Citrus College
Student Services Committee Meeting
February 26, 2009

Minutes

Present: Claudia Castillo, Shawn Glassbrook (ASCC), Sara Gonzales-Tapia, Jeanne Hamilton, Quinn Klingerman (ASCC), Eric Magallon, Martha McDonald, Vince Mercurio, Lucinda Over, Lois Papner, Andrew Ramos (ASCC) Adrienne Thompson, Mary Wharton

Guest: John Vaughan, Academic Senate President

The minutes from the October 16, 2008 and December 11, 2008 were approved with the following correction to the October 16, 2008 minutes. Item 6 – Mandatory orientation. “The Basic Skills committee is investigating mandatory orientation...”. The committee is known as the College Success Committee.

2. 2008-09 Student Services Committee Purpose Statement
All standing committees of Steering will be asked to create and submit a purpose statement to replace the former Long Term Functions and Responsibilities. The statements will be included in a new governance handbook. A draft of this committee’s purpose statement was distributed. Pam will make a correction to the membership to include the Director of EOPS before submitting the form. MSP with correction.

3. Strategic Implementation Plan
In fall 2007 the college developed the Strategic Plan which included four goals: student success, student learning outcomes and assessment, fiscal transparency and communication. Ad hoc committees developed goals and are now bringing them forward to the standing committees of Steering for implementation. This process will be part of an annual planning cycle for the college. Lan Hao attended the meeting to give the members a chance to review the objectives, activities and projected measurable outcomes formulated for the area of student success. There were suggestions, along with a request to see the original goals. Lan will work with Lucinda, Martha and Adrienne to clarify some of the information on the grid. Jeanne said to keep this in mind when working on goals for the annual student services planning meeting. In the interest of time, Jeanne approved an e-mail poll of the members to approve the plan once clarification is given.

4. Student Activities Name Change
A memo was distributed with a proposal to change the name of Student Activities to Student Life and Leadership Development. Adrienne Thompson explained that the current name does not adequately represent all that is covered in their area. Most schools in Region 8 have some form of “student life” in the title to reflect what they do in the areas of student government, general student activities, clubs, leadership, etc. Quinn stated that what the office does is very valuable to students. MSP to support name change.

5. Board Policies and Procedures
One of this year’s goals for the Board of Trustees is to update and revise our Board Policies. Because many of our board policies are out of date or non-existent, we are undergoing a process to revise all of them with the help of a consultant with the Community College League. Jeanne, along with the student services managers have formed a workgroup and are drafting proposals for the large number of student services-related policies. The committee was given copies to review before the meeting so action could be taken at today’s meeting. Included for action by the committee on this agenda are:
• BP 5020 Non Resident Tuition MSP approved.
• AP 5020 Non Resident Tuition MSP approved.
• BP 5050 Matriculation. Added exemption criteria and included non-credit MSP approved.
• AP 5050 Matriculation. Basically the same as the Board Policy. The counseling department, Matriculation Committee and a sub committee have reviewed the language. MSP approved.
• BP 5300 Student Equity MSP approved.
• AP 5300 Student Equity. Defines what is supposed to be contained in the Student Equity Plan. Added a representative of the community to the membership. MSP approved.
• BP 5500 Standards of Student Conduct. We used the legally required language. Martha’s subcommittee carefully compared it with our current language to make sure everything was included. MSP approved.
• AP 5520 – Pulled from agenda – not ready.
• BP 5550 – Speech – Time, Place and Manner. Recommend adoption of the League’s language. The law is very precise on first amendment rights issues. MSP approved.
• AP 5550 – Speech – Time, Place and Manner. Recommend adoption of the League’s language and deletion of a number of old policies/procedures involving posting and teaching about controversial subjects. The League suggests incorporating them into guidelines available in the office of student affairs. Martha will consult with League consultant and submit wording. Tabled
• BP 5570 - Student Credit Card and Other Solicitations. Named to include credit card companies, as well as other solicitors on campus. MSP approved.
• AP 5570 – Student Credit Card and Other Solicitations. MSP approved.
• AP 5610 – Voter Registration. MSP approved.
• BP 5700 – Athletics. Used exact language required by law. MSP approved.
• AP 5700 – Athletics. Two areas of responsibility listed are dean of students and dean of athletics and physical education. MSP approved.

6. Reports/Announcement
• Quinn Klingerman presented a handout of a written report from ASCC. ASCC approved funds for the Transfer Center’s Northern Tour, the Art Portfolio Seminar and Art Fair, and will look at the 2010 – 2012 academic calendars at their next meeting. They are planning Club Rush, St. Patrick’s Day and Springfest activities.
• Adrienne Thompson said they are finalizing plans for advisors to go with students to the March in March rally. Rio Hondo College has donated money for a bus so Citrus students can go also.
• Lucinda Over reported that the Umoja event and the High School Counselor Breakfast were very well attended.
• Martha McDonald said 190 free parking passes have been given out. The shuttle service has made over 100 trips to the annex lot and back.

Meeting Adjourned