Dana Hester, Dr. Gina Hogan
- Representatives from Student Services – Dr. Gerald Sequeira
- Additional Faculty Reps – Martha Delgadillo, Natalie Desimone, Becky Rudd
- Classified Staff Reps – Dr. Melissa Christian, Yueyi Huang
- Supervisor/Confidential Rep – Rosario Garcia
- ASCC Reps – Hala Fakhoury

Approved by IEC on: October 25, 2021

**CITRUS COLLEGE
INSTITUTIONAL RESEARCH AND PLANNING COMMITTEE
2021-22 PURPOSE STATEMENT**

The Institutional Research and Planning Committee is a standing committee of the Citrus College Steering Committee. The purpose of the Committee is to review and make recommendations on matters regarding institutional research and institutional planning in accordance with ACCJC accreditation standards. The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue based on a culture of evidence and data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate the college's progress in achieving the institutional goal and collegewide objectives as indicated in the Strategic Plan. (ACCJC Standards: I.A.2; I.B.1; I.B.8)

RESPONSIBILITIES 2021-22

1. Review board policies and administrative procedures and respond to requests as related to institutional research and planning. (I.B.7)
2. Advise and recommend on the development of the annual implementation plan and progress report of the strategic plan in working with other pertinent standing committees of the Steering Committee. (I.B.5)
3. Monitor the annual progress of the college's measurable objectives as stated in the Strategic Plan. (I.A.2; I.B.3; I.B.4; I.B.6)
4. Support the institution through review and discussion of data used for program review, student learning outcomes assessment, and other major plans. (I.B.1)
5. Disseminate and promote dialogue on collegewide research projects. (I.B.1; I.B.5; I.B.6)

FREQUENCY OF MEETINGS:

Monthly in primary academic terms.

DAY/TIME OF MEETING:

First or third Monday of the month from 10:00 a.m. to 11:00 a.m.

COMMITTEE MEMBERSHIP (17):

Director of Institutional Research, Planning and Effectiveness (Chair) – Dr. Lan Hao

Chief Information Services Officer – Bob Hughes

Academic Affairs Dean – Victoria Dominguez

Student Services Dean – Dr. Nicole Smith

Director of Student Support Services – Jessica Lopez Jimenez

Director of the Institute for Completion and Grants Oversight – Dr. Marianne Smith

Academic Senate President – Gino Munoz

Additional Faculty representatives (6) – Toros Berberyan, Dr. Dave Kary, Michelle Plug, Michael Ray, Dr. Levi Richard, Raul Sanchez

Supervisor/Confidential representative – Doug Schultz

Classified representatives (2) – Yueyi Huang, Dr. Melissa Christian

ASCC representative (1) – Tae-Wan Kim

Approved by IRPC on: Monday, June 14, 2021

**CITRUS COLLEGE
PHYSICAL RESOURCES COMMITTEE
2021-2022 PURPOSE**

The purpose of the Physical Resources Committee is to maintain effective communication concerning District physical resources, including issues of safety, access, the environment, and space utilization. The committee takes an active role in maintaining a safe, accessible, and environmentally responsible campus that supports the Mission of the District. The committee reviews policies and procedures related to District physical resources, ensures compliance with accreditation standards relating to the District's physical resources as addressed in Standard III.B., and reviews and forwards recommendations of the Physical Resources Committee to the Steering Committee. The committee also reviews and makes recommendations for the Five-Year Construction Plan, Bond Construction Program and Sustainability Plan. The committee oversees the planning and implementation of Institutional Goals, in accordance with applicable focus areas and strategies of the 2021-2026 Citrus College Strategic Plan.

Responsibilities for 2021-2022

- A. Review and approve requests and proposals for building alterations and changes in space utilization. (III.B.2; III.B.3)
- B. Conduct regular meetings to seek improvements to matters involving campus safety, security, parking, accessibility, construction, space utilization, sustainability and other matters within the committee's purpose and scope. (III.B.1)
- C. In whole or by subcommittee, conduct research, formulate strategies, consult with experts, and make recommendations relative to matters of safety, security, parking, accessibility, construction, space utilization, sustainability and other matters within the committee's purpose and scope. (III.B.1)
- D. Review and approve project prioritizations and sequencing in concert with the District's 2020-2030 Educational and Facilities Master Plan. (III.B.2; III.B.3)
- E. Communicate policies, procedures and plans to constituent groups across the campus to keep them informed on matters of campus safety, security, parking, accessibility, construction, space utilization, sustainability and other pertinent matters. (III.B.1)

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: Last Thursday of the month at 9:00 am during the Fall, Winter and Spring terms.

COMMITTEE MEMBERSHIP:

Vice President of Finance and Administrative Services (Chair)

Faculty representative (co-chair)

Vice President of Academic Affairs (or designee)

Vice President of Student Services (or designee)

Chief Information Services Officer (or designee)

Director of Facilities and Construction

Director of Business Services

Supervisor of Kinesiology and Athletic Facilities

Director of Campus Safety

Maintenance Supervisor

Environmental Health and Safety Programs Supervisor

Disabled Students Programs and Services Counselor

Classified representative(s)

ASCC representative(s)

**CITRUS COLLEGE
PROGRAM REVIEW COMMITTEE
2021-2022 PURPOSE STATEMENT**

The Program Review Committee is a standing committee of the Citrus College Steering Committee. The purpose of the committee is to:

- facilitate development, implementation, and assessment of student learning outcomes (SLOs) across the campus community.
- provide a resource to both instructional and non-instructional programs in all matters related to student learning outcomes and assessment and to make collegial and collaborative recommendations that enhance program effectiveness.
- provide guidance, training, support, and oversight on matters related to the four areas of program review:
 - Academic Support
 - Institutional Support
 - Instruction
 - Student Services

The committee works in cooperation with the Institutional Effectiveness Committee (IEC) to ensure that program review is the vehicle for systematic integration of student learning and completion information, program needs, and recommendations on college resource allocation and institutional planning processes. The committee monitors, reports on, and recommends improvements to program review processes. It advances the college mission, vision, and values by promoting excellence in programs and services offered by Citrus College.

CONTINUING RESPONSIBILITIES

1. Track and analyze resource requests from program review reports to their next level of review (division or other); catalog sources of funding or other allocation, including consideration and action by the Financial Resources Committee.
2. Implement changes resulting from analysis of surveys and focus groups conducted by the Institutional Effectiveness Committee.
3. Review, assess, and revise SLO assessment and program review processes.
4. Oversee and recommend best practices regarding SLOs and assessment for the college.
5. Work with the General Education (GE) Committee and Faculty Learning Institute to conduct the GE Assessment.

6. Maintain public information on program review and student learning assessment.
7. Ensure compliance with ACCJC (accreditation) standards.*
8. Support advancement of the 2021-2026 Strategic Plan.
9. Approve and maintain lists of programs completing program review and a master calendar for program review cycles.
10. Review and revise templates for all program review reports.
11. Review and/or draft Board Policies and Administrative Procedures for program review.
12. Employ rubrics for analysis and vetting of reports; assess effectiveness of rubrics and revise as needed.
13. Review and report recent actions on recommendations from program review.

RESPONSIBILITIES IN 2021-2022

1. Work toward aligning with the Guided Pathways framework.
2. Provide support and guide continuing improvements for the use of Taskstream for SLO assessment, program review, and related processes.
3. Monitor impacts of emergency disruptions on program needs.

FREQUENCY OF MEETINGS

Scheduled once monthly on Fridays during the primary terms from 10:00 a.m. – 11:30 a.m.

COMMITTEE MEMBERSHIP (17):

The following or their alternate will serve as voting members of the committee:

- Program Review Coordinator (co-chair) – Brian Anderson
- Student Learning Outcomes Assessment Coordinator (co-chair) – Kenneth Edwards
- Academic Senate President – Gino Munoz
- Curriculum Committee Chair – Lisa Villa
- Director of Institutional Research, Planning, and Effectiveness – Dr. Lan Hao
- Vice President of Academic Affairs – Dr. Joumana McGowan
- Vice President of Student Services – Dr. Richard Rams
- Director of Fiscal Services – Wade Ellis
- Additional representative from Academic Affairs – John Vaughan
- Additional representative from Student Services – Dr. Maryann Tolano-Leveque

- Additional representative from Academic Support – Dr. Dana Hester
- Additional representative from Institutional Support – Eric Magallon
- Additional faculty representative – Dr. Dave Kary
- Additional faculty representative – Sarah Bosler
- Classified staff representative – Yueyi Huang
- ASCC representative
- TeCS representative

* (ACCJC Standard I.A.2, I.A.3, I.B.1, 1.B.3, 1.B.4, 1.B.5, 1.B.6, 1.B.8, 1.B.9, I.C.3, and E.R.19, II.A.1, II.A.3, II.A.5, II.A.7, II.A.11, II.A.12, II.A.13, II.A.14, II.A.15, II.A.16, II.B.3, II.C.1, II.C.2, III.A.7, III.A.9, III.B.3, III.C.2, III.D.5, III.D.8, IV.A.2)

**CITRUS COLLEGE
STUDENT SERVICES COMMITTEE
2021-2022 PURPOSE STATEMENT**

The Student Services Committee (SSC) is a standing committee of the Citrus College Steering Committee. The purpose of the SSC is to facilitate development, implementation, and assessment of student services across the campus community. The SSC discusses the programs and activities of all Student Services programs including: Admissions and Records, California Work Opportunity and Responsibility for Kids (CalWORKs), Campus Safety, Counseling and Advisement, Career/Transfer Center, Disabled Student Programs and Services (DSPS), Extended Opportunity Programs and Services (EOP&S)/Cooperative Agencies Resources for Education (CARE), Financial Aid, International Student Center, School Relations and Outreach, Student Health Center, Student Life and Leadership Development, and Veterans Success Center.

The committee reviews board policies and administrative procedures related to District student services and adheres to accreditation standards related to the District's student support services addressed in Standard II.C. (Accrediting Commission for Community and Junior Colleges (ACCJC) standards I.B.2, I.B.5 and II.C.)

RESPONSIBILITIES for 2021-2022:

1. Support the advancement of the strategic plan and monitor the progress of the Annual Implementation Plan (AIP);
2. Monitor the progress of program reviews, student learning outcomes and assessment, and identify opportunities for collaboration among Student Services programs;
3. Review the Student Services Comprehensive Program Reviews;
4. Monitor campus progress on student success and completion as it relates to student support services;
5. Forward recommendations for the academic calendar to the Steering Committee;
6. Identify and coordinate student services campus research projects in collaboration with the Office of Institutional Research, Planning and Effectiveness;
7. Review the work of standing sub-committees and workgroups;
8. Improve the utilization of technology to increase efficiency and services to students;
9. Support emerging Diversity, Equity, and Inclusion planning initiatives, activities and events.;
10. Review and recommend strategies to support enrollment management efforts on campus
11. Monitor the progress of:
 - a. The Student Equity and Achievement Program (SEAP)
 - b. The Guided Pathways Steering Workgroup
 - c. The Transfer Center Plan

FREQUENCY OF MEETINGS:

Monthly during fall, winter and spring terms

DAY/TIME OF MEETING:

Thursday @ 1:30-2:30 p.m. in SS-205

COMMITTEE MEMBERSHIP (26):

Vice President of Student Services (Chair)

Vice President of Academic Affairs (or designee)

Chief Information Officer (or designee)

Director of Institutional Research, Planning and Effectiveness

Student Services Deans (3)

Student Services Directors and Supervisors (10)

ASCC Representative (2)

Classified Representative (2)

Faculty (5)

Directory of Citrus College Organizations and Committees

Citrus College is committed to an inclusive shared governance process, and to making information about how to be involved available to all campus constituencies. Use the following directory listings to learn more about specific campus organizations and governance activities

Organization Name	For Information Contact	Ext
Academic Calendar Committee	Gerald Sequeira, Dean of Enrollment Services	8519
Academic Senate	Gino Munoz, Academic Senate President	8580
	Sabrina Lopez, Curriculum Assistant	8858
Accreditation Committee	Joumana McGowan, VP of Academic Affairs	8881
Achievement Awards Committee	Maryann Tolano-Leveque, Dean of Students	8602
Associated Students of Citrus College (ASCC)	Rosario E. Garcia, Office of Student Life	8603
Athletics	Junior Domingo, Dean of Kinesiology & Athletics	8656
Benefits Committee	Claudette Dain, VP of Finance & Administrative Services	8886
Bond Oversight Committee	Claudette Dain, VP of Finance & Administrative Services	8886
California School Employees Association (CSEA)	Jorge Cortez, Transportation Warehouse Coordinator	8692
Classified Development	Caroline Tippins, Human Resources Tech I	4145
College Information Technology Committee	Bob Hughes, Chief Information Services Officer	8811
Curriculum Committee	Lisa Villa, Faculty, Curriculum Chair	8848
DSP&S Advisory Committee	Michelle Hernandez, Director of DSP&S	8573
Educational Programs Committee	Joumana McGowan, VP of Academic Affairs	8881
Enrollment Management Committee	Joumana McGowan, VP of Academic Affairs	8881
EOPS/CARE Advisory Committee	Sara Gonzales-Tapia, Director of EOPS & CARE	8556
Equivalency & Minimum Qualifications Committee	Carsten Dau, Faculty, English	8091
Faculty Hiring Procedures Committee	Gino Munoz, Academic Senate President	8580
Faculty Learning Institute	Sarah Bosler, Librarian	8642
Faculty Mentor Program	Eric Rabetoy, Dean of Natural, Physical & Health Sciences	8789
Faculty Needs Identification Committee (FNIC)	Joumana McGowan, VP of Academic Affairs	8881
Faculty Association	Dave Ryba, Faculty Association President	8761
Finance Committee (ASCC)	Rosario E. Garcia, Office of Student Life	8603
Financial Resources Committee	Claudette Dain, VP of Finance & Administrative Services	8886
Foundation	Christina Garcia, Director of Foundation	8825
Honors Advisory Committee	Jennifer Miller-Thayer, Faculty, Anthropology	8086

Human Resources Advisory/Staff Diversity Committee	Robert Sammis, Director of Human Resources	8554
	Brenda Fink, Manager of Human Resources and Staff Diversity	8830
Institutional Effectiveness Committee	Lan Hao, Director of Institutional Research, Planning & Effectiveness	8521
	Brian Anderson, Faculty, Mathematics	8058
Institutional Research & Planning Committee	Lan Hao, Director of Institutional Research, Planning & Effectiveness	8521
Inter-Club Council (ASCC)	Rosario E. Garcia, Office of Student Life	8603
Management Team	Tiina Mittler, Management Team President	8047
Online Education Committee	Senya Lubisich, Faculty, History	4106
Perkins Implementation Team	Dan Volonte, Faculty, Theatre Arts	4098
	Jeremy Clark, Faculty, Automotive	8737
Physical Resources Committee	Claudette Dain, VP of Finance & Administrative Services	8886
Program Advisory Councils	Office of Career/Technical & Continuing Education	8701
Program Review Committee	Brian Anderson, Faculty, Mathematics	8058
Sabbatical Committee	Gino Munoz, Academic Senate President	8580
Saluting Our Veterans	Maryann Tolano-Leveque, Dean of Students	8602
Service Leader of the Year Selection Committee		
	Maryann Tolano-Leveque, Dean of Students	8602
Steering Committee	Raquel Perez, Recording Secretary	5105
Student Conduct Team	Maryann Tolano-Leveque, Dean of Students	8602
Student Discipline Advisory	Maryann Tolano-Leveque, Dean of Students	8602
Student Grievance Review Board	Junior Domingo, Dean of Kinesiology & Athletics	8656
Program Review/Student Learning Outcome Assessment Committee		
	Kenneth Edwards, Faculty, SLOA Coordinator	8061
Student Services Committee	Richard Rams, Vice President of Student Services	8534
Supervisor/Confidential Team	Gene Barrera/Kristen Campbell, Supervisor/Confidential Team President	8548
Sustainability Committee	Fred Diamond, Director of Facilities & Construction	8691
Transfer Advisory Committee	Jessica Lopez-Jimenez, Director of Student Support	6413
Veterans Advisory	Maria Buffo, Program Director	6457