



Student Life Committee

Minutes | December 6, 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)	Sheila Hill	P
Faculty rep 2 (student services)	Nellie Hernandez-Garcia	A
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)	A
Ex-Officio		
Bookstore Manager	Brianne Freeman	P
Associate Dean of Student Health	Hillary Mennella	A
Dean of DSPS, or designee	Lucina Aborn/David Rodarte	A
Chief of Campus Police	Tom Gallivan	A
Facilities representative	Carlos Serna	P
Quorum: Fall - 6; Spring - 9	ATTENDANCE	6

Others present: Maria Isai

2. **Approval of Minutes** Approved Minutes from 11/8/18 Special Meeting.

3. **Approval of Agenda** Approved Agenda for December 6, 2018 Meeting.

4. Information: Grade Grievance Procedure Revisions (EMP Goal A)

The Coordinating Committee approved changes to Administrative Procedure 5530-Student Rights and Grievances. The new timelines have been added to Step II Management Action:

- STEP II.3: The student must meet with the Student Conduct and Grievance Coordinator within **10** instructional days of submitting the form.
- STEP II.4: The student will present a copy of the Grade Grievance Form to the applicable Division Dean within **10** instructional days of obtaining the signature of the Student Conduct and Grievance Coordinator.
- STEP II.4: The Division Dean shall make a recommendation to the parties within **15** instructional days.

5. Discussion: Student Communication- (EMP Goal D)

The committee discussed the methods, strengths, and weaknesses of current communication strategies for events and activities on campus.

A. Areas for Improvement:

- Students are not checking their emails. They get campus information off the A-frame posters placed through campus and through word of mouth. Lawn signs communication, used for some events.
- Canvas- Students spend their time on Canvas to access their homework.
 - There is not a way for the Daily Falcon & Campus Connection link to Canvas.
 - MyCerritos- Students have expressed to staff that they do not use their MyCerritos accounts.
- Social Media- Students are using Instagram.
 - Requests to post on Cerritos College official social media pages must go through Public Affairs.
- Digital signage: Departments control the digital monitors in their areas (ex. Fine Arts Building monitors).
 - Administration area screens posts open classes only.
 - MTVU monitors are owned and controlled by MTVU (soon to be Cheddar U News). The TVs have the potential to show campus announcements/events posted, but they are unable to caption the content, therefore, the TVs are currently off.
 - ASCC is planning to request funding for digital signage for more locations on campus. The ASCC has met with IT to discuss their plans.
- Incentives for students: Creating an incentive for students to use their student emails and stay engaged with Cerritos College's social media pages, perhaps a "Daily Winner" campaign.
- Marketing Timeframe: How soon should we start/start marketing for campus events. A marketing timeline needs to be established.
- Tabling events: Lacks participants.
- Need for outdoor message center, which students know if an area that students may use to post event flyers, job announcements, items for sale, etc. We currently have an 11x17 space on the backside of the directories.
 - Message center should be a student led initiative.

6. Cerritos College Food Court & Vending Services (EMP Goal F)

The committee and public will have the opportunity to provide feedback on food court, vending, and bookstore services.

- Vendor RFPs will go to the Board in January.
- Vending Service hours of operation for Winter break will be posted online

7. Announcements

- Commencement Speaker nomination form closes Friday, December
 - Two submissions currently.
 - An email reminder will be sent out to campus. Encourage constituent groups to nominate!
- Upcoming Events
 - High School Counselor Conference: Dec 7, 8:00-2:30- 136 registered Counselors
 - ASCC Awards Reception December 7, 6:00 pm.

- LA Food truck distribution: Wed 1:00-3:00 pm *LAST DISTRIBUTION*

8. Adjourn: 1:36 pm