



# Citrus College



## Organization and Governance Handbook

Adopted Spring 2009

REVISED DECEMBER 2011





## Table of Contents

<b>President’s Message / Introduction .....</b>	<b>1</b>
<b>Governance Philosophy .....</b>	<b>2</b>
<b>Organization and Governance Handbook Committee .....</b>	<b>3</b>
<b>Citrus College Mission Statement and Mission Objectives .....</b>	<b>4</b>
<b>Board Policy and Administrative Procedures- Governance # 2510.....</b>	<b>5</b>
<b>Mission, Goals, &amp; Planning Flowchart .....</b>	<b>13</b>
<b>Budget Planning Flowchart .....</b>	<b>14</b>
<b>Citrus College Organizational Charts</b>	
Superintendent/President’s Office.....	15
Academic Affairs .....	16
Student Services .....	17
Finance and Administrative Services .....	18
Human Resources .....	19
Technology and Computer Services .....	20
Institutional Research .....	21
External Relations and Foundation .....	22
<b>Citrus College Steering Committee</b>	
Purpose and Responsibilities .....	23
Constitution .....	25
Standing Committees .....	
College Information Technology Committee .....	30
Educational Programs Committee .....	32
Financial Resources Committee .....	35
Human Resources & Staff Diversity Committee .....	37
Institutional Research Committee .....	38
Physical Resources Committee .....	39
Student Learning Outcomes and Assessment (Hotshots) Committee.....	41
Student Services Committee .....	43
<b>Citrus College Academic Senate</b>	
Purpose and Responsibilities .....	45
Constitution and Bylaws .....	47
<b>Citrus College Associated Students .....</b>	
Purpose and Responsibilities .....	60
Constitution and Bylaws .....	62
<b>Directory of Citrus College Organizations and Committees .....</b>	<b>75</b>



## ***Message from the Superintendent/President***

Dear Colleagues:

Citrus College is committed to the principles of participatory governance founded on consultation and collegiality. These principles encourage institutional participation in college decision-making and guide us in achieving our college mission and strategic goals.

To ensure a high-level of participation and input from the entire campus community, we have created this *Organization and Governance Handbook*. It will serve as a resource for information and will provide an overview of the participatory decision-making structures in place at Citrus College.

In addition to organizational charts and flowcharts, the handbook contains information on the Steering Committee and its standing committees; the Academic Senate and senate standing committees and the Associated Students of Citrus College. It also provides the purpose and responsibilities of these committees.

I hope you will use this handbook to determine your areas of interest in college governance and help you to match your unique strengths and knowledge to areas where you might best serve. I believe that by working together we will create a synergy that will lead to greater respect and collegiality among different segments of the college community and more creative and effective decision-making.

I look forward to working with you as we fulfill our mission to deliver “high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.”

Sincerely,

A handwritten signature in cursive script that reads "Geraldine M. Perri".

Geraldine M. Perri  
Superintendent/President

## **Citrus Community College Governance Philosophy**

Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

**Shared vision** – Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.

**Shared engagement** – Each of us must care about the direction and quality of our college. Each of us must be involved in our classes, offices, departments, and campus, making personal contributions that are integral to the over-all quality and progress of the institution. Good ideas grow most successfully when people throughout the college are engaged.

**Shared respect** – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.

**Shared information** – For governance and decision-making to work, each of us needs to take personal responsibility for being informed and informing others. Our best thinking requires the sharing of critical information, explanations, context, and implications before, during, and after decision-making and implementation. Appropriate communication styles and systems are essential components of effective governance.

**Shared risk** – Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

## **Organizational and Governance Handbook Committee**

Carol Horton – Vice President of Finance and Administrative Services

Greg Hinrichsen – Director of Performing Arts Center

John Vaughn – Faculty – Fine and Performing Arts

Marilyn Grinsdale – Protocol and Government Relations Supervisor

Patrick Borja – Faculty – Business/CSIS

Stefano Saltalamacchia – ASCC

Tom Gerfen – Faculty – Business/CSIS

Judy Rojas – Administrative Assistant – Administrative Services

Mission Statement  
Approved by the Board of Trustees 6/06

Citrus College delivers high quality instruction that empowers students to compete globally and to contribute to the economic growth of today's society.

We are dedicated to fostering a diverse educational community and cultural learning environment that supports student success in pursuit of academic excellence, economic opportunity, and personal achievement.

**Mission Objectives**

Citrus College is a safe, friendly, accessible environment where all students and community members may optimize their academic, career, and cultural development. As Citrus College continues to advance as a dynamic center for life-long learning, we will:

- provide general, lower division coursework leading to an associate degree in the arts or the sciences;
- prepare students to transfer to four-year colleges and universities;
- offer technological services and support for students, faculty, and staff;
- deliver programs to improve basic math, reading, communication, and ESL skills;
- grant opportunities for students to develop a global perspective through a curriculum with international and multicultural applications;
- furnish support services for the intellectual and personal development of all Citrus College students, including opportunities to participate in campus governance;
- foster a comprehensive and enriching program of extracurricular activities;
- conduct community education programs that encourage learning at every stage of life;
- award occupational certificates and degrees for career preparation and advancement;
- administer customized training programs for business and industry;
- increase career development support for students, faculty, and staff through career exploration, counseling, job preparation, job opportunities, and academic and classified staff development;
- collaborate with local high schools in articulation and curriculum development;
- advance cultural and personal enrichment programs for the college and community members, and promote inter-collegiate competition opportunities for students.

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD

## AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING

Citrus Community College is committed to shared and participatory governance principles, designed to guide wise decision-making supporting the college's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision-making, all of which must be present for effective governance. These pillars are:

**Shared vision** – Our shared ideals are expressed in our mission statement and objectives, vision, and values. As we move forward, this vision will provide the basis and strong foundation for facing our common future.

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**Shared respect** – The basis of mutual respect is the assumption that everyone is attempting to do his or her best work. If we begin with this assumption, disagreements are framed within the context of people having different perspectives, rather than someone being right or wrong. If we expect engagement at all levels, meetings must model respect for all participants. Respectful behavior creates a culture of trust, essential for the sharing of information and avoidance of denial.

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**Shared risk** – Moving forward entails risk. We study information available to us, agree on assumptions about the future, and we move forward with thoughtful and reasoned actions. In the ideal situation, this process will be the result of engaged decision-making, based on solid information all of us can trust, and awareness that all opinions are respected.

It is fundamental to the health of the college that our decision-making bodies operate in a culture of shared vision, engagement, mutual respect, and information sharing. These conditions will allow us to move into the future with confidence and to make wise decisions that will benefit our students and our community.

1. Constituent Group Representation

The District recognizes the following campus constituent groups as participants in matters related to shared governance:

- a. The Academic Senate as the body which represents the faculty in academic and professional matters while the Faculty Association is the body which represents faculty on issues within the scope of collective bargaining.
- b. The Associated Students of Citrus College which represents the students.
- c. CSEA (California School Employees Association) as the representative body for classified staff, excluding managers, supervisors and confidential employees
- d. The Citrus College Management Team which represents the managers.
- e. The Supervisor/Confidential Team which represents the supervisors and confidential employees who are not part of a bargaining unit.

2. District Planning and Advisory Committees

The following organizational structure supports the District's shared and participatory governance policy:

A). Steering Committee

The Steering Committee serves as a liaison group among all campus constituents by coordinating the functions of the Standing Committees. Recommendations for new policy shall be made by the Steering Committee to the Board of Trustees through the Superintendent/President.

The Steering Committee is composed of the college president as chair; the chairs of the Standing Committees, representatives from the Academic Senate, classified staff, supervisors/confidential team, the Associated Students of Citrus College, department chairs, and management. The selection procedure for the representatives to Steering and committee chairs is determined by the Steering Committee Constitution.

The number of Academic Senate representatives constitutes a majority of the Steering Committee.

### Standing Committees

The Standing Committees are designed to support continuous self-study and the accreditation process. The constitution of the Steering Committee delineates the title of each standing committee and defines the goals and directives of the Standing Committees. Committee chairs shall establish and publish regular meeting times for all standing committees to maximize participation from all constituent groups.

#### B). President's Council

The President's Council is an advisory body for the Superintendent/President which provides input to and review of Board of Trustee meeting agendas as well as a forum for the exchange of ideas from all campus constituent groups.

The President's Council is composed of the Superintendent/President as chair and representatives of the Academic Senate, classified and faculty negotiation teams, classified staff, supervisors/confidential employees, the Associated Students of Citrus College, and management.

### 3. Academic Senate

The Board of Trustees recognizes the Academic Senate as the body which represents the faculty in collegial governance relating to academic and professional matters.

The Board of Trustees honors the provisions of Title 5, Sections 53200-53204, in consulting collegially with the Citrus College Academic Senate. Consult collegially means that the District's governing board shall develop policies on academic and professional matters through either or both of the following methods:

#### a. Rely Primarily Upon

Instances where the governing board elects to rely primarily upon the advice and judgment of the academic senate, the recommendations of the senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the governing board or its designee, upon request of the academic senate, shall communicate its reasons in writing.

## ISSUES TO WHICH THE BOARD WILL RELY PRIMARILY ON THE ACADEMIC SENATE'S RECOMMENDATIONS:

For the following matters, the Board will rely primarily upon the advice of the Academic Senate:

- (1) Educational program development.
- (2) Standards or policies regarding student preparation and success.
- (3) District and college governance structures, as related to faculty roles.
- (4) Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
- (5) Policies for faculty professional development activities.
- (6) Processes for instructional and student services program review.
- (7) Degree and certificate requirements.
- (8) Grading policies.
- (9) Curriculum, including establishing prerequisites and placing courses within disciplines.
- (10) Processes for institutional planning and budget development.

### b. Mutual Agreement

In instances where the governing board elects to provide for mutual agreement with the academic senate and agreement has not been reached, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the governing board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons. In such cases, the Board or its designee shall communicate the reasons in writing upon request of the Academic Senate.

## ISSUES FOR WHICH THE BOARD ELECTS FOR MUTUAL AGREEMENT WITH THE ACADEMIC SENATE.

### Faculty Hiring Procedures

Recommendations from the Academic Senate to the Board of Trustees on academic and professional matters shall be developed in a manner which encourages study, deliberation, and consultation from managers and appropriate staff. The Academic Senate shall address the need for policy or procedural development or change.

Nothing in these regulations shall impinge upon the rights of faculty and staff nor the District regarding any negotiated agreements between the District and the bargaining units.

4. Classified Staff Participation in Shared Governance:

The Board of Trustees recognizes the technical, professional and skilled expertise of the classified staff whose functions are critical to the successful operation of the District. The classified staff, through representation from the California School Employees Association, shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff.

5. Management Team:

The Board of Trustees recognizes the Citrus Community College Management Team as the appropriate organization to represent the interests of all administrators/managers and classified administrators/managers. The Management Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Administrators/Managers.

6. Supervisory/Confidential Team:

The Board of Trustees recognizes the Citrus Community College Supervisor/Confidential Team as the appropriate organization to represent the interests of all supervisors and confidential employees. The Supervisors/Confidential Team shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors and Confidential employees.

7. Associated Students:

The Board of Trustees recognizes the Associated Students as the duly elected representatives of the student body of Citrus Community College District. The Associated students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students.

Significant effect on students includes the following:

- a) Grading policies;
- b) Codes of student conduct;
- c) Academic disciplinary policies;
- d) Curriculum development;
- e) Courses or programs which should be initiated or discontinued;
- f) Process for institutional planning and budget development;
- g) Standards and policies regarding student preparation and success;
- h) Student services planning and development;

- i) Student fees within the authority of the District to adopt; and
- j) Any other District policy, procedure, or related matter the District's Board of Trustees determines will have a significant effect on students.

The Board of Trustees shall give reasonable consideration to recommendations and positions developed by the Associated Students regarding District policies and procedures pertaining to the hiring and evaluation of faculty, administration and staff.

Board Approved 05/19/09

# **CITRUS COMMUNITY COLLEGE DISTRICT BOARD**

## **BP 2510                    PARTICIPATION IN LOCAL DECISION-MAKING**

**References:**                    Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (staff), and 51023.7 (students); ACCJC Accreditation Standard IV.A

Citrus Community College District is committed to shared and participatory governance principles, designed to guide wise decision making supporting the College's mission and strategic goals. This governance philosophy is based upon five pillars of shared decision making, all which must be present for effective governance. These pillars are: shared vision, shared engagement, shared respect, shared information and shared risk.

The Board of Trustees honors the concept of shared and participatory governance in all areas defined by State laws and regulations as policy of Citrus College, while retaining its own rights and responsibilities as the ultimate authority.

The Board recognizes the following groups as part of its policy and procedure implementing its commitment to participatory governance:

### **Academic Senate**

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law as set forth in Administrative Procedure 2510.

### **Classified Staff**

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Classified staff as set forth in Administrative Procedure 2510.

### **Management Staff**

Management staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Management staff as set forth in Administrative Procedure 2510.

### **Supervisors/Confidential Staff**

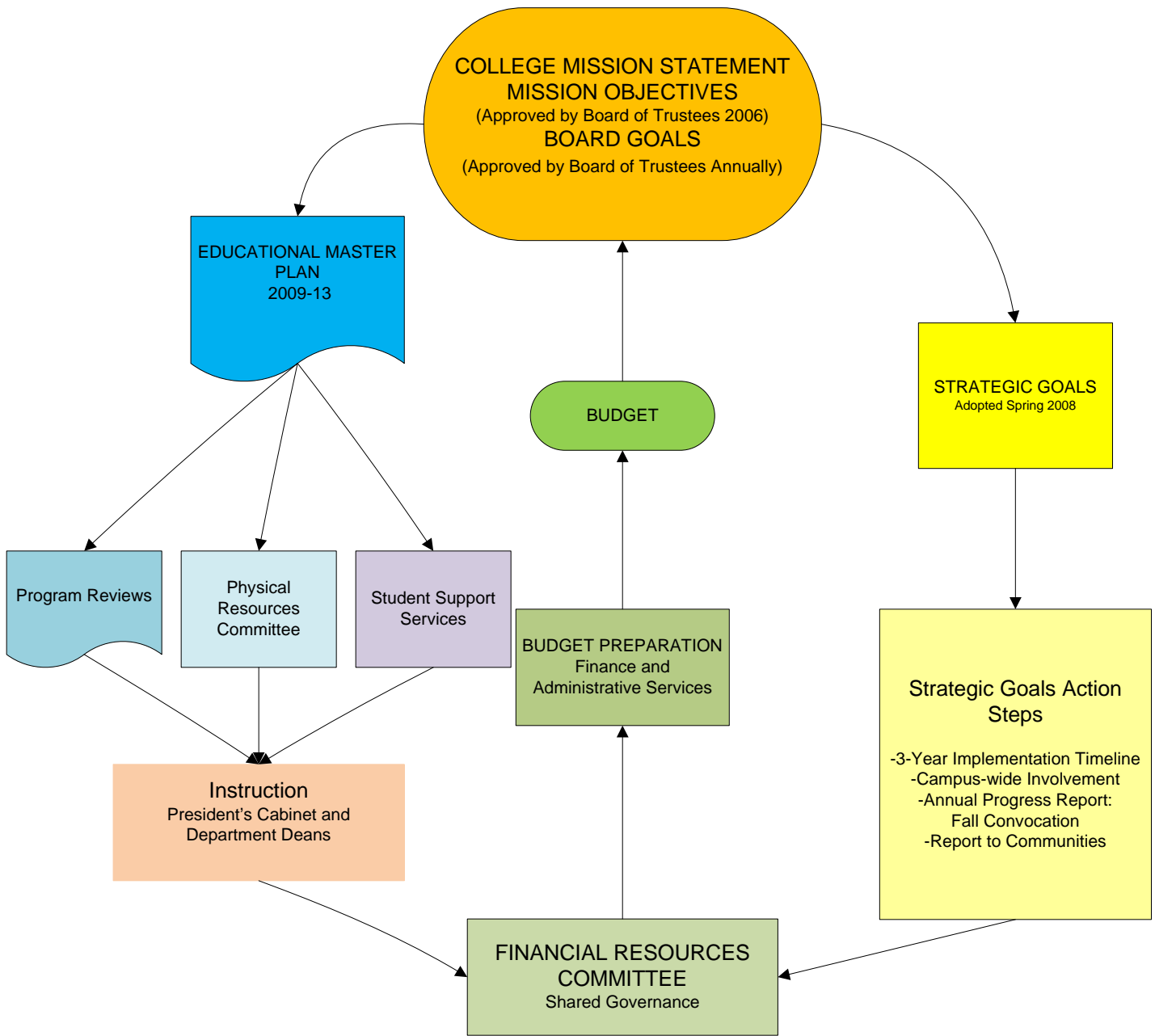
Supervisors/Confidential staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on Supervisors/Confidential staff as set forth in Administrative Procedure 2510.

### **Students**

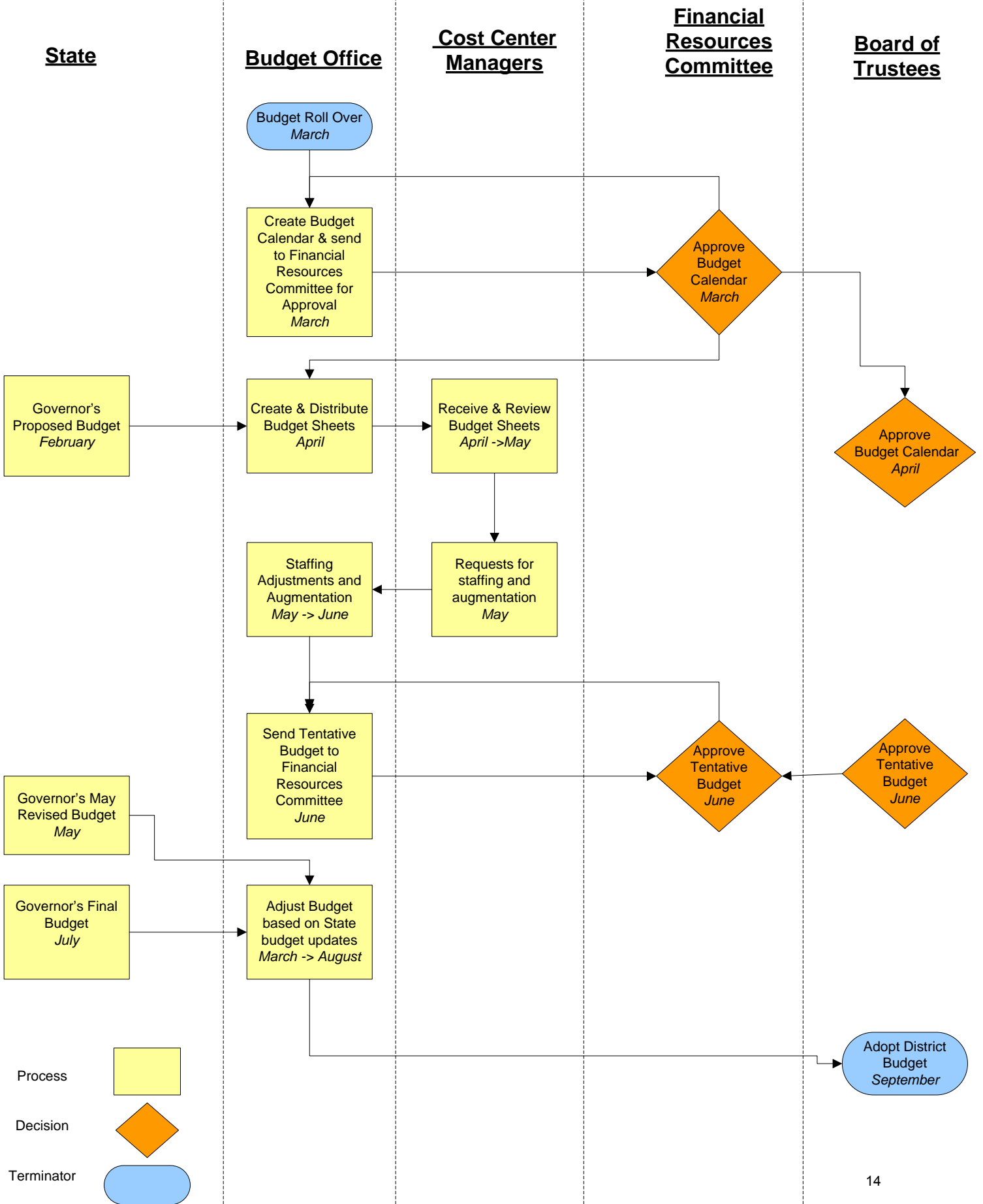
The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law as set forth in Administrative Procedure 2510.

*(Replaces Citrus College Policy P-1010)*

Board Approved 06/16/09



# Budget Calendar Flowchart

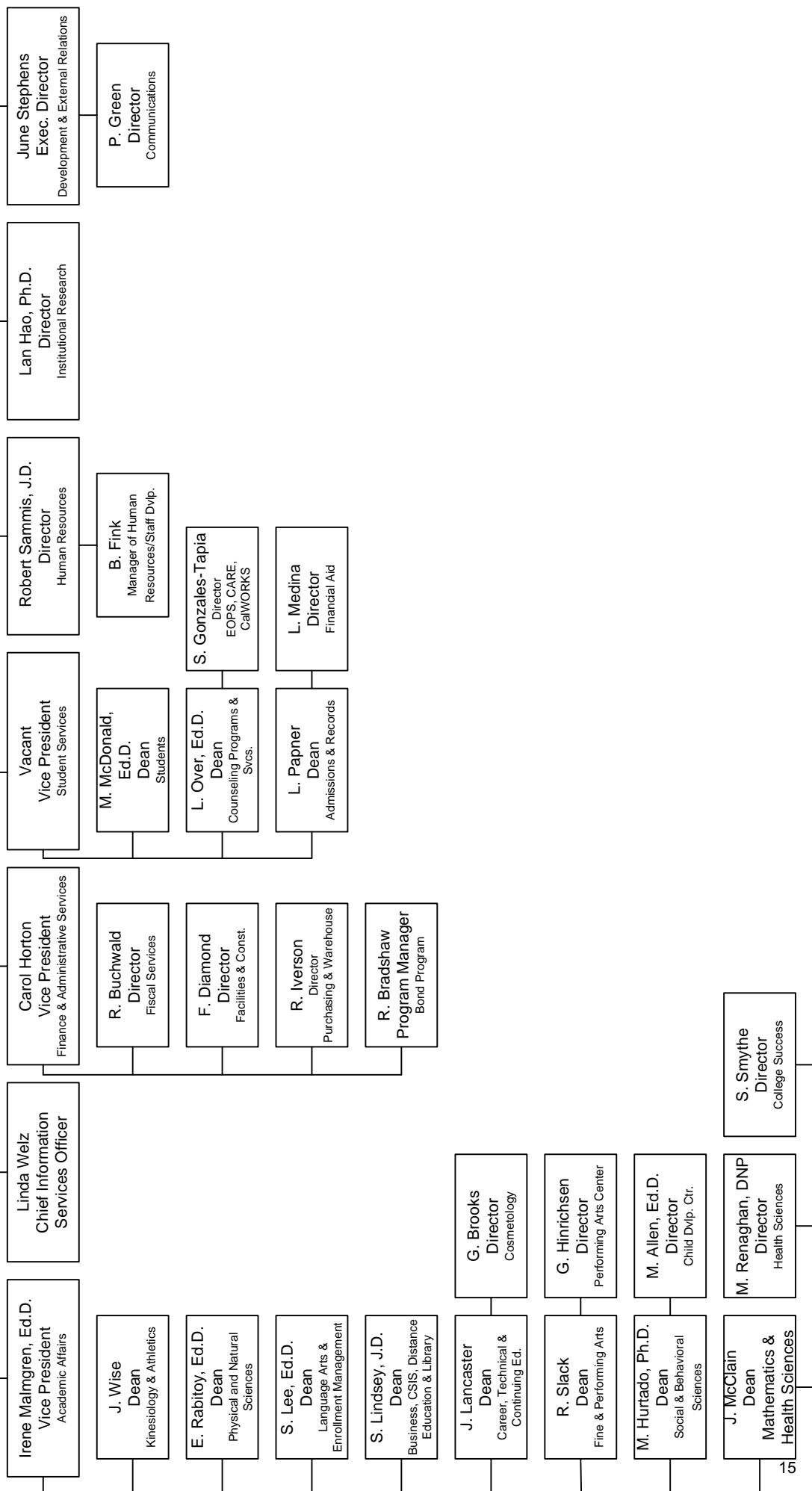


**BOARD OF TRUSTEES**

Patricia Rasmussen  
Joanne Montgomery  
Edward C. Ortell

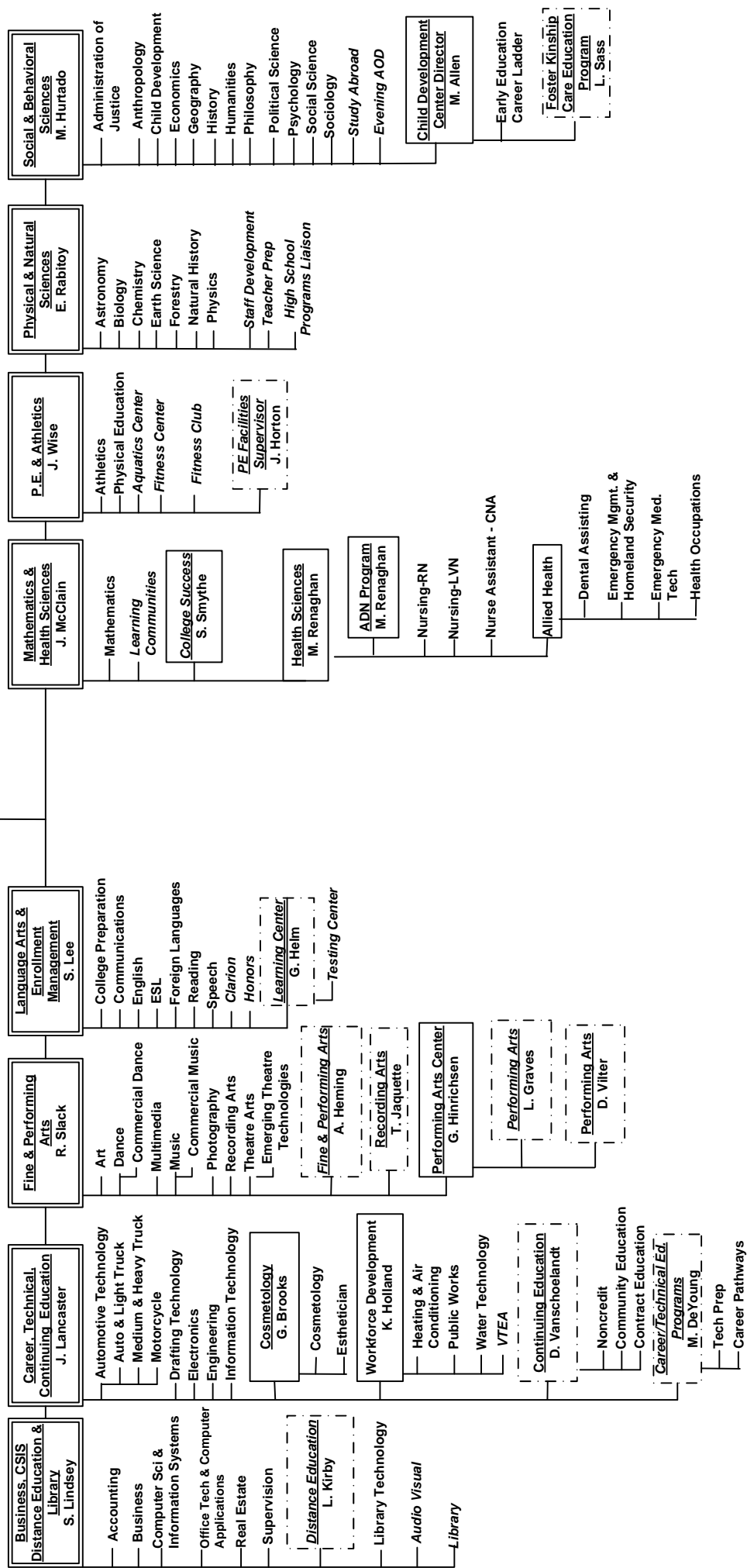
Susan M. Keith  
Gary L. Woods  
Nohemi Camacho (Student Trustee)

**Geraldine M. Perri, Ph.D.**  
Superintendent/President



ACADEMIC AFFAIRS

**Irene Malmgren**  
Vice President  
Academic Affairs

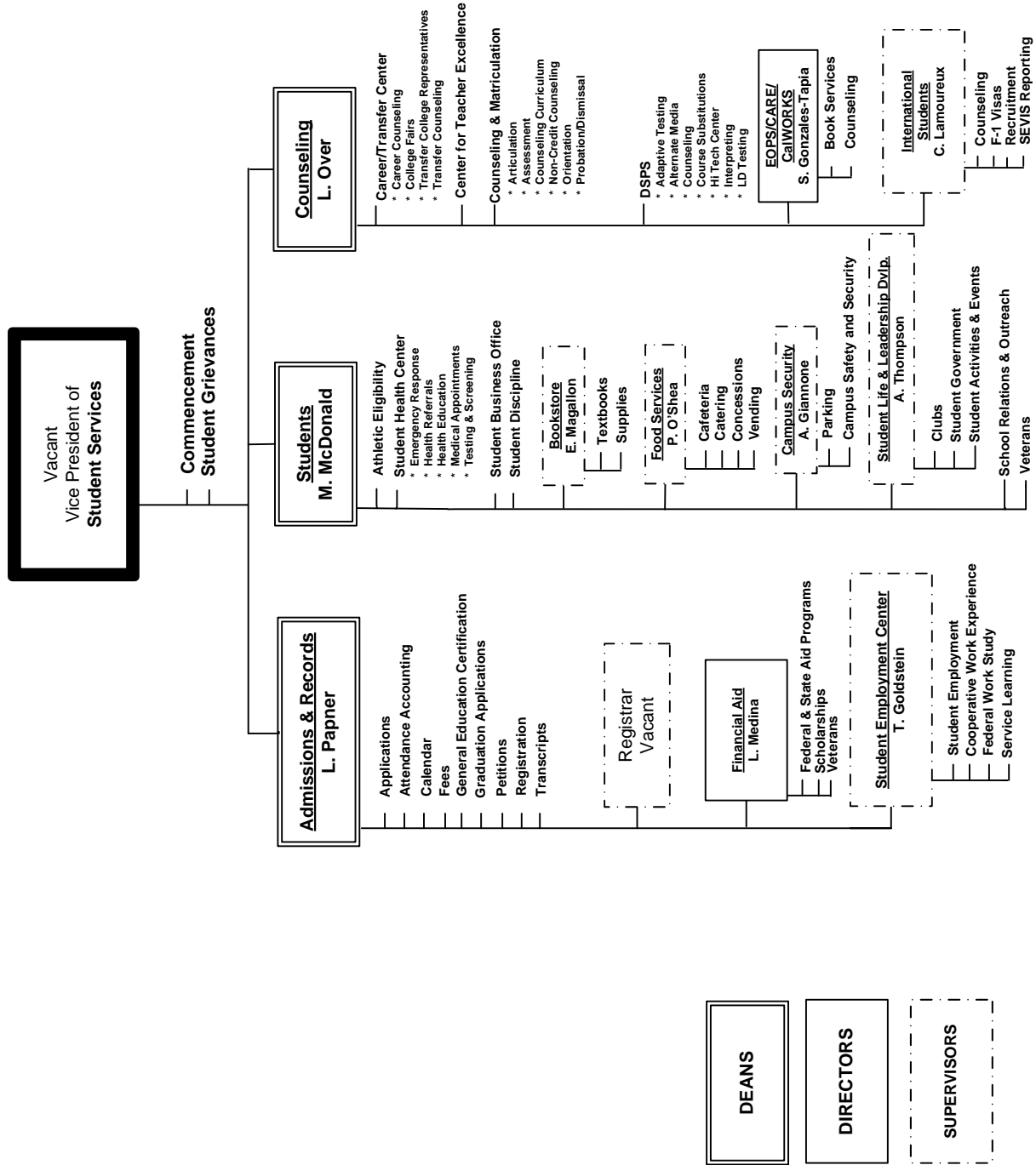


SUPERVISORS

DIRECTORS

DEANS

# STUDENT SERVICES

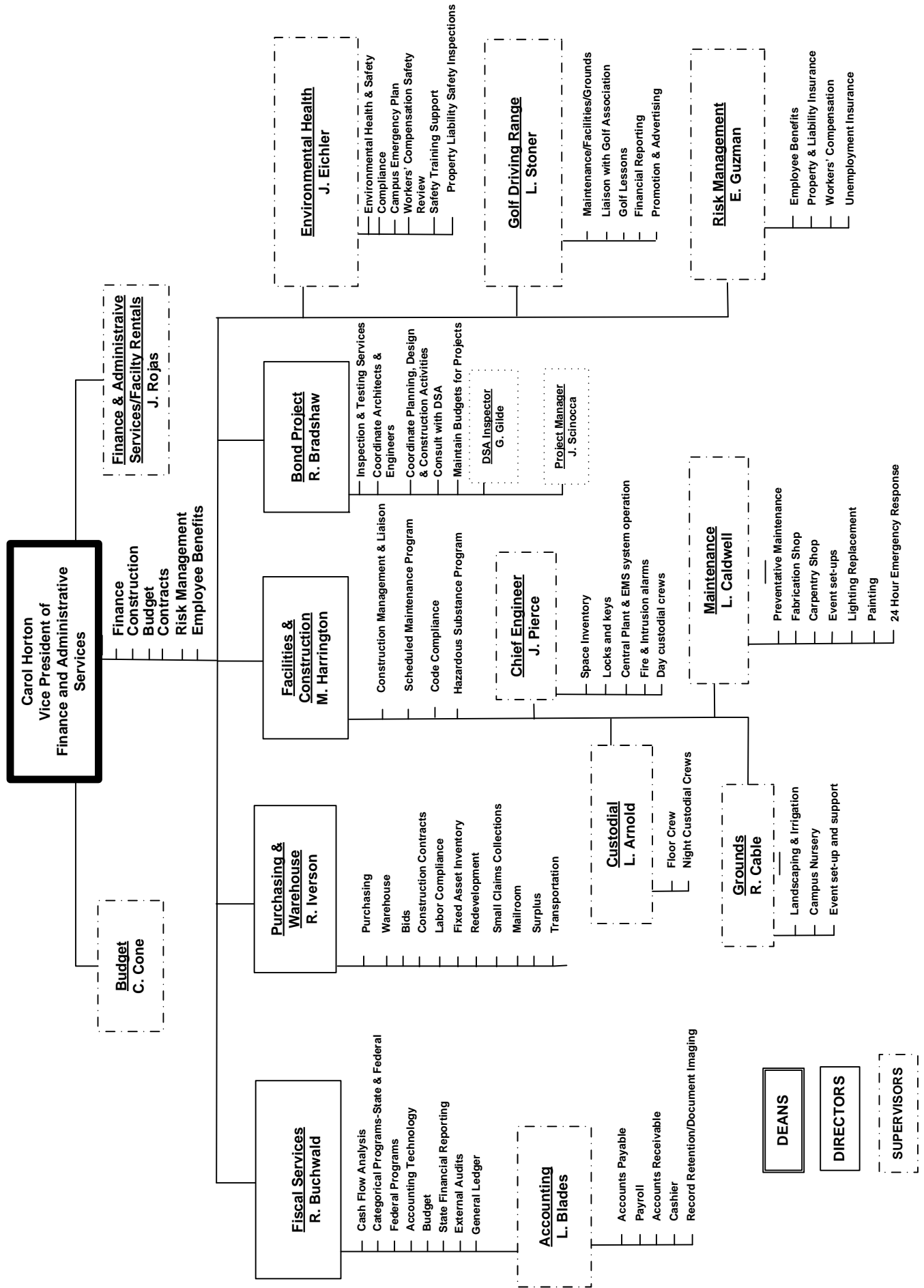


**DEANS**

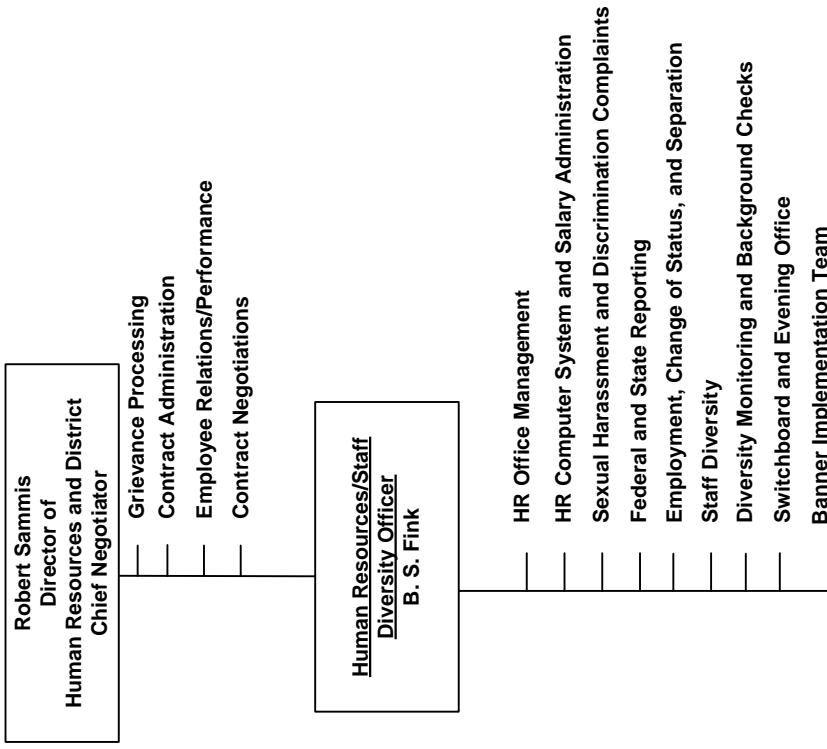
**DIRECTORS**

**SUPERVISORS**

# FINANCE & ADMINISTRATIVE SERVICES



# HUMAN RESOURCES

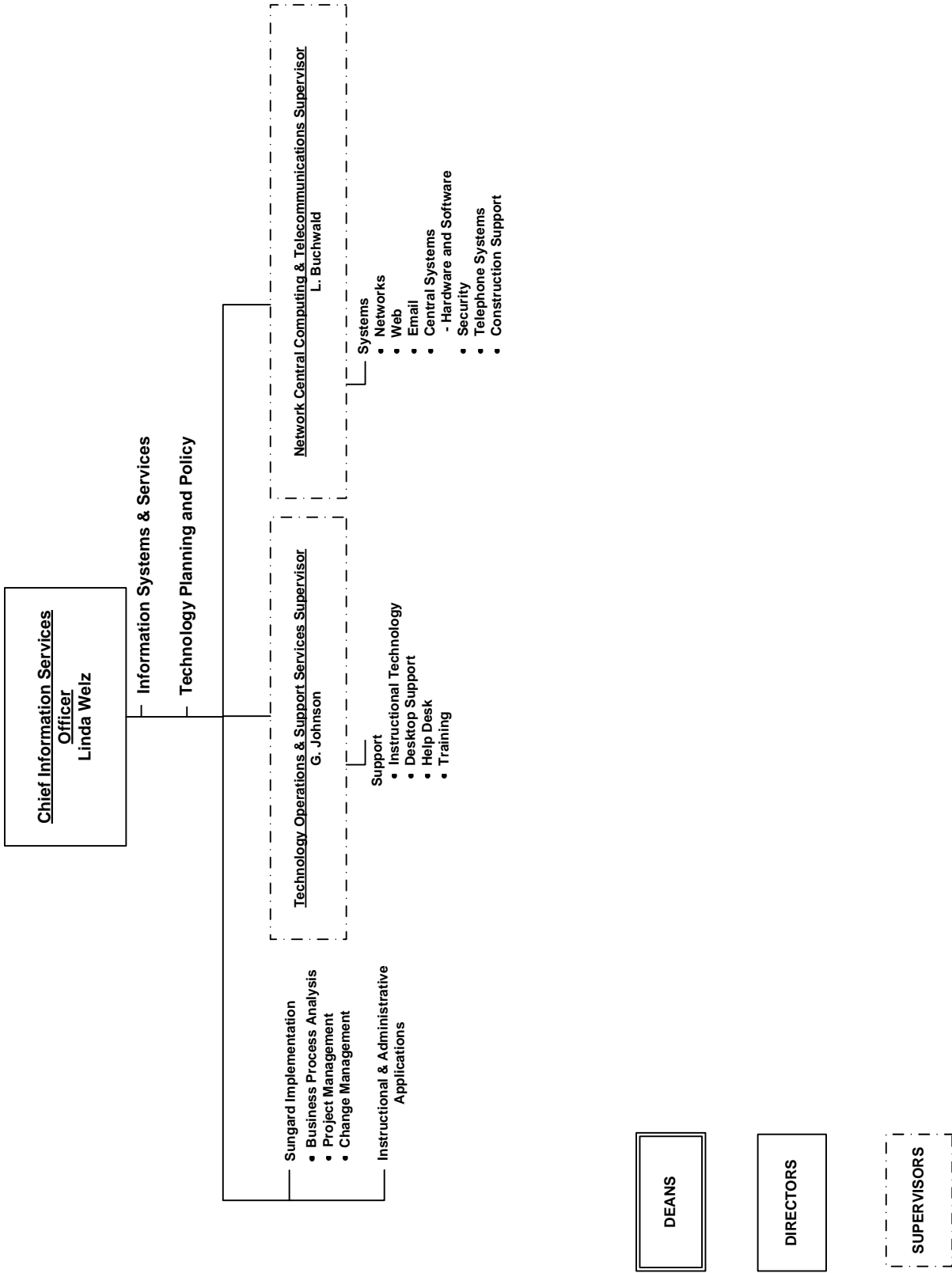


DEANS

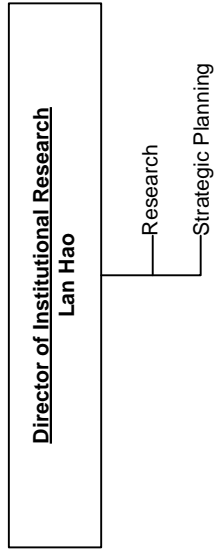
DIRECTORS

SUPERVISORS

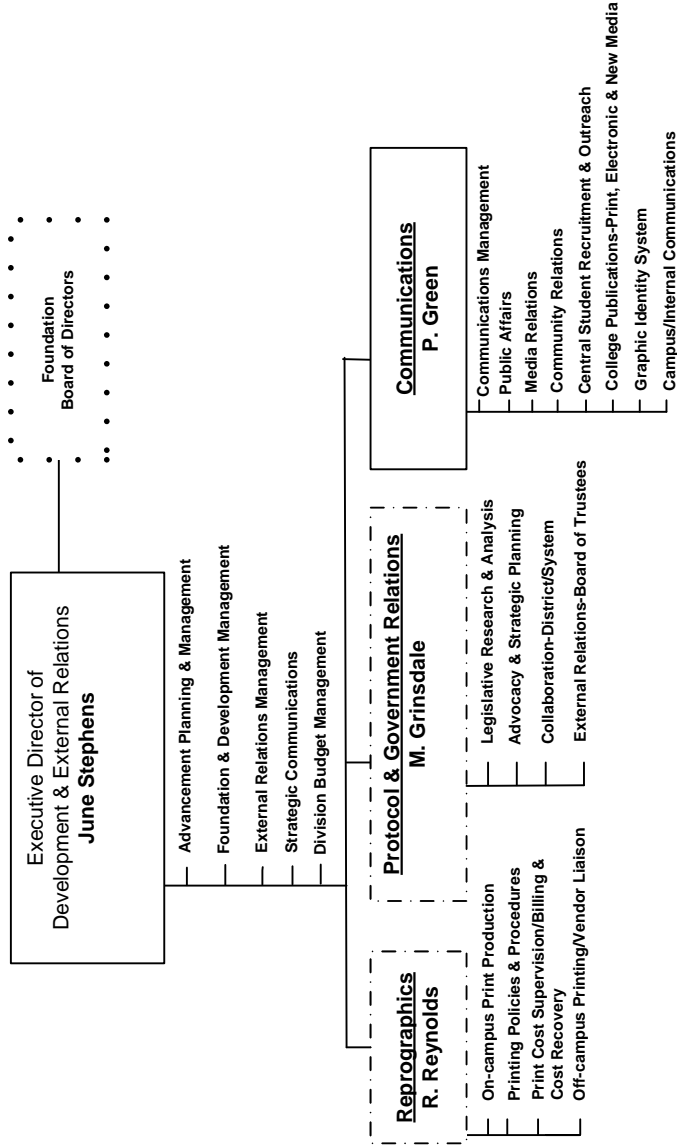
# TECHNOLOGY & COMPUTER SERVICES



# INSTITUTIONAL RESEARCH



# DEVELOPMENT AND EXTERNAL RELATIONS



DEANS

DIRECTORS

SUPERVISORS

**CITRUS COLLEGE**  
**STEERING COMMITTEE**  
**2011-2012**  
**Purpose Statement**

The Steering Committee is the major participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

This body brings together all constituent groups: faculty, students, classified staff, supervisory and confidential employees, and managers. The Steering Committee serves as a liaison for all college constituents by coordinating the functions of the standing committees of the Steering Committee.

In an effort to advance the mission, vision and values of Citrus College and to promote the educational advancement of students of Citrus College, this committee guides and assesses major institutional planning initiatives and makes recommendations based on the actions of the standing committees. This committee makes recommendations on the formulation and revision of board policy.

This committee is the final recommending body to the Board of Trustees through the Superintendent/President.

**Responsibilities for 2011-2012**

- Develop and monitor the progress on the college's Annual Implementation Plan for 2011-2012
- Review and make recommendations on the development and revision of board policies and administrative procedures.
- Monitor progress on the development of the Educational and Facilities Master Plan.
- Update the Organizational and Governance Handbook.
- Monitor progress on the accreditation recommendations and the college's self-identified planning agendas.

- Review academic and student services program review reports.
- Review recommendations from the standing committees of the Steering Committee.

**Frequency of Meeting**

Second and fourth Monday of each month

**Date and time of Meetings**

2:45 p.m. – 4:00 p.m.

**COMMITTEE MEMBERSHIP**

Superintendent/President (Committee Chair)

Vice President of Student Services (Chair of Student Services Committee)

Vice President of Academic Affairs (Chair of Educational Programs Committee)

Vice President of Financial and Administrative Services (Chair of Financial and Physical Resources Committees)

Director of Human Resources (Chair of Human Resources Committee)

Chief Information Officer (Chair of Information Technology Committee)

Director of Communications

Director of Institutional Research (Chair of Institutional Research and Planning Committee)

Classified Representation (2)

Supervisors/Confidential (1)

Academic Senate (14)

ASCC (2)

**CITRUS COMMUNITY COLLEGE DISTRICT  
Constitution of the Steering Committee**

**ARTICLE I - PURPOSE**

The Steering Committee is the major participatory governance committee of Citrus College. The committee is charged with advancing the mission and objectives of the institution through broad-based participation in the decision-making process.

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**ARTICLE II - MEMBERSHIP**

Section 1. The Steering Committee shall be composed of the Superintendent/President, the chairs of the Standing Committees and representatives from the classified staff, supervisors/confidential employees, management, Academic Senate Council, and student body.

Section 2. Each year the supervisors/confidential employees shall choose one representative and the classified staff and student body shall each choose two representatives. The number of Academic Senate representatives shall constitute a majority of the Steering Committee membership.

Section 3. Steering Committee members from each represented group shall be selected as follows:

- A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
- B. The supervisors/confidential employee member shall be selected by the supervisors/confidential group.
- C. Management members shall be appointed by the College Superintendent/President.

- D. Academic Senate Council members shall be appointed by the Senate President with the approval of the Academic Senate Council.
- E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.

### **ARTICLE III - OFFICERS**

- Section 1. The Chair of the Steering Committee shall be the Superintendent/President of the College.
- Section 2. The Chair of the Steering Committee shall ask a member of the committee to preside in the event of the Chair's absence.

### **ARTICLE IV - POWERS**

- Section 1. The powers of the Steering Committee are limited to recommendations, which it may give to the represented groups, to individuals, to the Standing Committees, or to the Board of Trustees, depending upon the nature of the recommendation, for final decision.
- Section 2. Recommendations must be approved by an absolute majority vote.
- Section 3. The represented groups must have had an opportunity to consider all issues/recommendations before they are voted on by the Steering Committee.

### **ARTICLE V - MEETINGS**

- Section 1. Meetings of the Steering Committee shall be called by the Steering Committee Chair.
- Section 2. The first meeting of the year shall not be later than four weeks after the beginning of the fall semester.
- Section 3. Meetings shall be called as determined by the Steering Committee Chair at least once each month during the school year on a day approved by the Steering Committee.
- Section 4. Emergency meetings may be called at the discretion of the Steering Committee Chair.
- Section 5. A quorum shall consist of an absolute majority of the membership.
- Section 6. Members of any group represented on the Steering Committee may attend meetings in a non-voting capacity.

Section 7. An agenda shall be submitted to the membership no less than two instructional days prior to any meeting.

Section 8. Robert's Rules of Order shall be followed.

## **ARTICLE VI - COMMITTEES**

Section 1. The following Standing Committees shall be responsible to the Steering Committee. Sub-committees shall report to their Standing Committees and to the Steering Committee when appropriate. Standing Committees and sub-committees shall keep adequate written records of their meetings and activities and distribute to the Standing Committee members.

- A. Educational Programs Committee
  - Distance Education
  - Honors
  - College Success
  - Workforce Council
  - Green Team
  - Enrollment Management
- B. Financial Resources Committee
- C. College Information Technology Committee
- D. Institutional Research and Planning Committee
  - SLO/Hotshots
- E. Human Resources/Staff Diversity Committee
  - Staff Development Advisory
- F. Physical Resources Committee
- G. Student Services Committee
  - Academic Calendar Committee
  - Achievement Awards
  - DSPS Advisory Committee
  - EOPS Advisory Committee
  - Matriculation Assessment Committee
  - Scholarship Committee
  - School Relations and Outreach Advisory Committee
  - Student Conduct Team
  - Student Equity Committee
  - Transfer Task Force
  - Umoja Advisory Committee
  - Veterans Advisory Committee

- Section 2. For accreditation purposes, ad hoc committees may be established. The chairs of these new committees will be expected to attend Steering meetings as non-voting participants.
- Section 3. The College Superintendent/President shall appoint the chairs of the Standing Committees from the membership of the Management Team.
- Section 4. The number of members from each represented group on each Standing Committee and Sub-Committee shall be recommended by the respective committee and approved by the Steering Committee.
- Section 5. The Standing Committee membership and the sub-committee membership from each represented group shall be selected as follows:
- A. Classified staff members shall be appointed by the CSEA President with approval of the CSEA Executive Board.
  - B. Supervisors/confidential employee member shall be selected by the supervisors/confidential group.
  - C. Management members shall be appointed by the College Superintendent/President.
  - D. Academic Senate members shall be appointed by the Senate President one of whom is selected from adjunct faculty with the approval of the Academic Senate Council.
  - E. Student members shall be appointed by the ASCC President with the approval of the ASCC Executive Board.
- Section 6. The chairs of the Standing Committee shall submit for the April Steering Committee Agenda, their committee and sub-committee recommendations for directives and any changes in the number of members from each represented group for their committees for the following year. For all appropriate committees, the directives shall include (but not be limited to) measurable criteria for meeting objectives of our Mission Statement.
- Section 7. Ad hoc committees may be appointed by the Steering Committee to handle specific functions if the issue is not appropriate for an existing Standing Committee.
- Section 8. Standing Committees may be added or deleted by amendment. Sub-committees may be added or deleted by an absolute majority vote of the Steering Committee. When a new committee is added, the initial number of members and the number from each appropriate represented group shall be determined by the Steering Committee after considering the recommendation from the initiator(s) of the new committee.

## **ARTICLE VII - PROCEDURES**

All recommendations for changes in policy not covered by collective bargaining must proceed through Steering Committee. Recommendations for procedural changes shall be reported to the Steering Committee for its input.

- Section 1. Any member of a represented group may bring a concern to his/her represented group for referral to the Steering Committee or may bring it directly to the Steering Committee. The Steering Committee will refer it, if appropriate, to the proper Standing Committee for study and recommendation.
- Section 2. Sub-committee activity reports and recommendation shall proceed directly to the appropriate Standing Committee.
- Section 3. Recommendations of Standing Committees shall be brought directly to the Steering Committee with prior notification to each represented group.
- Section 4. Prior to the Steering Committee voting on any recommendation, each represented group must have had an opportunity to consider the proposal in order for its representative(s) to have input.
- Section 5. After the vote on a recommendation, the Chair of the Steering Committee shall inform in writing the appropriate groups(s), individual(s), or the Board of Trustees, of that recommendation.
- Section 6. The Chair of the Steering Committee shall report back to the Steering Committee as to the disposition of the recommendation.
- Section 7. At every monthly meeting, each Standing Committee shall submit a report either oral or written to the Steering Committee as to its activity and that of its sub-committees.

## **ARTICLE VIII - RATIFICATION AND AMENDMENTS**

- Section 1. This Constitution shall go into immediate effect when ratified by a two-thirds absolute majority vote of the Steering Committee.
- Section 2. This Constitution may be amended by a two-thirds absolute majority vote of the Steering Committee.

Revised ..... June 1988  
September 7, 1994  
December 6, 1995  
October 2, 1996  
May 13, 1998  
February 2, 2000  
October 23, 2006  
June 8, 2009

# CITRUS COLLEGE

## COLLEGE INFORMATION TECHNOLOGY COMMITTEE 2011 – 2012

### PURPOSE STATEMENT

The purpose of the College Information Technology Committee (CITC) is to develop, oversee, and review district policy and planning efforts pertaining to instructional and information technology at Citrus College.

The CITC will:

- Act as a focal point for input from all district constituencies on computer and technology related issues.
- Act as a communication conduit for computer and technology related issues.
- Advise the Steering Committee on policy and planning matters pertaining to computer and technology use.

### Responsibilities for 2011-2012

- Conduct regular meetings to identify new technologies and their application to the college community.
- Develop, review and update district computer and technology board policy and related administrative procedures.
- Revise and update the district Information Technology Plan to align with the College Strategic Master Plan and the Educational and Facilities Master Plan.
- Communicate policy, procedures and plans to campus constituents to keep them informed of technology matters on campus.
- Review research, formulate strategies, and make recommendations relative to district technology matters, in whole or by subcommittee.

## Frequency of Meetings – Monthly

Day/Time of meeting –Third Monday of the month - 10:00 AM to 11:30 AM.

### Composition of Committee

Chief Information Services Officer (Chair)

Network, Central Computing and Telecommunications Systems Supervisor (Alternate Chair)

Technology Operations and Support Services Supervisor (Alternate Chair)

Director of Development and External Relations (or designee)

Director of Fiscal Services (or designee)

Director of Institutional Research (or designee)

Director of Human Resources (or designee)

Dean of Admissions and Records (or designee)

Dean of Business, CSIS, Distance Education and Library

Distance Education Supervisor

Continuing Education Office Representative

ERP Coordinator

Management Team representative

Supervisor/Confidential representative

Faculty Representative(s)

Classified Representative(s)

Associated Students of Citrus College (ASCC) representative(s)

### Sub-committees:

#### Instructional Technology Leadership Team

The Instructional Technology Leadership Team reviews trends, innovations, changes and needs for instructional technology and makes recommendations to the Educational Program Committee and the College Information Technology Committee for plans, policies and procedures that guide the implementation of instructional technology at Citrus College.

Approved by the College Information Technology Committee 09/19/11

**CITRUS COLLEGE**  
**EDUCATIONAL PROGRAMS COMMITTEE**  
**2011-2012**

**PURPOSE STATEMENT**

The purpose of the Educational Programs Committee is to facilitate discussion regarding the comprehensive educational program offered at Citrus College. The committee participates in development of the Educational Master Plan and engages in review and approval of all six-year program reviews, striving to synthesize data and information to maximize impact. The committee ensures the effectiveness of the program review process within Academic Affairs.

The committee responds to accreditation recommendations, implementing changes as necessary.

Policies and procedures for enrollment management, major general education and graduation requirements, and program implementation/discontinuance are reviewed.

The committee reviews Career/Technical Education (CTE) program applications prior to regional approval, monitors the inventory of approved programs, and assures that certificates are in compliance with state requirements.

The committee supports College Success, including implementation of the Basic Skills Initiative. In addition, the committee strives to promote communication and collaboration regarding educational programs among instruction, student services, and associated students.

**RESPONSIBILITIES for 2011-2012**

- Review, update, create Instructional Board Policies and Administrative Procedures.-
- Review program discontinuance policies and consider recommendations for change.
- Implement and monitor Educational Master Plan and related sections of Strategic Plan.
- Support implementation of annual program review and document connection to budget development in cooperation with the Academic Senate.
- Respond to recommendation items pertinent to educational programs from the 2009 accreditation visit.
- Review and evaluate program review documents.
- Confirm accuracy of inventory of approved programs.
- Facilitate open dialogue regarding budget challenges and impact on instructional programs.

**FREQUENCY OF MEETINGS:** Monthly

**DAY/TIME OF MEETINGS:** Mondays 2:40 p.m. to 4:00 p.m.

**EPC COMMITTEE MEMBERSHIP:**

Vice President of Academic Affairs (Chair)	Program Review Coordinator
All Instructional Deans (8)	Classified representative(s) (2)
Academic Senate President	Supervisor/Confidential representative(s) (2)
Academic Senate Vice President	ASCC representative(s) (2)
Curriculum Committee Chair	Distance Education Coordinator
Institutional Researcher	Honors Program Coordinator
Articulation Officer	Career/Tech Ed. Supervisor
SLOA Coordinator	Director/Coordinator of College Success

**Sub-committees:**

**Distance Education:** The purpose of the committee is to discuss issues important and relevant to Distance Education and to foster communication between management, technology staff, and faculty on topics related to Online delivery. In addition there are frequent discussions regarding best practices and faculty often make presentations involving new and emerging technologies. Minutes and Agendas are kept.

**FREQUENCY OF MEETINGS:** Once a month

**DAY/TIME OF MEETINGS:** 2:40, the third Monday of each month

**MEMBERSHIP:**

- Full and part time faculty teaching in Distance Education
- The Dean over Distance Education
- The Faculty Coordinator of Distance Education
- The Supervisor of Distance Education
- The head of TeCS or their representative

**Honors:** The purpose of the Honors Advisory Committee is to advise the Honors Program Director on scheduling and program development. It is also a forum for faculty to offer ideas on how to improve the program, as well as receive support in their honors courses. The committee convenes several times during an academic year. The committee membership includes faculty (12) a student representative and an Honors counselor.

**College Success:** The College Success Program promotes academic advancement by increasing student knowledge, enhancing learning skills, and providing educational support. The advisory committee meets 3 times each semester on 3<sup>rd</sup> Thursdays, at 2:40pm – 3:45pm.

**Members include:**

- Director of College Success
- Dean of Language Arts
- Dean of Mathematics
- Learning Center Supervisor
- College Success Counselor
- English Faculty member (2)
- Reading Faculty member
- Mathematics Faculty (2)
- ESL Faculty member
- DSPS Representative
- EOPS Representative
- Matriculation Committee Representative
- CTE Representative

Noncredit Representative  
Student Services Representative  
Academic Senate Representative

**Perkins Implementation Team:** The Perkins Implementation Team fulfills federal Carl D. Perkins Career Technical Education Act (CTEA) requirements. The Team facilitates Career Technical Education (CTE) program improvement through selection and oversight of funded activities. Under the leadership of the Dean of Career, Technical, and Continuing Education, Team membership includes at least four CTE faculty members, two business representatives, one K-12 representative, and two supervisors (Budget and CTE).

**SLO/Hotshots:** Student Learning Outcomes and Assessment Team, the “HotShots” oversees the following processes as identified in the Strategic Plan Annual Implementation Plan for 2009-2010:

- Serve as the college resource center to provide help and guidance in SLO writing and assessment
- Create central repository for collection of sample SLOs and assessment tools for course-level and GE outcomes
- Conduct survey of faculty about development and assessment of SLOs and about their sense of the value of the process
- Finalize design of GE assessment and conduct first cycle of assessment
- Coordinate with the GE committee on assessment and reporting
- Design program level assessment for instructional/academic programs with linkage to course SLOs, GE SLOs, and resource allocation
- Design and link instructional support and student services SLOs to GE SLOs when appropriate

This committee reports to Institutional Research but makes regular reports at EPC meetings.

**Enrollment Management:** The purpose of Enrollment Management Committee is to monitor enrollment, budget, and student demographic data and in order to make recommendations on course schedule development and dissemination, FTES goals, catalog development, research needs, and marketing and outreach strategies. This shared governance subcommittee of the Educational Planning Committee is chaired by the dean of Language Arts, who currently convenes quarterly meetings and keeps agendas and minutes.

**Educational Technology Leadership Team:** The Educational Technology Leadership Team reviews trends, innovations, changes and needs for instructional technology and makes recommendations to the Educational Program Committee and the College Information Technology Committee for plans, policies and procedures that guide the implementation of instructional technology at Citrus College.

**CITRUS COLLEGE  
FINANCIAL RESOURCES COMMITTEE  
2011-2012**

**PURPOSE STATEMENT**

The purpose of the Financial Resources Committee is to maintain effective communication concerning District financial resources and business operations, including reviewing expenditures and income, addressing academic and facility needs, making recommendations, and informing various college constituent groups of the status of funding and expenditures and any modifications made to the budget throughout the year in response to funding changes. The committee takes an active role in maintaining fiscal transparency. The committee reviews policies and procedures related to District financial resources and business operations; responds to accreditation recommendations relating to the District's financial resources as addressed in Standard IIID; and reviews and forwards recommendations of the Financial Resources Committee to the Steering Committee. The committee oversees the planning and implementation of Institutional Goal 5.2 Institutional Effectiveness; contained in the 2011-2016 Strategic Plan as part of the District Integrated Planning.

Responsibilities for 2011-2012:

- Monitors progress of Fiscal Transparency strategic planning goal activities from the Strategic Annual Implementation Plan.
- Establishes standard procedures for facilitating the budget building process.
- Conducts regular meetings to seek solutions to problems involving District financial resources and business operations.
- In whole or by subcommittee, conducts research, formulates strategies, consults with experts and makes recommendations relative to matters of District financial resources and business operations.
- Prepares reports, studies and other documents to comply with accreditation requirements.
- Communicates policies, procedures and plans to constituent groups across the campus to keep them informed on matters of District financial resources and business operations including budget timeline and ongoing status of the State and District budget.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: 1<sup>st</sup> Wednesday of the month at 2:00pm.

COMMITTEE MEMBERSHIP:

Superintendent/President

Vice President of Finance and Administrative Services (Chair)

Vice Presidents of Academic Affairs (or designee)

Vice President of Student Services (or designee)

Chief Information Services Officer (or designee)

Director of Fiscal Services (or designee)

Budget Supervisor

Director of Institutional Research

Bookstore Supervisor

Faculty representatives (co-chair)

Classified representative(s)

ASCC representative(s)

Supervisor/Confidential representative(s)

Approved by the Financial Resources Committee xx/xx/xx.

# CITRUS COLLEGE

## HUMAN RESOURCES ADVISORY/STAFF DIVERSITY COMMITTEE

2011- 2012

### PURPOSE STATEMENT

#### PURPOSE

The purpose of the Human Resources Advisory/Staff Diversity Committee is to review and recommend policies and procedures related to District personnel. The Committee also recommends and develops policies and procedures related to the District's Equal Employment Opportunity and Diversity Plan. The Committee forwards recommendations to all campus constituent groups and to the Steering Committee for review and adoption.

#### RESPONSIBILITIES FOR 2011/2012

- Review and revise all Human Resources-related Board Policies and Procedures that are not otherwise within the scope of collective bargaining.
- Monitor Equal Employment Opportunity and Diversity Plan.
- Develop a procedure to ensure an adequate number of diversity representatives are available to serve on hiring committees.

#### FREQUENCY OF MEETINGS

- Six times per year during regular academic terms.

#### DAY/TIME OF MEETINGS

- Third Wednesday
- 2:40 p.m. to 3:40 p.m.

#### 2011/2012 MEETING DATES

- September 21, 2011
- October 19, 2011
- November 16, 2011
- March 21, 2012
- April 11, 2012 \*\*
- May 16, 2012

#### COMMITTEE MEMBERSHIP

- Representative Composition:

Administrator	3
Full-time Faculty	2
Part-time Faculty	1
Supervisor/Confidential	2
Classified	2
Student	2
- Standing Membership:
  - Director of Human Resources (Chair)
  - Human Resources/Staff Diversity Officer
  - President of Supervisor/Confidential Group

# CITRUS COLLEGE

## INSTITUTIONAL RESEARCH AND PLANNING COMMITTEE 2011 – 2012

### PURPOSE STATEMENT

The Institutional Research and Planning Committee is a standing committee of the Citrus College Steering Committee. The purpose of the Committee is to review and make recommendations on matters regarding institutional research and strategic planning. The committee is charged with advancing the college mission by promoting an ongoing, collegial, self-reflective dialogue based on a culture of evidence and data-driven decision-making. The committee engages in the design and implementation of assessment tools that evaluate the college's progress in achieving desired goals.

### RESPONSIBILITIES 2011-2012

Review board policy and administrative procedure related to institutional research and planning.

Advise and recommend on the development of the strategic plan progress report and annual implementation plan in working with other pertinent standing committees of the Steering Committee.

Assist Office of Institutional Research with preparing for and/or reviewing Community College Survey of Student Engagement (CCSSE).

Respond to the recommendation items related to research and strategic planning from the 2009 accreditation visit.

Monitor and support progress in student learning outcomes and assessment.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: First Mondays, 10:00 to 11:00 a.m.

### COMMITTEE MEMBERSHIP:

Director of Institutional Research (Chair)

Chief Information Services Officer

Academic Affairs Dean

Student Services Dean

Director of Fiscal Services

Executive Director of Development and External Relations

Faculty representatives (3)

Supervisor/Confidential representative

Classified representatives (2)

ASCC representative (1)

Approved: IRPC

# **CITRUS COLLEGE**

## **PHYSICAL RESOURCES COMMITTEE 2011-2012**

### **PURPOSE STATEMENT**

The purpose of the Physical Resources Committee is to maintain effective communication concerning District physical resources, including issues of safety, access, the environment, and space utilization. The committee takes an active role in maintaining a safe, accessible, and environmentally responsible campus that supports the learning process. The committee reviews policies and procedures related to District physical resources; responds to accreditation recommendations relating to the District's physical resources as addressed in Standard IIIB; and reviews and forwards recommendations of the Physical Resources Committee to the Steering Committee. The committee reviews and makes recommendations for the Five Year Construction Plan and Bond Construction Program. The committee oversees the planning and implementation of Institutional Goals 4.1 and 4.2, Learning Environment; contained in the 2011-2016 Strategic Plan as part of the District Integrated Planning.

#### Responsibilities for 2011-2012:

- To monitor progress toward goals from the program review for Facilities.
- Establishes standard procedures for reviewing and approving requests and proposals for building alterations and changes in space utilization.
- Conducts regular meetings to seek solutions to problems involving campus safety, security, parking, accessibility, construction, space utilization and other issues.
- In whole or by subcommittee, conducts research, formulates strategies, consults with experts and makes recommendations relative to matters of safety, security, parking, accessibility, construction, space utilization and other issues.
- Acts as the principle custodian of the District's Facilities Master Plan, ensuring that project proposals and changes in space utilization are consistent with the implementation of the Plan.
- Prepares reports, studies and other documents to comply with accreditation requirements.

- Communicates policies, procedures and plans to constituent groups across the campus to keep them informed on matters of campus safety, security, parking, accessibility, construction, space utilization and other issues.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: First Thursday of the month at 9:00am.

COMMITTEE MEMBERSHIP:

Vice President of Finance and Administrative Services (Chair)  
Vice President of Academic Affairs (or designee)  
Vice President of Student Services (or designee)  
Chief Information Services Officer (or designee)  
Director of Facilities and Construction  
Supervisor of Security  
College Nurse  
Faculty representatives (co-chair)  
Disabled Students Programs and Services Coordinator  
Environmental Health and Safety Programs Supervisor  
Classified representative(s)  
ASCC representative(s)  
Supervisor/Confidential representative  
Director of Purchasing  
Chief Engineer  
Director of Institutional Research  
Bond Project Manager

Approved by the Physical Resources Committee xx/xx/xx.

Citrus College  
Student Learning Outcomes and Assessment (Hotshots)  
Committee  
2011/2012  
PURPOSE STATEMENT

The purpose of the SLOA (Hotshots) Committee is to facilitate development, implementation and assessment of student learning outcomes across the campus community. Outcomes assessment not only monitors what and how well students learn, but it also measures the success of the institution in providing effective learning opportunities. Therefore, the ongoing process of student outcomes assessment leads to improved courses, services, and programs and serves as evidence for institutional planning, resource allocation, and staff and faculty development. The committee strives to provide a resource to both instructional and non-instructional programs in all matters related to student learning outcomes and assessment, and to make collegial and collaborative recommendations that enhance their effectiveness.

RESPONSIBILITIES for 2011-2012

- Advance the goals of the Strategic Plan.
- Implement SLOA practices that assure alignment with planning as indicated in the Integrated Planning Model.
- Review, revise and facilitate implementation of the Institutional Plan to reach Proficiency by 2012 in response to ACCJC Rubric for Evaluating Institutional Effectiveness-Part III: Student Learning Outcomes.
- Increase student awareness regarding student learning outcomes campus-wide.
- Discuss and offer recommendations regarding level and number of student learning outcomes in Course Outlines of Record as well as inclusion in course syllabi.
- Discuss and offer recommendations regarding assessment documentation in both instructional and non-instructional programs.
- Strategize innovative methods to offer increased resource assistance regarding student learning outcomes and assessment campus wide.
- Provide guidance regarding institutional dialogue about the use of assessment results and identification of gaps in the achievement of student learning outcomes.
- Continue to monitor and participate in the implementation of responses to ACCJC recommendations.
- Maintain committee membership from a broad spectrum of campus constituent groups.
- Coordinate SLO's and Assessments with Office of Institutional Research on institutional level reports.
- Revise and complete the Comprehensive Planning Report.

FREQUENCY OF MEETINGS: Bi-Monthly

DAY/TIME OF MEETINGS: 1<sup>st</sup> and 3<sup>rd</sup> Fridays 9:00a.m.-10:30a.m.

HOTSHOTS COMMITTEE MEMBERSHIP:

Student Learning Outcomes and Assessment Coordinator- Dana Hester

Vice-President of Academic Affairs- Irene Malmgren

Dean of Students- Martha McDonald

Articulation Officer- Michelle Plug

Academic Senate President- Nicki Shaw

ASCC President- Don Linneman

Director of Institutional Research-Lan Hao

Dean of Language Arts and Enrollment Management - Sam Lee

Dean of Mathematics and Health Sciences- Jim McClain

Faculty- Kathy Bakhit

Faculty- Roberta Eisel

Program Review Coordinator- Jim Woolum

Curriculum Chair- David Kary/Carolyn Perry

Supervisor- Technical Operations- Glenna Johnson

Supervisor- Distance Education - Lari Kirby

Budget Supervisor - Carol Cone

Dean of Career, Tech and Continuing Education- James Lancaster

**CITRUS COLLEGE**  
**STUDENT SERVICES COMMITTEE**  
**2011 - 2012**

**PURPOSE STATEMENT**

The purpose of the Student Services Committee is to review and make recommendations on college policies and procedures having to do with students and to review the programs and activities of the various student services: admissions, career, transfer, counseling, DSP&S, EOP&S/CARE and CalWORKs, financial aid, health center, school relations and outreach, international students, matriculation, student employment, student affairs, student life and leadership, bookstore, food services, campus safety and veterans center.

Responsibilities for 2011 - 2012:

- To monitor progress toward goals from program reviews for each student services department.
- To coordinate the selection of students for achievement awards.
- To review accreditation standards related to student services and respond to recommendations from visiting accreditation teams.
- To encourage greater student participation in campus governance through cooperation with faculty.
- To forward recommendations for the academic calendar to the Steering Committee and monitor any legislative changes that would affect holidays.
- In conjunction with the Institutional Research and Planning Committee, identify campus research projects on student outcomes.
- To monitor campus progress on student success, student equity and matriculation.
- To keep student services policies and procedures up to date.
- To improve the utilization of technology to increase efficiency and services to students.
- To review student services progress on student learning outcomes and assessment.

FREQUENCY OF MEETINGS: Monthly

DAY/TIME OF MEETING: Third Thursday at 11:30 a.m.

COMMITTEE MEMBERSHIP:

Vice President of Student Services (Chair)

Dean of Admissions and Records

Dean of Counseling

Dean of Students

Director of EOPS/CARE/CalWORKs

Faculty Representative (4)

Supervisor/Confidential Representative (2)

Classified Representative (2)

ASCC Representative (3)

Approved by the Student Services Committee on 9/15/11.

**CITRUS COLLEGE**  
**ACADEMIC SENATE**  
**2011-2011**  
**PURPOSE STATEMENT**

The Citrus College Academic Senate is formed in order to ensure democratic participation of the faculty in shared governance in the development of policies and procedures of the college and to foster the long-range interest and well-being of the college. (B/AP 2510) The Academic Senate is established for the purpose of participation in the formation of educational and professional policy. The Senate Council (the governing body of the Senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The Senate Council is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the college President of such intent.

**COMMITTEE COMPOSITION:** 32 Members (17 Quorum)  
18 Faculty Delegates (1 per Department/Division as listed in the CCFA contract)  
3 At-Large Representatives (Faculty)  
2 Adjunct Faculty Representatives  
2 ASCC Representatives  
7- Executive Board (includes President, Vice-President, Past- President, Treasurer, Secretary, CCFA Liaison, & Curriculum Chair)

**MEETING DAY/LOCATION:** 2<sup>ND</sup> & 4<sup>TH</sup> Wednesdays, Faculty Lounge, Student Center

**MEETING DATES:** October 12, 2011; October 26, 2011; November 9, 2011; November 23, 2011; December 7, 2011; February 22, 2012; March 14, 2012; March 28, 2012; April 11, 2012; April 25, 2012; May 9, 2012; May 23, 2012; June 6, 2012

**RESPONSIBILITIES FOR 2011-2012**

- Support all matters that fall under the purview of the “10 + 1” items defined by the California Statewide Academic Senate. These are:
  1. Curriculum including establishing prerequisites and placing courses within disciplines
  2. Degree and certificate requirements
  3. Grading policies
  4. Educational program development
  5. Standards or policies regarding student preparation and success
  6. District and college governance structures, as related to faculty roles
  7. Faculty roles and involvement in accreditation
  8. Policies for faculty professional development activities
  9. Processes for program review
  10. Processes for institutional planning and budget development
  11. Other academic and professional matters as mutually agreed upon between governing board and the academic senate

- Review and refine the Constitution and Bylaws of the Citrus College Academic Senate.
- Review, advise, and refine board policies and administrative procedures that fall under the purview of “10 + 1” matters as defined by the California Statewide Academic Senate.
- Participate in responses to the 2012 Mid-term Accreditation Report.
- Increase participation in college wide planning processes, with a focus on recruitment of new stakeholders in the Steering committee and its attendant subcommittees. This focus is to ensure involvement in the ongoing development and implementation of the campuses major planning documents which include the *Educational and Facilities Master Plans, the Strategic Plan, Program Review, and the Budget.*
- Support implementation of and revisions to both Six-Year Cycle and Annual Program Review processes in association with the Educational Programs Committee and recommendations of the Program Review committee.
- Increase recruitment to engage faculty committees that are an important link to both planning and current academic conditions resulting from our State’s fiscal status.
- Work with the Calendar Committee to survey the faculty regarding the Academic Calendars and the current assumptions used to create the annual instructional calendars
- Increase faculty engagement regarding the need for increased participation of student learning outcome assessment to meet the 2012 “Proficiency” level on the ACCJC rubric
- Facilitate the ongoing open dialogue regarding enrollment management and the impact on academic and professional matters
- Investigate the Program Viability Policies at other CCCs in order to refine our Program Discontinuance procedures to support program revitalization where appropriate.
- Through the curriculum process, facilitate faculty work to develop transfer degrees as SB 1440 is implemented
- Increase communication and coordinate efforts with our partners in the CCFA in order to fully utilize the skills of both representative bodies to support Senate’s ongoing efforts to discuss, review, and revise academic and professional matters as they pertain to the 10+1 areas.

**CONSTITUTION  
OF THE  
CITRUS COLLEGE ACADEMIC SENATE**

**PREAMBLE**

The Citrus College Academic Senate is formed in order to insure democratic participation of the faculty in shared governance, as in accordance with AB 1725, in the development of policies and procedures of the college and to foster the long-range interests and well being of the college.

**ARTICLE I: MEMBERSHIP**

The Academic Senate is established for the purpose of participation in the formation of educational and professional policy. The Senate Council (the governing body of the Senate) shall be the executive group and serve as the official representative body of the Senate on all non-contract matters. The Senate Council is empowered to make recommendations to the Administration, Board of Trustees and all campus committees. It also has the right to lay directly before the governing board its views on any matter pertaining to the conduct and welfare of the College after advising the college President of such intent.

**ARTICLE III: OFFICERS AND EXECUTIVE BOARD**

**Section 1.** The officers and executive board for the Senate shall be President, Past President (Preferably Immediate Past-President), Vice-President, Secretary, Treasurer and a voting representative from the CCFA appointed by the CCFA President and approved by the Senate President.

**Section 2.** The Executive Board shall meet at least twice per month.

**Section 3.** The President shall call all meetings of the Executive Board either on his or her own initiative or at the request of a majority of the Board.

**Section 4.** A quorum for conducting Executive Board business shall be four members.

**ARTICLE IV: NOMINATIONS, ELECTIONS AND VOTING PROCEDURES**

**Section 1.** As soon as possible after the beginning of the spring semester, nominations of Senate officers shall be made by a committee of five composed of the Vice-President and four such persons as he/she shall select. If an office chooses to run for a second term, his/her

name shall appear on the ballot. Results of the nominations shall be published prior to the fourth week of Spring Semester. As soon as is practical, but not less than ten (10) school days after this publication there shall be a Senate meeting where nominations from the floor shall be accepted. If there are no nominations from the floor, the election by secret ballot shall be held within two weeks after this Senate meeting. Voting by absentee ballot shall be allowed insofar as possible. Counting of the ballots shall be done by the Election Committee with a minimum of two senate officers being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

**Section 2.**

Special elections by the Senate shall be conducted by the Executive Board. Counting of the ballots shall be done by the Senate officers, a minimum of two (2) being present. An impartial observer, selected by the President from the membership, shall be present during the counting of the ballots and all shall certify the ballot counting.

**Section 3.**

The Academic Senate Council Executive Board shall establish the date and time at which the polling shall begin and end. Voting shall take place during at least five days of instruction. Before the appointed time for polling to begin, the Executive Board shall have prepared departmental voting packets consisting of the following:

1. One ballot for each full-time faculty member and two adjunct senators as representative members to the Senate Council.
2. An inner envelope in which to seal the completed ballot.
3. An outer envelope in which to seal the inner envelope.
4. The outer envelope shall have the member's name and a place for the member's signature.

At the beginning of the polling process, the Senate Council Vice President shall distribute to each Departmental Representative (or designee) a voting packet.

The Senate Council Secretary shall maintain a record of who receives each voting packet and the number of blank ballots distributed.

Each senator, i.e. each representative, who receives the voting packet shall insure that each Senate member listed on the Departmental Roster will be personally contacted and given an opportunity to vote. The senator will also insure that all members

who choose to vote will sign their name on the outer envelope and give the double sealed ballot to their senator. When all members of the department have voted, or at the end of the polling period, the departmental senator will return to the election committee the following:

1. Departmental roster with the name of each member who voted and their signature.
2. All of the signed, double-sealed ballot envelopes.
3. All unused ballots.

At the time of counting of the ballots, the signatures on the outer envelopes shall be verified. Any unsigned or otherwise invalid outer envelopes shall be separated out and remain unopened. Then the valid inner envelopes shall be separated from the outer envelopes without opening the inner envelopes so that the inner envelopes become anonymous. The inner envelopes shall be combined and then opened and the ballots counted.

The Secretary shall record the results of the voting and these results shall be certified by all the Academic Senate members present during the counting of the ballots. The election records shall be retained for no fewer than six months after the election.

The Senate Council President shall make public the results of the balloting immediately following the count. If any officer or observer challenges the results of the polling because of perceived irregularities the matter shall be referred to the Senate Council for resolution before it is made public.

**Section 4.**

In the event that more than two candidates run for an office and any one person does not receive fifty percent plus one vote, a runoff election will be held between the two top contenders within two weeks following the counting of votes.

**ARTICLE V:**                    **RECALL ELECTIONS**

**Section 1.**

A recall of any person in an Academic Senate elective position may be initiated by a petition signed by one-third (1/3) of the active membership of the Senate. A statement of the reasons for the proposed recall shall be part of the recall petition.

**Section 2.**

Each person named in the recall petition shall have the right to make a rebuttal statement which shall be distributed to their constituency at least 7 days before the recall election.

**Section 3.** Recall elections shall be by secret ballot.

**Section 4.** An absolute majority vote (one more than 50 percent of all Senate members) of the membership shall be necessary to effect the recall.

**Section 5** Any vacancy, in any office, created by recall shall be filled by procedure as established under Article VI, Section 2.

**ARTICLE VI: TERMS AND VACANCIES**

**Section 1.** Senate officers shall be elected for a period of one year. They shall be eligible for re-election but may not serve more than two consecutive terms. The Senate President shall be succeeded by the Senate Vice-President of the previous year except when elected to a second term. The term of office shall be from July 1 through June 30 of the next year.

**Section 2.** Vacancy shall be deemed to exist in the case of death, resignation, or recall. The Senate President, with the approval of the Executive Board, shall fill by appointment any vacancy in the office of Senate Secretary, Senate Treasurer, or Council Senators At Large. If a vacancy occurs in the office of Senate President, the Senate Vice-President shall assume the position. When a vacancy occurs in the office of Senate Vice-President, the Senate President shall call a meeting of the Senate for the purpose of accepting nominations from the floor for Senate Vice-President. The election shall be held according to the procedures provided in Article IV: Sections 2 and 3. This meeting shall be held within two weeks but not sooner than five school days following the notification of the vacancy.

**ARTICLE VII: EMPOWERMENT**

The Academic Senate shall be represented on, and make recommendations to all appropriate college committees. It shall also make recommendations and have direct access to the college President and the Board of Trustees. It shall be further empowered to develop its own internal organization, to initiate studies, and to discuss problems and propose policies for administrative considerations.

As established by R-1010 of the Citrus College Board Policies and Regulations Section 3, Part a “for the following matters, the Board will rely primarily upon the advice of the Academic Senate” in academic and professional matters as listed below:

1. Educational program development.
2. Standards or policies regarding student preparation and success.
3. District and college governance structures, as related to faculty roles.

Academic Senate Constitution  
Approved November 26, 2008

4. Faculty roles and involvement in accreditation, including the Self-Study and annual reports.
5. Policies for faculty professional development activities.
6. Processes for instructional and student services program review.
7. Degree and certificate requirements.
8. Grading policies.
9. Curriculum, including establishing prerequisites and placing courses within disciplines.
10. Processes for institutional planning and budget development.

**ARTICLE VIII: MEETINGS**

The Academic Senate shall meet as often as business requires but not less than once each calendar month during the school year unless the Senate Council votes (majority of quorum present) not to meet in a given month.

**ARTICLE IX: ORGANIZATION OF THE ACADEMIC SENATE COUNCIL**

**Section 1.** Purpose: It shall be the purpose of the Senate Council to serve as the official voice of the Senate.

**Section 2.** Membership: The Academic Senate Council shall be composed of the President, Past-President, Vice-President, Secretary, and Treasurer of the Senate and one senator representing each department, three senators at large and two senators representing adjunct faculty. Counselors who are members of the Senate shall be considered a department. All other Senate members not represented by an established department of the college shall constitute an additional department. This department, called Support Services, will include, but not be limited to, certificated personnel in the Library, Learning Assistance Center, Child Care Center and Disabled Students Program and Services (DSP&S). The officers of the Senate shall serve as the officers of the Senate Council.

**Section 3.** Terms of Office: The terms of office for senators shall be for a period of three years, terms to be staggered with one-third of the representatives retiring each year. The term of office will run from July 1 through June 30. If any members resign or cease to serve for any reason, the newly elected member shall complete the term of the person who he or she replaces.

**Section 4.** Election of the Academic Senate Council: Prior to the end of April, each affected department shall select its representative to the

Senate Council. This vote will be by secret ballot if requested by any department member. Each department shall notify the Senate Council President, in writing, the name of the newly elected senator from that department. Vacancies among the department senators shall be filled by departmental election within one (1) month of the occurrence of the vacancy in the manner stated in this section. Senators at Large shall be elected by ballot using the same ballot used for Senate Officers. Vacancies not filled shall be filled by appointment by the Academic Senate President in agreement with the Academic Senate Council Executive Board.

**Section 5.**

Empowerment: The Academic Senate Council is the executive body representing Faculty. The Academic Senate Council shall be empowered to conduct investigations and such business as shall be referred to the Academic Senate Council or initiated by council members. Each senator shall vote according to the direction of their department or their knowledge of their department's majority inclinations. In the conduct of official business, a quorum shall consist of one more than half of the members defined in Article 9, Section 2 above. Recommendations to the President of the college or the Board of Trustees must be authorized by an absolute majority vote of the Senate Council.

**Section 6.**

Committees: The Senate Council shall be empowered to establish such committees as are needed to conduct investigations and conduct such business as shall be referred to the Senate Council or initiated by Senate Council members. The Senate Council defines the power and the duties of committees. The Senate President, shall appoint the chairperson of such committees.

**Section 7**

Reassignment evaluation: The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall engage in an annual evaluation of each reassigned position within the senate's purview during the spring semester. The evaluation including a summary of commendations and recommendations shall be shared and discussed with each faculty member occupying a reviewed position.

**Section 8**

Self-evaluation of the Senate Council: The Academic Senate executive board shall conduct an annual self-evaluation of the Academic Senate council. The evaluation and summary of commendations and recommendations will be shared with the Academic Senate council prior to the end of the spring semester.

**ARTICLE X:**

**AMENDMENTS**

**Section 1.**

Amendments to this constitution may be proposed by the Academic Senate Council Executive Board, by Senate Council or by petition of thirty percent of the members of the Senate.

**Section 2.**

All proposed amendments shall be submitted in writing to the entire membership at least ten days prior to voting.

**Section 3.**

An amendment shall be considered ratified if it receives a two-thirds vote of the Senate membership.

**BYLAWS  
FOR THE  
CITRUS COLLEGE ACADEMIC SENATE CONSTITUTION**

**ARTICLE 1:            DUTIES OF THE ACADEMIC SENATE OFFICERS**

**Section 1.**

The President shall preside at all council and executive board meetings and in every way endeavor to promote the interest and purposes of the Academic Senate. The President with the advice and consent of the Academic Senate Council shall appoint members to all standing and select committees. The President shall be an ex-officio member of all committees and shall be held responsible for the progress and work of the Academic Senate. The president or his designee shall serve as the representative to the Academic Senate of the California Community Colleges.

**Section 2.**

The Vice-President shall serve as assistant to the President in all duties of the President and shall assume the duties of the President in the absence of the President. The Vice President shall report to the senate in general on the senate's committee activities. The Vice President shall work with the Recording Secretary to maintain accurate records of committee members and recruit new faculty for committee membership as needed. The Vice President will attend campus wide committee meetings such as Steering, Educational Programs, Enrollment Management and others deemed necessary as schedule permits in order to acquaint themselves with campus processes and policies. The Vice President shall conduct the officer and at large elections.

**Section 3.**

The secretary shall keep a careful record of the proceedings of each meeting of the Senate and of the Senate Council. The Secretary shall maintain an accurate list of Academic Senate committees and personnel. The Secretary shall carry on the correspondence pertaining to the affairs of the Academic Senate as directed by the President.

**Section 4.**

The Treasurer receives no funds from the membership. In the event that the District allots the Academic Senate funds for expenses, the Senate Treasurer shall keep accurate records of such funds.

**Section 5.**

The Immediate Past President shall serve as a resource person for the Academic Senate and also serve as Parliamentarian.

**Section 6.** The Academic Senate President, Vice President, Secretary, Treasurer, and Past President shall not be on any type of long term leave of absence during his/her term, including but not confined to serving banked time, sabbatical or teaching in Citrus' Study Abroad program.

**ARTICLE II:**           **COMMITTEES AND DUTIES**

**Section 1.**           **Membership:** The President with the advice and consent of the executive board shall appoint members to the committees. Appointments to a standing committee shall be for three years with one-third of the members retiring each year.

**Section 2.**

- Clause 1:   **FNIC (Faculty Needs and Identification Committee):** The FNIC Committee will establish priorities as to the order in which full-time faculty positions should be filled. They will also monitor the hiring process for each position the district opens to insure that all procedures are followed. Traditionally, three faculty representatives serve on this committee including the President, Vice President/President Elect and either the Past President or Chair of Faculty Hiring Procedures.
- Clause 2:   **Equivalency and Minimum Qualifications Committee:** The Minimum, Qualifications and Equivalencies Committee will stay informed on all current and proposed qualifications for each Discipline established by the Board of Governors of the California Community Colleges. They will make recommendations to the Senate Council as to changes in disciplines and minimum qualifications which should be communicated to the Statewide Academic Senate. They will represent the Senate on panels formed to rule on claims of equivalency to the minimum qualifications for a discipline.
- Clause 3:   **Evaluation and Tenure Committee:** The Evaluation and Tenure Committee will periodically review the evaluation and tenure procedures and make recommendations to the Senate Council of improvements that need to be made. They will provide representation for the Senate on ETOC (Evaluation and Tenure Oversight Committee).

- Clause 4: **Evaluation of Management Committee:** The Evaluation of Management Committee shall oversee the implementation of Management Evaluation procedures. They will periodically review the Management Evaluation procedures and make recommendations to the Senate Council for any necessary changes to these procedures.
- Clause 5: **Curriculum/Technical Review:** Comprised of representatives from all areas of campus by election only. Elections are usually held each Spring with one-third rotating off each three years. Responsible for approval of all curriculum and certificate programs, discussing issues related to general education, graduation requirements, transfer requirements, academic standards, and distance education.
- Clause 6: **Matriculation/ Prerequisite & Assessment:** Reports to the Academic Senate and serves as a resource to faculty and college committees about entrance to the institution and when concerns, questions, and suggestions arise related to prerequisites, co-requisites, limitations on enrollment, assessment, and cut scores.
- Clause 7: **Academic Calendar /Final Exam Schedule:** Discusses calendar options and makes recommendation for the upcoming academic year calendars and plans the Final Exam Schedule.
- Clause 8: **Faculty Hiring Procedures:** Works with the Human Resources Office to review and revise faculty hiring procedure regulations.
- Clause 9: **Program Review:** This committee works with the Vice-President of Instruction and the Program Review Coordinator to develop strategies for implementation of training and coordination of meaningful and broad-based participatory program reviews.
- Clause 10: **Student Learning Outcomes and Assessment Committee:** This committee, an ad-hoc committee of Steering, serves as a clearinghouse for evidence of student learning; evidence will include assessment tools, assessment data, and measurement and analysis of student attainment of SLO's.
- Clause 11: **Steering:** Where all representative groups on campus come together to discuss any campus issues of concern. New regulations (after individual approval of the various campus groups) reach this committee for final voting before being sent to the Board

of Trustees. Note: Academic Senate is a constituent group to the campus wide Steering Committee with broad participation by faculty.

Clause 12: **Additional Committees:** Additional standing and ad-hoc committees that incorporate Senate members include, but are not limited to, Academic Computer, Bookstore Committee, Campus Environment Committee, Campus-wide Information Technology, Faculty Learning Institute, Financial Resources, Human Resources Advisory, Institutional Research Advisory, Scholarship, Service Learning Advisory, Distance Education, Honors Program, Physical Resources and Transfer Task Force. These committees may change or update their tasks as necessary and should bring these advisements before the Senate for discussion, report and review.

### **ARTICLE III AMENDMENTS**

The Bylaws may be amended in the same manner as the constitution except that only a simple majority vote shall be required.

## **GUIDELINES FOR THE SENATE PRESIDENT**

### **FIRST MEETING OF THE ACADEMIC SENATE COUNCIL**

1. The Senate Council shall meet not less than once a month. The time and day for the Council is set at 2:00 p.m. on Wednesday. At the first meeting the dates for the Senate Council should be set for the balance of the year.
2. Confirm faculty membership on all committees.

### **STANDARD PROCEDURES OF SENATE COUNCIL**

1. There should be a formal agenda.
2. There should be a secretary at all meetings.
3. Meetings of the Senate Council shall be governed by general rules of parliamentary procedure.
4. Send out requests for agenda items at least one week before Senate Council meetings.
5. Send out agenda two to three days before meetings.
6. The use of the Faculty Lounge for any other purpose is subject to the approval of the Senate Council President who should keep a calendar of such scheduled events.
7. Late in November advise the Senate Council Vice-President to select a committee of five members of the Senate Council to draw up a slate of nominees for offices.
8. Conduct elections of officers.
9. After Senate Council officers are elected, have departments and adjunct faculty elect senators to fill expired positions.
10. After departments have elected representatives to the Senate Council, the Senate Council President and the Senate Council Vice-President will appoint members to the committees.
11. Whenever a vacancy occurs on a committee, the Senate Council President will select the person to fill this vacancy.

12. Include in these guidelines any procedural changes resolved in the Council each year.

Revised:	January 1996
Proposed Revisions:	April 2002
Adopted Revisions:	May 14, 2002
Adopted Revisions:	November 26, 2008



## THE ASSOCIATED STUDENTS OF CITRUS COLLEGE

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### **PURPOSE**

According to Article I, Section 2 of the Constitution, the ASCC has five purposes. They are:

- A. To guarantee a republican form of student government.
- B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
- C. To further cooperation among students and between students, faculty, staff, administration and community
- D. To develop a more informed citizenry capable of assuming an active role in society.
- E. To provide effective student representation in the college's shared governance process.

As with most documents, this definition can be interpreted either loosely or strictly depending upon the conditions that exist at a given moment in time. Over the years the ASCC has chosen to be aggressive in its interpretation of its charge to provide an effective student government. We have always been among the leaders at the state level.

### **RESPONSIBILITIES**

There are really two components to the ASCC as it operates. They are the students who are members of the Executive Board and/or the Program Board and the Student Affairs staff. Each of these groups has general sets of responsibilities and each person within a group has specific duties.

### **THE ASCC EXECUTIVE BOARD**

**President:** The primary role of the ASCC President is to make sure that the group functions effectively. This involves many meetings, setting agendas, making appointments, etc. The President is also the primary representative of the Board and may become interim Student Trustee should the need arise. As Harry Truman said, "THE BUCK STOPS HERE." During the year the President meets weekly with the Student Affairs Administrator, prior to the ASCC meetings.

**Vice President:** The VP should act as the President's "right hand" and must be ready to assume the role of the President when necessary. The specific duties of this office include chairing and serving on committees, and acting as parliamentarian to the Executive Board.

**Student Trustee:** He or she is not a member of the ASCC Executive Board. He or she serves as the representative of all the college's students on the Board of Trustees and attends all meetings of both the Executive Board and the Board of Trustees. This person is our primary liaison to the Board of Trustees and can often provide significant insights on particular issues.

**Secretary:** The Secretary is a key member of the Board because the minutes of the meetings that he or she prepares are the official record of our proceedings and, as such, are binding on our actions. The Secretary also is responsible for disseminating the minutes, after their approval, to many other areas of the campus.

**Treasurer:** The Treasurer is charged with the duty of making sure that all expenditures made through the ASCC budget are authorized. This involves not only making sure that there are sufficient funds remaining in a given account, but also that the type of expenditure was approved in the budget process or, subsequent to that, by the Executive Board. This person works closely with the Student Affairs Administrator and the Student Business Office Account Clerk.

**Senators:** The seven Senators represent student interests on both standing and special campus committees. They also provide a liaison between the Executive Board, the various instructional departments and the student body.

**Commissioner of Public Relations:** This position can be one of the most important on the Board because its responsibilities include both publicity and recruiting. Recruiting is the "life's blood" of any on-going organization and publicity is crucial not only to the success of individual programs but also to how the Board is generally perceived by those outside of it. This person works very closely with the Student Activities Supervisor.

**Commissioner of Activities:** This office has the task of coordinating the wide range of entertaining and educational programs expected in a college setting. This person also works very closely with the Student Activities Supervisor.

**Commissioners at Large:** These are people who serve on the Board with a specific area of responsibility. Some of the most common are: Athletics, Evening Students, Clubs and Disabled Students. The list changes from semester to semester as the size and interests of the Board change.

**Legislative Liaison:** It is the responsibility of the Legislative Liaison to keep the Board informed about pending legislation and regulations that can have an impact on our college and its students.

**Student Trustee Elect:** This is a new position which is filled only during the elections in the Fall semester. The person elected spends the following Spring semester learning the job of Student Trustee which he or she will assume at the conclusion of the term of the sitting Student Trustee.

# THE ASSOCIATED STUDENTS OF CITRUS COLLEGE CONSTITUTION

## PREAMBLE

We, the students of Citrus College, in order to form a representative student organization, do ordain and establish this constitution of self-government for the Associated Students of Citrus College.

## ARTICLE I

### Name and Purpose

Section 1. The name of this organization shall be: The Associated Students of Citrus College.

Section 2. The purpose of this organization shall be:

- A. To guarantee a republican form of student government.
- B. To conduct the activities of the Associated Students and to promote the adoption and application of an effective student government.
- C. To further cooperation among students and between students, faculty, staff, administration, and the community.
- D. To develop a more informed citizenry capable of assuming an active role in society.
- E. To provide effective student representation in the college's shared governance process.

## ARTICLE II

### Nondiscrimination

The Associated Students of Citrus College shall not, nor will they participate in or affiliate with any organization which discriminates (as discrimination is legally defined) on the basis of: race, creed, gender (except as exempt from Title IX), religion, age, national origin, physical or mental handicap, or sexual orientation.

## ARTICLE III

### Membership and Privileges

Section 1. Any properly enrolled student of Citrus College shall automatically become a member of the organization upon payment of the Associated Student Service Fee.

Section 2. All members of the Associated Students of Citrus College are entitled to the following:

- A. Right, if eligible, to hold office as provided in the Constitution.

- B. Admission, if eligible, to intercollegiate competition on the conference schedule.
- C. Admission to all A.S.C.C. social and other activities and college-recognized clubs.
- D. Eligibility to participate in intramural sports activities and college-recognized clubs.
- E. Eligibility to apply for appropriate scholarships.
- F. Receive discounts secured on their behalf.

#### **ARTICLE IV Officers and Qualifications**

Section 1. The elective officers of the Associated Students shall be Student Trustee, Student Trustee Elect (in the Spring only), President, Vice President, Legislative Liaison, and seven Senators.

Section 2. The appointed officers of the Associated Students shall be Treasurer, Commissioners of Public Relations, Activities, and Athletics, Recording Secretary, and not more than four Commissioners-at-Large.

Section 3. Qualifications to run for, and hold office, Definition: The word “office” in the text means either an elected or appointed office in the student government.

- A. A student must be carrying at least 7 units of college work, and have at least a 2.3 grade point average, with the exception of the A.S.C.C. President, Vice President, Legislative Liaison, Student Board of Trustees member, and Student Trustee Elect, who must have a 2.5 grade point average. This is determined on the accumulative basis for all college work completed.
- B. A student must be a member of the Associated Students in good standing.
- C. A student may not serve on the Executive Board or Student Court for more than six semesters. Service for more than 44 days will constitute a full semester’s service.
- D. A student must not be on academic or disciplinary probation to hold an A.S.C.C. position of responsibility until cleared by the administration.
- E. Executive Board officers must attend all regular and special meetings. Executive Board officers and the Student Trustee Elect shall enroll in the leadership class. Three unexcused absences are cause for dismissal with the recommendation of a 2/3 absolute majority of the Executive Board.

F. In order to serve as President of the Associated Students, a student must have served at least one semester as a member of the A.S.C.C. Executive Board.

Section 4. A.S.C.C. officers may be members and/or officers of any college-recognized club or organization except that the A.S.C.C. President may not serve as an officer of any other club or organization.

Section 5. The term of office for Associated Student officers shall be one semester, ending on the last day of instruction and the succeeding officers shall take office immediately.

Section 6. The term of President, Treasurer, and Legislative Liaison will be one school year, ending on the last day of instruction of the Spring semester.

Section 7. The term of the Student Trustee Elect will begin the first day of the Spring semester and end May 14 of that same semester, at which time he/she will become the Student Board of Trustees member. The term of the Student Trustee will begin May 15 and end May 14 of the following year (in accordance with the California Education Code).

## **ARTICLE V**

### **Duties of the Associated Student Officers**

Section 1. The President shall:

- A. Preside over and chair all regular and special meetings of the Executive Board
- B. Be responsible for Executive Board agenda development.
- C. Call special meetings of the Executive Board, providing he/she informs all Executive Board advisors and members and complies with Brown Act requirements.
- D. Appoint members of the Associated Student Court with the approval of 2/3 vote of the Executive Board.
- E. Appoint vacant Associated Student Offices with the approval of the Executive Board. If nominations have not been made by the President within ten school days, the Executive Board may nominate and appoint A.S.C.C. members to fill the vacancies.
- F. Appoint all committee members.
- G. Perform such other duties as may be specified for the President in Robert's Rules of Order (revised).
- H. Act as host for the Citrus College Associated Students at all times.

- I. Be a member of the A.S.C.C. Finance Committee.
- J. Develop rapport, communications and information between the Student Trustee, Administration, and Presidents of the Academic Senate, Confidential/Supervisory, C.S.E.A., and Management Team.
- K. Become interim Student Trustee in the Fall semester if the elected Student Trustee is removed from office, can no longer serve, or is put on academic or disciplinary probation until a special or general election can be held to elect a new representative.

Section 2. The Vice President shall:

- A. Preside over all Executive Board meetings in the absence of the President, and succeed to that office upon resignation or disqualification of the President.
- B. Act as an ex-officio member in a non-voting capacity of all committees appointed by the President and the Executive Board.
- C. Act as parliamentarian of the Executive Board.
- D. Be a member of the A.S.C.C. Finance Committee.
- E. Keep the Executive Board informed on the progress of all appointed committees.
- F. Attend all Board of Trustees meetings.

Section 3. The Student Trustee shall:

- A. Be a member of the Citrus Community College District Board of Trustees.
- B. Fulfill all responsibilities of Board of Trustees member according to the California Education Code.
- C. Represent the interests of the entire community with a particular emphasis on the perspectives of present and future students of Citrus College.
- D. In the absence of a Student Trustee Elect, attend all A.S.C.C. Executive Board meetings and report on the actions of the Board of Trustees.

Section 4. The Student Trustee Elect shall:

- A. Attend all Citrus College Board of Trustees meetings.
- B. Attend all A.S.C.C. Executive Board meetings.

- C. Report at the Board of Trustees and Associated Students Executive Board meetings in the absence of the Student Trustee, and succeed to that office upon the resignation or disqualification of the Student Trustee.

Section 5. The Recording Secretary shall:

- A. Be appointed by the President.
- B. Possess skills appropriate to the position.
- C. Record and keep in order the minutes of the Executive Board and be responsible for their publication.
- D. Provide copies of the minutes for:
  - (1) Executive Board files
  - (2) Advisor(s) of the Executive Board
  - (3) A.S.C.C. Bookkeeper
  - (4) Student Trustee
- E. Act as Secretary of the Executive Board.

Section 6. The Treasurer shall:

- A. In conjunction with the Student Affairs Administrator, have charge of all Associated Student funds.
- B. Make monthly reports to the Executive Board of the financial condition of the Associated Students.
- C. Be instrumental in operating the budget.
- D. Chair the A.S.C.C. Finance Committee.
- E. Maintain an up-to-date financial code and follow the guidelines set forth.

Section 7. The Commissioner of Public Relations shall:

- A. Chair the Public Relations Committee.
- B. Supply press release material.
- C. Be instrumental in promoting good relations between Citrus College, district high schools, other colleges and the college community.
- D. Maintain an active recruitment program from the student body at Citrus College and local high schools.

- E. Work closely with the editors of all school publications.

Section 8. The seven Senators shall:

- A. Each be appointed to standing, special, and ad hoc committees, the primary committees being the college Steering Committee and its standing sub-committees.
- B. Each Senator will be assigned instructional departments. The Senator shall maintain rapport and become liaison between the Executive Board, department chairpersons, faculty, staff, administration, and students.

Section 9. The Legislative Liaison shall:

- A. Inform the Student Body and the A.S.C.C. of events, legislative action, proposals, and ballot initiatives that could affect community college finances and/or programs.
- B. Attend meetings and conferences that pertain to local, state, or national student organizations, pending approval of the A.S.C.C. Executive Board.
- C. Represent the A.S.C.C. to the state student organization designated by the Executive Board

Section 10. The Commissioner(s)-at-Large shall:

- A. Each be appointed to standing, special, and ad hoc committees to serve in a capacity similar to that of a Senator.
- B. Perform special duties as indicated by the President.

**ARTICLE VI**  
**Structure & Duties of the Executive Board**

Section 1. The Executive Board, governing body of the Associated Students, shall consist of the following voting members:

- A. President
- B. Vice President
- C. Seven Senators
- D. Up to four Commissioners-at-Large
- E. Treasurer

- F. Recording Secretary
- G. Commissioner of Public Relations
- H. Legislative Liaison
- I. Commissioner of Activities
- J. Commissioner of Athletics

Section 2. Succession to the Presidency shall be the originally elected Vice President. Should this officer be ineligible or unwilling to succeed, the Executive Board shall elect to the presidency one of its voting members by a secret ballot.

Section 3. The members of the Executive Board listed in Section 1 have the only voting power of the Executive Board. Each member has one vote.

- A. A quorum consists of 50% plus one of all Executive Board voting members.
- B. No voting by proxy will be permitted for absent members.
- C. The Chair of the Associated Students shall have no vote except to create or break a tie.

Section 4. The Executive Board shall be responsible for the following duties:

- A. Approving a budget for the Associated Students and planning a system of financing all Associated Students functions for the following year.
- B. Establishing a Finance Committee which shall recommend the A.S.C.C. budget, A.S.C.C. expenditures, and finance policies to the Executive Board. The Finance Committee shall include:
  - (1) A.S.C.C. President
  - (2) A.S.C.C. Vice President
  - (3) A.S.C.C. Treasurer (Chairperson)
  - (4) One Senator
  - (5) One Commissioner-at Large
  - (6) Commissioner of Activities
  - (7) Student Affairs Administrator
- C. Adopting by-laws and various codes mentioned elsewhere in the A.S.C.C. Constitution.
- D. Directing the President of the Associated Students to carry out prudent measures for the welfare of the Associated Students not specifically mentioned in this Constitution.

- E. Requiring all officers and students to comply with the provisions of this Constitution.
- F. Setting an example of good conduct and decorum within the Associated Students.
- G. Examining reports of all officers, agents and committees of the Associated Students.
- H. Exercising control over all expenditures of the Associated Students.
- I. Ratifying, upon recommendation of the President, all standing and special committees.
- J. Exercising supervision over all expenditures from Associated Student funds.
- K. Initiating impeachment of an Executive Board member by a  $\frac{3}{4}$  majority of the entire Executive Board.

Section 5. Regular meetings shall coincide with the Leadership class schedule. All officers shall enroll in the Leadership class. Business will be conducted under Robert's Rules of Order (Revised).

Section 6. Any member of the student body, district staff or the community may attend the meetings of the Executive Board in a non-voting capacity.

Section 7. The Student Affairs Administrator or his/her designee shall act as advisor of the Executive Board unless otherwise specified by the President of Citrus College.

## **ARTICLE VII Judiciary**

Section 1. The judicial power of the Associated Students shall be vested in one court known as the Associated Student Court of Citrus College.

Section 2. This court shall consist of five Associated Student members. It will have one advisor. One of the justices shall be elected Chief Justice of the Court and shall preside at all sessions except when he/she should appoint a member of the court to take his/her place in his/her absence.

Section 3. Members of the court shall:

- A. Be a member of the Associated Students of Citrus College.
- B. Have an accumulative grade point average of 2.5.
- C. Be enrolled in a minimum of seven units per semester during their term of office.

- D. Maintain a 2.5 G.P.A. each semester in office.
- E. Be non-voting members of the Executive Board.

#### Section 4.

- A. Appointment of justices shall be by the A.S.C.C. President with the approval of a 2/3 majority vote of the Executive Board.
- B. If, after two weeks of the beginning of each semester, the A.S.C.C. President has not nominated A.S.C.C. members to fill Student Court vacancies, the Executive Board will nominate and appoint A.S.C.C. members to the Student Court with a 2/3 majority vote.
- C. The term of office shall be four semesters or resignation. Dismissal is automatic if the justice is placed on academic or disciplinary probation.
- D. Cause for removal from office shall be:
  - (1) When conditions in Section 3, subsections A, B, C, D, and E are not met.
  - (2) When justices fail to perform duties as stated in Article VI.
- E. The A.S.C.C. President shall make appointments to fill vacancies as defined in Section 4, paragraph A.

#### Section 5. Duties and Powers:

- A. The procedure and methods of conducting court and trying cases shall be outlined in the Judicial Code.
- B. The Associated Student Court shall have the power to review any and all measures enacted or decreed by the Executive Board. This process is initiated by the receipt of a petition of 100 signatures or 25% of the number that voted in the last election, or a request by a majority of the Executive Board or the Inter-Club Council
- C. The court will have the power to use injunctions or restraining orders against any Citrus student or student organization. This power may include the freezing of funds.
- D. The court shall review all new constitutions and annually review all current club constitutions for legality.
- E. All inquiries, hearings, or trials conducted by the Court will be held in open session unless specifically requested by the party or parties being tried.

- F. This court shall have the power to recommend to the President of Citrus College: probation, suspension, or expulsion of any student who conducts himself/herself in such a manner as to bring discredit to Citrus College.
- G. Defendants shall respect the Court and its judgment. Failure to do so will result in a charge of contempt.
- H. Failure to comply with the sentence or finding will result in a recommendation to the Student Affairs Administrator that administrative action be taken.
- I. Appeals may be made to the:
  - (1) Student Affairs Administrator;
  - (2) Vice President of Student Services;
  - (3) President of Citrus College.Appeals must be made in the order above.
- J. The court shall have the final authority on all club constitutions and A.S.C.C. contracts.
- K. The court shall have no legislative powers except in the event that all members of the Executive Board vacate their offices: The court shall assume the executive powers until new officers are elected. If this is not possible, the court shall draft a new constitution and present it to the electorate for ratification and then conduct elections to staff the executive positions.
- L. A decision of the court must have a majority of all justices concurring.
- M. Any member of the Associated Students may request the court to interpret this constitution.

Section 6. In the absence of a functioning Student Court, all questions shall be referred to the Student Services Administrator.

## **ARTICLE VIII Elections**

Section 1. All A.S.C.C. general and special elections will be conducted by the Student Court. The Chief Justice shall act as chairman.

Section 2. A candidate for elective office, other than senator, who receives 50% plus one of the votes cast for that office will be declared the winner, providing that he/she has received at least fifty (50) votes.

Section 3. Write-in candidates must be eligible to run for and hold office. Votes cast for individuals who are not eligible to hold office will not be counted.

Section 4. Senators must receive at least 50 votes to be elected.

## **ARTICLE IX Appointments**

Section 1. Appointed A.S.C.C. officers must meet the same qualifications for office as elected officers.

Section 2. Applications for appointed offices shall be made available one full week immediately following A.S.C.C. elections.

Section 3. The incoming A.S.C.C. President will make the appointments for the vacant offices with the approval of the newly elected members of the Executive Board.

Section 4. If, after two weeks of the beginning of each semester, the A.S.C.C. President has not nominated members to fill the Executive Board vacancies, the Executive Board may nominate members to fill the vacancies.

## **ARTICLE X Initiative, Referendum, and Recall**

Section 1. The members of the A.S.C.C. shall have the right to initiative, referendum, and recall.

Section 2. Petitions shall require the signatures of 10% of the members of the A.S.C.C. Every petition must bear the exact wording of the action proposed.

Section 3. The Student Court shall certify the petitions and deliver them to the Executive Board. An election must be held within ten school days after the petitions have been received by the Executive Board. The proposed action shall be posted for no less than five school days.

Section 4. Initiative and referendum: A vote of 50% plus one vote is necessary to approve the proposed action.

Section 5. Recall: A minimum of a 60% majority is necessary to approve the proposed action. By definition, only elected officers may be recalled.

## **ARTICLE XI Athletics**

Section 1. The intercollegiate athletic program may include those programs that are sanctioned by the athletic league in which Citrus College is a member.

Section 2. The official insignia of Citrus College shall be the Owl. The official name "Owls" shall be used for the athletic teams.

Section 3. The official school colors of Citrus College shall be blue and white.

## **ARTICLE XII Ratification**

The constitution shall be considered ratified after an election is held and a simple majority of the Associated Students are in favor of its adoption.

## **ARTICLE XIII Amendments**

Section 1. Revision of the constitution requires a simple majority of the votes cast at a special or general election.

Section 2. Amendments to this constitution may be proposed by:

- A. A 2/3 absolute majority of the Executive Board.
- B. A petition signed by 10% of the members of the A.S.C.C.

Section 3. Proposed amendments will be submitted to the electorate at the next general election with a majority of those voting required for approval. A special election may be called when approved by a 2/3 vote of the Executive Board.

Section 4. Ten school days notice will be given to all amendments and revisions before they can be voted upon by the electorate.

## **ARTICLE XIV By-laws**

Section 1. By-laws to this constitution shall be passed by a 2/3 vote of the Executive Board.

Section 2. By-laws to this constitution shall be voted upon within four weeks of the first day of classes of the spring semester of each school year. If new by-laws are not approved within the first four weeks, the prior year's by-laws shall automatically be in effect. After the four weeks the by-laws may be revised if voted to do so by a 2/3 vote of the Executive Board. By-laws and codes are synonymous.

**ARTICLE XV**  
**Constitutional Authority**

This constitution will be considered as the final authority and supersede the constitution of any student club or student organization on the campus of Citrus College.

AMENDED: 11/11/93  
          12/04/98  
          05/03/00  
          05/05/04  
          05/05/05

## Directory of Citrus College Organizations and Committees

Citrus College is committed to an inclusive shared governance process, and to making information about how to be involved available to all campus constituencies. Use the following directory listings to learn more about specific campus organizations and governance activities.

Organization Name	For Information Contact	Ext
Academic Calendar Committee	<i>Lois Papner</i> , Dean of Admissions & Records	8517
Academic Senate	<i>Nickawanna Shaw</i> , Academic Senate President <i>Linda Swan</i> , Academic Senate Secretary	6442 8002
Accreditation Committee	<i>Irene Malmgren</i> , Vice President of Academic Affairs	8881
Associated Students of Citrus College (ASCC)	<i>Adrienne Thompson</i> , Student Activities Supervisor	8603
Athletic Academic Excellence	<i>Nickawanna Shaw</i> , Academic Senate President <i>Linda Swan</i> , Academic Senate Secretary	6442 8002
Athletics	<i>Jody Wise</i> , Dean of Kinesiology & Athletics	8656
Big 5 (Superintendent/President; V.P. Academic Affairs; V.P. Student Services; Academic Senate President; Academic Senate Vice President)	<i>Christine Link</i> , Executive Assistant to the President	8821
Board Policy Revision	<i>Pam Sewell</i> , Administrative Assistant to the President	8821
Bond Oversight Committee	<i>Carol Horton</i> , Vice Pres. of Finance & Admin./Services	8886
Bookstore Committee	<i>Nickawanna Eisel</i> , Academic Senate President <i>Linda Swan</i> , Academic Senate Secretary	6442 8002
California School Employees Association (CSEA)	<i>Steve Seigel</i> , CSEA President	8690
Citation Review/Appeals	<i>Tony Giannone</i> , Campus Security Supervisor	8602
Classified Development	<i>Eric Rabitoy</i> , Staff Development Coordinator	8788
Club Advisors	<i>Adrienne Thompson</i> , Student Affairs Supervisor	8603
Continuing and Contract Education	<i>Debbie Vanschoelandt</i> , Continuing Education Supervisor	8022
CSEA	<i>Steve Seigel</i> , CSEA President	8690

<b>Organization Name</b>	<b>For Information Contact</b>	<b>Ext</b>
Curriculum Committee/Technical Review	<i>Kathy Bueno, Administrative Secretary II</i>	8882
Distance Education	<i>Lari Kirby, Distance Education Supervisor</i>	8569
Educational and Facilities Master Plan Committee	<i>Carol Horton, Vice Pres. of Finance &amp; Admin. Services</i>	8890
Educational Master Plan Committee	<i>Irene Malmgren, Vice President of Academic Affairs</i>	8890
Educational Programs Committee	<i>Irene Malmgren, Vice President of Academic Affairs</i>	8881
Enrollment Management	<i>Irene Malmgren, Vice President of Academic Affairs</i> <i>Sam Lee, Dean of Language Arts &amp; Enrollment Management</i>	8881 8855
Equivalency and Minimum Qualifications Committee	<i>Nickawanna Shaw, Academic Senate President</i> <i>Linda Swan, Academic Senate Secretary</i>	6442 8002
Evaluation and Tenure Oversight Committee (ETOC)	<i>Nickawanna Shaw, Academic Senate President</i> <i>Linda Swan, Academic Senate Secretary</i>	6442 8002
Evaluation of Management Committee	<i>Nickawanna Shaw, Academic Senate President</i> <i>Linda Swan, Academic Senate Secretary</i>	6442 8002
Executive Board (ASCC )	<i>Adrienne Thompson, Student Affairs Supervisor</i>	8603
Faculty Development	<i>Eric Rabitoy, Staff Development Coordinator</i>	8788
Faculty Hiring Procedures Committee	<i>Nickawanna Shaw, Academic Senate President</i> <i>Linda Swan, Academic Senate Secretary</i>	6442 8002
Faculty Learning Institute	<i>Eric Rabitoy, Dean of Physical and Natural Sciences</i>	8788
Faculty Mentor Program	<i>Brenda Fink, Manager of Human Resources and Staff Diversity</i>	8830
Faculty Needs Identification Committee (FNIC)	<i>Irene Malmgren, Vice President of Academic Affairs</i>	8881
Faculty Association	<i>Ken Guttman, Faculty Association President</i>	4031
Faculty Service Areas (FSA)	<i>John Baker, Interim Vice President of Student Services</i>	8534
Faculty/Staff Development	<i>Eric Rabitoy, Staff Development Coordinator</i>	8788
Finance Committee (ASCC )	<i>Adrienne Thompson, Student Affairs Supervisor</i>	8603
Financial Resources Committee	<i>Carol Horton, Vice Pres. of Finance &amp; Admin. Services</i>	8890

<b>Organization Name</b>	<b>For Information Contact</b>	<b>Ext</b>
Foundation	<i>June Stephens, Executive Director of Development and External Relations</i>	8825
Green Team	<i>Jim Lancaster, Dean of Career, Technical and Continuing Education</i>	8701
Honors Program	<i>Nickawanna Shaw, Academic Senate President Linda Swan, Academic Senate Secretary</i>	6442 8002
HOTSHOTS (student learning outcomes)	<i>Dana Hester, Student Learning Outcomes Coordinator</i>	8055
Human Resources/Staff Diversity Committee	<i>Brenda Fink, Manager of Human Resources and Staff Diversity</i>	8830
Human Resources Committee	<i>Robert Sammis, Director of Human Resources</i>	8552
Information Technology Committee	<i>Linda Welz, Chief Information Services Officer</i>	8811
Institutional Research and Planning	<i>Lan Hao, Director of Instructional Research</i>	8521
Inter-Club Council (ASCC )	<i>Adrienne Thompson, Student Affairs Supervisor</i>	8603
Learning Resources	<i>Sam Lee, Dean of Language Arts and Enrollment Management</i>	8855
Management Team	<i>Jody Wise, Management Team President</i>	8656
Matriculation & Assessment Committee	<i>Lucinda Over, Dean of Counseling</i>	8538
Physical Resources Committee	<i>Carol Horton, Vice Pres. of Finance &amp; Admin. Services</i>	8890
Prerequisite and Assessment Committee (Matriculation)	<i>Lucinda Over, Dean of Counseling</i>	8538
President's Council	<i>Christine Link, Executive Assistant to the President</i>	8821
Program Advisory Councils	<i>Jim Lancaster, Dean of Career, Technical and Continuing Education</i>	8701
Program Review Committee	<i>Nickawanna Shaw, Academic Senate President Linda Swan, Academic Senate Secretary</i>	6442 8002
Public Relations Committee (ASCC)	<i>Adrienne Thompson, Student Affairs Supervisor</i>	8603
Sabbatical Committee	<i>Nickawanna Shaw, Academic Senate President Linda Swan, Academic Senate Secretary</i>	6442 8002
Safety/Hazardous Waste	<i>Jeff Eichler, Environmental Health Program Supervisor</i>	8704

<b>Organization Name</b>	<b>For Information Contact</b>	<b>Ext</b>
Scholarship Committee	<i>Lois Papner</i> , Dean of Admissions & Records	8517
Service Learning Advisory Committee	<i>Nickawanna Shaw</i> , Academic Senate President <i>Linda Swan</i> , Academic Senate Secretary	6442 8002
SLOs (HOTSHOTS)	<i>Dana Hester</i> , Student Learning Outcomes Coordinator	8055
Social Committee	<i>Ken Guttman</i> , Faculty Association President	4031
Staff Development Advisory Council	<i>Eric Rabitoy</i> , Staff Development Coordinator	8788
Steering Committee	<i>Pam Sewell</i> , Administrative Assistant to the President	8821
Strategic Planning	<i>Lan Hao</i> , Director of Instructional Research	8521
Student Discipline	<i>Martha McDonald</i> , Dean of Students	8602
Student Grievance Review Board	<i>John Baker</i> , Interim Vice President of Student Services	8534
Student Learning Outcomes and Assessment (HOTSHOTS)	<i>Dana Hester</i> , Student Learning Outcome Coordinator	8055
Student Services Committee	<i>John Baker</i> , Interim Vice President of Student Services	8534
Supervisors/Confidential Employees	<i>Carol Cone</i> , Supervisors/Confidential President	8885
Technical Review Committee (Curriculum)	<i>Kathy Bueno</i> , Administrative Secretary II	8882
Transfer Task Force	<i>Rafael Herrera</i> , Coordinator for the Center for Teacher Excellence	4078
Workforce Council	<i>Jim Lancaster</i> , Dean of Career, Technical and Continuing Education	6403