

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee Minutes

May 10, 2010

PRESENT:

Karlyn Bradley, ASCC President
Jack Call, Academic Senate
Timothy Durfield, Faculty
Gunnar Eisel, Faculty
Roberta Eisel, Faculty
Paula Green, External Relations
Jeanne Hamilton, Student Services
Lan Hao, Director of Institutional Research
Mitch Hathaway, Faculty

Mike Hillman, Faculty
Dennis Korn, Faculty
Lari Kirby, Supervisors/Confidential
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

ABSENT:

Kathy Bakhit, Faculty
Patrick Borja, Faculty
Chrissy Concannon, ASCC, Vice President
Carol Horton, Financial/Physical Resources

Cathy Napoli, Classified
John Vaughan, Faculty
Linda Welz, Information Technology

CALL TO ORDER

Dr. Perri called the meeting to order at 2:47p.m. in the Louis E. Zellers Center for Innovation Conference Room.

Minutes

Recommended by Dr. Irene Malmgren and seconded by Mr. Dennis Korn to approve the April 26, 2010, Steering Committee meeting minutes as submitted.

OLD BUSINESS

None.

NEW BUSINESS

ACTION

A. Board Policy BP 2720 Communications Among Board Members –

Dr. Perri stated the Board Ad Hoc Committee has been working on the board policies and administrative procedures received from CCLC. CCLC provides periodic updates to these policies and procedures. The Board Ad Hoc Committee reviewed and approved the addition to Board Policy 2720. The additional statement of "In addition, no other person shall make serial communications to Board Members" will be added. Dr. Sammis added this is a standard Brown Act modification that would prohibit the polling of board members to develop a quorum for voting on any agenda item.

B. Board Policy BP 7109 Health Examinations – Dr. Robert Sammis

Dr. Sammis stated that there has been minor modifications made to the Health Examinations Board Policy since the last submission and language from the administrative procedure was incorporated into the policy. There will not be an administrative procedure.

Moved by Dr. Jeanne Hamilton and seconded by Mr. Dennis Korn to approve Board Policy BP 2720 Communications Among Board Members and Board Policy 7109 Health Examinations as submitted. MSP

NEW BUSINESS

INFORMATION

A. Administrative Procedure AP 5070 Attendance –

Dr. Hamilton stated this is suggested new language received from CCLC and approved by all constituent groups. This procedure was initiated to address the instructor drop process. If a student misses three classes or if a student misses the first class meeting, the instructor could drop a student for students that are on the waiting list. This has been past practice but was not documented in a policy and needed to be clarified.

B. Student Learning Outcomes Assessment – 2012 Proficiency Plan Revisions – Mrs. Roberta Eisel

Mrs. Eisel stated the 2012 SLO Proficiency Plan has been under construction for a while and a draft has been submitted to the Steering Committee for information. The HotShots met on May 5th and made additional revisions that will be submitted to the June Steering meeting. Mrs. Eisel reviewed the draft with the committee stating that Citrus has to meet all of these points by 2012. Mrs. Eisel added that using the existing system for items such as program reviews as the place where learning outcomes can be reported. Mrs. Eisel added that the Taskforce evaluated the program review revisions and added a few more steps.

C. Reading Instructional Program Review 2009-2010 – Dr. Irene Malmgren

Dr. Malmgren commented that Educational Programs Committee approved the Reading Program Review with no changes. The Reading Program Review team did a great job. Dr. Malmgren summarized several of their findings and added that the faculty is committed to developmental reading in all of their courses and spent a lot of time studying the literature. They are also committed to training faculty to use Blackboard technology. The faculty would like to create a pilot learning community with reading and biology and evaluate the support that this could provide. (A copy of the Reading Program Review is available from the Academic Affairs Office)

Reports and Quick Updates

Irene Malmgren – Academic Affairs

Dr. Malmgren announced that Educational Programs met and approved additional board policies, administrative procedures, and program reviews. The EPC committee consists of faculty representing different instructional areas who report at each meeting on work currently being done in areas such as Distance Education, STEM, Blackboard, Workforce Council and the support to the classrooms. The committee also looked at the number of program reviews processed this year and agreed that the work completed by the Program Review Coordinator, Mr. Jim Woolum, assisted in making this process successful. Every summer the team gathers to evaluate the structure, forms, and to determine if anything should be done differently. Dr. Malmgren added it was recommended by the Board of Trustees to provide an executive summary of the program reviews to be able to provide a basic summary information sheet.

Jeanne Hamilton – Student Services

Dr. Hamilton stated the Student Services Committee has not met. At the May 27th Student Services meeting, the Health Center Program Review will be discussed and will be submitted to the next Steering meeting. Dr. Hamilton added that preparations for moving into the new Campus Safety building are in progress. There are several items that campus safety uses in radio transmitting technology that will require a few modifications to the building. Dr. Hamilton added that the LifeScan fingerprint system will be housed in this building along with parking for security carts and student/public one-day parking passes. Dr. Hamilton stated that the Student Services Committee is actively working on budget preparation for all areas especially the categorically-funded areas. The DSPS area is the only area not affected by cuts because of the government mandate for this service. Dr. Hamilton announced that the Accreditation Oversight Committee will meet on Thursday, May 13th; the committee will give updates on the progress made on the accreditation recommendations and hear brief reports from each sub-committee.

Robert Sammis – Human Resources

Dr. Sammis stated the Human Resources Advisory Committee continues to meet each month. The Committee is working on the Academic Hiring procedure and the policy and procedure for Public Records and Destruction of Records. Dr. Sammis is happy to announce that a memorandum of understanding has been reached with the Faculty Association regarding Board Policies and Administrative Procedures. When policies and procedures are released to constituent groups for approval, CCFA will be notified of their availability for review. This process is working well.

Jack Call – Academic Senate

Dr. Call stated that the Senate met on April 28th. There were three special reports provided beginning with Ms. Kristie Shimakowa who shared information on the mandatory student orientation. Ms. Jennifer McLeod and Dr. Jeanne Hamilton presented information on priority registration stating that there were a total of 1,964 students who had priority registration for the spring semester. Dr. Call stated it was agreed to form an Ad Hoc Committee to evaluate if there is a need to make changes to the priority registration procedure. Senate Vice President/President Elect Nicki Shaw will be chairing this committee. Ms. Sylvia Smythe, Director of Student Success, gave an update on reviewing various grants and programs and the benefits that they bring to the college. There were nine board policies and administrative procedures which were approved with four tabled for further discussion. Dr. Call stated the committee reviewed the revision to the General Education for Student Learning Outcomes. Mr. Gerard Peters, Political Science instructor, submitted a proposal to adopt titles for faculty such as Professor and Associate Professor based on years of service. This would not involve any change to pay but is common practice at several other colleges. Dr. Call added that faculty members will soon be invited to apply for reassigned time positions for the 2010-2011 academic year. Dr. Call announced that the Faculty End-of-the-Year celebration is scheduled for May 22nd at Casa De Salsa in Claremont. Please send your RSVP's to Ms. Cynthia Cross.

Paula Green – External Relations

Ms. Green stated that at the last meeting she announced that she had been contacted by the *New York Times* to obtain input from Citrus College on the community college budget progress. Ms. Green stated that this article will not be done after all. Mrs. Green stated External Relations is currently working on end-of-the-year projects such as the program, fall schedule, and catalog.

Karlyn Bradley – ASCC

Mr. Bradley announced that ten ASCC students attended General Assembly in Los Angeles and did a great job in representing Citrus College. There was discussion on the resolutions and candidates who were running for the position of at-large senators. Mr. Bradley announced that Spring Fest was a great success last week with Thursday being the big day with Hot Dog on A Stick on campus and a Lip Sync contest. Mr. Bradley added that elections will be held in two weeks for next year's executive board positions. The applications are due on Friday with a candidate's forum scheduled for next week. Mr. Bradley stated that the election flyers have been printed and include slogans and pictures to try to get better student participation.

Dr. Perri announced that out of 107 organizations or colleges that participated in the Cesar Chavez blood drive; Citrus College was number 32, in terms of the number of blood donations. Our new Student Trustee, Alejandra Delgado was instrumental in making this program so successful.

Pam McGuern – Classified

No report.

Lari Kirby – Supervisors/Confidential

Ms. Kirby stated Supervisors/Confidential has scheduled a couple of events such as a staff development activity on goal setting and the end-of-the-year luncheon. Ms. Kirby announced that the Supervisors/Confidential evaluation process has been completed. Ms. Kirby announced that the Student of the Semester applications have been distributed and due by May 27th and will be reviewed on May 28th. The winner will be announced at the June 8th Board meeting. Ms. Kirby stated that the Supervisors/Confidential team also looks forward to participating at the Classified Appreciation breakfast.

Roberta Eisel – Student Learning Outcomes Assessment Committee

Mrs. Eisel stated the committee reviewed the revisions to the 2012 Plan at the meeting on Friday. The committee also reviewed the Annual Implementation Plan of the Strategic Plan with the focus on learning outcomes. The committee received a suggestion to develop a location for the repository of samples that can be shared and have agreed to use the student learning outcomes and assessment website. Mrs. Eisel added that June 4th will be the last meeting of the year.

Lan Hao – Institutional Research

Dr. Hao stated the Institutional Research and Planning Committee met last week and discussed the 2009-2010 Progress Report and the 2009-10 Annual Implementation Plan. Dr. Hao stated that work continues on the four major goals for the accreditation recommendations. Dr. Hao announced that the faculty survey is going well and currently has a 52 percent response rate compared to the 15 percent two weeks ago. Dr. Hao distributed email reminders that seemed to assist with these results but would like to see a better percentage before the deadline of May 19th. Dr. Hao announced that at the May 18th Board meeting she will be making a presentation on the ARCC 2010 report.

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

Dr. Perri shared information on the budget stating that the Governor will release his May revise this week, which gives an indication for the current year and the proposed budget. Dr. Perri added that in the May Revise it is possible to receive an adjustment to current year that actually reduces the current year revenue. There have been letters sent to the Governor requesting that he keep his word in terms of not decreasing funding to higher education. The college sent a letter requesting to keep the 2.2 percent enrollment growth for next year and to remove the negative COLA -.38 percent, and to remove the elimination of competitive CalGrants. The college did an initial run of the tentative budget for next year and right now based on our ftes funding level the college is at a \$2.8 million deficit. Last year at this time we had a \$1.4 million deficit, so we have doubled our deficit. Needless to say, we need to take measures to reduce this deficit. The college is evaluating several areas to reduce expenses. Please review last week's memo which highlights many of these areas.

Dr. Perri wanted to thank the Supervisors/Confidential team, Managers, CSEA, ASCC, and Foundation for the ads that were placed in the Hostos booklet. Dr. Perri was honored in New York City, as an alumna of the City University of New York (CUNY). It was very touching to get the award and to also have the support of the college with the many ads in the booklet. It was a very nice recognition with approximately 200 people in attendance. The University created a new award this year the "Pioneer Award" for someone who has met challenges and returned to a community college for their educational needs. The surprise recipient was Dr. Perri's mom, who was in attendance and was requested to provide remarks. Dr. Perri thanked everyone for their support.

OTHER

None.

Meeting adjourned at 3:26 p.m.