

**APPROVED**  
**CITRUS COMMUNITY COLLEGE DISTRICT**  
**Steering Committee Minutes**  
**February 25, 2013**

Present

Linda Chan, Adjunct Faculty	Carol Horton, Financial/Physical Resources
Fariyah Chowdhury, ASCC	Cathy Napoli, Classified
Robert Coutts, Classified	Andres Navarro, ASCC
Gunnar Eisel, Faculty	Geraldine Perri, Superintendent/President
Roberta Eisel, Faculty	Robert Sammis, Human Resources
John Fincher, Faculty	Arvid Spor, Student Services
Tedd Goldstein, Supervisor/Confidential	Linda Welz, Information Technology
Dennis Korn, Faculty	Jim Woolum, Academic Senate
Paula Green, External Relations	Lisa Villa, Faculty
Lan Hao, Institutional Research	

Guest

Jim McClain, Dean of Mathematics & Health Sciences representing Irene Malmgren

Absent

Patrick Borja, Faculty	Mike Hillman, Faculty
Jackie Boxley, Faculty	Irene Malmgren, Educational Programs
Brandi Garcia, ASCC	Beverly Van Citters, Faculty
Dana Hester, Faculty	

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

Ms. Carol Horton moved that the minutes of December 10, 2012, be approved as corrected. The motion was seconded by Mr. Andres Navarro and unanimously carried.

Old Business

There was no old business.

New Business – Action Items

There were no action items.

New Business - Informational

1. Mid-Year Review for the 2012-2013 Progress Report: Dr. Hao led the group through the mid-year status review reports. The following leadership reported on the progress of initiatives within their respective areas.

Mr. Jim McClain - Academic Affairs  
Arvid Spor – Student Services  
Carol Horton – Finance and Administrative Services  
Robert Sammis – Human Resources  
Linda Welz – TeCS  
Paula Green - Communications  
Geraldine Perri – Development and Alumni Relations

Dr. Perri expressed her appreciation for the reports and reminded everyone that the ultimate purpose of the initiatives was to advance the institution and to ensure that Citrus students made progress towards their educational goals.

2. Executive Summary: Dr. Spor presented an Executive Summary of *Student Flow Between Community Colleges* (Bahr, Peter Riley. (2012). The article focused on California Community college students who transferred laterally between community colleges and sought to answer questions related to transfers and simultaneous enrollment. The article stated that students transferred due to variations in prerequisite requirements, class schedules, and poor academic performance at other colleges.

The group discussed additional reasons why students may transfer laterally to or attend another community college concurrently which may not have been considered for the article. After much discussion, it was agreed that strategies to keep students at Citrus needed to be researched, discussed and formulated.

### Reports and Quick Updates

#### Academic Affairs

Reporting in Dr. Malmgren's absence, Mr. McClain stated that classes were filled at 96% of capacity. Four percent of this was attributed to international student enrollment. Mr. McClain assured the group there was no cause for concern as budgeting for the spring semester was done with worse-case scenario assumption in the event Prop 30 did not pass. He was confident that fill rates would be back to normal levels within the year.

#### Academic Senate

Jim Woolum advised the committee that the Senate would hold its first meeting of the year on February 27. The group was in the process of nominating Linda Chan for a scholarship to the Academic Senate of the California Community College Spring Plenary in San Francisco.

#### ASCC

Andy Navarro informed the committee that the ASCC would have a full board as of February 26th. Upcoming activities included Club Rush and a Spring Fest with a music festival theme planned for May 6-9. Mr. Navarro also reported that two student members of the Community College Completion Corp (C4) had begun working in conjunction with ASCC to encourage student to participate in the College of Completion agenda.

Mr. Navarro further stated that Phi Theta Kappa (PTK) members had begun mentoring students to help them improve study skills, overcome academic obstacles, and to assist them in make meaningful connections. PTK was also working to increase student involvement via the upcoming Club Rush and future fundraising events.

#### Classified

Cathy Napoli reported that the 25<sup>th</sup> Annual Holiday Celebration raised \$1,186 for the CSEA scholarship program. She stated that scholarship applications had already been distributed and the committee would meet soon to decide on awards. Robert Coutts reported that CSEA officers would be attending a shared governance overview session with the Superintendent/President's Cabinet.

#### Superintendent/President

Dr. Perri expressed her desire to continue the good work of our student completion corps. She stated that student input would be very valuable in identifying areas that could improve community college completion, making it a win-win solution for students.

Dr. Perri also explained that one of her strategic plan goals is to increase communication to the campus via an increased number of emails, newsletters, eMemos and personal visits to departments. She also meets on a regular basis with the college constituency group leaders. She noted an upcoming special orientation meeting for the CSEA leadership with the Superintendent/President's cabinet on shared governance.

#### Supervisors/Confidential

Tedd Goldstein stated that the group had met in January and agreed to participate in a shadow day with Azusa High School students and also discussed ways to contribute to ongoing campus sustainability efforts. He also reported that members of the Supervisor/Confidential group staffed the Student Information Booths during the first week of spring classes.

#### Other

Dr. Perri reported on the death of Citrus photography instructor Darrell Carr's 16-year old son, and Dr. Carr's subsequent heart attack.

#### Adjournment

There being no other business, the meeting was adjourned at 4:12 p.m.

**The next meeting of the Steering Committee is scheduled for Monday, March 11, 2013**