Citrus College
Student Services Committee Meeting

January 25, 2007

Minutes

Present: Claudia Castillo Arnold Rollin
         Dyane Duffy Diana Rodriguez (ASCC)
         Jeanne Hamilton Sandra Saco (ASCC)
         Martha McDonald Adrienne Thompson
         Nicole Prada (ASCC) Mary Wharton

Guests: Lan Hao, Jose Agular

Jeanne Hamilton called the meeting to order at 11:00am in AD206

1. Approval of Minutes December 7, 2006
   The minutes of the December 7, 2006 minutes were approved as written.

2. P-XXXX Drug Free Environment
   Last fall, the Student Services Committee approved revisions to P-XXXX Drug Free Environment and they were distributed to the constituent groups for approval. The Academic Senate added some additional language in order to clarify certain classroom conditions where alcohol-based products are used for instruction. The Senate’s revisions are on this agenda for the committee’s approval and the policy will be sent out again to the other constituents for comments/additional input. M/S/P to approve.

3. AB1088 Requirements
   Community colleges are now required to post information on sexual violence prevention and education, in addition to the sexual harassment information we are already required to provide. The system office has directed each community college to disseminate this information through its website, orientation classes, printed brochures and by adopting board policies. Arnold has contacted Lucinda regarding integrating this information into orientation classes and having brochures printed. He will verify whether we need to add/amend our board policies. There is also an internet based presentation available.

4. Categorical Site Visits
   Jeanne wanted the committee to be aware of the upcoming categorical programs site visit – probably next fall or spring. In the past, the System office scheduled separate visits for each individual category (matriculation, EOPS, DSPS) funded by the state. Now, due to drastic budget cuts at the System Office, a combined team will cover all categorical programs in one visit. Martha gave an overview of the two-day visit and explained that the make-up of the team will include representatives from each of the categorical programs. The Systems office has provided a self evaluation guide and we will be required to provide documentation for the team’s review. The three components of the review are self evaluation, site visit by the team and peer evaluation. A timeline will be forthcoming and will include the exact date of our visit.
5. Campus-wide Employee Survey
The college will be celebrating its 100th year in 2015. Lan Hao reported that she is working on an employee climate survey to help in strategic planning and setting future goals. She is attending meetings of the standing committees to solicit comments regarding what the survey will look like. ASCC conducted a student survey last spring. This survey is for employees, but will also include student workers. Lan summarized the timeline. By mid February she will collect comments and work with the ad hoc committee to finalize the draft. By March 1st the survey will be available on-line (and also in paper form) for a period of three weeks. In April the results will be evaluated. An all campus retreat is being planned for May and the survey will be used for strategic planning at the retreat. Lan reviewed the handouts and felt that Skyline College’s model was the best example in comparison to Citrus as it was planned around the accreditation process. The committee offered some suggestions and Lan said if there are any additional comments to e-mail them to her. One recommendation was to keep the survey brief enough – not more than fifteen minutes - so employees will finish it. She will ask Dr. Viera to draft a cover memo, advertise in the Weekly Bulletin and ask managers to encourage their employees to respond.

6. Other
- The compressed calendar was approved at the state level.
- **Student Services Building** – Jeanne would like student input in the design of the new building. Pam will e-mail the meeting schedule to Sandra and she will try to attend or send someone. Jeanne gave some background regarding the change in location of the fine arts building due to a geological issue. The existing fine arts building will be torn down and replaced after the student services building is completed. Construction is scheduled to begin in summer 2008 and will take 20-24 months to complete. It was decided to include an art gallery in the student services building due to the availability of more space and higher visibility. The existing bookstore and cafeteria will stay in their present locations, as will the campus center, which will continue to be used for large events. Small conference rooms to seat 10-12 and a staff lounge are also planned. Since the counseling offices will now be located on the second floor, a large visible staircase to funnel students upstairs is necessary. The next step in the planning process will deal with the actual shape of the building.
- **ASCC report** – As part of Black History month activities, Dr. Terrance Roberts has been invited to speak on February 8 at 11:00. Dr. Roberts was one of the first black students integrated into Little Rock High School in the 60’s and will speak about his experiences.

Meeting Adjourned 12:05