Citrus College
Student Services Committee Meeting

November 29, 2007

Minutes

Present: Shauna Bigby  Robert Melendez
Claudia Castillo  Vince Mercurio
Dyane Duffy  Lucinda Over
Patty Glover  Lois Papner
Steve Gomez  Adrienne Thompson
Eric Magallon  Quinn Klingerman (ASCC)
Martha McDonald  Mike Paolini (ASCC)

1. Approval of Minutes October 25, 2007
The minutes of the October 25, 2007 meeting were approved as written. Lucinda Over chaired the meeting in Jeanne Hamilton’s absence.

2. Calendar Approval
The 2008-09 calendar is basically the same as 2007-08. The calendar committee felt that we shouldn’t make any changes until we have experienced the new condensed format for at least one year. Students felt that Saturday is a better day to hold Commencement, as it will be easier for parents and friends to attend. There have been discussions about moving Flex Day to a different day. There will be only one 8 week Summer session under the condensed format. It is important to start all classes with the same semester start date, but it’s O.K. for them to end differently (6 or 8 wks in length). There was a concern about processing and sending transcripts in time for transferring students, but now that Banner is online 24/7, faculty will be able to turn in grades on-line and earlier than before. MSP to approve the Calendar as submitted.

3. R-5120 Health Fee
Our Board Regulation, R-5120 states which students will be exempt from paying the Health Fee. Since our practice has been to waive the Health Fee for those students who are registered only in distance ed classes a proposal was brought forward to change the regulation. After discussion, the committee felt it would be opening the door for many other groups wanting to waive the fee, so a recommendation was made that the proposed language be deleted and the regulation will stay as is. Changes will be made regarding our practice, but we can’t begin charging distance ed only students until Summer. Lois will verify the wording of the Health Fee statement printed in the schedule. MSP to leave policy as is.

4. 911 Procedures
Shauna Bigby is reviewing ours and other college’s policies regarding 911 calls. It’s not clear who should make the call, if cell phones should be used for 911 calls, who gets billed for emergency services, etc. Shauna will give her report at the next meeting.

5. Registration/Banner Update
Spring Registration figures to date: 4,301. Last Spring’s count to date: 4,566. With Banner, students were able to register on Saturdays, Sundays and Thanksgiving Day. Therefore, it is hard to compare this year’s figures with the previous spring because of the extended access to registration. There were some issues with students registering for winter and spring at the same time and not being able to afford tuition for two semesters at once. There were some
problems with athletic eligibility due to roll outs which the committee will discuss at the next meeting.

6. **ASCC Report**
The student representatives submitted a written report. Topics included their cafeteria focus group and its review of the cafeteria (prices, location, format of tables), elections, and the upcoming Blood Drive. Patty Glover suggested the cosmetology students be included in a focus group, since they are regular customers of the cafeteria.

7. **Announcements**
- Lucinda distributed a handout which listed Counseling Programs and Services’ future events for the Spring/Summer.
- University of LaVerne classes will be taught at Citrus for $20/unit.
- Adrienne reminded the committee about the upcoming blood drive.
- Robert announced the EOPS Winter workshop is December 14th.
- Eric said Winter semester textbooks will go on sale January 3rd. A satellite site for buybacks will be set up between the Art Center and EDC.

Future meetings are third Thursdays.

Meeting Adjourned 12:30 p.m.