Citrus College  
Student Services Committee Meeting  
October 16, 2008  

Minutes

Present:  Shauna Bigby   Vince Mercurio  
Albert Graciano   Lucinda Over  
Jeanne Hamilton   Karen Ponce, ASCC  
Quinn Klingerman, ASCC   Lois Papner  
Eric Magallon   Christian Ramirez, ASCC  
Ivon McCraven   Adrienne Thompson  
Martha McDonald   Mary Wharton

1. Approve Minutes – September 25, 2008  
The minutes of the September 25, 2008 minutes were approved with the following correction to Item 8. There will be one vending machine outside the bookstore, rather than multiple vending machines.

2. Academic Calendar  
The Academic Calendar Committee will meet on Monday to approve the 2009-10 Academic Calendar. It looks very similar to 2008-09, ending with a Saturday commencement. The committee plans to work on two academic calendars, 2010-11 and 2011-12, and submit them together for approval. The SSC committee decided to vote on the calendar, pending its approval by the calendar committee on Monday. **MSP Approved**

3. R-5128 Academic Renewal  
The regulation is back in this committee for approval because additional revisions were made by the Academic Senate. One of the proposed changes was to the approval process; petitions will be reviewed by a committee consisting of a counselor, dean of admissions and two instructional faculty members. **MSP Approved**. The regulation will be sent back out to constituent groups.

4. Accreditation Standard 2B  
Mary Wharton, Martha McDonald, Quinn Klingerman and Lucinda Over are members of the committee working on Accreditation Standard 2B. The committee has been meeting twice a month since April and report that the first draft is now complete. There were two planning agendas created: 1) the catalog does not have a statement regarding academic freedom (which will be added in the next publication) and, 2) admissions materials are not published in different languages. It was noted that when CCCApply was purchased, the Spanish module was added. Both of the above items will be corrected before the site visit. The committee is now in the process of verifying information and they will bring their draft to this committee when finished. Mary commended Lucinda for her leadership and Jeanne thanked Mary for her participation as a classified member.

5. ASCC Report  
Quinn Klingerman distributed a written report. Homecoming is next week. The ASCC Debate Nights were well attended. He will be attending the Community Colleges Student
Affairs Association Leadership conference in San Diego. Disability Awareness Day plans are underway. Rock the Vote was a great success with many students registering to vote.

6. Other

- **Mandatory orientation.** One recommendation from the categorical site visit identified the need for students to be oriented before starting classes. The Basic Skills committee is investigating mandatory orientation and looking into best practices at other colleges. They will report their findings to the Matriculation Advisory Committee and then a recommendation will be made to this committee. One option suggested was to offer new students an incentive, such as priority registration if they participate in orientation. However, approximately 5,000 students would be considered “new” and may create a bottleneck in the computer during registration. Jeanne would like active student involvement in the process and suggested that students look at some models. Students on this committee were encouraged to attend one of the next sub committee meetings (Nov 11 and Nov 19) and give their input.

7. Reports/Announcement

- **EOPS** – Staff are helping DSPS students with priority registration. DSPS is serving seven visually impaired students this year and it has impacted their office a great deal. At the recent statewide CAPED conference, a workshop was held with information about what community colleges are doing for returning veterans with post traumatic stress disorder.
- **ASCC** – Martha distributed a handout listing upcoming ASCC events. Students are working hard to get ready for homecoming. Adrienne Thompson is president of CCCSAA this year and she and the students are preparing for the upcoming conference.
- **Outreach** – Ivon is visiting with high school principals to set the schedule for the upcoming year. The program continues to grow.
- **Campus Center** – a group of students brought forward a petition to be allowed to have soft drinks in the Campus Center. It has not been allowed in the past because of the carpeting.
- **Cosmetology** – Albert reported that the students did an excellent job with hair and make-up for the recent production of Cabaret.
- **Financial Aid** – The staff have been learning a lot of new Banner programs with a lot of prep work needed before each new process can take place. They are optimistic that everything will run smoothly once Banner is fully implemented in their office.
- **Admissions & Records** – Students continue to register for the second eight weeks. Registration appointments have been mailed for Winter and Spring.
- **Bookstore** – Eric will be attending the California Association of College Stores annual conference in Sacramento. Textbook affordability will be a major issue. Eric plans to get more involved with the group in the future because of the textbook issue.
- **Health Center** – The mobile HIV testing center was on campus and forty-eight people were tested in a three hour period. Results are known in 20 minutes and it was reported that there were no “positive” results. Breast Cancer Awareness is next month and they will be conduction screening demos in the quad.

Meeting Adjourned