

APPROVED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
May 13, 2013

Present:

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

Absent:

Jackie Boxley, Brandi Garcia, Mike Hillman, Carol Horton, Irene Malmgren, Lisa Villa

Call to Order

Dr. Perri called the meeting to order at 2:46 p.m. in the Louis E. Zellers Center for Innovation Community Room.

Minutes

Linda Chan moved that the minutes of April 22, 2013 be approved as submitted. The motion was seconded by Arvid Spor. The motion was unanimously approved.

Old Business

None.

New Business – Action Items

Robert Sammis reported that all of the 2000 series board policies and administrative procedures had been reviewed and that the following policies had been revised, and were reviewed at two separate Board of Trustee work sessions:

1. Board Policy 2015 Student Trustee
2. Board Policy 2110 Vacancies on the Board
3. Board Policy 2315 Closed Session
4. Board Policy 2345 Public Participation at Board Meetings
5. Board Policy 2350 Speakers Addressing the Board
6. Board Policy 2365 Recording
7. Board Policy 2750 Board Technology Use and Support

There was discussion regarding revising BP 2015 Student Trustee to grant the student trustee advisory voting rights. Dr. Sammis reminded the committee that the approval of the policy as it was currently written did not preclude further changes or updates. It was recommended that the policy be approved as submitted and that the issue of the student trustee voting status continued to be discussed. Dr. Perri noted she would discuss the item with ASCC President Navarro and delay Board action.

Dennis Korn moved approval of all of the board policies presented. The motion was seconded by Roberta Eisel. The motion was passed with a majority vote and one nay vote.

Reporting for Dr. Malmgren, Jim McClain reported that the following Academic Affairs board policies had been reviewed and revised:

8. Board Policy 3280 Grants
9. Board Policy 4226 Multiple and Overlapping Enrollments
10. Board Policy 4260 Prerequisites, Co-Requisites, and Advisories

Mr. Korn moved approval of the three Academic Affairs board policies. The motion was seconded by Andy Navarro and was unanimously approved.

New Business – Informational Items

Dr. Sammis informed the committee that the as a result of the review, the following administrative procedures had been revised:

1. Administrative Procedure 2015 Student Trustee
2. Administrative Procedure 2110 Vacancies on the Board
3. Administrative Procedure 2345 Public Participation at Board Meetings
4. Administrative Procedure 2712 Conflict of Interest Code

Mr. McClain explained the changes to the following administrative procedures:

5. Administrative Procedure 3280 Grants
6. Administrative Procedure 4222 Remedial Coursework
7. Administrative Procedure 4226 Multiple and Overlapping Enrollments
8. Administrative Procedure 4260 Prerequisites, Co-Requisites, and Advisories

9. College of Completion Literature Discussion: “*American Higher Education: First in the World*”. Kanter (2011). Patrick Borja presented an executive summary of the article which focused on the American Graduation Initiative and its key objectives: access; quality; affordability; and completion; as well as the problems within the American education system, the impact on the economy, and the future employment of today’s students. The article also expanded on what the federal government and educational institutions can and are doing to influence positive change within the system.

Some of the key points made in the article included:

- projection that within four years individuals without a college degree would not qualify for two out of every three jobs;
- jobs projected to be the fastest growing will require a post-secondary degree and include healthcare; education; science and technology; and engineering and math;
- higher order thinking such as analysis, reasoning, and communication skills are critical for the American work force

Mr. Borja posed several questions, which generated much discussion. When discussing challenges that were specific to Citrus College, Dr. Hao shared that 83% of the students enrolling at Citrus College for the 2006-2007 academic class were classified as unprepared as compared to the state average of 73%, and noted the high percentage of part-time students at Citrus, which is usually about two-thirds of the student population.

Reports and Quick Updates

Educational Programs

Mr. McClain reported that the Photography Program Review was completed and that the review identified several decisions that still need to be made and changes that will require additional assessment. EPC also reviewed several Board Policies and Administrative Procedures.

Student Services

Dr. Spor reported that the SSC had met and reviewed Board Policies and Administrative Procedures, and conducted an update on the Student Success Act. He also announced that a new online application, iParq, will now allow students to purchase two-week parking permits online. This will alleviate the need for students to purchase physical permits from the Campus Safety Office while they wait for permanent parking stickers to arrive in the mail.

Physical/Financial Services

No report.

Information Technology

Mrs. Welz stated that the CITC met and is continuing to work on the 2013-2017 Technology Plan.

Institutional Research and Planning

Dr. Hao reported that IRPC met and reviewed the Scorecard results.

Institutional Effectiveness

Dr. Hao stated that the IEC would be meeting to review the Institutional Support and Instructional Support survey results.

External Relations

Mrs. Green stated that the External Relations department was busy helping with the many end of year activities being planned.

Academic Senate

Mr. Woolum reported on a presentation by the campus nurse and Campus Safety regarding health services and procedures for emergencies on campus at the last Academic Senate meeting. The Photography program review was completed. When EPC has finished work on the Public Works and Water review, 100% of comprehensive program reviews will have been completed.

ASCC

Mr. Navarro reported that the ASCC has been working on reviewing and revising many of the group's governing documents. He thanked the college for its support during Spring Fest, stating that the event was a big success. Mr. Navarro also reported on his recent trip to the Student Senate for California Community College General Assembly, where he was awarded the Outstanding Member of the Region Award. He stated that as he interacted with various student representatives from around the state, it became very clear that Citrus College has a good reputation for being a solid school.

Classified

Mrs. Napoli reported that the CSEA Executive Board had been reviewing Board Policies and Administrative Procedures and that everyone was looking forward to Classified Appreciation Breakfast. She thanked all those who helped with sponsorships.

Supervisor/Confidential

Mr. Goldstein announced that nominations were now open for Student Worker of the Semester and that nominations were due May 21st. The winning student will receive \$150 from the Supervisor/Confidential Team.

Student Learning Outcomes

Mrs. Eisel reported that the HotShots met and were finalizing the General Education Assessment Dialogue Session plans for the event to be held on May 23. HotShots hoped that many faculty members would participate and reported that the event was receiving great support from Deans. Mrs. Eisel stated that the Institutional Learning Outcomes and Core Competencies were working their way through the appropriate committees and was hoping to present them as agenda items at the June 10 Steering Committee Meeting.

Human Resources

Dr. Sammis reported that the Human Resources committee was finalizing a desk audit of the 7000 series Board Policies and Administrative Procedures.

Superintendent/President

Dr. Perri announced that the Metro Board of Directors had adopted the operational name of APU/Citrus College for the Azusa station north of the college. She reported that prior to last week's Board meeting, an inaugural reception was held to recognize a group of 10 donors who have pledged approximately \$70,000 to support of the President's Circle of the College of Completion initiative. Approximately 39 guests attended, including all the Board of Trustees and many Foundation Board members. It was a very successful event and it was evident that all the donors felt special and acknowledged. She thanked Chris Garcia and her staff for coordinating a very nice event. Dr. Perri also reported on the recent Sabbatical forum with Claudia Pohl and Bruce Solheim. She stated that their presentations were very informative and demonstrated the value of the sabbatical experience. She also congratulated Patty Glover, the Cosmetology faculty and students for last week's amazing Hair Show. In closing, Dr. Perri invited everyone to next Friday's Surf's Up Classified Appreciation Breakfast.

Adjournment

There being no further business before the committee, the meeting was adjourned at 4:05 p.m.