From: Geraldine M. Perri [mailto:noreply@citruscollege.edu]
Sent: Wednesday, November 05, 2008 1:49 PM
To: 
Subject: Fall Semester Progress Report

Date: November 5, 2008
To: Citrus College Community & Other Interested Parties
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The fall semester is well underway, and reports from all of our campus constituencies indicate we are fully engaged in serving our students and conducting the business of the college. Congratulations on your energy and enthusiasm! You are the reason why Citrus College is a great place to learn, serve and grow.

As you know, Citrus College has established six priorities for 2008-2009. These priorities are critical to our ability to complete a successful Accreditation Self-Study; further our Strategic Plan; complete Measure G construction projects; prepare for emergencies; and achieve our top priority-helping our students be successful in reaching their goals. I am pleased to provide this fall semester progress report and to indicate that we have made significant progress on all of the 2008-2009 priorities.

Establishing emergency preparedness is a complex task that requires a great deal of planning, training, and drills. We are making good progress toward emergency preparedness. In October there were two mandatory meetings to provide information to over 100 staff members who will be part of our emergency response teams. Consistent with new state compliance requirements for staff assigned to work in an Emergency Operations Center (EOC), a training schedule has been established and all EOC team members will attend two four-hour training modules. In addition, several team members have attended off-campus trainings, including Joint Information Center Workshops, sponsored by the Governor's Office, and trainings in triage and first aid.

Promotion of Citrus Alert, a new notification service designed to reach students, faculty, and staff within minutes of an emergency, is underway. A presentation was made to ASCC on November 4th. We encourage everyone to "get connected" with Citrus Alert and register their contact information so they may be notified in case of a campus emergency.
On November 13th and 14th, there will be campus drills in conjunction with the Southern California "Great ShakeOut," the largest earthquake preparedness drill in U.S. history. The drill on the 13th is for members of the EOC. At 9:50 a.m., each EOC member will turn on his or her radio and listen to a message from me. They will then phone into Facilities and confirm whether or not they received a clearly audible message.

The drill on the 14th is for Emergency Information Officers (EIOs). Beginning at 10:00 a.m., according to a prescribed sequence, EIOs will call Facilities and report two mock incidents related to an earthquake emergency. This will familiarize the EIOs with the reporting procedure and also allow us to assess the operation of our new emergency communications radio repeater. More information on the Southern California "Great ShakeOut" and Citrus Alert is forthcoming.

The committees for each Accreditation standard are finishing their first drafts, which are due before the end of the fall semester. Accreditation co-chairs, Ms. Roberta Eisel and Dr. Jeanne Hamilton, will then begin the review and editing process, which will continue through January 2009. Accreditation theme discussions are continuing in campus groups, including the Academic Senate, ASCC, the Management Team, and the Steering Committee. A website is under development, which will make the self-study drafts available to the campus community and serve as a place to post evidence electronically. The co-chairs will soon begin collecting information for the remaining sections of the self-study, including demographics, college history, and eligibility for accreditation.

We are also making significant progress on several elements of our Strategic Plan. In the area of student success, Citrus College was recently awarded a $3.4 million grant from the U.S. Department of Education to increase the number and ensure the success of first-generation, low income, and underrepresented college students in the science, technology, engineering, and mathematics (STEM) fields. To further promote student success, the College Success Program has expanded their services over last year to improve outcomes for under-prepared students.

In addressing other areas of our Strategic Plan, a College-Wide Budget Forum was held in September and a detailed budget presentation was made during the October 7th Board meeting. In addition, the Board of Trustees approved their Board Goals for 2008-2009 at the October 21st Board meeting. The goals can be found on our college website in the Trustees library; please see the following link: http://www.citruscollege.edu/Projects/84/Annual_Board_Goals/2008_09_Board_Goals.doc

The college has begun the process of developing a new Educational Master Plan, and an initial Task Force Meeting was held on October 27th. The Educational Master Plan will have some of the elements of the Strategic Plan, but it must also conform to the state's plan for California community colleges. It will include community and business input and collaboration with other secondary institutions-K-20 as opposed to just K-12-and align matriculation with four-year institutions. Planning and gathering of data will take place in October/November; data analysis and review of assumptions will be done in November/December; finalizing of short- and long-term goals and prioritizing according to feasibility will be done in February/March; and vetting of the plan and Board review and approval will take place in April/May. That timeline
should allow us to have the new Educational Master Plan completed and ready for distribution in the Fall 2009 semester.

The campus continues transformation, as many of our Facilities Projects are completed, nearing completion or are well under construction. The first phase of the Vocational Technology Complex is anticipated to be complete in Spring 2009. Our state-of-the-art, NCAA-compliant and environmentally-friendly Softball Fields are now complete. In addition, we have completed the remodel of P3 and LB for classrooms; the remodel of P1 for the Estheticians; the remodel of Video Technology; various HVAC upgrades; and new paint, floors, and lighting in the Main Gym. Our campus grows more impressive and becomes better equipped to serve our students by the day!

The Board of Trustees has been working diligently to update Board Policies, many of which will become part of our Accreditation Self-Study. A Board subcommittee is reviewing policies and the entire Board conducted a special work session following the October 21st Board meeting. Many policies have already gone through the Steering Committee and will be on the Board meeting agenda for November 4th.

I am learning much about our District communities and the many wonderful, diverse and interesting people that inhabit them through various recent Community Outreach activities. Some of these activities include: presentations to the Glendora Chamber of Commerce, Glendora Kiwanis, Claremont Kiwanis, and Duarte Commission Orientation meetings; campus tours for Glendora Unified School District, the Duarte Mayor and City Manager, and the Irwindale Chamber of Commerce; meetings with the Glendora Mayor and City Manager, members of the Glendora Chamber of Commerce, and Duarte Unified School District; and attendance at Monrovia's Annual Spaghetti Western Dinner to benefit Monrovia Reads. It has also been my pleasure to ride in the Claremont Fourth of July Parade, Glendora Day at the Fair Parade, Duarte's Salute to Route 66 Parade, and the Azusa Golden Days Parade.

Even the most careful plans and worthy efforts are sometimes thwarted by overwhelming circumstances beyond the control of individuals. As you have no doubt heard, the Governor has called a special session of the Legislature to address a state budget shortfall that is now estimated to be in excess of $10 billion. In response to the worsening statewide financial crisis, Citrus College will begin focusing on developing institutional strategies to deal with the likelihood of a mid-year reduction to our budget.

We know that community colleges are the state's job training engine and the path by which displaced workers gain new skills and secure new jobs. We are an important part of economic recovery. Our state organizations are calling upon us to join with them in the days and weeks ahead to fight for the necessary funding to "keep the doors open." I am confident our Citrus College family will remain strong and united and we will continue in our mission to "empower students to compete globally and to contribute to the economic growth of today's society."

Once again, I am pleased to provide this fall semester progress report to you, and I thank you for all of your efforts in advancing our 2008-2009 priorities and for the honor of collaborating with such caring and dedicated professional colleagues.
Sincerely,

Geraldine M. Perri
Superintendent/President

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