

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee Minutes

August 28, 2006

PRESENT:

David Casey, Faculty
Linda Chow, ASCC
Maia Greenwell-Cunningham, Faculty
Roberta Eisel, Academic Senate
John Fincher, Faculty
Paula Green, External Relations
Marilyn Gunstream, Faculty
Jeanne Hamilton, Student Services
Dana Hester, Faculty
Mike Hillman, Faculty
Carol Horton, Physical/Financial Services

Bruce Langford, Faculty
Greg Johansen, Faculty
Patricia Lawrence, Faculty
Sandra Lindoerfer, Human Resources
Irene Malmgren, Educational Programs
Joyce Miyabe, Information Technology
Cathy Napoli, Classified
Peggy Olsen, Classified
Rocky Reynolds, Supervisors/Confidential
Sandra Saco, ASCC
Michael Viera, Superintendent/President
Gailynn White, Faculty

ABSENT:

Dennis Korn, Faculty
Dan Tosney, Adjunct Faculty

GUEST:

Gus Brooks, Director of Cosmetology	Frank Ram, Clarion
Denise Heady, Editor In Chief, Clarion	Diana Rodriguez, Senator, ASCC
Lois Papner, Dean, Admissions and Records	Jesus Sanchez, Senator, ASCC

CALL TO ORDER

Dr. Viera called the meeting to order at 2:05 p.m. in the Foundation Conference Room FP 100. Introductions were made of all committee members and guests.

Minutes

Moved by Ms. Maia Greenwell-Cunningham and seconded by Ms. Roberta Eisel to approve the minutes of the May 8, 2006 Steering Committee meeting as submitted.

Reports and Quick Updates

Irene Malmgren - Educational Programs

Ms. Malmgren announced that the Educational Programs Committee has not met. The Program Review Committee is working on three program reviews from last year. For the next three days the Instructional Deans and their assistants will be inputting the catalog onto Banner.

Joyce Miyabe – Information Technology

Ms. Miyabe stated that Banner input is currently being done on the catalog. Then input for the schedule will begin followed by input for Human Resources. There will be additional training for faculty and any others that have not participated in the Banner process. There are 1,034 catalog items to be input in three days, which amounts to approximately 38.5 per person.

Jeanne Hamilton – Student Services

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Dr. Hamilton stated that a Student Services Committee meeting is scheduled for Thursday, August 31st. The committee will discuss student services policies and regulations. The Annual Student Services Planning meeting is scheduled for September 8th at Dr. Hamilton's home. This is where all Division Deans and Directors discuss and share their accomplishments from last year and what their expectations are for this school year. Dr. Hamilton announced that Student Services areas have also been in Banner training.

Ms. Ivon McCraven received the Full Time Outreach Coordinator position. Ms. McCraven has been busy setting up meetings with the local principals discussing with them the menu of services to be provided at the local high schools.

Dr. Hamilton announced that a 49 percent on call person has been hired to substitute and provide assistance for service learning. Mr. John Vaughn will continue as chair/faculty advisor. The person hired is Ms. Sandra Harden and she comes to us from APU with a lot of knowledge of service learning. Ms. Harden will be a great asset to this program.

Dr. Hamilton stated that the Bookstore Supervisor position has been readvertised.

Sandy Lindoerfer – Human Resources

Dr. Lindoerfer stated that the Human Resources Advisory Committee has not met. A meeting will be scheduled to discuss the Equal Opportunity Employment Plan project. Dr. Lindoerfer announced that the deadline for faculty to submit retirement notification is August 31st to receive the \$5,000 bonus.

Roberta Eisel – Academic Senate

Mrs. Eisel stated the Senate met last Wednesday and there is another meeting scheduled for September 13th. There was a full agenda with reports from nine faculty areas and one action item. The action was taken on the document referred to as the Code of Ethics. Mrs. Eisel would like to clarify how in support of the anti fraud measure the Senate is, but there is a bit of a dilemma with the document.

Carol Horton – Facilities and Financial Resources

Mrs. Horton stated that the Facilities Committee is scheduled to meet on Wednesday, August 30th to discuss capital and scheduled maintenance projects. The Financial Resources Committee is scheduled to meet on September 11th to discuss the Board budget presentation. Mrs. Horton stated that the Center for Innovation is on track with a completion date of spring 2008. The chiller installation is expected to be completed by spring 2007.

Ms. Green states that External Relations has been very busy over the summer. Ms. Green is pleased to report that Publications had a banner year in terms of press coverage for 2006-2007. From August 2005 through June 2006 there were 162 press releases, which is a 21 percent increase. There were 1,022 articles mentioning Citrus College in newspapers, radio broadcasts, and other forms of media from coast to coast, which reflects an increase of 165 percent or 637 mentions. We also increased our media outlets to 23. The new Sports Information Coordinator, Andrew Wheeler, from Physical Education is working closely with Publications.

Cathy Napoli – Classified

Ms. Napoli stated that CSEA is saddened by the passing of Mr. Perry Morrow, Skilled Maintenance Worker.

Rocky Reynolds – Supervisors/Confidential

Mr. Reynolds announced that the Supervisors/Confidential group incorporated in the fall an information booth that provided directions and information to students. We received great feedback on the success of this process. The Supervisors/Confidential met to discuss improvements for the spring semester. Mr. Reynolds also thanked the departments who assisted with providing the information packets and the Student Ambassadors for their assistance in the information booths.

Mr. Reynolds also announced that all Supervisors/Confidential submitted their job descriptions to the Human Resources Office by the deadline.

Sandra Saco – ASCC

Ms. Saco stated that ASCC is still in the process of filling vacant board positions. The Committee met and discussed replacing the televisions in the campus center and a new wireless microphone system. Ms. Saco stated that ASCC will be sending representatives to attend the California Community College Student Affairs Association (CCCSAA) Leadership Conference in October.

Michael J. Viera, Ph.D. – Superintendent/President

Dr. Viera stated that enrollment for fall is down and shared the following figures from information gathered this morning. There are 10,937 students enrolled which compares to 11,558 last year, we are down 621. The weekly student contact hours are 97.8 percent. We are 2.2 percent down. The District was hoping to grow by 2 percent; instead we are down 2 percent. Dr. Viera asked for suggestions on how to correct this issue. Dr. Viera has asked Ms. Lois Papner, Dean of Admissions to contact other schools to see if they are experiencing the same problem. Ms. Papner reported that some schools are flat or up 8 percent and one of the possibilities is that Citrus College is not on the compressed calendar system and the local districts are.

Ms. Malmgren stated that those numbers are serious, but what we have to remember is that last fall we were down 3 percent. The District's instructional areas created a growth formula and designed programs and grew by two percent. Ms. Cathy Napoli stated that Admissions is still receiving several applications but there is a shortage of classes.

Ms. Malmgren stated that the necessary late start classes are being added to accommodate the students where we can and where we have open class space.

Ms. Peggy Olson states that most of the comments received from students are that they did not realize school started so early. Ms. Maia Greenwell-Cunningham stated that she surveyed her classes and found that a lot of her students would have gone to Mt. Sac because of the 16 week courses but they were only here because the Mt. Sac classes were full. Mr. Bruce Langford added that the Distance Education classes are also being affected because students are taking other classes.

Dr. Viera states that the Compressed Calendar may be an issue. It seems that the faculty felt that the Compressed Calendar process was moving too fast. Dr. Viera has requested that the Senate give direction on whether the District should move forward on a Compressed Calendar. Mr. John Fincher requested that a proposed schedule be made available on line for the faculty to evaluate.

OTHERS

Ms. Malmgren announced that the new Citrus College Web Page will make its debut on September 18th.

OLD BUSINESS: ACTION

A. Code of Ethics Statement – Michael J. Viera, Ph.D.

Dr. Viera stated this is an item that is being revisited by the committee from last spring. This comes from an audit review and part of the new GASBY standards that requires every public institution to have a more ethical process of operations. The District received a letter from Vicenti, Lloyd and Stutzman that recommended the District implement a formal Code of Ethics and Conduct for the Board and the employees of Citrus College. When we received this letter in 2005 a committee was formed with representation from all constituent groups on campus to draft a Code of Ethics from a prototype received from Vicenti, Lloyd, and Stutzman. All constituent groups evaluated and approved the prototype except Academic Senate. There are two consequences to not having a Code of Ethics statement. One is when the auditors complete their annual report we are likely to receive a finding what is a notification that goes into our permanent audit trail that we are out of compliance with SASS 99 regulation. The other is that a message is sent that Citrus College is not an ethical place to work. We need to meet the needs of the auditors and the District. Dr. Viera has requested a commitment from the constituent groups to work on a statement that would be acceptable for all groups.

Ms. Eisel added that the Senate found confusion in the statement whether it was a Code of Ethics or Code of Conduct. Mrs. Horton will review the recommended statement with the auditors and attend a Senate meeting for further clarification. Mrs. Horton stated that there is a "We Tip" hotline available through our insurance provider that allows employees to report any unethical behavior or conduct anonymously.

Dr. Viera added that the Board of Trustees has already adopted a Code of Ethics statement.

This item has been tabled from further evaluation.

INFORMATION

B. MySpace.Com – Dr. Jeanne Hamilton

Dr. Jeanne Hamilton stated that in May it was discussed that this item would be revisited at the first meeting in the fall semester due to the absence of student representation. Ms. Saco stated that the ASCC Executive Board met with Dr. Viera, Ms. Linda Welz, and others to discuss myspace.com and to try to fine alternative ways to provide internet access. Ms. Saco stated that ASCC does not have the funding available to pay for internet access. She is bringing a request from ASCC that the Steering Committee rescind the ban on myspace.com. Ms. Saco added that ASCC feels that myspace.com is beneficial for the entire student body for two reasons, communication especially for the many international students and a sense of community. Ms. Saco also stated that there is a Citrus College site on myspace.com with over 3,000 students sharing information on line. Ms. Saco states that ASCC recommends controlling access to myspace.com by blocking access during registration periods and finals. It was also recommended that the computer lab aides have more responsibilities to monitor usage and have posted guidelines. Ms. Saco states that ASCC will also conduct a survey to see how many students actually have access to computers.

Mr. John Fincher stated at the recent Senate meeting he recommended that the students pursue their own line and wireless router. Ms. Saco responded that the students have evaluated this option and feel that they do not have the necessary funds to accommodate the many lines needed and that not all students have laptops. Mr. Fincher stated that he conducted a survey in his classes asking how many students have access to computers. The results were that 99 percent of his students have access to computers.

Ms. Joyce Miyabe researched costs and shared one time figures for a wireless network or hard line drop in and installation of a network cable. The cost would be \$375 a line, plus \$150 for a hub, and DSL/cable line plus a phone line that would support 5 systems charge of \$250 per month.

Dr. Viera would like to revisit the financial issues to be able to make myspace.com available with out it affecting the integrity of the classes or the computer labs.

C. Compressed Calendar Committee - Michael J. Viera, Ph.D.

Dr. Viera stated that the Compressed Calendar Committee is awaiting direction from the faculty.

D. Update on Mid Term Accreditation Report – Dr. Jeanne Hamilton

Dr. Hamilton shared background information on the Mid Term Accreditation

Report. The Accrediting Commission requests that a mid term report be completed to show the progress on two things, the recommendations that the visiting accreditation team made and the self identified goals. Dr. Hamilton added that beginning in the spring the co-chairs for each of the ten standards took the Accreditation Teams recommendations and the self identified goals to verify that the recommendations had been accomplished. Each co-chair then submitted a report to Dr. Hamilton. Dr. Hamilton then gathered all of the reports and created a final draft, which will be distributed to each constituent group for approval. The deadline to submit this final report to the Accrediting Commission is October 15th.

NEW BUSINESS:

INFORMATION

A. Recording Technology Program Review – Ms. Irene Malmgren

B. Theatre Program Review – Ms. Irene Malmgren

Ms. Malmgren stated that the Recording Technology and Theatre program reviews have been completed by the faculty and approved by the Educational Programs Committee. Mr. Langford added that these program reviews went through several processes before meeting the approval of the Educational Programs Committee. Ms. Roberta Eisel announced that per Mr. Dennis Korn, Coordinator of Program Reviews, the performance indicators on these program reviews did not include the new standards. All future program reviews will now have a template for the performance indicators. (Copies available from Instruction.)

C. Equal Employment Opportunity Plan – Dr. Sandy Lindoerfer

Dr. Lindoerfer stated that for a number of years the Chancellor's Office has been working on a draft model of an Equal Opportunity Employment Plan for all community colleges. This model would be used as a template for colleges to develop a new document that would replace the old faculty and staff diversity plans or the affirmative actions plans. This process has taken the Chancellor's Office five years. During the next semester all Human Resources and Staff Diversity officers will receive training on the model plan. Each college will then be responsible to draft their own Equal Opportunity Employment Plan. The Chancellor's Office model plan is full in compliance with legal standards and the changes to Proposition 209. Dr. Lindoerfer will form a committee that will be composed of the staff diversity and human resources advisory committees. These two committees will draft a plan for Citrus College. The Chancellors Office has made the deadline for submission of each Districts plan one year from the completion of training, which would be fall or spring of 2008.

D. Steering Constitution and Bylaws – Michael J. Viera, Ph.D.

Dr. Viera stated the Steering Constitution and Bylaws of the Steering Committee and has not been evaluated in three years. Since this is the year of planning, he would like to form a committee from members of each of the constituent groups to review and update the Steering Constitution for currency.

Dr. Viera closed the meeting by stating this is a year of planning and also thanked everyone for their honest and frank comments on myspace.com and

the Code of Ethics/Conduct plan. These are both issues that involve all of us.
Dr. Viera added lets also find away to get 640 students back to Citrus College.

Meeting adjourned at 3:37p.m.