



Student Life Committee

Minutes | October 4, 2018

1. Welcome: Attendance & Quorum

Member Role	18-19 Member	Present - P; Absent - A; Vacant - V
Dean of Student Services	Elizabeth Miller	P
VP of Student Services	Kim Westby	A
Coord. of Student Conduct	vacant	V
Student Activities Coordinator	Amna Jara	P
ACCME rep 1	Russ May	A
ACCME rep 2	Debra Ward	A
Faculty rep 1 (instructional)	vacant	V
Faculty rep 2 (student services)	Nellie Hernandez-Garcia	P
CSEA rep 1	Nikki Jones	P
CSEA rep 2	Vince Vizcarra	P
ASCC Director of Student Services	vacant	V
ASCC student representative	Corina Rosas (Kathy Azzam proxy 10/4/18)	P
Ex-Officio		
Bookstore Manager	Brianne Freeman	P
Associate Dean of Student Health	Hillary Mennella	P
Dean of DSPS, or designee	Lucina Aborn/David Rodarte	A
Chief of Campus Police	Tom Gallivan	P
Facilities representative	Carlos Serna	P
Quorum: Fall - 6; Spring - 9	ATTENDANCE	10

Others present: Shannon Kaveney; Mark Logan; Natoya Miller, Maria Isai

2. Approval of Minutes- 9-6-18 minutes approved.

3. Cerritos College Food Court & Vending Services

- Mark Logan provided the committee an overview of the requirements and considerations involving food trucks on campus. Mark explained that the campus is cautious in bringing food trucks to campus due to the limited number of people on campus who spend money on food on campus.
 - There have been special requests for special events on campus where Purchasing was able to contract a food truck to be on campus.
- Purchasing is developing a Master Agreement/ standard specifically for food trucks. This would allow food trucks coming onto campus to perform under a service task.
 - A Master Agreement would create a pool of vendors for the campus to use; 5 year vending commitment
- The is in the process of evaluating Request for Proposals (RFP) submitted to Purchasing for all food service locations.
 - The Campus Food Services Ad-Hoc Committee was developed when concerns of the selection process & transparency were shared with the Board of Trustees in Fall 2017.
 - The Committee met bi-monthly, between March 2018 to June 2018, to develop the Spring 2018 Food Services survey and RFP scoring criteria. RFP was released in August 2018.
 - Committee Representatives of the committee represent the different constituents on campus.
 - Food Services survey (Fall 17 & Spring 18) results are on the Food Services Ad-Hoc Committee webpage.
 - The Committee took into consideration both the Fall 2017 & Spring 2018 survey Food Services results.

4. Grade Grievance Procedure Revisions

Update: Item will be on the agenda for the Coordinating Committee meeting on 10/8/18. Dean Miller will be presenting the item to the Coordinating Committee. The Student Life Committee will receive an update at the next meeting in November.

5. Information & Discussion: Commencement 2019 on May 24, 2019

- I. *Commencement Speaker*: The committee reviewed the draft selection criteria for the Commencement Speaker:
 - Eligibility
To be considered as the Commencement Speaker, the individual must belong to at least one of the following categories:
 - Graduating student
 - Hall of Fame Awardee
 - Cerritos College Alumni (completed degree or certificate)
 - Speaker and Speech Requirements
 - Provide remarks that are no longer than 10 minutes in length
 - Is an engaging speaker, able to relate to the graduating student population
 - Has a connection to Cerritos College, through being a graduating student, Hall of Fame Awardee, or noted Cerritos College Alumni
 - Nomination Requirements – DRAFT DISCUSSION
Graduating student
 - Nominated by Cerritos College student, staff, faculty, or manager
 - Letter of recommendation provided by a faculty member, and staff or manager
2 Letters of Recommendations: 1- Internal (Cerritos College) and 1- External
 - Interview with the Student Life Committee*Hall of Fame Awardee or Cerritos College Alumni*
 - Nominated by Cerritos College student, staff, faculty, or manager
 - Interview with the Student Life Committee *and/or a video.*
 - Other possible requirements and considerations:
 - *Include short statement or draft of speech as part of the interview process.*
 - Self-nominations:
 - *Committee voted against self-nomination (4 in favor of self-nomination; 6-against).*
 - *Instructions on the type of speech expected.*
- II. *Commencement 2018 SWOT*: The committee discussed the strengths and weaknesses of the 2018

Strengths	Weaknesses
<i>Well organized</i>	<i>Some gates on the visitor side were not secured</i>
<i>Procession</i>	<i>Needed staff to direct graduates to the FHF after the ceremony</i>
<i>Portable Restrooms on field</i>	<i>Standing at rails. Guests do not listen to staff & every year this is an issue and a concern for safety</i>
<i>Additional volunteers, staff, and Managers</i>	<i>Faculty reception needed a larger tent</i>
<i>Distribution of diploma covers as an incentive to stay</i>	<i>Faculty did not have programs or water on the field</i>
<i>Tickets for guests</i>	<i>Speaker was late</i>
<i>DSPS-Area well organized</i>	<i>Event is too long</i>

<i>Field set-up</i>	<i>Need more ushers on the field to direct procession</i>
<i>Audio Visual- Screens</i>	<i>Procession onto field was backed up.</i>
<i>Communication to students</i>	
<i>Commencement marketing throughout campus</i>	

Additional feedback: Bookstore manager Brienne Freeman suggested to move the Grad Fair date back to mid-late April, in order to give Admissions & Records the opportunity to compile the full list of graduates.

III. *Commencement Goal:* The committee discussed and drafted a goal related to Commencement improvement:

- To develop and implement selection criteria for the Commencement speaker.

D. Discussion: Committee Goals for 2018-2019

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 needs related to establishment of a cross-cultural center at Cerritos College.*
3. *Explore strategies to increase communication for events and activities on campus.*

Committee briefly reviewed goals and added a new goal:

4. *Develop and implement selection criteria for the Commencement speaker.*

E. Announcements

- a. *Zombie Fest is October 25 in Falcon Square. Clubs will be hosting a food drive for non-perishables.*
- b. *Homecoming is October 20. Bookstore will be raffling off a Pepsi Beach Cruiser at the event.*

F. Adjourn- 2:02 PM