



## STUDENT LIFE COMMITTEE

November 5, 2020

Online Meeting:

<https://cccconfer.zoom.us/j/99727289694?pwd=L3RrVDVqK1RkNmVHRjR1M0JtSjBWUT09&from=msft>

Phone Access: Or Telephone: 669 900 6833; Meeting ID: 997 2728 9694; Password: 181656

1:00 PM

### COMMITTEE GOALS 2019-2020

1. Finalize revisions BP5500 (Standards of Student Conduct).
2. Review and propose revisions to AP 5520 (Student Discipline Procedures).
3. To establish intentional community building and student engagement consortium on campus, to allow for coordinated action and communication relate to events, programs, and activities.

### AGENDA

#### 1. Welcome: Introductions & Roll Call

Member Role (*denotes Ex-Officio Member)	20-21 Member
Dean of Student Services	Elizabeth Miller
VP of Student Services	Dilcie Perez
Coord. of Student Conduct	Cynthia Lavarriere
Student Activities Coordinator	Amna Jara
ACCME rep 1	Rory Natividad
ACCME rep 2	Debra Ward
Faculty rep 1 (instructional)	Claudia Quilizapa
Faculty rep 2 (student services)	Nellie Hernandez-Garcia
CSEA rep 1	Nikki Jones
CSEA rep 2	Maria Isai
ASCC Director of Student Services	Vacant
ASCC student representative	Christian Peña
Bookstore Manager*	Brianne Freeman
Associate Dean of Student Health*	Hillary Mennella
Dean of DSPS, or designee*	Liz Page
Chief of Campus Police*	Don Mueller
Facilities representative*	Juan Carlos Serna
<b>Quorum: Fall - 6; Spring - 9</b>	

#### 2. Information & Discussion: Commencement 2020 & 2021

- The committee will discuss proposed Commencement options for spring 2021.

#### 3. Discussion: Revisions to BP5500 & AP5520

- The committee will receive an update on the revision process for BP5500 and AP5520.

#### 4. Cerritos College Food Court, Vending, & Bookstore Services

- The committee will receive COVID-19 updates on this agenda topic.

#### 5. Announcements

- The members of the Student Life Committee will share updates from their respective areas
- Next Student Life Committee Meeting is Thursday, December 3, 2020 at 1:00 PM

#### 6. Adjourn – 2:00 p.m.



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### COMMITTEE GOALS 2019-2020

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### Minutes

#### 1. Welcome: Introductions & Roll Call

Member Role (*denotes Ex-Officio Member)	20-21 Member	Present - P; Absent - A; Vacant - V
Dean of Student Services	Elizabeth Miller	P
VP of Student Services	Dilcie Perez	P
Coord. of Student Conduct	Cynthia Lavariere	P
Student Activities Coordinator	Amna Jara	P
ACCME rep 1	Rory Natividad	P
ACCME rep 2	Debra Ward	A
Faculty rep 1 (instructional)	Claudia Quilizapa	A
Faculty rep 2 (student services)	Nellie Hernandez-Garcia	P
Confidential Rep	Edith Finney	P
CSEA rep 1	Nikki Jones	P
CSEA rep 2	Maria Isai	P
ASCC Director of Student Services	Valery Escobar	P
ASCC student representative	Christian Pena	P
Bookstore Manager*	Brianne Freeman	P
Associate Dean of Student Health*	Hillary Mennella	P
Dean of DSPS, or designee*	Elizabeth Page	A
Chief of Campus Police*	Don Mueller	P
Facilities representative*	Juan Carlos Serna	P
Quorum: Fall - 6; Spring - 9	ATTENDANCE	15

#### 2. Information & Discussion: Commencement 2020 & 2021

- The committee discussed & drafted Commencement ideas for spring 2021.
  - i. Students surveys will not be conducted this year. One reason for this is that we will not know who the graduates will be until a later time in Spring and waiting for the list of graduates will not allow sufficient time to plan the events. Any committee ideas will be shared with the ASCC.
  - ii. Events proposed:
    1. Virtual Ceremony via Marching Order-A ceremony premiere would be established to have grads tune together. The ceremony link would remain available to view after the premiere time and date.
    2. Grad Fair
      - a. Drive-thru event to pick up regalia, grad-packs (Jostens), and honors cords.
      - b. End of March or early April

- c. Possibility to have other departments participate in several stations.
3. Drive Thru commencement event

iii. Committee discussed some pros and cons of options:

1. Duration of the drive-thru can be very long
2. Should the drive thru event include the class of 2020?
3. Marching Orders virtual event-
  - a. Do we set up the services for our students to opt-in or opt-out?
    - i. Opt-out: We send all the graduate names to Marching Orders and they upload all the graduates.
      1. Since the # of names will be increased, there is a higher fee. (we are waiting to hear back from MO about this cost).
      2. We will be paying for students who do not wish to participate.
    - ii. Opt-in format (which we used for 2020): our students will be emailed a link, and those wishing to participate will upload their information. We will be charged for those who choose to opt-in by a certain deadline.
  - b. Do we include the announcement of the names on the student tiles?
    - i. Depending on the costs or format chosen, opt-in or opt-out.

**3. Discussion: Revisions to BP5500 & AP5520**

- The committee received an update on the revision process for BP5500 and AP5520.
  - i. BP5500-Dean Miller is in the process of presenting the proposal to Faculty Senate, ACCME. The proposal will also be shared with the ASCC Senate and Leaders. It will then be presented to the Coordinating Committee and the CSEA.
    1. The goal is to have the changes approved by the Board in Spring 2021, and implemented by Fall 2021.
  - ii. AP5520-The sub-committee group will be meeting in the next few weeks for review.
    1. Administrative Procedures are quicker to implement, because they do not require Boards approval. They only require approval of the Coordinating committee.

**4. Cerritos College Food Court, Vending, & Bookstore Services**

- The committee received COVID-19 updates on this agenda topic.
  - i. Vendor meeting took place on 11/2/2020. No new updates from the vendors.
  - ii. Vending machines are being serviced and replenished, as they are the main food/ beverage source for students who are on campus.

**5. Announcements**

- Next Student Life Committee Meeting is Thursday, December 3, 2020 at 1:00 PM
- ASCC Cabinet will be hosting the Stress Less Week (Dec.7-10) and will feature a virtual paint night on Dec. 10<sup>th</sup> on Instagram Live and on Zoom.
- Turkey Trot Food-Drive will be held Nov. 19-20.  
Native American Heritage Month-Nov. 18

**6. Adjourn – 2:00 p.m.**

## Commencement 2021 Brainstorm

### I. Grad Fair

- a. Need to determine date(s) - end of April, beginning of May
- b. Opportunity for grads to pick up:
  - i. Pickup Caps/Gowns/Tassel & Honor Chords
  - ii. Online orders
  - iii. Grad packs through Jostens
- c. Consider option to schedule appointment with Grad Images for grad photos.
  - i. Students schedule time in advance, by appointment only
  - ii. Set up tent outside to limit contact/proximity.

### II. Pre-event recognition

- a. Grad cap contest similar to last year, it was very popular
  - i. 5 categories with cash prizes; 1<sup>st</sup> \$150, 2<sup>nd</sup> \$100, 3<sup>rd</sup> \$50

### III. Pre-Recorded Ceremony

- a. To premiere at a pre-determined and advertised date/time via YouTube/website
  - i. Utilize production vendor to ensure highest quality
    1. Regalia for all
    2. Formal backdrop
  - ii. To be determined – including graduate names on slides following speaking portion of ceremony.
    1. Consider multiple students on each slide/page.
    2. Possibly tiles with name/degree/cert.
    3. Explore if multiple students can be shown on each page (to cut down time)
    4. Organize by Degree/Major, then alphabetical – similar to program booklet

### IV. Graduate Webpage (i.e. Marching Order vendor, similar to last year)

- a. Allow individual tiles for each graduate, with their name, degree/certificate, honors, picture, and message.
- b. Decision point – include all grad names automatically (unless opt out), or require grads to RSVP to be included (must opt in).
  - i. Committee vote was split between choices
  - ii. Will get quotes from vendor to determine costs for
    1. including all grads (~3,800 individuals), or just those who opt in (~800-1,100 individuals estimated)
    2. Cost for including name being stated on slide, or without that option

### V. Drive-Thru Graduation

- a. In-person recognition (1 car per graduate, family/friends included – all must be in same vehicle)
- b. Drive-thru in lot 10
  - i. Need to determine how many events needed
    1. 8 Divisions - possibly 2 divisions together, total of 4 events.
    2. 2 days – one morning, one afternoon – total of 4 events
  - ii. For context –
    1. Mt. SAC did this last year, with one ceremony and one line. About 600 cars took about 5 hours. Students signed up in advance for an entrance time. Their recommendation was not to have one ceremony.
    2. Food bank distributions serve 700-800 cars in about 2.5 hours, with 10 distribution stations going at once.
  - iii. Determine route with Police (enter/exit)

- c. Event stations
  - i. Check-in & grad pack
    - 1. Check name on iPad
    - 2. Name reader card
    - 3. Program booklet
    - 4. 'Swag' – nicer tassel, pennant, license plate frame, etc. Will explore options.
- d. Recognition Area
  - i. Tents, carpet, flowers – a staged areas
  - ii. Have up to 4 recognition areas (similar to food distribution, but fancier)
  - iii. Faculty/Staff tunnel leading up to tent
  - iv. Process option 1 (~ 2 min per grad):
    - 1. Car stop in designated area in front of tent
    - 2. Grad name read via sound system
    - 3. Grad provided diploma cover from VP/Pres/BOT representative in regalia.
    - 4. Car exits.
- e. Miscellaneous
  - i. 'Entertainment'
    - 1. Provide amplified music – either playing via speakers, or student performers.
  - ii. Décor
    - 1. Entry (check-in and grad pack)
      - a. Balloon arch across street (3-4) per day
      - b. Rented tents
    - 2. Recognition Areas
      - a. Tents
      - b. Carpet
      - c. Flowers
      - d. Possible hedge or tree backgrounds (artificial)
      - e. Balloons
- f. Staffing Needed
  - i. Entry & Grad Pack
    - 1. Check-in folks – 6
    - 2. Grad Pack folks - 6
    - 3. Traffic - 6
  - ii. Recognition Areas
    - 1. Name readers – 4
    - 2. Name reader assistant – 4
    - 3. Pres/VP/BOT rep – 4, 1 per station
    - 4. Traffic – 10
    - 5. Diploma cover support – 4-8
  - iii. General Line & Traffic Control in Lot
    - 1. 10