

CITRUS COMMUNITY COLLEGE DISTRICT

Steering Committee Minutes

March 7, 2011

PRESENT:

Patrick Borja, Faculty	Dennis Korn, Faculty
Chrissy Concannon, ASCC, President	Donald Linneman, ASCC
Carol Cone, Supervisors/Confidential	Irene Malmgren, Educational Programs
Timothy Durfield, Faculty	Pam McGuern, Classified
Gunnar Eisel, Faculty	Cathy Napoli, Classified
Roberta Eisel, Academic Senate	Geraldine M. Perri, Ph.D., Superintendent/President
John Fincher, Faculty	Karen Praeger, Faculty
Paula Green, External Relations	Robert Sammis, Human Resources
Maury Greer, Faculty	June Stephens, External Relations
Jeanne Hamilton, Student Services	Beverly Van Citters, Faculty
Lan Hao, Institutional Research	John Vaughan, Faculty
Mike Hillman, Faculty	Lisa Villa, Faculty
Carol Horton, Financial/Physical Resources	Linda Welz, Information Technology

ABSENT:

Nicki Shaw, Faculty

GUESTS:

Eva Conrad, Consultant
Sam Lee, Dean of Language Arts
Deborah Shipley, HMC Consultant

CALL TO ORDER

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

Minutes

Recommended by Mr. Dennis Korn and seconded by Dr. Beverly Van Citters to approve the December 13, 2010, Steering Committee meeting minutes as submitted.

OLD BUSINESS

None.

NEW BUSINESS INFORMATION

A. Budget Update

Mrs. Carol Horton distributed and reviewed the information below.

Citrus College is planning to prepare two budget scenarios for the 2011-12 year. These scenarios are based on budget information from the Community College League of California.

Citrus (Scenario #1)

Assuming June Tax Package is Approved Source	Amount
<i>State General Fund:</i>	<i>-\$3,958,000</i>
<i>Increased Student Fees (\$36/unit):</i>	<u><i>\$1,089,000</i></u>
<i>Net Reduction:</i>	<i>-\$2,870,000</i>

Citrus (Scenario #3) If June Tax Package Fails and Prop. 98 is Suspended (LAO Options) Source

Source	Amount
<i>State General Fund:</i>	<i>-\$10,737,000</i>
<i>Increased Student Fees (\$66/unit):</i>	<u><i>\$2,771,000</i></u>
<i>Net Reduction:</i>	<i>-\$7,966,000</i>

In light of preparation for two budget scenarios, each area of the college is being asked to begin assessing their area from the perspective of what services, functions, and activities are essential and non-essential.

As well, planning should take into consideration the latest developments and proposals being vetted by the legislature and Legislative Analyst's Office as noted below:

Legislative Direction:

1. Both houses rejected the Governor's proposal to allocate funding reductions through a reform of the census date process.
2. Both houses agreed that reductions imposed on the system should be allocated through a proportionate workload reduction, and that language accompanying the reduction would express intent that that college protects transfer, career technical education and basic skills courses to the extent possible.
3. Both houses approved the level of CCC reductions proposed by the Governor. The system will be hit with a \$400 million reduction and fees will be raised to \$36 per unit.
4. Both houses rejected the Governor's proposal to grow the system by 1.9%, opting instead to allow the estimated \$110 million in new fee revenues to partially offset the base reduction, for a net impact of approximately \$290 million.

Legislative Analyst's Recommendations for Reductions to the Community College system:

1. \$250 million from establishing a 90-unit cap on each student's subsidized credits
2. \$170 million from a fee increase to \$66 per unit
3. \$125 million to reduce funding for credit basic skills courses to the level provided for basic skills courses

4. \$55 million from eliminating funding for intercollegiate athletics courses
5. \$55 million from eliminating funding for repetition of credit PE and fine arts classes
6. \$30 million from eliminating state funding for noncredit PE and fine arts classes

Dr. Perri stated that Dr. Malmgren is working to reduce 650 FTEs which means for the college a workload reduction of 180 sections. We need to evaluate how we serve our students and plan for the core mission of CTE, basic skills and transfer courses. Dr. Malmgren added that the spring scheduled had been planned for larger than the fall anticipating mid-year cuts which never came. We will keep this same schedule and take cuts out of winter and spring if needed.

B. Admissions and Records Program Review

Dr. Jeanne Hamilton shared highlights of the Admissions and Records Program Review. Dr. Hamilton stated that over the last six years online technology services has increased to allow added services such as: all student services information is now available on the web site, online registration and fee payments, transcripts, and enrollment verification. This has been effective in supplying services at a cost savings to the institution. The program review also reflected areas for improvement based on surveys conducted which included customer service and training for assisting with angry students, new federal and state regulations training, and the need to increase online services by implementing Loomis, which is the student portal and technical improvement with Banner. Dr. Hamilton added that as the budget allows there is also a need to fill vacancies.

C. Campus Safety Program Review

Dr. Jeanne Hamilton stated that the Campus Safety Program Review was approved by the Student Services committee. The Campus Safety Office since moving to its new building has been able to provide improved service along with visibility and space. The downside is the location from the middle of campus. An additional positive is that all officers have participated in the Emergency Training process and have been working with a Glendora Police Department liaison which makes for better communication. Dr. Hamilton also noted that need to increase communication with the entire campus, students, and within the department. There are three shifts which sometimes creates a communication problem.

D. Instrumental Music Program Review

Dr. Irene Malmgren stated the Instrumental Music Program Review was completed by Mr. Gino Munoz and approved by the Educational Programs Committee. This program has been able to maintain the core of the work even though they have lost several courses such as piano and guitar. The curriculum has supported and developed resources for students and maintains the outreach work.

E. Educational Master Plan

Dr. Irene Malmgren introduced Dr. Eva Conrad and Ms. Deborah Shipley to review Chapters 1, 2, and 4. Dr. Conrad stated that the focus for today is the Educational Master Plan. There are four Chapters that are being developed simultaneously. Chapter 1 is a brief introduction, Chapter 2 was reviewed in December, and Chapter 3 began development in September through interviews with the Deans and faculty/staff in each instructional discipline and student service.

The Deans will review the next draft of Chapter 3 with faculty/staff in each instructional discipline and student services by the end of March. Chapter 4 is where all of this information will be tied together and linked back to the Strategic Plan.

The Facilities Master Plan team will take this information and the implications for planning that are in the Educational Master Plan and apply these lessons to design, space, and buildings.

Dr. Malmgren informed the Committee that all drafts of the Educational Plan chapters are posted on the master plan link on the intranet and that comments and edits are to be sent Mr. Jerry Capwell in the Academic Affairs office who will forward them to Dr. Conrad. All feedback is very important.

Dr. Malmgren stated that on Flex Day a workshop was presented on Chapter 2 of the Educational Master Plan. There were 13 tables of attendees who provided excellent feedback. A document summarizing the feedback received and the actions taken in response to the feedback will be distributed within a month.

Question – What are the steps in approval the final plan?

Answer - The Steering Committee will review and comment on the final draft of this 10-year Educational and Facilities Master Plan prior to approval by the Superintendent/President and the Board of Trustees.

Dr. Conrad reviewed the Implications for Planning on page 46-47 of Chapter 2 and requested feedback and changes to this format and information.

Dr. Hao added that the Citrus persistence rate is from fall to spring. The other information is obtained from the ARCC report measures Fall to Fall persistence.

Dr. Conrad distributed a draft of the template for Chapter 4 which links the Strategic Plan focus areas, institutional goals and objectives related to educational planning to specific accreditation standards. Following a discussion of the pros and cons of this approach, consensus was reached to continue with this format.

Dr. Perri thanked Dr. Eva Conrad and Ms. Deborah Shepley for sharing and reviewing this information.

Reports and Quick Updates

Irene Malmgren – Academic Affairs

Academic Affairs is beginning to draft summer and fall schedules, attempting to maximize the number of sections while staying within proposed budget constraints. We know there will be many factors to consider before the schedule is finalized. We are also immersed in the Educational and Facilities Master Plan process. Deans meet with departments to review their program descriptions and related data this month.

Some good news....

03/07/11 Steering

- Pleased to announce that Lucia Riderer received notice that the Tensor Foundation funded her “Support and Inspire Program for Women in Mathematics” for the second year.
- Citrus College’s experiment, “The Impact of Viscosity on the Ability of Capillary-Driven Liquids to Spin an Axial Blade under Microgravity” has been selected to participate in NASA’s 2011 MSI/CC Reduced Gravity Education Flight Program. Six students and their faculty advisor, Lucia Riderer, will travel to the Houston Space Center this summer to conduct experiments on-site.
- The men’s Basketball team advanced to the state final-four tournament with their win on Saturday night. They now travel to Ventura and play Fresno at 7:00 on Friday. Should they advance to the finals, they will play on Sunday at 1:00. Watch for details on the web site!!

Jeanne Hamilton – Student Services

Dr. Hamilton stated Student Services Committee has not met. No report.

Carol Horton – Physical and Financial Resources

The Financial Resources Committee met on March 2, 2011. The items of discussion were the State Budget and the impact to Citrus College, the P1 Apportionment Report and the newly formed Benefits Subcommittee to the Financial Resources Committee. The Benefits Subcommittee will meet monthly immediately after the Financial Resources Committee. The 2011-2012 Budget Assumptions and Calendar were approved by the committee.

The Physical Resources Committee met on March 3, 2011. Bob Bradshaw provided an update on construction and remodel projects. Information was provided on some parking changes in E5 required by the Fire Marshall and in E6 and E2 due to the Administration Building remodel and the new Student Services Building. Discussion was held on the formation of a Safety Subcommittee to the Physical Resources Committee. They will meet each month immediately after the Physical Resources Meeting.

Linda Welz – Information Technology

CITC will meet for the first time Tuesday, March 8 to review a draft for a new administrative procedure for Web Publishing and discuss the position of technology planning in the newly defined college integrated planning model

Roberta Eisel – Academic Senate

The Academic Senate will hold its first meeting of the semester on Wednesday, March 9th. During winter session and the break, faculty representatives attended several standing committee meetings and reviewed requests for academic renewal. Now that the semester has begun, the senate will resume its business of addressing professional and academic matters and, of course, reviewing BPs and APs.

Paula Green – External Relations

The Citrus College Foundation’s Valley’s Got Talent fundraiser was a very successful, well-attended event that raised close to \$80,000 for the college’s program and students. Of the 20 competing acts, Elements Dance Cru of Covina won the \$1,000 grand prize and singer/musician Ferrol Brown was the runner up, receiving a \$500 prize. The Performing Arts faculty, staff, and student musicians and singers were instrumental to the success of this event.

The Weekly Bulletin has been redesigned and is now published every other week as The Citrus Bulletin or The Bulletin.

Advancement and External Relations, in cooperation with the Superintendent/President's Office, has begun to plan the program for Fall 2011 Convocation. Information regarding the Shining Star Awards will be e-mailed to the college community in the near future.

Senator Bob Huff will hold his fourth annual Education Summit, Thursday, March 31 from 6:00 to 8:00 p.m. in CI 158. The topic is Education Reform. The keynote speaker is John Deasy, Los Angeles Unified School District superintendent. Guest speakers are: Dr. Geraldine M. Perri; Gloria Romero, former state senator; and Rick Miller, Riverside Unified School District superintendent.

The college received an A+ Rating from Californians Aware, a nonprofit group advocating openness in government. The college received the rating for providing all of the documents Cal Aware requested within the time allowed by law.

Brenda Fink – Human Resources

The next Human Resources/Diversity Advisory Committee meeting will take place on March 16, 2011 at 1:00 p.m. Also, we are pleased to announce that the Board of Trustees took action at the March 2, 2011 meeting to hire Mr. Fred Diamond as the new Director of Facilities and Construction. His start date will be March 18, 2011.

John Vaughan – Student Learning Outcomes and Assessment Coordinator

Hotshots met on Friday, February 25th. The posters for the Student Awareness campaign are complete and have begun to be distributed around campus. An electronic file version will be sent with a link to "Success Tips" to students twice before the semester break. The progress on the Comprehensive Assessment Report was reviewed and it is on schedule for completion by semester's end. Mr. Vaughan is also working extensively with individual faculty members on the SLO Assessment portion of the Six Year and Annual Program Reviews. Finally, plans are underway for a "best practices" syllabi workshop to be conducted through the Academic Senate during Spring Semester. Next meeting is scheduled for March 11th at 9:00 a.m.

Carol Cone – Supervisors/Confidential

No report.

Cathy Napoli – Classified

No report.

Lan Hao – Director of Institutional Research

No report.

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

Dr. Perri shared the college-wide update. Please see below.

Welcome to the new semester!

This semester provides another opportunity to reach out to students and facilitate their educational goals—just as Citrus College has done for nearly a century. Innovative methods of delivering student services, such as online counseling and online access to scholarship applications, are being implemented. Additional class sections will provide more students with access and the opportunity to reach their educational and career goals sooner. In addition, the much anticipated Student Services Building will soon be ready for occupancy. This beautiful 55,000 square-foot facility will consolidate Student Services programs and offices into one convenient location. It will also provide an impressive entrance to the college for students and guests.

During the course of the last semester, we have been very busy developing new institutional plans, monitoring the state budget, responding to our accreditation recommendations, and advancing our Measure G and state facilities projects. Below, please find an update on these areas:

Strategic Plan

I am pleased to report that the path for our future has been set with the development of our new Strategic Plan. At our fall Convocation, over 200 faculty and staff participated in a strategic planning session to discuss the six focus areas of the new plan.

Based on the rich data that was collected, streamlined, and categorized, a survey was developed that was designed to gather opinions from the entire college community. Thank you to the 259 survey respondents, your participation and willingness to be involved in planning indicates your commitment to the future of the college and our students. The data from the survey will further guide our new Strategic Plan. Through our plan, we will ensure the advancement of the college and the success of our students.

Educational and Facilities Master Plan

Progress on the Educational and Facilities Master Plan also continues. In the fall, department faculty and staff met with our consultants to update program descriptors, review data, and reaffirm goals. Focus groups were conducted with students, career/technical program advisory councils, and college advisory groups. Employment data from our primary service areas was also collected. During the first weeks of the spring semester, follow-up meetings with department faculty and staff are scheduled to review the draft program descriptions along with the corresponding program data.

On Flex Day, the college community engaged in an inclusive discussion of the first two chapters of the Educational and Facilities Master Plan. These chapters will also be reviewed by the Steering Committee, the college committee which will take the lead in developing the plan and sharing it with constituent groups. At the same time, the facilities component of the plan is in the initial information-gathering stage; existing conditions are being analyzed and options for future development are being developed.

The facilities team is collaborating with our consultants to provide a strong foundation for review. All members of the college community are encouraged to fully participate in the development of our new Educational and Facilities Master Plan.

State Budget

In the year ahead, much of our institutional planning and progress will depend in part on the state budget. At present, the situation remains uncertain. Just recently in Sacramento, the full budget committees of both houses [adopted modified versions](#) of the Governor's January 10th budget proposal with \$400 million in cuts to community colleges. Most likely, these cuts will be allocated as a workload reduction measure and will unfortunately reduce our ability to serve students.

The Cabinet is currently estimating the impact of a potential statewide workload reduction to the college at the \$2.7 million level. In addition, it is our intent to prepare two budget proposals for 2011-2012, so that we can best respond to the final state budget adopted. I hope you will be able to attend the next **All-Campus Financial Forum, scheduled for March 29, 2011, at 2:45 p.m. in CI 159.**

Measure G

With regard to our Measure G bond projects financing, I am pleased to say that the college has completed 18 bond projects since 2005. During that period, however, local assessed property valuations have fallen due to market conditions. Therefore, the college must postpone issuing the final Series D bonds until assessed valuations rebound. Unfortunately, this will cause a delay in the construction of the new Fine Arts Building.

Fortunately, our bond funds have been managed prudently—a fact that will allow the college to complete several smaller remodel projects which are within our available funds and ready for construction.

Accreditation

As you will recall, last year, the college formed an Accreditation Oversight Committee to monitor our progress on the recommendations of the 2009 visiting team and other accreditation matters. The committee meets twice a semester and has made significant progress in fulfilling the recommendations, including:

- An additional step has been added to the annual program review, with a separate sheet for budget requests. This makes the link between program review and budget more visible.
- We have completed development and use of SLOs in 93% of our courses and in 100% of our programs. The Academic Senate will hold a "best practices" workshop this spring to assist faculty in integrating the SLO process into their course syllabi.
- Program review is implemented and up-to-date in instructional, instructional support and student services programs. Several administrative support reviews are complete and the remainder will be completed this spring.

- As noted earlier, the new Strategic Plan will be completed in spring and the Educational and Facilities Master Plan is well underway.
- In order to make the college budget more transparent and easier to understand, the budget document now includes a description of the various funds, the budget calendar, budget development assumptions, a budget flowchart, and a copy of the PowerPoint presentation on the 2010-2011 budget.

Please join us for an **All-Campus Accreditation Forum on Tuesday, May 24, 2011, at 2:45 p.m. in CI 159.**

Given all of the above activities and our continued and primary focus on the success of our students, this will indeed be a very busy semester! Even though challenges lie ahead of us with regard to the state budget, the importance of our work cannot be underestimated. Our successes are reflected in the faces of our students when they achieve their goals.

It is truly a privilege to serve as your Superintendent/President and to work collaboratively with you in advancing Citrus College.

I wish you a pleasant and productive spring semester!

OTHER

None.

Meeting adjourned at 4:03 p.m.