Citrus College
Student Services Committee Meeting

December 11, 2008

Minutes

Present: Shauna Bigby Martha McDonald
Steve Gomez Vince Mercurio
Jeanne Hamilton Lucinda Over
Eric Magallon Lois Papner
Ivon McCraven Adrienne Thompson
Mary Wharton

1. Approve Minutes – October 16, 2008
The minutes from the October 16, 2008 meeting were not available.

2. Program Review Outline
A non-instructional program review outline has been adopted. The outline will be used for Library, Student Services and other non-instructional programs. A handout of the adopted outline was distributed.

3. Parking
Martha is working with External Relations on a marketing campaign regarding parking issues. Some suggestions were made to alleviate parking problems:

- The City of Glendora approved permit parking in one of the affected neighborhoods, so complaints from neighbors should decrease.
- The Bookstore will investigate making a certain number of bus passes available at half price to encourage more students to use public transportation.
- Foothill Transit will come on campus to make it easier for students to get the bus pass application started.
- Students will be offered free parking if they use the annex parking lot.
- A shuttle service will be provided to and from the annex lot for the first few weeks of the semester.

It was noted that due to budget cuts and reducing the number of classes offered, we may not have the same issues with parking in the spring.

4. Budget Cuts
Jeanne discussed the level of budget cuts for the current fiscal year and the next fiscal year. Many of the hourly on-call and adjunct faculty have already been cut. However, the Board has stated their two priorities are 1.) to maintain base FTES with the money allotted by the state and 2.) to maintain our regular staff. In order to forgo layoffs, vacancies will not be filled and some staff may be reassigned. It is important to try to keep the same level of services so the effect on students is not felt. In spring the Admissions and Records and Financial Aid offices will cut their hours of operation and will be open only two nights a week. Jeanne assured everyone that the college is managed well financially and thanked everyone for maintaining a positive attitude.
5. Veteran’s Services
Thanks to the efforts of Bruce Solheim, the Boots to Books program for veterans has received a lot of publicity nationally. The Wal-Mart Foundation has taken notice and has given Citrus a grant of $100,000 to offer support services to veterans. Jeanne and Bruce will form a veteran’s advisory committee to help plan a budget for the grant money and to discuss opening a veteran’s center on campus. Because a lot of veterans have both physical and psychological issues, representatives from DSPS and the student health center were asked to serve on the advisory committee.

6. Accreditation Chapter
Although mandatory orientation is still being discussed, the process should be finalized by the time the accreditation team arrives in October. The Spanish portion of CCApply has been purchased and the counseling staff were given a presentation of a Braille program needed for blind students taking the assessment test. These items were included as planning agendas in the draft of Standard 2B. Lucinda stated there was good student participation on the Standard 2B committee.

7. Mandatory Orientation
The matriculation committee is investigating ways to implement a mandatory orientation program. Today, an ASCC focus group will be asked what kinds of things students think are important to include. An online product has been reviewed but at $57,000 it is costly. The counselors will look at additional products during their next workgroup. The College Success Committee worked on a pilot program for mandatory orientation and advised that the orientation immediately follow testing in order to retain as many students as possible. Some colleges withhold assessment scores until students attend orientation which delays the registration process, but the legality of withholding registration is in question. Students have the right to refuse matriculation services (orientation), but they must go through the process.

8. 2010 – 2012 Academic Calendars
The 2010 – 2012 academic calendars were presented to the committee for approval. MSP to approve.

9. BP 5500 Standards of Student Conduct
This year, Board Policies are in the process of being revised, along with help from a consultant with the Community College League of California. Martha presented proposed revisions to BP5500 Standards of Student Conduct to the committee. A few issues not previously spelled out in our current student conduct policy – harassment, discriminatory behavior and smoking – have been included in the revisions. The committee was asked to look at the draft and be prepared to discuss and vote on it in the spring.

Reports/Announcement
- Student Affairs – Martha alerted the committee that an APU student was the victim of an attempted kidnapping.
- ASCC – voter turnout was small for Elections. The final numbers have not been tallied. Karine Ponce is the new student trustee. The Food and Toy Drive begins tomorrow.
• Financial Aid – Be aware that students who apply for financial aid and attend various schools will receive their payments through one school only.
• Recruitment – Recruiters will be visiting the high schools between January 5th and May 22nd. The staff is getting ready for Open House in March.
• Bookstore – Eric announced that See’s Candy gift certificates are available all year long.

Meeting Adjourned