

- 27 **III. MINUTES – Sheryl Walz**
28 **A.** Ms. Walz called for approval of the April 13, 2011 minutes. One correction was noted.
29 Kathy Bakhit was appointed to the position of Secretary, not Treasurer as stated.
30 **M/S/P**

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32 **IV. COMMITTEES**

33 ❖ **Curriculum Committee – David Kary**

34 The curriculum committee has not met since the last Senate meeting. The next
35 curriculum meeting is May 14 at 2:30 pm in IS 108.

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37 There are several new transfer model curricula that have been proposed in draft form.
38 These include Art History, Biology, Business, Chemistry, English, Kinesiology, Political
39 Science, and Studio Art. Faculty in these areas should go to the C-ID web site,
40 www.c-id.net/degreereview.html to give their comments on these model degrees. The
41 review period extends through May 16. Several other degrees have completed their
42 review period and I expect to see finalized versions of these ones soon.

43
44 Also we have several degrees and certificates that do not have SLO's entered for them
45 yet. I would like to start a project to start moving SLO's from program reviews into the
46 relevant degrees and certificates. I will be contacting faculty in the disciplines that have
47 these programs to determine which SLO's are most appropriate.

48
49 There are still 61 classes on campus that are due or overdue for their 6-year review
50 through curriculum. I have contacted curriculum reps in these disciplines and I'm hoping
51 we can get most of these classes completed in the final 2 curriculum meetings this
52 semester.

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54 ❖ **Financial Resources – Roberta Eisel**

55 Roberta passed around the minutes from the last meeting of the committee.

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58 ❖ **Human Resources Advisory – Roberta Eisel**

59 The committee has not had a recent meeting.

60
61 ❖ **Institutional Research and Planning – John Vaughan**

62 The committee reviewed and discussed changes to demographic data that's going into
63 the Strategic Plan.

64
65 ❖ **Program Review – Jim Woolum**

66 The second meeting of the task force is this Friday.

67
68 **V. OFFICERS' REPORTS**

69 **Secretary, Sheryl Walz** – No report

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71 **Treasurer, Paul Swatzel** – No report

72
73 **Past President, Jack Call** – Not present

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75 **Vice President/President-Elect, Nicki Shaw** – No report

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77 **CCFA Liaison, Kathy Bakhit** - No report

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82 **ASCC Representatives, Karlyn Bradley** – The new ASCC Rep Fee was approved. Next
83 week is Spring Fest. Onn May 7 there will be a Region 8 meeting. The Finance Committee is
84 meeting tomorrow.

85
86 **President, Roberta Eisel** – Roberta and Nicki will be attending Big 5 tomorrow. If you have
87 any questions or concerns you'd like brought forward, send them to Roberta.
88

89 VI. SPECIAL REPORTS/PRESENTATIONS

90 A. Sustainable Textbook Survey – Paul Swatzel

91 Paul distributed copies of the updated survey results and reviewed some surprising
92 results with the body.
93

94 B. Syllabus Workshop – John Vaughan

95 Tabled to the next meeting.
96

97 VII. ACTION ITEMS

98 A. AP 7203 Evaluation of Full-Time Faculty

99 Moved to approve and seconded. Much discussion was held on the difference between
100 handling the procedures for approving APs and BPs as opposed to the actual text of the
101 AP in question.
102

103 CCFA needs to work out a firm process for approving APs and BPs that relate to
104 working conditions. The question also needs to be answered on whether or not some
105 APs/BPs should be voted on by all faculty. **M/S/P**
106

107 VIII. NEW BUSINESS

108 A. Academic Senate Self Evaluation

109 The 2010-2011 Academic Senate Purpose Statement and Responsibilities were
110 distributed. This is for information only. It will come back as a self-evaluation survey.
111

112 B. Report on Recommendations Regarding Registration Concerns

113 The group has met 5 or 6 times now and has acted on 2 recommendations: groups that
114 work with priority registration should look at their current practices and try to tighten up
115 the parameters; a pilot program for incoming freshman who meet certain criteria to
116 receive priority. Other possibilities considered are to give priority to students with 90-
117 100 units or more, and discussion of degree audits.
118

119 IX. OLD BUSINESS

120 A. 2012-2013 Academic Calendar

121 This calendar is pretty much the same as previous years however because of the way
122 the dates fall in 2012-2013 the break between winter and spring sessions was not
123 possible. A great deal of discussion took place culminating in the suggestion to move
124 the start of winter session up to January 2 which would then allow for a break between
125 the 2 sessions.
126

127 Roberta asked that we triple check on whether or not senate voted previously to
128 approve this calendar. She also stated that discussion could continue at the next
129 meeting if needed.
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131 B. Program Discontinuance – Collision Repair Public Discussion

132 Tabled to the next meeting.
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C. Attendance and Grading Discussion

Questions are not yet ready – table for now.

Roberta also commented on the Waiting List ad hoc group. They have not yet met.

D. AP 7201 Recruitment and Hiring of Full-time Faculty

No revision has been received from Human Resources yet.

E. Funding Concerns and Budget

President Eisel reported that at Steering on Monday she questioned what the procedure is for moving forward with budget changes. Scenario 3 is currently in effect and she wonders what decisions are being made to bring about the changes needed to accommodate that scenario.

Carol Horton has again asked for cost-cutting suggestions. Roberta wants to be sure to stress that faculty must differentiate between offering personal suggestions and shared governance suggestions. You may send your suggestions to Roberta . In these difficult budgetary times, Roberta would like to have better senate reports from the Enrollment Management committee. She wants this topic to remain on the senate agenda for future meetings.

X. PUBLIC FORUM

None

XI. ANNOUNCEMENTS

1. Citrus Singers will be performing at the Haugh May 20 through 22nd.
2. Achievement Awards will be held on June 2, 2011.
3. Commencement will take place on June 18 at 10 a.m.

XII. ADJOURNMENT: 3:52 p.m. until next meeting.

Attachments:

- #1 Minutes for Financial Resources Committee Meeting
- #2 Sustainable Textbook Student Survey Final
- #3 Food Truck Flyer
- #4 Academic Senate Purpose Statement and Responsibilities

Members and Guests Present:

John Fincher	Cliff Hadsell
Terry Miles	Raul Sanchez
Gailynn White	

Future Academic Senate Meeting Dates:

Sept. 8, 2010	March 9, 2011
Sept. 22, 2010	March 23, 2011
Oct. 13, 2010	April 13, 2011
Oct. 27, 2010	April 27, 2011
Nov. 10, 2010	May 11, 2011
Nov. 24, 2010	May 25, 2011
Dec. 8, 2010	June 8, 2011

Submitted by: Linda Swan
District Academic Senate Secretary

Visit our website at: <http://www.citruscollege.edu/as>

Attachment #1

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CITRUS COMMUNITY COLLEGE DISTRICT
Office of the Vice President of Finance and Administrative Services

FINANCIAL RESOURCES COMMITTEE MINUTES- April 6, 2011
2:00 p.m. – AD206

188 PRESENT: Rosalinda Buchwald, Carol Cone, Lan Hao, Carol Horton – chair, Glenna Johnson for Linda
189 Welz, Dennis Korn, Eric Magallon, Irene Malmgren, Roseann Manfre-Campillo, Martha McDonald,
190 Rocky Reynolds, Judy Rojas (recording secretary), Steve Siegel, Jody Wise

191 ABSENT: Toby Guebert, Jeanne Hamilton, (Student Representative) and Dr. Geraldine Perri

192 OLD BUSINESS:

~~193~~ *Approval of Minutes of March 2, 2011*– Minutes approved as presented.

194 NEW BUSINESS:

195 a. *State Budget Update*- Carol Horton informed the committee that the Financial Forum Power Point
196 presentation is posted on the intranet. She noted that the State Budget has been passed but it has not yet been
197 sent to the Governor to sign. The trailer bills have been sent to the Governor for approval. The increase in
198 the student fees will be effective for the fall semester. The talks between the Democrats and Republicans
199 have broken down. The deadline for placing an item on the June ballot has passed, so the continuation of
200 taxes such as Personal Income Tax, Sales and Use Tax and Vehicle License Fees will not be extended. The
201 next possible time for the tax extension to get on the ballot will be November, but that is too late for us
202 which leaves us at \$800 million in cuts. The legislature has 3 months to change that. Dennis Korn asked if
203 there is any chance that we could push the legislature to go to the \$66.00 per unit. Carol Horton responded
204 that the 3rd scenario which includes the \$66.00 per unit is actually from the Legislative Analysts Office.
205 They are proposing a \$10.5 million cut with an increase in fees to \$66. If you take the LAO information you
206 still get an \$800 million cut. Our portion is about an \$8 million cut in apportionment. The district is building
207 a schedule and budget based on this \$8 million cut.

208 b. *District Budget Update* -Carol Horton provided a very preliminary Tentative Budget for 2011-2012 using
209 Scenario #3 of the State Budget Proposal. The Budget Assumptions went to the Board of Trustees last night.
210 This cut of apportionment is not the only cut we will get. Other cuts are mandated cost reimbursements and
211 prior year revenue which is one-time money. There is a shift in the non-resident tuition fee and the capital
212 fee and our non-resident student population has been declining. Local revenue has also been adjusted down
213 this year. Overall the general fund
214

215 revenue will be down \$9.1 million. We have a decrease in expenditures by \$1.4 million. We have 4
216 retirements of full time faculty, we have budgeted increases for health benefits increases and step
217 and column. Health Benefits increase came out to \$800,000 and the increase for step and column
218 came out to \$671,000. We have calculated that 664 sections need to be dropped based on the
219 numbers. Instruction who really manages these numbers is working on this. Irene Malmgren stated
220 that they are at 334 sections at this time. Carol Horton feels that we will probably have to discuss
221 this and end up somewhere in between. Also remember that this is all estimates right now. There is
222 some shifting of non-credit courses also because of the higher rate of payment per FTE. Irene
223 Malmgren noted that they also have a 1 ½% buffer built into the schedule. Carol Horton added that
224 the budget sheets needs to go out to the deans and once we get their faculty needs into the budget we
225 can look at how far we are off. Carol Horton noted that we have had increases in PERS and in
226 Workers Compensation rates. We also have an election of 3 board members which includes election
227 expenses of about \$100,000 per candidate. The budget also includes \$981,650 in on-call employee
228 expenses. This includes overtime and stipend amounts. Carol Cone is producing reports so that the
229 cabinet can analyze the needs and the use of on-call money. Not everything can be dropped out of
230 this line item. There is cyclical work and payment of permanent position vacancies that have not
231 been filled that are reflected in this figure. Carol Horton stated that we must do a lot of planning now
232 not only for the 2011-2012 fiscal year but also the 2012-2013 fiscal year. We may have to discuss
233 (as many other districts have already implemented) furloughs, layoffs or salary rollbacks. Carol
234 Horton feels that we will be up to about 90% of our expenses in salaries and benefits this year and
235 that is higher than we would like to be. Carol Horton feels that we will be ok next year and a lot
236 depends on the creation of the schedule. Carol Horton is hoping for a cut in revenue of a little over
237 \$5 million.

238 c. *District Cost Saving Ideas* – Lists were distributed from CSEA and the Supervisor Confidential Team
239 regarding cost savings ideas for the district. Some of the ideas area very obvious, but some are very
240 interesting. Carol Horton asked that the students, managers and faculty come up with some ideas and send
241 them in to Judy Rojas. We will then combine all the lists and delete duplicates and create a master list and
242 present it to cabinet. Carol Horton thinks it is important to give everyone an opportunity to express their
243 ideas and she also thinks that the groups also deserve a response. There may be some very good ideas that
244 the cabinet have not thought of.

245 d. *Instruction Program Review Recommendations for Equipment* – A list of Equipment Needs created by
246 Academic Affairs derived from their program reviews was distributed to the committee. These are requests
247 for discretionary money. Even though we do not have any discretionary money right now we need to keep
248 up this process. We may have to find other funding sources for some of these items such as our capital
249 projects fund. Irene Malmgren stated that this is a communication tool at this point to identify items that
250 need to be looked at it the future or to look for alternative solutions.

251 e. *Other* – None

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Attachment #1

CITRUS COMMUNITY COLLEGE DISTRICT

Office of the Vice President of Finance and Administrative Services

*BENEFITS SUB-COMMITTEE MINUTES- April 6, 2011
2:10 p.m. – AD206*

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258 PRESENT: Rosalinda Buchwald, Carol Cone, Lan Hao, Eric Guzman, Carol Horton – chair, Glenna
259 Johnson for Linda Welz, Dennis Korn, Eric Magallon, Irene Malmgren, Roseann Manfre-Campillo,
260 Martha McDonald, Rocky Reynolds, Judy Rojas (recording secretary), Steve Siegel, Jody Wise

261 ABSENT: Toby Guebert, Jeanne Hamilton, (Student Representative) and Dr. Geraldine Perri

262 OLD BUSINESS: None at this time – First meeting of the Benefits Sub-Committee.

263 NEW BUSINESS:

264 *4.1 Benefits Update* – Carol Horton distributed a data sheet from Keenan & Associates, our
265 insurance broker, with possible cost savings ideas for our two health insurance plans.
266 Historically Kaiser is not negotiable on rates. Usage and claims are what make our rates go
267 up. Up until 2 years ago we were grouped in a region with Kaiser. Now they are able to
268 separate us from the region and our district is a group in itself. They can now get specific
269 information on our usage. Kaiser is about 1/3 of our district and Blue Shield is 2/3. That will
270 probably remain the same because employees that have decided on one of these are pretty
271 loyal. Carol Horton stated that she prefers not to shop around for different insurance
272 providers because Blue Shield still has the best rates because we have been with them for so
273 many years. When, through our broker, we have shopped around we still wind up with Blue
274 Shield because of the rates and the rebate that we get from them. A new contract like that is
275 unheard of. We spend \$7.5 million for health benefits and have gotten rebates of anywhere
276 from \$250,000 to \$500,000 which have helped us pay for retiree health benefits. That is a
277 bonus that we cannot get anywhere else. Carol Horton explained the data sheet provided by
278 Keenan. It shows differences in our premiums based on changes to office visit costs,
279 deductible amounts, hospital co-pay amounts and prescription amounts. Carol Horton noted
280 the decrease amount is a percent off of the increase in rates, so it will not end in a decrease
281 in our rates. This sheet was just provided for our information and the changes were just not
282 significant.

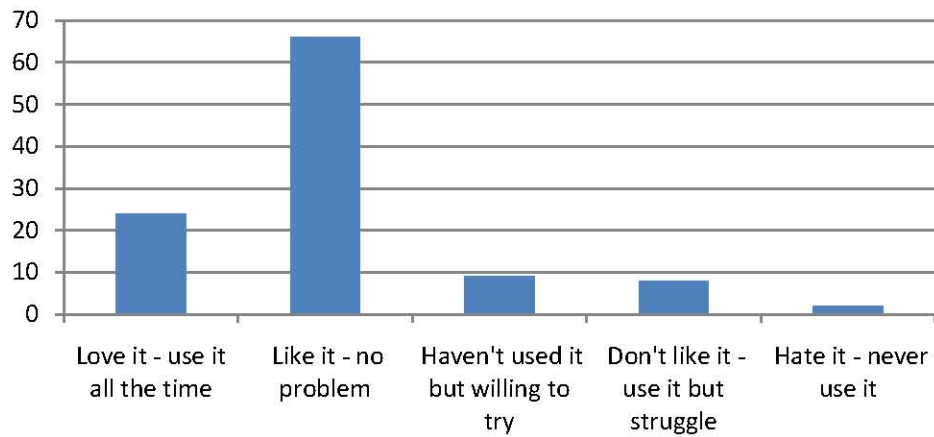
283 The meeting was adjourned at 3:28pm.

Question	Yes	Some times	No
1. Have you ever had a class and decided not to buy the textbook due to cost?	80 (73%)		30 (27%)
2. Would you rent a textbook (or have you already) rather than purchase?	92 (84%)		18 (16%)
3. When your instructor provides online documents do you print them out at home?	36 (33%)	55 (50%)	18 (17%)
4. When your instructor provides online documents do you print them out at school?	35 (32%)	41 (37%)	34 (31%)
5. Do you know students who photocopy textbooks to avoid purchasing them	90 (82%)		20 (18%)

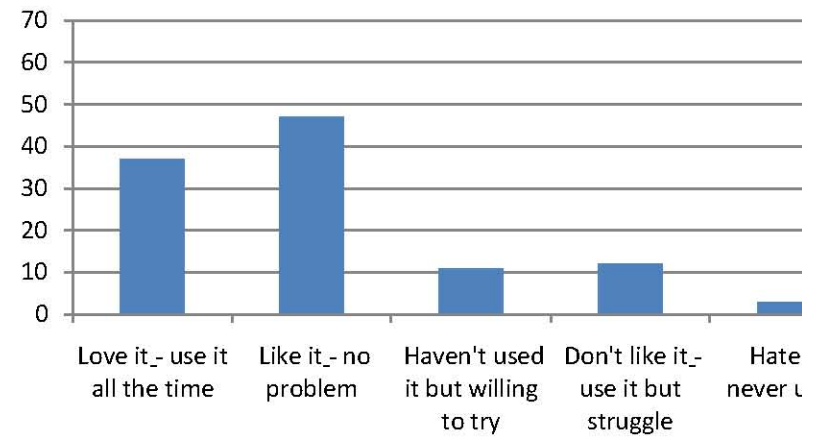
Question	Love it – use it all the time	Like it – no problem	Haven't used it but willing to try	Don't like it – use it but struggle	Hate it – never use it
6. Please rate your preferences and comfort level: online homework or research	24 (22%) 24 (22%)	66 (61%) 66 (61%)	9 (8%) 9 (8%)	8 (7%) 8 (7%)	2 (2%) 2 (2%)
7. Please rate your preferences and comfort level: electronic syllabi and handouts	37 (34%)	47 (43%)	11 (10%)	12 (11%)	3 (2%)
8. Please rate your preferences and comfort level: Blackboard platform for classes	45 (41%)	54 (50%)	1 (1%)	7 (6%)	2 (2%)
9. Please rate your preferences and comfort level: Electronic Books	12 (11%)	24 (22%)	48 (43%)	14 (13%)	12 (11%)

Attachment #2

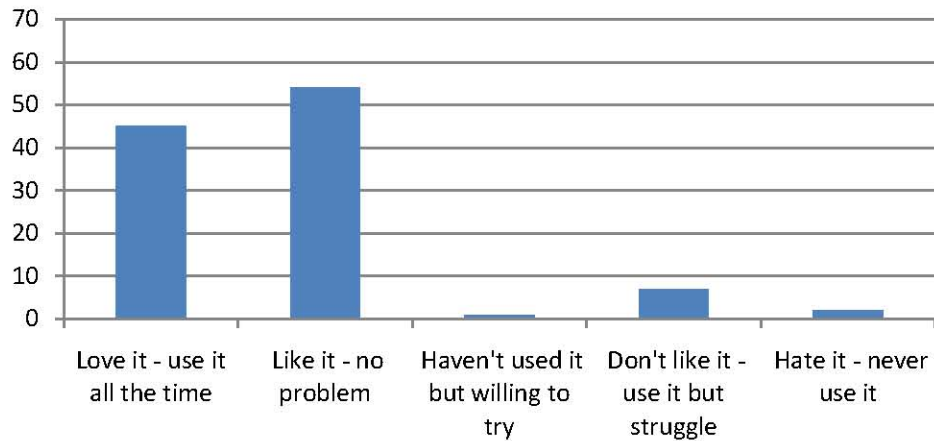
Online Homework or Research



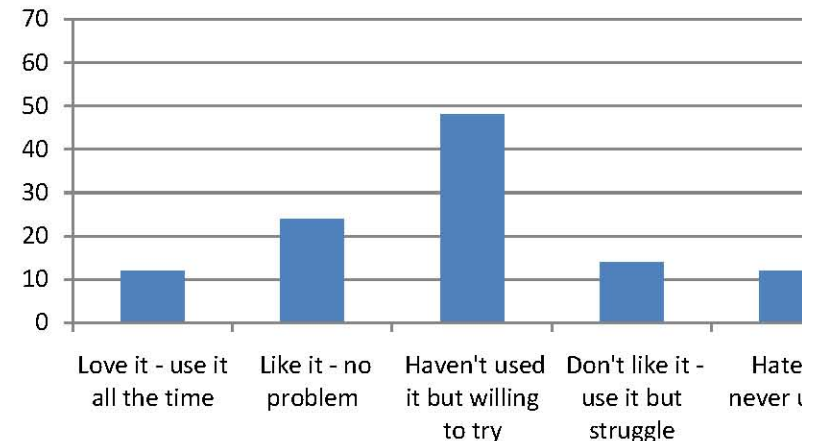
Electronic Syllabi and Handouts



Blackboard Platform for Classes




Electronic Books




Faculty & Staff:

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11:00 am - 2:00 pm




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27th ANNUAL
Springfest
2011



ASCC
ASSOCIATED STUDENTS OF CLEMSON COLLEGE

Academic Senate
2010-2011
PURPOSE STATEMENT

The Citrus College Academic Senate is formed in order to ensure democratic participation of the faculty in shared governance, in accordance with statewide bill AB 1725 and Citrus College BP 2510 and AP 2510, in the development of policies and procedures of the college and to foster the long-range interest and well being of the college. 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.

RESPONSIBILITIES FOR 2010-2011

- Support all matters that fall under the purview of the “10 + 1” items defined by the California Statewide Academic Senate and articulated in Citrus College AP 2510. 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, 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 the Department Chairs Task Force to study possible revisions to the college governance structure
- Participate in responses to the 2009 Accreditation Report
- Participate in college wide planning processes to include the development and implementation of the Educational and Facilities Master Plan and the Strategic Plan
- Support implementation of revisions to both Six-Year Cycle and Annual Program Review processes in association with the Educational Programs Committee
- Support activities to increase faculty awareness regarding the need for increased participation of student learning outcome assessment to meet the 2010 “Proficiency” level on the ACCJC rubric

Attachment #4

- 342 • Facilitate open dialogue regarding enrollment management and impact on academic and
343 professional matters
- 344
- 345 • Through the curriculum process, facilitate faculty work to develop transfer degrees as
346 SB 1440 is implemented
- 347
- 348 • Develop process for academic program development and viability
- 349

350 FREQUENCY OF MEETINGS: 2nd and 4th Wednesday of each primary semester month
351 DAY/TIME OF MEETINGS: Wednesday 2:10 p.m. to 3:50 p.m.

352
353 Primary Contacts:
354 Academic Senate President: senate@citruscollege.edu
355 Senate Office: (626) 914-8877
356 2010/2011 President- Roberta Eisel
357 reisel@citruscollege.edu

358
359 Administrative Assistant -
360 Linda Swan
361 (626) 852-8002
362 lswan@citruscollege.edu
363 Academic Senate Membership

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365 OFFICERS:
366 President
367 Vice President/President Elect
368 Past President
369 Secretary
370 Treasurer

371
372 SENATORS:
373 1 from Each Department:
374 Behavioral Sciences
375 Physical Education
376 Biological Sciences
377 Language Arts
378 Business
379 Foreign Language
380 Cosmetology
381 Mathematics
382 Counseling
383 Music
384 CSIS
385 Physical Sciences and Engineering
386 Fine Arts
387 Public Services
388 Health Sciences
389 Social Sciences
390 Library
391 Transportation Technology
392 (3) Annually Elected At-Large Senators
393 Liaisons from ASCC and Faculty Association
394 District Academic Senate Secretary