

APPROVED
CITRUS COMMUNITY COLLEGE DISTRICT
Steering Committee Minutes
September 23, 2013

Present:

Patrick Borja, Jackie Boxley, Linda Chan, Robert Coutts, Roberta Eisel, Patty Glover, Paula Green, Michael Hillman, Lan Hao, Tyler Hernandez, Carol Horton, Dennis Korn, Bruce Langford, Patricia Lawrence, Eric Magallon, Alejandra Morales, Geraldine Perri, Robert Sammis, John Vaughan, Lisa Villa, Stephanie Yee, and Patricia Robidoux, Recording Secretary

Absent:

Cathy Napoli, Arvid Spor, Beverly Van Citters, Linda Welz, Gailynn White

Guests:

Leigh Buchwald, Martha McDonald, Jody Wise

Call to Order

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

Minutes

Linda Chan moved that the minutes of June 10, 2013 be approved as submitted. The motion was seconded by Lisa Villa. The motion was unanimously approved.

Old Business

None.

New Business – Action Items

Dr. Perri introduced the following eight committee Purpose Statements for approval:

- College Information Technology Committee
- Educational Programs Committee
- Financial Resources Committee
- HotShots Committee
- Institutional Research and Planning Committee
- Physical Resources Committee
- Steering Committee
- Student Services Committee

Stephanie Yee distributed a revised Purpose Statement for the HotShots and explained that changes were recently made after the initial submission for this meeting. Dennis Korn moved approval of all committee Purpose Statement as amended. Carol Horton seconded the motion. The motion was carried.

Dr. McDonald presented BP 5140 Disabled Student Programs & Services for approval. Carol Horton moved approval of BP 5140 as submitted. Lisa Villa seconded the motion. The action was unanimously approved.

New Business – Informational Items

Dr. McDonald presented three Administrative Procedures for informational review: AP 5031 Instructional Materials Fees; AP 5140 Disabled Student Programs & Services; and AP 5610 Voter Registration. There were no changes.

Dr. Hao announced that the College of Completion Read and Review initiative would continue at each Steering Committee meeting, as time would permit. She reiterated that Read and Review was a literature review on research related to best practices in community colleges leading to student achievement. She circulated a list of relevant articles available for presentation by committee members.

Dr. Hao presented the 2013-2014 Annual Implementation Plan (AIP), now in year three of a 5-year cycle. Reports were made on the specific activities being planned or implemented in each of the six focus areas: Academic Excellence; Student Support and Success; College Resources; Learning Environment; Institutional Effectiveness; and Community/College Relations.

Committee Reports

Educational Programs Committee – In Dr. Spor's absence, Dean Wise reported on the activities of the committee, including the approval of the EPC Purpose Statement, and a presentation by Finance regarding the efficient use of District resources.

Student Services Committee – Reporting for Dr. Spor, Dr. McDonald stated that the committee met and approved the SSC Purpose Statement as well as the Committee Information. Additionally, several BP/AP were reviewed, many dealing with campus safety, and would be forwarded to this committee for review and approval.

Financial Resources Committee – Carol Horton stated that the FRC had met during the summer months to prepare for the Budget Forum Presentation, which was held on September 3.

Physical Resources Committee – Mrs. Horton advised that the PRC had also continued to meet to review ongoing projects.

Human Resources Advisory/Staff Development Committee – Dr. Robert Sammis reported that the HRC would be reviewing diversity statistics for all classified hiring activity at the upcoming meeting on October 17.

College Information Technology Committee – Reporting for Linda Welz, Leigh Buchwald stated that the CITC had met and reviewed its Purpose Statement. He also stated that the main focus of the committee this year would be the development of a web usage policy, including style guides, guidelines for managing content, and ensuring copyright standards.

Institutional Research and Planning Committee – Dr. Hao reported that the IRPC Purpose Statement was developed at the last meeting. She also stated that due to the upcoming accreditation visit in the fall semester 2015, IRPC would be conducting another campus-wide climate survey during the spring 2014 and that the planning and development of that survey would begin this fall. She also announced that the IEC would meet later in the day to review the committee's Purpose Statement and to discuss the committee's responsibilities for the coming year.

Other Reports

External Relations – Paula Green informed the committee that External Relations had been busy working on the annual report for the 2012-2013 academic year, as well as the next edition of the Citrus View, and assisting the Foundation with the development of marketing materials for the College of Completion.

Academic Senate – Lisa Villa commented that the committee had passed its Purpose Statement and announced the conclusion of elections to ratify revisions to its constitution and bylaws. The committee also continued the search for five faculty members to co-chair various standards for accreditation. Ms. Villa also announced that the Area C Meeting was scheduled for October 19th at Los Angeles City College and the Plenary on November 7-9 in Irvine and that both she and John Vaughan were scheduled to attend.

Associated Students of Citrus College – Tyler Hernandez reported that the ASCC recently held its Constitution Day Celebration in the Campus Center mall. He also announced that Dolores Huerta, labor leader and civil rights activist, was scheduled to speak on October 9th at 11:30 in the Campus Center and that all faculty, students, and staff were invited to attend.

California Schools Employees Association – Robert Coutts announced that CSEA would be meeting on September 24 and October 3 to review several BP/APs and to recruit representatives to serve on CITC and IRPC. He also stated that he looked forward to working with HR on the review of job descriptions and minimum qualifications for classified positions.

HotShots Committee – Stephanie Yee reported that the HotShots had met twice in September and were currently planning the Completion Fair to be held in conjunction with the Transfer Fair on October 17 from 10am – 1pm. She also announced that the college had reached the level of proficiency in regards to SLOs and that this year's focus would be to demonstrate that SLOs campus wide were ongoing and systematic and integrated in PR/planning. Ms. Yee added that the committee was also in the process of reviewing the Institutional Plan to Maintain Sustainable Continuous Quality Improvement ("SCQI"), based on the ACCJC rubric for Evaluating Institutional Effectiveness. The committee would also make a recommendation to Senate to revive the GE Committee as well as plan and conduct the 3rd Annual GE Dialogue. Additionally, this semester, the committee would work to finalize the SLOA Handbook for campus wide distribution. Ms. Yee thanked everyone for their efforts as work continued to complete the SLO tables on the Intranet.

Supervisor/Confidential Team – Eric Magallon thanked all the members of the Supervisor/Confidential Team and the Management Team for staffing the information booths during the first week of the fall semester.

Superintendent/President - Dr. Perri thanked everyone involved in Convocation and announced that, at census, enrollment was up 13% over last year in terms of student headcount and FTS. She also thanked faculty, deans, and staff for the efforts to increase enrollment, including the Outreach Office, TeCS, and the Student Ambassadors for the many calls and emails they generated. Dr. Perri reminded the group how very critical it was to achieve enrollment goals every semester as they are tied to funding.

Adjournment

There being no further business before the committee, the meeting was adjourned at 4:04 p.m.