

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
September 27, 2010

PRESENT:

Kathy Bakhit, Faculty	Dennis Korn, Faculty
Patrick Borja, Faculty	Irene Malmgren, Educational Programs
Carol Cone, Supervisors/Confidential	Pam McGuern, Classified
Chrissy Concannon, ASCC, President	Lucinda Over, Student Services
Elisha Corona, ASCC Vice President	Geraldine M. Perri, Ph.D., Superintendent/President
Timothy Durfield, Faculty	Karen Praeger, Adjunct Faculty
Roberta Eisel, Academic Senate	Nicki Shaw, Faculty
Brenda Fink, Human Resources	Beverly Van Citters, Faculty
Paula Green, External Relations	John Vaughan, Faculty
Lan Hao, Director of Institutional Research	Lisa Villa, Faculty
Mike Hillman, Faculty	Linda Welz, Information Technology

ABSENT:

Gunnar Eisel, Faculty
Mitch Hathaway, Faculty
Carol Horton, Financial/Physical Resources
Cathy Napoli, Classified

GUEST:

June Stephens, Executive Director of Development and External Relations

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. Dr. Perri welcomed everyone to the fall semester.

Minutes

Recommended by Dr. Irene Malmgren and seconded by Ms. Roberta Eisel to approve the June 7, 2010, Steering Committee meeting minutes as submitted.

OLD BUSINESS

None.

NEW BUSINESS

ACTION

A. 2010-2011 Steering Purpose Statement

Dr. Perri stated the Steering Purpose Statement reflects what the Steering Committee will be addressing this year and designates what will be monitored. For example, the Educational Master Plan, as well as the update to the Organizational and Governance Handbook. Also routine items such as program reviews from student services and academic affairs, board policy review, and with the assistance from Dr. Lan Hao work will begin on the progress report for the Strategic Plan and the new Annual Implementation Plan. Dr. Perri added the accreditation recommendations will also be tracked.

Moved by Ms. Roberta Eisel and seconded by Mr. Dennis Korn to approve the 2010-2011 Steering Purpose Statement as submitted.

B. 2010-2011 Institutional Research and Planning Committee Purpose Statement

Dr. Hao stated the committee updated the statement and added routine items such as the board policies, accreditation recommendations, and Community College Survey of Student Engagement (CCSSE) results and transfer report. The membership for this committee remains the same.

Moved by Dr. Lucinda Over and seconded by Ms. Linda Welz to approve the Institutional Research and Planning Committee Purpose Statement as submitted.

C. 2010-2011 College Information Technology Committee Purpose Statement

Ms. Welz stated the CITC Purpose Statement responds to recommendations for technology from the accreditation report primarily to integrate a technology plan throughout the college. This committee helps update the technology plan every year. In conjunction with the Educational Programs Committee the two committees will look at an integrated subcommittee to evaluate the technology in the academic instructional arena. A sub-committee will be added that will be referred to as "Instructional Technology Leadership Team." This sub-committee will look at trends and innovation changes that are happening in the classroom and to define technology that meets those needs. Ms. Welz added that technology changes quickly and there needs to be appropriate choices for classroom usage.

Moved by Dr. Lucinda Over and seconded by Mrs. Roberta Eisel to approve the 2010-2011 College Information Technology Committee Purpose Statement as submitted.

D. 2010-2011 Educational Program Purpose Statement

Dr. Malmgren stated the additions to the Educational Programs Purpose Statement include work that will be done on the educational master plan and to develop the instructional component and monitor related sections to the strategic plan. Also, in partnership with Academic Senate, support the implementation of the annual program review from a collection of documentation to a formal program review process. Dr. Malmgren stated the committee membership remains the same.

Moved by Mr. Dennis Korn and seconded by Ms. Pam McGuern to approve the 2010-2011 Educational Programs Purpose Statement as submitted.

E. Board Policy BP 3280 Grants

Dr. Irene Malmgren stated this policy was designed to provide the Superintendent/President and President's Cabinet an advanced look at grants that are being proposed for submission. It is not designed to create additional work, just to verify that the District is moving forward together. Ms. Sylvia Smythe has developed a form to be used as a mechanism for notification, needs, and impact for these grants for resource notification. This information will be evaluated for details, red flags, grant alignment with the strategic planning process, and the impact to the institution.

Moved by Mr. John Vaughan and seconded by Ms. Paula Green to approve the Board Policy BP 3280 Grant as submitted.

F. Board Policy BP 3710 Securing of Copyright

Dr. Malmgren stated Board Policy BP 3710 has been tabled for further review.

G. Board Policy BP 3715 Intellectual Property

Dr. Malmgren stated this was reviewed by the college community in March, April, and May. This is the delineation of the intellectual property rights under what conditions the District owns and employees own property and how these are shared. This was reviewed by the Senate with agreement that the wording is fair and is a working framework.

Moved by Mr. Dennis Korn and seconded by Ms. Nicki Shaw to approve the Board Policy BP 3715 Intellectual Property as submitted.

H. Board Policy BP 7602 - Evaluation: Supervisor/Confidential Employees

Ms. Fink stated this board policy has been approved by all constituent groups. The evaluation process for the supervisor/confidential includes more collaboration with goals and objectives and is similar to the management evaluation process. There is also a three-year peer evaluation, which is a more active process for goals and objectives. Ms. Fink added that the Administrative Procedure details the evaluation procedure.

Moved by Mr. Dennis Korn and seconded by Ms. Chrissy Concannon to approve Board Policy BP 7602 Evaluation: Supervisor/Confidential Employees as submitted.

NEW BUSINESS INFORMATION'

- A. Administrative Procedure 3280 Grants – Dr. Irene Malmgren**
- B. Administrative Procedure 3710 Securing of Copyright – Dr. Irene Malmgren**

The Board Policy and Administrative Procedure has been tabled for further review

- C. Administrative Procedure 3715 Intellectual Property – Dr. Irene Malmgren**
- D. Administrative Procedure AP 7602 – Evaluation: Supervisor/Confidential Employees – Dr. Robert Sammis**

These Administrative Procedures accompany the above Board Policies that have been approved with no further discussion.

E. Educational Master Plan Update

Dr. Malmgren stated in the Accreditation findings report there was a recommendation to create a comprehensive planning process that would identify a process and also link all plans together. Educational and Facilities Master plan is a three-component plan that also includes student services and instruction. This identifies where we are and where we want to be in the instructional and student services areas and will assess the difference of where we are and where we want to be facilities wise to develop a plan that is identical. This is a multiple step process to complete the Educational and Facilities Master Plan and could be a foundation for a bond campaign. This committee has met with several consultants and one will soon be selected. Dr. Malmgren stated the process for the fall will be to collect information and conduct a meeting with the consultant in attendance to gather information. The consultant will evaluate this information and provide a report. The consultant will then conduct meetings and interviews with staff and students. The consultant will spend January and February drafting the report and on flex day will present their findings and recommendations. The facilities analysis will then begin. Our mid-term accreditation report is due in October 2011.

F. Strategic Planning Update

Dr. Hao stated this academic year will be a year of transition. This is the final year of the Annual Implementation Plan under the old Strategic Plan. In the mean time, the committee is developing a new Strategic Plan. In terms of the current Strategic Plan, work is currently being done with pertinent committees on the 2010-2011 AIP, which is the last AIP under the current Strategic Plan. There are four strategic planning goals: student success, student learning outcomes, fiscal transparency, and communication.

Dr. Hao thanked the individuals and committees who have worked on the 2009-2010 Progress Report. The 2009-2010 Progress Report and 2010-2011 AIP will be presented at the next meeting.

In terms of the new Strategic Plan, the Strategic Planning Committee met and completed a large amount of work during the spring semester. The Committee did a comprehensive Strengths, Weakness, Opportunities and Threats (SWOT) analysis and developed six key focus areas for college advancement in the next 5 years. A brainstorming work session was held on Convocation day. There were over 200 faculty and staff that participated with a lot of data gathered for each of the six areas. Dr. Hao thanked the facilitators and scribes who helped with the event. Dr. Hao gave special thanks to Mr. Steve Siegel and Mr. Eric Magallon. Dr. Hao announced that the Strategic Planning Committee's first meeting will be on Wednesday, September 29th. The Committee will evaluate all of the comments and suggestions from the work session and create a campus-wide survey for later this term. The survey will be distributed to the whole college: faculty and staff to rank the importance of each item. These results will assist with developing the new Strategic Plan, which will tie into the Educational Master Plan.

Reports and Quick Updates

Irene Malmgren – Academic Affairs

Dr. Malmgren announced that the Educational Programs Committee met on the program review process and held several meetings during the summer months. The annual program review and the six-year program review process were evaluated. Mr. Jim Woolum, Program Review Coordinator has done a great job in bringing forward questions and concerns and creating a theme. This theme makes it simpler to understand the process.

Lucinda Over for Jeanne Hamilton – Student Services

Dr. Over stated the Student Services Committee met and discussed mandatory orientation that students who were new to Citrus College for summer or fall 2010 must complete in person or online orientation by October 31st. Ms. Linda Welz has been working to send out letters to students who had not completed orientation by October 2nd or October 15th. Dr. Over added that registration flags will be placed on student records on November 1st. Dr. Over stated that counselors are also spreading the word to students that they need to begin using the campus email. Dr. Over stated the college mailed letters to the students who are enrolled in college success or basic skills regarding the email usage. The phones did not ring, which meant that the students were not using their Citrus email. Dr. Over stated the word on the Title 5 grant from Congressman Dreier's office is that the Department of Education has until Thursday to notify us if our grant application was successful. Dr. Over provided an update on the progress of the online counseling stating that Ms. Lisa Villa along with Ms. Glenna Johnson and Ms. Linda Welz will meet on Thursday, September 30th to put the final touches on the online counseling program.

Dr. Over provided statistical information on the online orientations completed. There were approximately 1,600 in August along with 2,000 in person orientations in September. Dr. Over stated that the online orientation takes about one hour to complete with the system automatically updating the student's records.

Brenda Fink reporting for Robert Sammis – Human Resources

Ms. Fink stated the Human Resources Advisory Committee met in September to review the academic and classified hiring procedures.

Linda Welz – Information Technology

Ms. Welz stated that CITC met and discussed promoting student use of their Citrus email. Ms. Welz added that emails are sent in groups to the students because it is more effective and does not affect the systems bandwidth. On this system there is storage space available that students can use along with basic word operations. Ms. Welz added students can also redirect their Citrus email to their home emails. TeCs has been tracking usage and 4,000 students have signed on to their Citrus email accounts. TeCs is also working to keep a student's email alive for one year after their last semester at Citrus College. Ms. Welz added that the system has been linked with the new student logon for the computer labs for this term. Ms. Welz announced that TeCs completed a mini update on Banner for student accounts that are effective today. There was also a major upgrade to the financial aid system to meet the new federal regulations. Ms. Welz added that TeCs is preparing technology for the Student Services move. TeCs is working to create a new front page to the website to make it more dynamic and accessible. There will be option buttons that will make it possible to move from one area of the website to another for items that are linked.

Roberta Eisel – Academic Senate

Mrs. Eisel introduced Ms. Nicki Shaw, Vice President Senate, and welcomed her to the Steering Committee. Mrs. Eisel added that the Senate has held two meetings and revisions were made to the program review process. Senate suggested changes to the learning outcomes that are reflected in the annual program review process. Also representatives have been working on the FNIC process and working with the Office of Instruction on the announcement of sabbaticals for this year. Senate is also working on a Senate Purpose Statement to be submitted to Steering for approval. Mrs. Eisel stated that at the last meeting presentations were made by Dr. Malmgren and Ms. June Stephens. At a future Senate meeting Dr. Perri and Dr. Hao will present.

Paula Green – External Relations

Ms. Green stated mark your calendars for Tuesday, November 16th for the Campus Safety building dedication. Ms. Green received an email announcing nominations are being accepted for the 2010 President's Higher Education Honor Roll. Ms. Green reminded the committee that Citrus' cosmetology won this award in 2009 for community service activities.

Chrissy Concannon – ASCC

Ms. Concannon announced that the ASCC board is almost full. ASCC has been working on many of their committees, especially the fundraising committee which successfully raised close to \$2,000. These funds will be used for new furniture and trash cans for the campus center. ASCC will attend the California Community College Student Affairs Association Conference (CCSSAA) in October, which is a conference for community college students. The following weekend ASCC will be attending General Assembly where the representative fee will be this year's focus. Ms. Concannon introduced Ms. Elisha Corona, the new ASCC Vice President. Ms. Corona stated that her goal for this year is to get the students more involved in activities on campus and to work on public relations and make them aware of what their \$1.00 fee represents.

Pam McGuern – Classified

Ms. McGuern stated that she and Ms. Cathy Napoli are looking forward to working on the Classified Job Description project. Ms. McGuern announced that the date has been set for this year's Holiday Dessert Buffet and it will be held on Thursday, December 9th from 11:30 a.m. – 1:00 p.m. in the Campus Center. This is the yearly event that raises funds for CSEA scholarships. Ms. McGuern announced that there will be a table decorating contest as in past years.

Carol Cone – Supervisors/Confidential

Mrs. Cone stated that the Supervisors/Confidential are pleased with the evaluation process and happy to be moving forward. There are a few members who have volunteered to complete training and complete the new evaluation process. Ms. Cone thanked everyone who manned the student information booths. It was a great success and all time slots were filled and included assistance from the management team. The students really appreciate this assistance.

John Vaughan – Student Learning Outcomes Assessment Coordinator

Mr. Vaughan stated HotShots met on Friday and prepared a purpose statement with their functions and responsibilities, which will be submitted to the next Steering. There was a motion forwarded to Senate to move documentation regarding assessment into program review. Mr. Vaughan will work with Dr. Hao to compile the narratives into a comprehensive report that is non-invasive of any particular faculty member's work but to look at more program level assessment. This would target student awareness, such as if students have a knowledge of SLO's and assessment.

Lan Hao – Director of Institutional Research

Dr. Hao stated the IRPC committee met and updated the purpose statement. The committee discussed the Strategic Planning process and the Community College Survey of Student Engagement (CCSSE) data and results. This year the IRPC will discuss the benchmark report from the CCSSE data. There has been good progress shown in these reports for active and collaboration learning.

Dr Hao stated that the report results for student affect, faculty and student interaction, and academic challenge are above the national means.

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

Dr. Perri thanked everyone for the great dedication event for the Technology Engineering and Technician Development Facility. There was a lot of positive feedback from the community. Dr. Perri mentioned that Vice President of Student Services, Dr. Jeanne Hamilton, has announced her retirement for June 2011 after 25 years of service. Dr. Hamilton holds a critical role here at Citrus as the Accreditation Liaison Officer. Dr. Malmgren has graciously agreed to take over this role. Dr. Malmgren already has experience with the accreditation process. Dr. Malmgren will obtain more experience and training so that the Accreditation process can transition into the role of the Vice President of Academic Affairs. Dr. Perri stated she was honored to attend the unveiling of a mural at the ITT-DSN Systems Corporation building in Monrovia. This is the Deep Space Network building that works with Jet Propulsion Lab and NASA to create designs for space missions. ITT-DSN contacted Trustee Montgomery, to ask if the college would be interested in having our art students produce a mural for the front of the building. Last week was the unveiling for this artwork by Citrus College art faculty, Mr. Mark Wessel along with a team of students who did an amazing job on the mural. There were a lot of commendations for each of these students that participated and they also highlighted our instructor Mr. Wessel.

Dr. Perri provided a Citrus College update to the Glendora Coordinating Council. Dr. Perri also had the opportunity to speak at the Claremont University Club, specifically on the college foundation and had the opportunity to share Citrus successes with the Claremont Rotary Club. Dr. Perri stated that she also had the opportunity to participate with Claremont Graduate University. The University invited several CEO's to develop a CEO Professional Development Institute, which will be a certificate program. Dr. Perri announced that Student Trustee Alejandra Delgado and she attended the Duarte Parade; and Trustee Rasmussen and she attended the Glendora Day at the Fair parade. The Azusa Golden Day parade is scheduled for Saturday, October 9th. Dr. Perri stated that this has been a busy start to the semester.

Dr. Perri stated that the External Relations Department under the guidance of Ms. Paula Green and Ms. Stacy Quillen-Armstrong have created two one-page documents that highlight and showcase Citrus College. The first document is titled, "*Citrus College Fast Facts*," which is a snapshot of the college which shows how many students, what programs, demographics, and key highlights all on one page. The other document is "*Facts In Brief*" that provides information on the different recognitions and honors that Citrus College has received in the last year. These are also available online. Dr. Perri added that if anyone speaks in the community needs a power point presentation there are approximately 10 available from the External Relations department.

Dr. Perri stated that she will be attending the Community College League of California (CCLC) Annual Conference in November in Pasadena and is pleased that Citrus College's musical group Night Shift will provide the entertainment.

OTHER

None.

Meeting adjourned 4:20 p.m.