

CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
May 9, 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	Geraldine M. Perri, Ph.D., Superintendent/President
Roberta Eisel, Academic Senate	Karen Praeger, Faculty
John Fincher, Faculty	Robert Sammis, Human Resources
Maury Greer, Faculty	Nicki Shaw, Faculty
Paula Green, External Relations	June Stephens, External Relations
Jeanne Hamilton, Student Service	Beverly Van Citters, Faculty
Lan Hao, Institutional Research	John Vaughan, Faculty
Mike Hillman, Faculty	Linda Welz, Information Technology
Carol Horton, Financial/Physical Resources	

ABSENT:

Cathy Napoli, Classified
Lisa Villa, Faculty

GUESTS:

Kathy Bakhit
Bruce Langford

CALL TO ORDER

Dr. Perri called the meeting to order at 2:49 p.m. in the Louis E. Zellers Center for Innovation Community Room.

Minutes

Recommended by Dr. Irene Malmgren and seconded by Dr. Jeanne Hamilton to approve the April 25, 2011, Steering Committee meeting minutes as submitted.

OLD BUSINESS

None.

NEW BUSINESS

ACTION

A. Career/Transfer Center Five-Year Transfer Plan 2010-2015

Dr. Jeanne Hamilton introduced Ms. Justina Rivadeneyra who reviewed the Career/Transfer Center Five-Year Transfer Plan. Ms. Rivadeneyra stated that every college is required to have a Career/Transfer Plan under Title 5. This plan is reviewed each year by each shared governance committee on campus and submitted to the Board of Trustees. Ms. Rivadeneyra stated that this plan is in conjunction with the Strategic Plan and the Educational Master Plan. The plan has five components:

1. Services to be provided to underrepresented students
 - a. Coordinate services with four-year institutions
 - b. Maintain a resource library
 - c. Refer transfer students to other support services
 - d. Provide students with transition services

- e. Monitor progress of transfer students
 - f. Provide students with accurate transfer information
 - g. Continue to build curriculum that supports a diverse campus and transfer
 - h. Provide transfer support for underrepresented students
2. Facilities
 3. Staffing
 4. Advisory Committee
 5. Evaluation and reporting

Ms. Rivadeneyra added that there is an activity to recruit students for a UCLA scholarship program. Work is currently being done on a transfer degree through Senate Bill 240. There is also work being done to create a degree audit for what classes are needed and to try to make them more automated.

Ms. Rivadeneyra stated that Citrus has worked with representatives from four of our feeder high schools, but all feeder high schools are invited to participate. A recommendation was made to add a statement to invite all high schools in the feeder high school district. (A copy of the Career/Transfer Center Five-Year Transfer Plan 2010-2015 is available from the Student Services Office)

Moved by Mrs. Carol Horton and seconded by Mr. Dennis Korn to approve the Career/Transfer Center Five-Year Transfer Plan 2010-2015 as submitted.

NEW BUSINESS INFORMATION

A. 2010-11 International Student Center Program Review

Dr. Hamilton stated that the International Student Center Program promotes and supports the enrollment and success of international students and works to enhance the cultural diversity on campus. The program coordinates recruitment, admissions, orientation and counseling and retention of F-1 students. The International Student Center maintains communication and compliance with United States Citizens and Information Services (USCIS) with regard to the F-1 visa students. Since September 2011 there are very strict rules.

The International Student Center also hosts social events such as going to Disneyland, sporting events, museums, etc. The key service is referral to student international housing which is important to the parents to know that their students are in a secure location. This is also a practical opportunity for the students to practice their English and language skills. On completion of the program most students either return home or transfer to a 4-year college. These students are also required to maintain a certain GPA. The tuition paid by the 412 international students in 2009-2010 was just under \$2 million dollars. A program strength is the well trained and friendly staff who are knowledgeable about immigration procedures. The International Student Center houses a lounge that has a flat screen television so that the students can follow sporting events and other news such as the earthquake/tsunami in Japan.

Dr. Hamilton added that the program review addressed a few weaknesses such as more counseling for academic progress. There has been a downward enrollment trend because of the reduction in birthrate in some of these countries. The enrollment from China and Vietnam are up. In the past the United States government would not admit students from China or Vietnam because they would not go home. The Chinese economy is stronger and there are jobs for them when they return.

Dr. Hamilton shared some of the recommendations from the program review such as; creating a handbook with F-1 visa requirements, housing and health information; increasing communication through a newsletter, website and social network; and the creation of a computer tracking system. (A copy of the 2010-2011 International Student Center Program Review is available from the Student Services Office)

B. Administrative Procedure AP 4100 – Graduation Requirements

Dr. Malmgren stated this procedure reflects the changes in the curriculum, to basic skills for Reading 120 to English 101, and Reading 099 or English 99. There was a title change to Physical Education to Kinesiology. The transfer degree requirements were changed and the catalog rights section was also changed to reflect what is being done statewide for students that are moving from one school to another to pick up classes. The catalog rights stated that you had to stay continuously enrolled or you would lose your catalog rights. This change reflects that as long as you are enrolled somewhere it will not affect your catalog rights and meets articulation agreements for continuous enrollment.

Reports and Quick Updates

Dr. Malmgren stated that Educational Programs Committee met on March 28th. The following policies and procedures were approved: AP 4100 - Graduation Requirements, BP 4200 - Probation, Dismissal, Reinstatement, AP 4250 - Probation, and AP 4255 - Dismissal and Reinstatement. The requested name change, Physical Education to Kinesiology, was also approved. New Business included an update on the progress of the Educational and Facilities Master Plan. All members were requested to read drafts posted on the intranet as the facilities component is based on conclusions drawn in the first chapters. Jim Lancaster shared with the committee his plans to initiate program discontinuance procedures in Electronics and Collision Repair. The Academic Senate is aware and will take the lead in the process. Jim also explained the realignment of the Workforce Council into a Perkins Implementation Team to better facilitate efforts supported by Perkins (VTEA) funding.

John Vaughan announced he will not return as SLOA Coordinator next year. Irene Malmgren and Roberta Eisel will coordinate an announcement to the college and opportunity for faculty to apply to serve in this position. John's contribution was tremendous and recognized and applauded by all!

Jeanne Hamilton – Student Services

Dr. Hamilton stated that the Student Services Committee has not met. Dr. Hamilton would like to reinforce several dates of activities and events. The Annual Achievement Awards Banquet is scheduled for Thursday, June 2 at 6 pm. Commencement is scheduled for Saturday morning, June 18th at 10 am.

Dr. Hamilton stated that the construction fence is down and the first Student Services programs will move into the new Student Services Building on May 23rd, two weeks from today. Admissions and Records, DSPS and the vice president's office are scheduled to move in on the 23rd, followed by most of the rest of the first floor on Wednesday May 25th. The last program to move in will be counseling on June 6th.

Dr. Hamilton stated that she and Mrs. Roberta Eisel have been working throughout the spring on the accreditation follow-up report. This information will be presented at the Accreditation Forum on May 24th with information on the annual report to the Commission and the recent Commission actions. The final Accreditation report will be presented to the Board for approval on June 21st.

Carol Horton – Physical and Financial Resources

Mrs. Horton stated that the construction fence is down on the Student Services building. Offices should be receiving packing boxes for the big move. Mrs. Horton stated that there was a hot water line break by the Adaptive Physical Education area.

The Financial and Physical Resources Committee have not met. Mrs. Horton stated that the budget sheets are out to the cost center managers. The Governors May Revise will be released on May 16th. The Financial Resources Committee will then schedule a meeting. Mrs. Horton added that the extension taxes that were imperative to the \$400 million in budget cuts to Citrus did not make it to the June ballot. Therefore, the proposal will come out for the May Revise of \$25 billion that the state is forecasting for a reduction in revenue. There will be an \$800 million cut to our system which will be \$1 billion to the CSU/UC system which should have been \$500 million to CSU/UC and \$400 million to community colleges. This will mean a cut to Citrus of \$8 million. When the instructional sections cuts are confirmed the ending balance should be close to 5 percent. The District is preparing for the worst case scenario #3. The Budget Forum is scheduled for June 6th at 2:45 in CFI. The tentative budget will go to the Board in June.

Linda Welz – Information Technology

Ms. Welz stated the Information Technology Committee meets on May 11th. They will work on the update to the Technology Annual Plan and will review the draft for the Technology Program Review. Ms. Welz added that her department is working on the moves and will be working on Fridays to get everyone ready to return to work on Monday.

Roberta Eisel – Academic Senate

Mrs. Eisel stated that Mr. John Vaughan will make a presentation on Best Practices for preparing a syllabus and invite others to share their successes and experiences. Mr. Jim Woolum will report on the Program Review Taskforce recommendations to simplify and clarify the annual program review process and the long-range planning for the comprehensive program review, which is referred to as the six-year program review. There will be a questions and answer session regarding the budget and the instructional section cuts. Drs. Malmgren and Lee will attend to provide responses. Senate will vote on the board policy for the Faculty Evaluation process. The Senate voted to approve the 2012-2013 Academic Calendar but needed further clarification. A registration waiting list discussion will also be held at the Senate meeting. Mrs. Eisel stated that there are only three meetings left in the semester with a lot to accomplish.

June Stephens and Paula Green – External Relations

Ms. Stephens stated that the External Relations Program Review has been completed and will be submitted to the May 23rd Steering meeting.

Advancement/Foundation

- The *Citrus College News Magazine* is scheduled to be completed at the end of May. The magazine features stories about students, programs, alumni, events and accolades. Ms. Stephens thanked Ms. Paula Green for all of the work on this magazine.
- In observance of Alumni Month, a postcard mailing is being sent to alumni and donors acknowledging the month. A newspaper ad will run in the San Gabriel Valley Newspaper Group's *San Gabriel Valley's Best* magazine.
- Anneliese Trujillo, class of 2010, has made a donation to establish a scholarship. Anneliese was a scholarship recipient last year and wanted to give back. She is now enrolled at Cal Poly and has a "My Citrus Story."
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Government Relations

- Government Relations met with Assembly member Roger Hernandez' Senior Field Representative on Wednesday, May 4 for a brief campus tour and an overview of college programs. Assemblyman Hernandez is expected to visit the college in September.
- Government Relations has returned Citrus College's answers to the SanFACC questionnaire on local budget solutions to Director of Community and Government Relations at Rio Hondo. The information for all six SanFACC colleges is being tallied and the results should be available mid-May.
- Other projects include working with the Director of Institutional Research on editing the 2010-2011 Strategic Plan progress report and drafting the introduction for the *Citrus College 2011-2016 Strategic Plan*.

External Relations

- Citrus College was voted one of "San Gabriel Valley's Best" in its recent reader poll. The college placed in the colleges/universities and the "career college" categories. There will be special issue that will be published on May 22.

Robert Sammis – Human Resources

Dr. Sammis stated that the Human Resources Advisory Committee has been working on the Full-Time Faculty Evaluation board policy and administrative procedure, also the Full-Time Faculty Leaves board policy and administrative procedure. Dr. Sammis is very pleased and stated that it has been a lot of work with the negotiating teams for a very fair evaluation process which mirrors current practice. The Human Resources Advisory Committee will meet next week for the final meeting of the year. The Committee will address new policies and procedures that will be distributed to the constituent groups. CSEA negotiated a new board policy on discipline that will be reviewed by the supervisors and managers which will be submitted to Steering in the fall. The Human Resources Advisory Committee is evaluating data on hiring diversity. The Human Resources Advisory Committee is also working on their program review.

Chrissy Concannon – ASCC

Ms. Concannon stated that ASCC is working to recruit for next year's ASCC Executive Board. Spring Fest last week was a great success and a lot of fun. There were a lot of students and staff in attendance and the program made a lot of money. Ms. Concannon added the Student Representation Fee was passed and approved by the Board.

Carol Cone – Supervisors/Confidential

Ms. Cone notified the Committee that the Shredders Company has no limit during the month of May. If there is anyone who needs to have shredding done please contact Lucia Blades in Fiscal Services. There will be a Supervisors/Confidential brown bag lunch meeting on May 12th to discuss leadership, hourly budget, and to review cost savings ideas.

Pam McGuern – Classified

Ms McGuern stated that the Classified staff are looking forward to the Pancake Breakfast. Ms. McGuern stated that the classified staff have been really busy preparing for the move into the new Student Services building. They are trying to do their regular jobs along with packing. There are a lot of confidential files that need to be shredded and this has been very time consuming.

John Vaughan – Student Learning Outcomes and Assessment Coordinator

Mr. Vaughan stated that HotShots met on April 29th. The Progress Report for the Annual Implementation Plan of the last year of our current Strategic Plan was reviewed and revised. There will be a meeting this Friday. The first Comprehensive Assessment Plan was also reviewed and is on track for completion by June. The annual report to ACCJC was reviewed and a plan was developed to complete the course SLOs to 100 percent. The SLO matrixes for the six-year program review are near completion. Our next scheduled meeting is May 13th.

Mr. Vaughan added that what is required for the 2012 Proficiency rubric is to have campuswide information included in the report. The Comprehensive Assessment Plan will be approximately 225-250 pages and pulls together a lot of information from all different areas of campus. Mr. Vaughan added that Curriculum has 60 courses that have no SLOs. This is a big portion and an aggressive plan has been created to complete the SLOs and make them current. HotShots and Curricunet are working very hard and would like to report to ACCJC that Citrus is at 100 percent by June.

Lan Hao – Director of Institutional Research

Dr. Hao stated that the IRPC met this morning shared input on the program review which will be submitted to Steering on May 23.

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

Dr. Perri stated that the May 23rd and June 13th Steering meetings will have a large volume of materials to review. There has been a lot of progress this spring. Also the program reviews for TeCS, Institutional Research, Human Resources, and Advancement will be submitted to the next Steering meeting. Last year's program reviews were the first non-instructional program reviews completed and have been a wonderful model to follow. Dr. Perri thanked Mr. John Vaughan for his assistance on the SLOs which are difficult to write for non-instructional areas.

Dr. Perri invited everyone to please attend the Budget Forum and the Accreditation Update Forum. Thank Dr. Perri thanked Dr. Hao and her committee for the work completed on the Strategic Plan, which has been coordinated with the Educational and Facilities Master Plan and aligned with the institutional goals.

Dr. Perri stated that the "fun" will begin again with board policy and administrative procedure review. The Board supports a three-year cycle for review of all completed board policies and administrative procedure. The first area of review will be for the Board of Trustees policies and procedures Chapter 2. A form has been developed for reviewing these policies and procedures. The chair of each committee will use this form while reviewing the policies and procedure for any changes. If there are no changes to the board policy or administrative procedure the Chair will sign off that it has been reviewed. Then a notation will be made on each board policy and/or administrative procedure that a desk review has been completed. It is important to know that a policy or procedure can be reviewed for currency at any time. The District also has received an update from the League on several of the completed policies and procedures to reflect changes on to statutes.

Dr. Perri announced that there are four finalists for the Vice President of Student Services position who will be interviewed over the next couple of weeks. Hopefully, this position will be filled by July 1st.

This is the season of many celebrations such as the Retiree and Tenure Reception, Achievement Awards, Commencement, EOP&S Reception, Transfer Reception, and Care Reception. Please plan to attend as many as possible to share in the celebrations.

OTHER

Dr. Perri announced that there is a new doctor in the house. Congratulations to Dr. Kathy Bakhit. Dr. Bakhit shared the major findings on her dissertation which were on how to approach resource development. The resource development area for community colleges was not a major focus area for Presidents, Boards of Trustees or Foundation Boards. There is not a comprehensive approach to it, so she was able to locate a theory pertaining to this area which addressed how organizations deal with resource shortages in funding community colleges and highlights strategies on how to approach the whole process and best practices of how to implement. Dr. Bakhit has been invited to present this information at a conference in Washington DC. She has also been requested to write a white paper based on this theory.

Meeting adjourned at 3:58 p.m.