

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee Minutes

March 22, 2010

PRESENT:

Kathy Bakhit, Faculty
Patrick Borja, Faculty
Jack Call, Academic Senate
Chrissy Concannon, ASCC, Vice President
Timothy Durfield, Faculty
Gunnar Eisel, Faculty
Roberta Eisel, Faculty
Paula Green, External Relations
Jeanne Hamilton, Student Services
Lan Hao, Director of Institutional Research

Mike Hillman, Faculty
Carol Horton, Financial/Physical Resources
Dennis Korn, Faculty
Bruce Langford, Faculty
Irene Malmgren, Educational Programs
Pam McGuern, Classified
Geraldine M. Perri, Ph.D., Superintendent/President
Karen Praeger, Adjunct Faculty
Robert Sammis, Human Resources
Lisa Villa, Faculty
Linda Welz, Information Technology

ABSENT:

Karlyn Bradley, ASCC President
Leigh Buchwald, Supervisors/Confidential
Mitch Hathaway, Faculty
Cathy Napoli, Classified
John Vaughan, Faculty

CALL TO ORDER

Dr. Perri called the meeting to order at 2:46 p.m. in the Louis E. Zellers Center for Innovation Conference Room.

Minutes

Recommended by Dr. Jeanne Hamilton and seconded by Mrs. Carol Horton to approve the March 8, 2010 Steering Committee meeting minutes as submitted.

OLD BUSINESS

None.

NEW BUSINESS

ACTION

A. Strategic Planning Timeline

Dr. Perri stated the District created a strategic plan in 2007 and this plan needs to be updated. Coincidentally, one of the accreditation recommendations addressed the 5 major plans of the Strategic plan along with the mission statement, program review, educational master plan, and technology plan. The college needs to respond to that recommendation and to start planning with other areas to coordinate and integrate our planning budget process. Dr. Perri stated that an Ad Hoc Strategic Planning Committee would be formed from constituent members of the Steering committee. Dr. Perri anticipates the process to begin this spring 2010 with completion spring 2011. There are several items that have been completed such as the mission, vision and values statements. The college community will have the opportunity to evaluate the mission, vision and values statements to see if they adequately represent the District. The next step would be to have the college as a community identify the major focus areas for the institution and what those should be.

Dr. Hao added that an online survey by the college community will be conducted to reaffirm that we have achieved and identified the keys areas that lay the foundation for the next step. The core group will design a survey and create a new instrument for the campuswide survey. Dr. Perri added that included in the agenda is a tentative calendar of when a response is due to the Accrediting Commission.

Moved by Mr. Dennis Korn and seconded by Mrs. Roberta Eisel to approve forming an Ad Hoc Strategic Planning Committee.

Dr. Perri asked that the Ad Hoc committee be representative of all of the constituent groups on campus. The following volunteered for the Ad Hoc Strategic Planning Committee: Mr. Dennis Korn, Dr. Jeanne Hamilton, Ms. Irene Malmgren, Ms. Cathy Napoli, Dr. Lan Hao, and Ms. Linda Welz. The committee also needs representation from a Supervisors/Confidential and ASCC.

B. Board Policy BP 4100 Graduation Requirements for Degrees and Certificates

Ms. Malmgren stated that Board Policy BP 4100 was reviewed and approved by all constituent groups. There were very few changes to the old policy with the language updated to align with the Title 5 changes. Ms. Malmgren added the Administrative Procedure includes the detailed information.

C. Board Policy BP 4270 Minimum Class Size

Ms. Irene Malmgren stated this policy reflects the old language but reaffirmed its accuracy.

Moved by Mr. Dennis Korn and seconded by Ms. Paula Green to approve Board Policy BP 4100 Graduation Requirements for Degrees and Certificates and Board Policy BP 4270 Minimum Class Size as submitted.

D. Board Policy BP 7100 Equal Employment Opportunity

Dr. Sammis stated that this policy is a required policy that covers various employment laws. The previous board policy dealt with the concept of affirmative action. The previous language was very strong. The Supreme Court of California struck down this policy about 5 years ago. The new Title 5 regulations were developed by the Board of Governors and these new policies have been developed to be on track with the Board of Governors. The statements in the Board Policies are brief with the detail in the Administrative Procedure.

E. Board Policy BP 7101 Non-Discrimination

Dr. Sammis stated that this policy has changed to reflect how non-discrimination in the workplace is protected and how to use the complaint procedure.

F. Board Policy BP 7102 Prohibition of Harassment: Students and Employees

Dr. Sammis stated this harassment policy is a subset of the discrimination policy. This is a very specific policy completely separate from the Discrimination policy and applies to students and employees. This policy establishes general provisions on prohibiting harassment and also directs the Superintendent/President to ensure that the District has adequate complaint procedures.

G. Board Policy BP 7103 Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program

Dr. Sammis stated this policy is required by federal law. There were only a few word changes such as college was changed to District.

H. Board Policy BP 7104 Whistleblower Protection

Dr. Sammis stated this is a new policy established to provide protection for an individual to report suspected incidents or activities without fear of retaliation for being a whistleblower. The policy is brief with the detailed information in the Administrative Procedure.

I. Board Policy BP 7106 Political Activity

Dr. Sammis stated this policy is a provision of the education code that defines and limits the ability to use District funds, services, or equipment for ballot measures for a candidate. This does not restrict an individual employee or student from engaging in such activities on their own time.

J. Board Policy BP 7107 Nepotism

Dr. Sammis stated the contents of this policy did not change. The details are located in the procedure.

K. Board Policy BP 7108 Communicable Disease

Dr. Sammis stated this policy deals primarily with tuberculosis testing. The details are located in the administrative procedure.

L. Board Policy BP 7109 Health Examinations

Dr. Sammis stated this policy establishes the Districts compliance with state and federal laws that apply to disability laws. This is a bargaining agreement provision that states there are limitations of when the District can request an employee for a health or physical exam.

M. Board Policy BP 7110 Fingerprinting

Dr. Sammis stated this policy is a review of old language. The District no longer uses the 8 x 8 fingerprint card. These are now live scanned, which is an automated fingerprinting system. This policy states that new and temporary employees and professional experts are all required to be fingerprinted. Student employees may also be requested to have fingerprints completed depending on employment.

N. Board Policy BP 7111 Salary Deductions

Dr. Sammis stated this policy is basically a restatement of what is in the Education Code in terms of the right of an employee to request certain items be deducted from their pay.

Dr. Sammis stated that the next section of the Board Policies and Administrative Procedures are being processed and are the sections that relate to general academic, classified, academic classified managers, and students.

Dr. Sammis stated that the administrative procedures that relate to the above policies are submitted for information only.

Ms. Kathy Bakhit stated that there is an issue on BP 7109 and CCFA would like to request that this Board Policy be tabled. This policy may affect working conditions and she would like to have further discussion on this policy. Dr. Perri stated the next Steering meeting is scheduled for April 26th. This policy will be placed on that the agenda for approval.

Dr. Sammis noted his concerns on the postponement of this policy.

Ms. Bakhit indicated that even though Dr. Sammis has graciously answered emails regarding this policy the Association has some concerns and therefore would like to discuss this further.

Dr. Perri added that as a courtesy it will be extended to April 26th, but in the future we want to try our best to follow our timeline and process. Currently, 56 percent of Board Policies and Administrative Procedures are complete and 44 percent more to complete. Steering is the final approval and any issues should be resolved early in the process.

Moved by Mr. Dennis Korn and seconded by Ms. Linda Welz to approve the Board Policies as submitted. Board Policy BP 7109 and Administrative Procedure AP 7109 were tabled for further discussion with submission to the April 26th Steering agenda.

V. NEW BUSINESS INFORMATION

- A. Administrative Procedure AP 4025 Philosophy and Criteria for Associate Degree and General Education**
- B. Administrative Procedure AP 4026 Philosophy and Criteria for International Education**
- C. Administrative Procedure AP 4100 Grade Requirements for Degrees and Certificates**
- D. Administrative Procedure AP 4101 Independent Study**
- E. Administrative Procedure AP 4102 Career/Technical Program**
- F. Administrative Procedure AP 4103 Cooperative Work Experience**
- G. Administrative Procedure AP 4104 Contract Education**
- H. Administrative Procedure AP 4227 Repeatable Courses**
- I. Administrative Procedure AP 4228 Courses Repetition Significant Lapse of Time**
- J. Administrative Procedure AP 4229 Course Repetition –Variable Unit**
- K. Administrative Procedure AP 4500 News Media**
- L. Administrative Procedure AP 4610 Instructional Services Agreements**
- M. 2009 Child Development Center Program Review**

Ms. Malmgren stated this program review is for the Child Development Center not the Child Development program. The center is moving along well as it always has, but there are fewer children than in the past. This is due to funding cuts. The District cannot care for as many children as in the past. This is an outstanding facility and would like to have it filled to capacity but the funding is just not there. Ms. Malmgren added the Center is currently financially sound at this time. (Copies available from the Academic Affairs Office)

- N. Administrative Procedure AP 7100 Equal Employment Opportunity**
- O. Administrative Procedure AP 7101 Discrimination Complaint Procedure: Students, Employees, and Job Applicants**
- P. Administrative Procedure AP 7102 Prohibition of Harassment: Students and Employees**
- Q. Administrative Procedure AP 7103 Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program**
- R. Administrative Procedure AP 7104 Whistleblower Protection**
- S. Administrative Procedure AP 7106 Political Activity**
- T. Administrative Procedure AP 7107 Nepotism**
- U. Administrative Procedure AP 7108 Communicable Disease**
- V. Administrative Procedure AP 7109 Health Examinations**
- W. Administrative Procedure AP 7110 Fingerprinting**

Dr. Perri stated that the Administrative Procedures have been submitted as information items. Dr. Perri asked the committee if there were any concerns on these Administrative Procedures. There were no concerns or questions received. Dr. Perri thanked Dr. Sammis and Ms. Malmgren for the work completed on these board policies and administrative procedures. The District has worked very hard to get these completed not only for accreditation but for the institution to function by policy. The whole intent in having board policies and administrative procedures in place is so if an issue or concern comes up, the Board Policy or Administrative Procedure would relate the appropriate process.

Reports and Quick Updates

Irene Malmgren – Academic Affairs

Ms. Malmgren announced that there were eight students who presented their research done at Citrus College at the Honors Student Research Conference in Irvine. Mr. Joseph Patito was awarded the prestigious Juan Lara scholarship. Only one student in the state receives this award.

Jeanne Hamilton – Student Services

Dr. Hamilton stated the Student Services Committee met and discussed a back-up commencement plan for if it was rained out. There has not been a backup commencement plan. In the past, commencement would be cancelled and the diplomas would be mailed. Dr. Perri recommended creating a rain backup plan. The plan would be to have an alternative date. Dr. Hamilton added that another location would not work because of the crowd and this would possibly require three graduation sections. The plan was to pick another date. The date selected by the committee was the Monday evening following the Saturday date in Spring. Ms. McGuern will distribute this information in the commencement packets with the alternative date. Dr. Hamilton added this would also be voluntary attendance for faculty.

Dr. Hamilton added that School Relations and Outreach presented their program review. This is a new program with Ms. Ivon McCraven as the Program Coordinator.

Dr. Hamilton added the committee took action to amend the Administrative Procedure for attendance which was approved last summer. The reason this was amended is that faculty have been overwhelmed with students that want to add classes. The question is what is our policy for dropping students who do not attend the first day of classes? This was not clearly stated in a policy but was stated in the class schedule that a student may be dropped. This procedure was evaluated to utilize the language created by ASCC and the Senate that clearly defines a policy.

Carol Horton – Financial and Physical Resources

Mrs. Horton stated that the committees have not met. The Budget Assumptions and Budget Calendar were submitted to the March 2nd Board meeting. Mrs. Horton stated that the Financial Resources Committee is working very hard to meet Accreditation recommendation 6. The committee is working with the definitions from the State Accounting Manual.

Robert Sammis – Human Resources

Dr. Sammis stated the Human Resources Advisory Committee met on March 17th and approved Board Policies and Administrative Procedures regarding the Academic hiring. These have been distributed to the constituent groups for review. The committee also reviewed the board policy and administrative procedure for records retention, public records, and workplace violence.

Jack Call – Academic Senate

Dr. Call stated that Senate met on March 10th. Mr. Jim Woolum, Program Review Coordinator provided an update and re-emphasized the importance of program review, budgeting, and planning. Ms. Roberta Eisel announced nominations for Senate officers: Vice President-President Elect, Nicki Shaw, Treasurer, Paul Swatzel and Lisa Villa, Secretary, Michelle Plug and Sheryl Walz. There are also approximately 15 individual nominations. Ms. Eisel gave an update on the reaffirmation of accreditation. There were 21 Human Resources Board Policies and Administrative Procedures approved. Dr. Call stated that under new business the academic calendars for 2012-2013 and 2013-2014 have been submitted for approval. A survey will be conducted with the faculty to evaluate the semester start date and fall break. Dr. Call stated that at the meeting on March 24th there will be a special College Update presentation by Dr. Perri. Dr. Lan Hao will present information on the CCSSE survey, and Ms. Barbara Rugeley will present information on custom textbooks and the concern about using custom textbooks. Dr. Call stated that also under new business are board policies and administrative procedures, and nominations from the floor for senate elections. Dr. Call mentioned that the Statewide Academic Senate Area C meeting is scheduled for this Saturday, March 27 at El Camino College. Dr. Call will attend to hear discussions on the resolutions that will be voted on at the Spring Plenary session on April 14th.

Ms. Sheryl Walz and Dr. Call will attend the Spring Plenary session. The one item of interest at the plenary session has to do with the Statewide Academic Senate opposition on degree requirements. A proposed bill would allow colleges to create a degree for transfer where you would have 60 semester units and 18 units in the major area as long as the college does not make it a requirement. The state legislation for the colleges seems to be in violation.

Linda Welz – TeCS

Ms. Welz stated that the CITC met on March 9th. Ms. Welz stated the Technology Plan was constructed as a five-year plan for 2009-2014, but would require yearly updates. The Committee is currently working on the yearly update and reviewing the status from last year.

Paula Green – External Relations

Ms. Green stated that on Tuesday, the College was notified from CCC Pro, which is a professional public relations organization that works with community colleges, that Citrus College has received four awards. Two awards in the news release category one for the Veterans Center opening and the other for the HSI grant for the Fall Bridges Success Program. There were also two awards in the Photography category, one for My Citrus Story and one for a graduation photo. Ms. Green stated that we do not know what level of award a gold, silver or bronze award yet

Chrissy Concannon – ASCC

Ms. Concannon announced that ASCC is participating today in March In March in Sacramento. There are a lot of students at the Capitol today talking to legislators about budget cuts and the possible student fee hike from \$26 unit to \$40. Ms. Concannon added that Dr. Lan Hao presented information on the CCSSE survey and ASCC will be assisting with the classroom testing. Ms. Concannon added there will be special election on the rep fee. Ms. Concannon thanked everyone who participated in the St. Patrick's Day event.

Pam McGuern– Classified

No report.

Roberta Eisel – Student Learning Outcomes Assessment Committee

Mrs. Eisel stated that HotShots is working on our response and action related to the accreditation recommendation. HotShots is looking at the plan that was developed prior to the self study for meeting the ACCJC Rubric for proficiency by 2012. Ms. Eisel stated that one of the major aspects of updating that Plan is to look at the rubric statement that the institution will continue to commit as a resource the support of things that relate to student learning outcomes. One of the tasks that has been set is to meet with and survey faculty to ask them what the impact of learning outcomes and assessment is and what resources they may identify. Mrs. Eisel added that looking at the revision of the 2012 Plan, our revision of the plan will only address recommendation two, which takes on learning outcomes directly. But learning outcomes will overlap into recommendation one, planning and recommendation four, human resources.

Lan Hao – Institutional Research

Dr. Hao stated the Institutional Research and Planning Committee will meet again on March 29th. The Institutional Research Board revised the IRB document, which will be submitted to EPC and Senate for approval before being submitted to Steering. Dr. Hao shared an update on the CCSSE survey and the class sections that have been selected. There will be 43 classes surveyed. Dr. Hao has contacted the faculty members and confirmed the dates for each of the surveys. Dr. Hao announced the online faculty survey will begin today. Dr. Hao would like to thank Ms. Ivon McCraven and the ASCC student leaders for assistance in the classrooms surveys.

Geraldine M. Perri, Ph.D. – Superintendent/President

Dr. Perri stated that Senator Bob Huff sponsored his Annual Educational Summit which was held here at Citrus College. There was a different format this year with a pre-education summit in the afternoon, which included the entire K-12 district Superintendent's, Assistant Superintendents, Principals, and Assistant Principals. There was a very good turnout with approximately 60 in attendance and almost every school district was represented with a team of 5 to 7 individuals. Mr. Ken Keys was the keynote speaker who spoke on Skill Sets for the 21st Century. The outlying skill sets for past generations and what the new skill sets are - critical thinking, communication, collaboration, creativity, and innovation. Mr. Kays outlined these skill sets and showed how you can infuse them into the classroom and then into the system. Also somewhat validating was that we as an institution are implementing these different skill sets in the work we are currently doing.

Dr. Perri added Congresswoman Judy Chu will be at the college next week for a tour of the campus. Congresswoman Chu advised us of a potential congressional appropriation award that would be available that may benefit the institution and requested that we complete a proposal. Ms. Malmgren worked with a team to complete a proposal for the appropriation congressional award, which is not a grant. Dr. Perri added that it was really wonderful for Congresswoman Chu to contact the institution to inform us of the process and recommend that we participate. The proposal would be for a \$1 million technology award.

Dr. Perri announced that two of our Phi Theta Kappa students made the All California Academic Team. Mr. Christian Ramirez was selected for the First Team and Mr. Allen Tung was selected for the Third Team. They will be honored this week in Sacramento.

Dr. Perri also announced that the college was selected as 1 out of 10 colleges in the state to receive the Sempra Foundation award. Sempra awarded \$250,000 for scholarships and each institution that focuses on green technology would receive \$25,000. The Sempra team visited the college and we were awarded the \$25,000. These funds are also a match to the Osher grant, which Citrus has a goal to match. Dr. Perri thanked Mr. Jim Lancaster, Dean of Career Technical and Continuing Education, and Ms. Kim Holland, Director of Workforce Development who provided the team from SEMPR Energy a tour.

OTHER

Mr. Mike Hillman shared the success of the Empty Bowls events held on Friday, March 12th at the First Christian Church in Glendora. Mr. Hillman thanked Dr. Perri who assisted with serving soup at the event. There were approximately 110 volunteers and 1,200 ceramic bowls created for this event.

Meeting adjourned at 3:40 p.m.