



STUDENT LIFE COMMITTEE

December 5, 2019

BK111/112

1:00 PM

COMMITTEE GOALS 2019-2020

1. *In collaboration with Disabled Student Programs and Services (DSPS), assist with development and distribution on guidelines/resources on making campus events and activities universally accessible.*
2. *Explore strategies to increase communication for events and activities on campus.*
3. *Review and propose revisions to BP5500 Standards of Student Conduct.*
4. *Review and propose revisions to AP5520 Student Discipline Procedures.*

AGENDA

1. **Welcome: Introductions & Roll Call**
2. **Discussion: Revisions to BP5500 & AP5520**
 - The committee will receive an update from the sub-committee assigned to the review.
3. **Discussion: Universally Accessible Events**
 - The committee will review and discuss the Accessibility Event Planning Checklist draft, and provide feedback.
4. **Information & Discussion: Commencement 2019**
 - *Committee will receive updates on the suggested Commencement 2019 timeline.*
 - *Committee will receive an update on the pending Land Acknowledgement request.*
 - *Committee will discuss graduate check-in, staging, and procession process.*
5. **Cerritos College Food Court & Vending Services**
 - *The committee and public will have the opportunity to provide feedback on food court, vending, and bookstore services.*
 - *The committee will be updated on the recently approved vending machine vendor*
6. **Announcements**
 - The members of the Student Life Committee will share updates from their respective areas
 - Next Student Life Committee Meeting is Thursday, January 9, 2020 at 1:00 PM
7. **Adjourn – 2:00 p.m.**

Accessibility Event Planning Checklist

Cerritos College is committed to establishing a barrier free learning community, or universal access, for all individuals. To carry out this commitment, please consider the following when planning events on or off campus:

- All videos must be captioned. To request captioning for an uncaptioned video, please contact Media Services: mediaservice@cerritos.edu or fill out their service request form at <http://mediaservices.cerritos.edu/portal>.
 - Please plan ahead. Captioning could take up to four months when copyright permissions are required. If you do not have time, consider using a free captioning tool, like <https://amara.org/>
 - If you have more questions about captioning, read our FAQ at http://libraryguides.cerritos.edu/ld.php?content_id=32197176
- Room must be set-up (including pathways) are wheelchair accessible, with appropriate ramps if a stage or elevated area is used. Special notes for common areas include:
 - The stage areas in Rooms LC 155 and Stage are accessible either by lift or ramp. Be sure to check the working condition of the stage access-ways to ensure ramp they stage will accessible on the day of you event.
- Ensure elevator is operational, location is provided and accessible. Please consider the following:
 - The Social Science Building elevator requires an elevator access key or to call Campus Police with the Voice Box located near the elevator door on each floor. Press the button to talk to Campus Police. Campus Police will operate the elevator remotely and allow for access.
 - The Multi-Purpose Building elevator entrance is on the west end of the building with access on the exterior of the building.
- Ensure all event-related documents are in an accessible format. This includes (but is not limited to) event flyers, posters, pamphlets, handouts, and any email communication. For more information on how to make your documents accessible, take a tutorial from the Chancellor's Office: <https://cccaccessibility.org/documents>

Professional Learning Network: <https://prolearningnetwork.cccco.edu/accessibility-workshop-and-training>

California Community College's – Accessibility Center: <https://www.cccaccessibility.org/documents>

- Ensure that restrooms and elevators are unlocked, particularly for weekend events. For those in need of single-stall restrooms, a map of their locations is available at http://www.cerritos.edu/title-ix/includes/docs/2017_Gender_Inclusive_Space.pdf.

- For online registration processes, consider providing the following options for accessibility requests:

Example:

- Please select any accommodations you require from the list below:
 - None
 - Electronic copies of the materials in advance
 - Electronic text file of materials on-site
 - Hard copies of the materials on-site
 - Materials in Braille
 - Materials in font over 14 pt
 - Wheelchair access
- If you require accommodations that are not listed above, please indicate your request below. We may contact you for further information, if necessary.
- Please describe your interpreting needs, if any:
- Will you need an accessible parking permit?

- All pre-event publicity must be accessible and include the following notice:

Individuals with disabilities are encouraged to contact [insure contact information the event planer] within least 5 working days prior to the event to request reasonable accommodations, such as ASL interpreters, alternate format materials and a campus map of accessible features. Additional questions related to accommodations can be directed to the ADA Coordinator at AccommodationsRequest@cerritos.edu.

- If you know in advance that ASL interpreters will be provided. Please include the following symbol on your flyer to indicate to people that are deaf and hard know that they can participate without having to request interpreters before the event.



Interpreters Provided

- Ensure all event staff/volunteers receive training before the event, include information about emergency procedures and how to handle onsite accommodation requests.

- For additional information or resources visit the Cerritos College Universal Access website at <http://www.cerritos.edu/universal-access/>.
- For questions about this checklist please contact Disabled Students Programs and Services, 562-860-2451 ext. 2335.

DRAFT



Student Life Committee

Minutes | December 5, 2019

1. Welcome: Attendance & Quorum

Member Role	19-20 Member	Present - P; Absent - A; Vacant - V
Dean of Student Services	Elizabeth Miller	P
VP of Student Services	Dilcie Perez	A
Coord. of Student Conduct	Cynthia Lavarriere	P
Student Activities Coordinator	Amna Jara	P
ACCME rep 1	Rory Natividad	P
ACCME rep 2	Stephanie Murguia	A
Faculty rep 1 (instructional)	Claudia Quilizapa	P
Faculty rep 2 (student services)	Nellie Hernandez-Garcia	P
CSEA rep 1	Nikki Jones	A
CSEA rep 2	Vince Vizcarra	P
ASCC Director of Student Services	Katie Munteanu	A
ASCC student representative	Frank Saldana	P
Ex-Officio		
Bookstore Manager	Brianne Freeman (Proxy: Courtney Holguin)	P
Associate Dean of Student Health	Hillary Mennella	P
Dean of DSPS, or designee	Liz Page	P
Chief of Campus Police	Tom Gallivan (Proxy: Roland Chacon)	P
Facilities representative	Juan Carlos Serna (Proxy: Shannon Kaveney)	P
Quorum: Fall - 6; Spring - 9	ATTENDANCE	13

Others present: Diana Madueno, Maria Isai

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2. Discussion: Revisions to BP5500 & AP5520

- a. Sub-committee is drafting a Policy Form BP5500.
- b. Will present a revised draft for BP5500 in January.
 - i. Once completed the sub-committee will review AP5520.

3. Discussion: Universally Accessible Events

Committee goal #1 is to make events on campus universally accessible.

- a. Committee reviewed and suggested edits of event checklist.
 - i. Edits/suggestions will be sent to Universal Access Task Force.

4. Information & Discussion: Commencement 2019

- a. Planning timeline has not changed. Petition opens up 1st day of Spring 2020.
- b. Land Acknowledgement received support from DEEOAC, ASCC, and Coordinating Committee and will be added to the start of the ceremony.
- c. Committee discussed graduate check-in, staging, and procession and opportunities to stage it differently.



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5. Cerritos College Food Court & Vending Services

The committee received an update on campus vending services.

- a. Cassidy's Corner: Will have a kiosk located at the corner of the MCIS and Library. Coming Spring 2020.
- b. Canteen Vending was awarded the bid to continue running vending machines across campus.

6. Announcements

- a. Counseling:
 - i. Instagram account @cerritoscounseling. Please encourage students to join.
 - ii. Counseling will have only walk-ins during finals week. No appointments during this time.