Present
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz, and Darla Ramirez, Recording Secretary

Absent
Patrick Borja, Jackie Boxley, Sean Cazares, Robert Coutts, Claudette Dain, Paula Green, Michael Hillman, Cheri Swatek, Beverly Van Citters, Cameron Wisdom, and Stephanie Yee

Guests
Jennifer Chavez
Fred Diamond

Call to Order
Dr. Perri called the meeting to order at 2:49 p.m. in the Center for Innovation Community Room.

Minutes
Ms. Chan moved that the minutes of May 9, 2016, be approved as submitted. The motion was seconded by Dr. Hogan. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None

Abstentions – None

OLD BUSINESS – None

NEW BUSINESS – Dr. Perri introduced and welcomed Jennifer Chavez, the new student trustee. The Steering Committee members introduced themselves to Jennifer.

Action Items:
Board Policy 7101 Non-Discrimination, Dr. Sammis – Dr. Sammis reported an update to the definition of protected categories in this Board Policy. A motion to approve was made by Mr. Korn and seconded by Dr. Hogan. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None

Abstentions – None
Administrative Policy 7100 Equal Employment Opportunity (EEO), Dr. Sammis – Dr. Sammis reported that the Equal Employment Opportunity Plan is a combination of Board Policy 7101 Non-Discrimination, and Administrative Policy 7100, Equal Employment Opportunity. It includes an introduction, vision and mission statement. Dr. Sammis explained that the information for the plan comes directly from Title V regulations. He explained the process that Human Resources goes through in order to maintain proper protocol for diversity in the hiring process at Citrus College. Dr. Perri asked if the annual evaluation on page nine of the plan gets reported yearly to the Chancellor’s Office. Dr. Sammis answered yes, that it is submitted with several other reports. Dr. Perri requested we maintain a separate report with this data for our own use to internally track progress. A motion to approve was made by Ms. Chan and seconded by Mr. Korn. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None

Abstentions – None

Board Policy 3515 Reporting of Crimes, Dr. McDonald – Dr. McDonald reported changes to language and references that were updated. A motion to approve policy as revised was made by Ms. Chan and seconded by Mr. Korn. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None

Abstentions – None

Board Policy 3520 Local Law Enforcement, Dr. McDonald – Dr. McDonald reported only small changes to this policy. A motion to approve the changes was made by Dr. Hogan and seconded by Mr. Swan. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None

Abstentions – None
Board Policy 5020 Nonresident Tuition, Dr. McDonald – Dr. McDonald reported only small changes to this policy. A motion to approve the changes was made by Dr. Sammis and seconded by Ms. Eisel. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None
Abstentions – None

Board Policy 5110 Counseling, Dr. McDonald – Dr. McDonald reported small changes to language. A motion to approve the changes was made by Dr. Hogan and seconded by Ms. Chan. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None
Abstentions – None

Board Policy 5500 Standard of Conduct, Dr. McDonald – Dr. McDonald reported that some reference sections were deleted and language was changed for consistency. A motion to approve the changes was made by Dr. Hogan and seconded by Ms. Chan. The motion was unanimously approved.

Yes Votes
Salima Allahbachayo, Randy Cable, Linda Chan, Roberta Eisel, Patty Glover, Lan Hao, Gina Hogan, Dennis Korn, Martha McDonald, Cathy Napoli, Geraldine Perri, Robert Sammis, Arvid Spor, Alfie Swan, Brian Waddington, Linda Welz.

No Votes – None
Abstentions – None

College Information Technology Committee 2016-2017 Purpose Statement, Ms. Welz – Ms. Welz asked for this to be tabled until the Monday, June 6, 2016, Steering Committee meeting.

Information Items:
Administrative Policy 3515 Reporting of Crimes, Dr. McDonald – Dr. McDonald reported language clarifications and a change in wording to “Department of Campus Safety” throughout the document. Campus Safety now reports to the Vice President of Student Services instead of the Dean of Students. The “publish of warnings” was removed from page one and replaced with the “publishing of timely warnings” later in the document. The crimes that need to be published
in a timely warning are listed. Language was clarified regarding the meaning of “campus” to include areas adjacent to the campus. Also clarified was the difference between an academic counselor and a counselor that works in the student health center in terms of confidentiality. We are required to provide a confidential resource for students to report misconduct. Only counselors assigned to the student health center are considered confidential – all other counselors are mandated to report crimes.

Mr. Waddington posed a question about the language regarding first time offenses and timely warnings. Dr. McDonald suggested the addition of, “constitutes an ongoing or continuing threat”. Dr. Sammis will look at the statutes before a decision is made. Dr. Sammis and Dr. McDonald will report back to Steering.

**Dr. McDonald presented changes to the following administrative Policies:**

- Administrative Policy 3520 Local Law Enforcement
- Administrative Policy 5020 Nonresident Tuition
- Administrative Policy 5110 Counseling

**Instructional Program Review – Year Five Plus One Reports, Ms. Eisel** – Ms. Eisel gave an overview and noted highlights of each report. The reports will go next to the Board of Trustees meeting as an information item, and then be published on the Citrus College public website. There will be one more batch of the Year Five Plus One reports coming in for Fall, and that cycle will then be complete. Dr. Hao and the Institutional Effectiveness Committee (IEC) will be surveying faculty on program review this Fall to gather additional input on the process.

**Steering Committee 2016-2017 Meeting Schedule, Dr. Perri** – Dr. Perri presented the 2016-2017 Steering Committee meeting schedule to the committee members.

**Completion Literature Review, Dr. Spor** – Dr. Spor presented a literature review of *Unique Challenges for Women of Color in STEM Transferring from Community Colleges to Universities*, by Marie-Elena Reyes.

**Reports/Quick Updates**

**Educational Programs Committee** – No report.

**Student Services Committee** – Dr. McDonald reported that this past meeting was their last meeting of the year. There were three comprehensive program reviews that were brought to the committee for informational purposes. Dr. Hao did a presentation on the CCSSE survey, and results will be brought back to the Student Services Committee when the survey is completed. The committee was also given a brief report on current activities from the Institute for Completion.

**Physical Resources Committee** – Mr. Diamond reported for Ms. Dain that PRC has not met, but will meet May 26, 2016.

**Financial Resources Committee** – Mr. Diamond reported for Ms. Dain that FRC will meet on June 1, 2016.

**Human Resources Advisory/Staff Development** – Dr. Sammis reported that the committee met last week to discuss several focus areas of the strategic plan that pertain to Human Resources,
primarily centered on diversity issues. Also discussed is a proposal from the ASCC to include students in the staff hiring process. Their interest is in live teaching demonstrations done in front of a group of students, and those students being able to give limited feedback. Dr. Sammis said that the committee will draft some guidelines to look at in the Fall.

College Information Technology Committee – Ms. Welz reported that CITC met two weeks ago. She reported on the process of upgrading the email system. We will have larger mailboxes and will be able to send larger attachments. She noted that email spam has increased. She reiterated that staff will never be asked for passwords or identification through email. Ms. Welz will update Steering at a future meeting on upcoming technology upgrades and plans for the future.

Institutional Research and Planning Committee – Dr. Hao reported that IRPC met in early May, and are done with meetings for the year.

Institutional Effectiveness Committee – Dr. Hao reported that IEC is meeting on June 6, 2016. The committee will wrap up the Integrated Planning Manual. All of the reviews and cross-reviews are complete, and the new version is ready to publish.

Accreditation – Dr. Spor reported hearing through the news that AFT and CFT are suing the ACCJC for being placed on “show cause” and for the loss of accreditation. This has caused a significant drop in enrollment.

Program Review Committee – Ms. Eisel reported that Program Review had its final meeting for the year. The committee discussed instituting a process where staff request data through Dr. Hao’s department. Ms. Eisel reported that Biotechnology will be an independent program in Fall, 2016, putting the total instructional programs for review at 53. Ms. Eisel, Dr. Kary, Ms. Yee and Ms. Rudd will meet together to discuss the program review and SLO coordinator transition process.

External Relations – Ms. Welz reported for Paula Green, relating that Ms. Green is officially retired. Ms. Welz, Stacy Armstrong and Marilyn Grinsdale are each a point of contact in Ms. Green’s absence. The External Relations staff is working diligently on our upcoming commencement ceremony.

Academic Senate – Mr. Swan reported that Academic Senate will meet this Wednesday, May 25, 2016. Dr. Perri will install the newly elected officers. Resolutions will be read for retired faculty, thanking them for their years of service to Citrus College, and there will be other awards of appreciation. Victoria Dominguez and Becky Rudd will lead a discussion on the Common Assessments Initiative and Multiple Measures Assessment Project.

Associated Students of Citrus College – No report.

California School Employees Association – Ms. Napoli thanked everyone for the wonderful time had by all classified staff at the appreciation breakfast on Friday, May 20, 2016.

Supervisor/Confidential Team – no report.
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HotShots Committee – Ms. Eisel reported for Ms. Yee that HotShots met on Friday, May 20, 2016. The committee discussed SLO Specialists, the committee purpose statement, and had a debriefing on the GE Assessment Dialogue event. Student Learning Outcome report forms for the new year will be posted by the end of the week. Ms. Welz confirmed that the students working on the forms are close to being done.

Superintendent/President – Dr. Perri reported on the interview with The Aspen Institute held Friday, May 20, 2016. Drs. Spor, Smith, and Lancaster joined Dr. Perri in the telephone interview. Some examples of information requested during the interview were: an overview of the institution, an outline of progress in terms of outcomes and current projects, major challenges the college faces as an institution, and what strategies are used to mitigate these challenges. Additionally, questions were posed about Career Technical Education, labor market information, and job placement. We were asked about student learning, and asked for evidence of student learning outcomes. Out of the 1,100 community colleges across the nation, 150 colleges were nominated for the Aspen Prize. From that 150, only 50 colleges were granted second-round telephone interviews. This is the second time that Citrus College has been invited to the second-round interviews. The final ten colleges chosen will receive a two-day site visit, and then The Aspen Institute will choose a final winner. The Citrus College team did extensive preparation for this interview, and everyone felt that it went very well.

Adjournment
There being no further business before the committee, the meeting was adjourned at 4:05 p.m.