

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
May 8, 2017

PRESENT: Dr. Jose Fierro Dr. Stephen Johnson Rick Miranda Dr. Adriana Flores-Church Felipe Lopez Dr. Renée DeLong Michelle Lewellen Armando Soto Dr. April Griffin Lynn Laughon David Ward Miriam Tolson Julie Mun	ABSENT: Terrance Mullins Saul Lopez-Pulido
	GUEST(s): Shawna Baskette Stephanie Rosenblatt

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:05 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Information regarding all employment opportunities is posted on the Human Resources webpage.

<u>Employment Opportunities</u>	<u>Closing Date</u>
Research Analyst (Categorically Funded)	June 2
Director, Human Resources and Risk Management	June 6

IV. APPROVAL OF MINUTES – April 24, 2017

It was moved by Dr. Johnson and seconded by Ms. Lewellen to approve the April 24 minutes. The vote for approval was 8-0-5; Dr. Fierro, Mr. Soto, Ms. Laughon, Mr. Ward, and Ms. Tolson abstained.

V. BOARD AGENDA – May 17, 2017

The committee reviewed the draft May 17 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**Student Equity Plan**

Dr. Johnson distributed the attached October 12, December 14, and February 8 meeting agendas and minutes. He also distributed the attached March 8 and April 12 meeting agendas. He stated that the committee recommends budgeting to the Executive Council and

that most of the Student Equity budget is allocated for continuing projects but that there are some funds remaining for new proposals. Performance reports for the Umoja Program, iFALCON, Deaf and Hard of Hearing Students Math Tutoring, Success Center Embedded Tutors, Veterans Tutoring and Veterans Center Support, Puente Program, and Hyland TC/TCE software were provided to the committee to share the successes and outcomes of the initiatives.

**Student Success and Support Programs**

Ms. Baskette distributed the attached February 8 and April 19 meeting minutes. She stated that the committee reviewed the shared governance evaluation form and is working on developing a website encompassing information about student success initiatives throughout campus to serve as a one-stop, centralized resource. Once all of the information is gathered, representatives for the initiatives will be asked to attend a committee meeting to discuss their programs and achieved outcomes.

Dr. DeLong stated that Student Success and Support Program (SSSP) funding elements are more prescriptive in comparison to the Student Equity Plan and Basic Skills Initiative. The committee clarified allowable expenditures with SSSP funds to ensure that the elements and needs are addressed. Dr. DeLong also stated that discussions are increasing in regards to development of the Integrated Student Equity, SSSP and BSI Plan, which is due to the Chancellor's Office in December.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

**Instructional Program Review**

Ms. Rosenblatt distributed the attached Year End Report. She stated that the committee completed reviews for the BCOT/BCOM, Speech Language Pathology, Music, Teacher TRAC, Adult Education, English, Administration of Justice, Auto Repair, Chemistry, Auto Collision, and Business Administration/Real Estate programs. The programs scheduled for review in 2017-18 include Welding, Health Education, Counseling, Biology/Microbiology, Mass Communications, and Law (Paralegal). Department chairs for those programs have already been contacted and are working with the IERP Office to start gathering data. Ms. Rosenblatt stated that the main observations/trends for this year are frustration with Program Review Plus and the need for more faculty training to facilitate use of existing assessments to measure SLOs.

Ms. Lewellen agreed that department chairs have had trouble inputting unit plans through Program Review Plus and Mr. Miranda stated he would reach out to Ms. Rosenblatt to explore the annual planning tool provided by eLumen.

VIII. STATUS OF SHARED GOVERNANCE

**Fall 2017 Meeting Schedule**

It was moved by Mr. Ward and seconded by Mr. Soto to approve the Fall 2017 Meeting Schedule as attached. The vote for approval was unanimous.

**Draft Educational Master Plan**

Mr. Miranda stated that the final draft is being reviewed by several groups including the Faculty Senate, Planning and Budget Committee, and the Coordinating Committee. The Board of Trustees will be asked to approve the plan at its May 17 regular meeting.

Dr. Fierro thanked everybody for contributing to the development of the plan and stated that it has been a lengthy and inclusive process with good campuswide participation. Clear goals have been set for the institution and the next plan scheduled for development is the Facilities Master Plan.

**Shared Governance Document – Appointment of Faculty Senate Committee Chairs**

Ms. Lewellen stated that the Faculty Senate would like to update the Shared Governance Document to reflect that if any Faculty Senate committee is unable to elect a chairperson, the Faculty Senate will appoint the committee chairperson(s). She stated that the Technology-Based Learning Committee description was revised with the same language at the [March 6](#) Coordinating Committee meeting.

It was moved by Mr. Soto and seconded by Dr. Griffin to approve the revised shared governance description for Faculty Senate shared governance committees. The vote for approval was unanimous.

**Shared Governance Evaluation Form**

Dr. Fierro stated that the form was distributed to the committee at the April 24 meeting. As part of an ongoing/annual process for self evaluation and continuous improvement, shared governance committees have been asked to reflect on their goals and accomplishments, and develop goals for the next academic year. The committee agreed that it has been successful in being proactive in sharing and disseminating information reviewed and discussed during meetings with their constituent groups, and that Dr. Fierro has provided regular updates from the Executive Council. The committee also agreed to continue these efforts for the next academic year.

**Proposed Administrative Procedure 3810 – Claims Against the District**

Mr. Lopez stated that the draft procedure was created to formalize the existing process and provide more documentation. The procedure also includes information on how to obtain claim forms and applicable time limitations.

It was moved by Dr. Flores-Church and seconded by Mr. Soto to approve Administrative Procedure 3810 – Claims Against the District as attached. The vote for approval was unanimous.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the last Faculty Senate meeting for the semester is scheduled for Tuesday, May 9.

Mr. Miranda stated that the IEPI (Institutional Effectiveness Partnership Initiative) Year 2 Report is due to the Chancellor’s Office in June, and that a recommendation from the Planning and Budget Committee and Faculty Senate to endorse and submit the report will be forwarded to the Coordinating Committee via SurveyMonkey.

X. PRESIDENT’S REPORT

Dr. Fierro stated that the year is coming to a close and that there are many end-of-the-year celebration events scheduled. He stated that it is always nice to see happy students and families celebrating together. The commencement ceremony is scheduled for Friday, May

19 to begin at 5:00 p.m. and it is expected that there will be a record number of graduates this year. Dr. Fierro also stated that the Board of Trustees unanimously approved a resolution to designate the week of May 22-26 as the Classified School Employee Week and he encouraged all to participate in celebrating and recognizing hardworking classified staff.

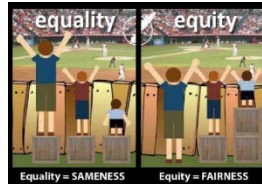
Dr. Fierro also provided information related to recent topics discussed by the Executive Council such as establishing the Corporate College, applying for TRIO and Gear Up grants, 2017-2018 budget projections, earlier enrollment dates and timelines, faculty hiring prioritization, the proposed compressed calendar, FTES projections, and exploring campuswide cost-savings measures.

XI. ADJOURNMENT

Meeting adjourned at 2:09 p.m.

Cerritos College  
College Committee on Student Equity  
Wednesday, October 12, 2016; 3:00 p.m.; LC 62

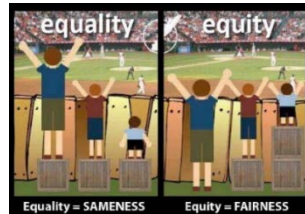
## AGENDA



- I. **Approval of the Minutes**  
The Committee will consider approval of the Minutes of September 14, 2016.
- II. **Review of Student Equity Plan Indicators, Cerritos College Disproportionately Impacted Student Groups Data, and 2016-17 Cerritos College Student Equity Resource Allocation**  
The Committee will review and consider Cerritos College's data on disproportionately impacted student groups according to the statewide student equity indicators and the corresponding annual resource allocation to address such, according to:
  - A. Access
  - B. Course Completion
  - C. ESL & Basic Skills Completion
    1. English
    2. Math
    3. ESL
  - D. Degree and Certificate Completion
  - E. Transfer
- III. **Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**  
The Committee will consider adoption of an annual calendar of required reporting, appraisal, and feedback/guidance/redirection for leaders and teams of resource allocation recipients.
- IV. **Member Reports**  
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- V. **Next Meeting – Wednesday, November 9, 2016, at 3 p.m. in LC 62.**
- VI. **Adjournment**

Cerritos College  
The College Committee on Student Equity  
Wednesday, October 12, 2016; 3:00 p.m.; LC 62

**MINUTES**



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)  
Damon Cagnolatti, iFALCON (Faculty Representative)  
Dr. Jan Connal, General Counseling (Faculty Representative)  
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)  
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)  
Michelle Lewellen, Faculty Senate President (Faculty Senate)  
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)  
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)  
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)  
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)  
Nishi Shah, English Department (Faculty Representative)  
Yvette Tafoya, EOPS Assistant Director (Ex-officio)  
Traci Ukita, Counseling Department Chair (Faculty Senate)  
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)  
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)  
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)  
Ali Delawalla, Acting Vice President of Business Services (Ex-officio)  
Dr. Renée DeLong, Dean, Counseling (Ex-officio)  
Harry Joel, Interim Vice President of Human Resources (Ex-officio)  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Saul Lopez-Pulido, Student Representative (ASCC)  
Terrance Mullins, CCFF (Faculty Representative)  
Karen Patron, Student Representative (ASCC)  
Norma Rodriguez, Director, Student Program Services (ACCME)

Guests: Gabby De La Cruz, Transfer Center Intern

Mr. Miranda called the meeting to order at 3:09 p.m.

**I. Approval of Minutes**

MSU (Lewellen, Worrel) to approve the Student Equity Committee minutes of September 14, 2016, as presented.

**II. Review of Student Equity Plan Indicators, Cerritos College Disproportionately Impacted Student Groups Data, and 2016-17 Cerritos College Student Equity Resource Allocation**

A draft of an expanded resource allocation chart was distributed for the group to review. The chart was expanded to include columns for information on student equity indicators addressed, disproportionately impacted student groups, and percent of Cerritos College student body served. The appropriate data for each funded area will be filled in by the vice presidents' office and returned to the group for final consideration.

After review, the committee requested that a legend be added to the chart with definitions for the terms one-time, continue, and ongoing. It was suggested that the origin of the data also be noted in the legend and that the "Lead Office" column be populated with the name of the person leading the project instead of the area manager.

**III. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**

Mr. Miranda stated that many projects received approval for funding with the stipulation that they report back to the committee. A reporting schedule has been developed listing the remaining meeting dates for this year. We will be sending the document out to all parties who received funding asking them to choose a date to report to the committee.

**IV. Member Reports**

Ms. Lewellen reported on the results of the OER survey for faculty. She stated that there were less than 50% of the faculty overall who didn't know about OER. There were concerns expressed about student access and academic freedom and quality. She noted that there is a need to do more work to make sure people understand what the quality, access and academic freedom issues are.

Mr. Cagnolatti announced that they have just started iFALCON workshops. Everyone interested can send their students over for work on developmental skills from note taking and reading comprehension strategies to learning about making the transformation from a fixed mindset to a growth mindset. These services are intended to supplement what is already being taught in the classroom.

Ms. Vasquez stated that meetings will begin this Thursday to initiate discussion for integration of the 3SP, Student Equity, and Basic Skills Initiative plans. Mr. Miranda added that the Chancellor's Office will release a template in February with guidance on how to consolidate all three plans. For now, the Chancellor's Office has provided a "suggested" work plan for all parties to come together to explore similarity in activities and services, sharing resources, duplication of efforts, and what we may be missing or not doing. This is just an initial conversation of managers, directors, and faculty to begin a crosswalk of discussion. The rest of the parties will come together later to help form a plan.

**V. Next Meeting**

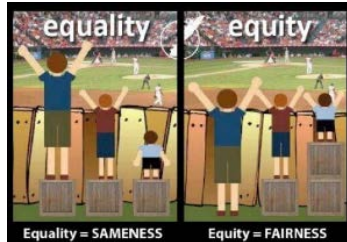
The next meeting is scheduled for November 9, 2016, at 3 p.m. in LC 62.

**VI. Adjournment**

The meeting was adjourned at 3:53 p.m.

Cerritos College  
**College Committee on Student Equity**  
Wednesday, December 14, 2016; 3:00 p.m.; LC 51

**AGENDA**

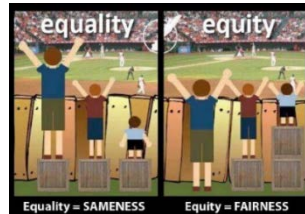


- I. Approval of the Minutes**  
The Committee will consider approval of the Minutes of October 12, 2016.
- II. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**  
The Committee will hear reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
  - A. Shelia Hill - Umoja Program and Umoja Historically Black College and University Student Visits
  - B. Damon Cagnolatti – iFALCON Support Services
- III. Member Reports**  
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- IV. Next Meeting – Wednesday, January 18, 2016, at 3 p.m. in LC 51.**
- V. Adjournment**



Cerritos College  
The College Committee on Student Equity  
Wednesday, December 14, 2016; 3:00 p.m.; LC 51

**MINUTES**



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)  
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)  
Damon Cagnolatti, iFALCON (Faculty Representative)  
Dr. Jan Connal, General Counseling (Faculty Representative)  
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)  
Michelle Lewellen, Faculty Senate President (Faculty Senate)  
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)  
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)  
Nishi Shah, English Department (Faculty Representative)  
Yvette Tafoya, EOPS Assistant Director (Ex-officio)  
Traci Ukita, Counseling Department Chair (Faculty Senate)  
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Members Not Present: Ali Delawalla, Acting Vice President of Business Services (Ex-officio)  
Dr. Renée DeLong, Dean, Counseling (Ex-officio)  
Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)  
Saul Lopez-Pulido, Student Representative (ASCC)  
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)  
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)  
Terrance Mullins, CCFE (Faculty Representative)  
Karen Patron, Student Representative (ASCC)  
Norma Rodriguez, Director, Student Program Services (ACCME)  
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)  
Dara Worrel, Math Department (Faculty Representative)

Guests: Dr. Chelena Fisher, Dr. Clara Ross-Jones, Amber Dofner, Kevin McDonald, Tatiana Gray

Dr. Johnson called the meeting to order at 3:07 p.m.

**I. Approval of Minutes**

MSU (Ukita, Lewellen) to approve the Student Equity Committee minutes of October 12, 2016, as presented.

## II. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule

### A. Umoja Program and Umoja Historically Black College and University Student Visits – Shelia Hill

Dr. Shelia Hill, Damon Cagnolatti, Dr. Clara Ross-Jones, and Dr. Chelena Fisher reported on the Umoja Success Program activities that were funded by student equity. Dr. Hill stated that funds were used to take eight students to the 2015 Umoja XI Conference where they attended workshops and participated in other conference activities. She added that Cerritos College faculty attended the intensive Umoja Summer Learning Institute in San Diego. Training there focused on philosophy, pedagogy, theoretical foundations, and best practices based on the Umoja Community model.

Mr. Cagnolatti discussed the Journey of Hope 2016, a 2-day conference in conjunction with faculty from California State University, Fullerton. Thirty-one Cerritos College students attended and 15 completed the series. Students Kevin McDonald and Tatiana Gray spoke to the group about the benefits of attending the HOPE Program and how it helped them become stronger students.

Dr. Ross-Jones reported on the Umoja XII Conference in Los Angeles on November 4-5. There were over 750 student participants in attendance, 15 of which were from Cerritos. The Cerritos College representatives gave a presentation on the Power of Hope which discussed how the notion of hope can be integrated into student programs.

Dr. Fisher described the Umoja HBCU Tour that took 15 students on a five-day tour of historically black colleges and universities in Georgia, Alabama, and Mississippi. Many of our students applied on site to the colleges that were visited and two have been accepted to attend. Also included in the tour were visits to some of the local cultural sites.

Dr. Hill announced that on December 1, Cerritos College had its first official site visit and signed a Memorandum of Understanding that makes us an official program of the Umoja Community Education Foundation.

### B. iFALCON Support Services – Damon Cagnolatti

Mr. Cagnolatti provided background on the iFALCON program which ran from 2009-2014 as a Title V HSI grant. He shared information about the rebranding of the program with a developmental approach and new services. The redeveloped program will focus on increasing velocity of transfer, AA degrees, and certificates. Some of the new activities and services include:

- Professional development teaching modules offered to faculty through CTX that will teach them how to incorporate what they are already doing into the Habits of Mind program.
- Community outreach with the Falcon Kids Program at local elementary schools and Meet Me Halfway which goes to high schools to expose students to our program.
- Integrate iFALCON into learning community classes with Umoja, Puente, EOPS, LINC, and athletics.
- Online Habits of Mind workshops that help students learn and develop skills. The workshops take about 30-40 minutes to complete.
- Apps for students to use as resources for each of the iFALCON letters (i.e., Focus, Attitude).

Dr. Blackburn suggested that budget information be included in these presentations so the committee can see how the funds are being spent and provide a better understanding of the resources that are being requested.

**III. Member Reports**

Dr. Blackburn reported that she recently listened to a presentation on critical race theory. She is partnering with a researcher from Long Beach City College on a qualitative action protocol to look at conversations regarding critical issues for our students through the critical race theory lens. She asked anyone in the group, or their students, who are interested in participating to contact her.

**IV. Next Meeting**

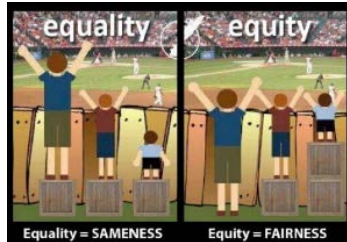
The next meeting is scheduled for January 18, 2017, at 3 p.m. in LC 51.

**V. Adjournment**

The meeting was adjourned at 4:14 p.m.

Cerritos College  
**College Committee on Student Equity**  
Wednesday, February 8, 2017; 3:00 p.m.; LC 51

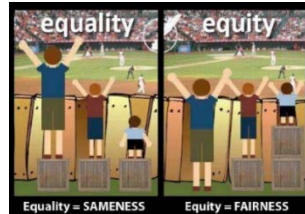
**AGENDA**



- I. Approval of the Minutes**  
The Committee will consider approval of the Minutes of December 14, 2016.
- II. National Recognition of Cerritos Student Equity Project – Global Literature Certification and Diversity Internship**  
The Committee will hear news of national recognition of Professor Frank Gaik’s 3-year Student-Equity Funded Project.
- III. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**  
The Committee will hear reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
  - A. Deaf and Hard of Hearing Students Math Tutoring – Steven La Vigne and Dahlene Holliness
  - B. Success Center Embedded Tutors – Lance Kayser, Aemiro Beyene, and Shawna Baskette
  - C. Veterans Tutoring and Veterans Center Support – Felipe Salazar and Renée DeLong
  - D. Puente Program – Rosa Carrillo and Renée DeLong
  - E. Hyland TC/TCE – Stephanie Murguia
- IV. 3SP-SEP-BSI Integration Update**  
The Committee will hear an update on status of Chancellor’s Office progress for integration of these programs.
- V. Member Reports**  
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- VI. Next Meeting – Wednesday, March 8, 2017, at 3 p.m. in LC 51.**
- VII. Adjournment**

Cerritos College  
The College Committee on Student Equity  
Wednesday, February 8, 2017; 3:00 p.m.; LC 51

**MINUTES**



Members Present: David Fabish, Instructional Dean of Liberal Arts, as proxy for Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)  
Dr. Jan Connal, General Counseling (Faculty Representative)  
Dr. Renée DeLong, Dean, Counseling (Ex-officio)  
Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)  
Kahlil Ford, Research Analyst as proxy for Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)  
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)  
Michelle Lewellen, Faculty Senate President (Faculty Senate)  
Saul Lopez-Pulido, Student Representative (ASCC)  
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)  
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)  
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)  
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)  
Karen Patron, Student Representative (ASCC)  
Yvette Tafoya, EOPS Assistant Director (Ex-officio)  
Traci Ukita, Counseling Department Chair (Faculty Senate)  
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)  
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Damon Cagnolatti, iFALCON (Faculty Representative)  
Felipe Lopez, Vice President of Business Services (Ex-officio)  
Terrance Mullins, CCFE (Faculty Representative)  
Norma Rodriguez, Director, Student Program Services (ACCME)  
Nishi Shah, English Department (Faculty Representative)  
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)

Guests: Stephanie Murguia, Brandon Childers, Felipe Salazar, Shawna Baskette, Lance Kayser, Kaitlin Scott, Michelle Rodriguez, Linda Ramos, Alejandro Trujillo, Rosa Carrillo, Dahlene Holliness, Carl Nehls, Jocelyn Angel, Kristine Crable, Daryl Tyler

Dr. Johnson called the meeting to order at 3:07 p.m.

**I. Approval of Minutes**

MSU (Hill, Mitchell) to approve the Student Equity Committee minutes of December 14, 2016, as presented. Mr. Fabish, Dr. Hill, and Ms. Worrel abstained.

**II. National Recognition of Cerritos Student Equity Project – Global Literature Certification and Diversity Internship**

Dr. Johnson announced that Dr. Frank Gaik's Student Equity-funded project for Global Literature Certification and Diversity Internship was recognized by the National Council of Teachers of English as the exemplary program for Two-Year College English Departments under the category of Reaching Across Borders.

**III. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**

**A. Deaf and Hard of Hearing Students Math Tutoring – Steven La Vigne and Dahlene Holliness**

Dr. La Vigne reported on the challenges faced by Deaf and Hard of Hearing students (DHH) attempting to concentrate on the simultaneous visual task of receiving visual information presented by a tutor and the American Sign Language (ASL) interpretation of the tutor's audible information. In order to provide an equitable experience, DHH students requested fluent, direct communication with a Deaf tutor in conjunction with their mathematics tutoring. Services were expanded to include English and reading as a result of the special reallocation of Student Equity funding received from the Chancellor's Office. Dr. La Vigne invited several of the DHH program tutors to speak and share their experiences as tutors and students in the program.

**B. Success Center Embedded Tutors – Lance Kayser and Shawna Baskette**

Mr. Kayser presented information and statistics for the embedded tutor program. The program began as a pilot in Spring 2016 with 13 sections and was expanded to 25 sections in Fall 2016, and 27 sections in Spring 2017. Embedded tutors assist in the classroom with the instructor and students. They also provide structured study (group tutoring) sessions outside of the classroom that students can attend. This is an advantage to the students since the embedded tutor already knows what the class is studying. Data shows an overall increase in persistence and success rates for students who are enrolled in classes with embedded tutors and for students who attend the structured study sessions.

**C. Veterans Tutoring and Veterans Center Support – Felipe Salazar and Brandon Childers**

Mr. Salazar shared information on the key services provided by the Veterans Resource Center (VRC). The VRC serves as a one-stop center with resources for veterans from application to graduation. VRC Student Equity funds provide academic support with tutoring, computer technology, and software. Counseling services for academic planning, psychological support, and referral to the Veterans Administration are also provided. Adult hourly support assists certifying officials, provides front office coverage, a resource specialist, and tutoring services. Tutoring is offered Monday through Thursday in the subject areas needed most. Some veteran-sponsored events are Veterans Week and the Military Ball. A Vet Net Ally program is being modeled after the Safe Zone program with training scheduled to begin this fall. The VRC provides support and a friendly place to go for approximately 700 vets on campus.

**D. Puente Program – Rosa Carrillo and Alejandro Trujillo**

Ms. Carrillo reported that the Puente Program is a co-hort style learning community with about 83 students in three co-horts. Student Equity funding this year has expanded the services the program can offer. Support services with individual student appointments for academic and personal counseling, programming, and basic supplemental needs are provided. Mr. Trujillo, a Puente alumnus and mentor, was hired as the program facilitator and provides support services in programming and coordination of program services. A Puente Peer Mentor program was

implemented this year that connects Phase 3 students as mentors to Phase 1 students. With the funding received this year, the program was able to conduct an orientation for Phase 1 students, inviting them to campus to learn about the program, meet their mentors, and take a tour of the campus. Some additional activities offered to Puente students were the Puente Motivational Conference held at UCLA, Connecting Comunidades Workshop, Nor Cal University Tour, and additional university tours to CSULA, UC Santa Barbara, CSULB Pow Wow, UC Irvine, UC San Diego, and San Diego State.

E. Hyland TC/TCE – Stephanie Murguia

Ms. Murguia provided an overview of the Hyland TC/TCE software which is a transfer credit evaluation system. This software scans and transfers information from other college transcripts into live PeopleSoft. The software has greatly reduced the amount of time it takes to evaluate a transcript from another institution which has improved our evaluation process.

**IV. 3SP-SEP-BSI Integration Update**

Dr. Johnson reported that we have not received a template yet from the Chancellor's Office for the 3SP-SEP-BSI Integration. The integration committee meetings are on hold until we receive the template, hopefully by March.

**V. Member Reports**

Dr. Connal asked when new data will be ready to see if our equity efforts are having an effect on disproportionate impact. Dr. Blackburn stated her office has been preparing initiative evaluations and they are available on the IERP website.

Dr. Connal also requested that the committee discuss current Student Equity funding to determine if we are using our allocation effectively. Dr. Johnson responded that we will look at the disproportionate impact data from Dr. Blackburn. He added that the integration template will convey the expected accomplishments in the new combined 3SP-SEP-BSI environment. We will know more after the template is released.

**VI. Next Meeting**

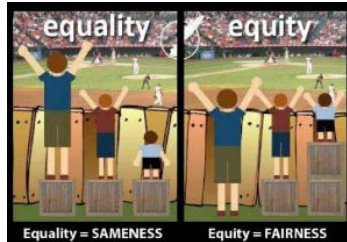
The next meeting is scheduled for March 8, 2017, at 3 p.m. in LC 51.

**VII. Adjournment**

The meeting was adjourned at 4:41 p.m.

Cerritos College  
**College Committee on Student Equity**  
Wednesday, March 8, 2017; 3:00 p.m.; LC 51

**AGENDA**

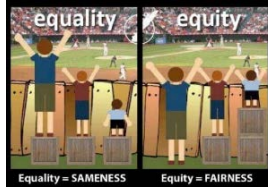


- I. Approval of the Minutes**  
The Committee will consider approval of the Minutes of February 8, 2017.
- II. Consideration of Requests**  
The Committee will consider requests for funding.
- III. BSI-Student Equity-3SP Integration Update and 2017-18 Budget Development**  
The Committee will hear an update on the status of the Chancellor's Office progress for integration of these programs. The Committee will also consider calendaring for 2017-18 funding requests in light of design and implementation of integrated BSI-Student Equity-3SP planning.
- IV. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**  
The Committee will hear reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
  - A. Cultivating a Growth Mindset (2015-16 Project) – Jan Connal
  - B. Lab Assistants/Instructional Aides/Embedded Tutors (SEM) – Connie Boardman
  - C. Student Success Tutors – Kaitlin Scott, Manuel Lopez, and Shawna Baskette
  - D. Satellite Academic and Support Center – Chris Richardson and Kaitlin Scott
  - E. Discipline Specific Tutoring – Kaitlin Scott, Michelle Rodriguez, and Shawna Baskette
- V. Member Reports**  
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- VI. Next Meeting – Wednesday, April 12, 2017, at 3 p.m. in LC 51.**
- VII. Adjournment**



Cerritos College  
**College Committee on Student Equity**  
Wednesday, April 12, 2017; 3:00 p.m.; LC 51

**AGENDA**



- I. Review and Action: Budget--Consideration of Docketing Requests**  
The Committee will review and consider docketing requests for 2017-18 funding. (Dates for consideration of docketed requests under separate agenda item.)
- II. BSI-Student Equity-3SP Integration Update**  
The Committee will receive an overview of the CCCC's newly adopted template for integrated BSI-Student Equity-3SP planning and information on the college's Plan Integration Task Force attending the regional training with the CCCC's IEPI on April 28, 2017 in Costa Mesa.
- III. Review and Action: Consideration of Proposed Funding Categories and Line Items**  
The Committee will review and consider categories, items, and/or the complete set of Proposed Student Equity Funding Categories and Line Items for 2017-18, including possible placeholder(s) for newly docketed items, with reference to design, development, and implementation of the new integrated BSI-Student Equity-3SP plan.
- IV. 2017-18 Budget Development**  
Subject to Committee determinations on Items II and IV above, the Committee will review and consider calendaring Committee consideration of docketed 2017-18 funding requests, with reference to design, development, and implementation of the new integrated BSI-Student Equity-3SP plan.
- V. Student Equity Plan Reporting, Appraisal, and Continuous Improvement Action Schedule**  
The Committee will hear reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
  - A. LINC Support Group/Community Outreach Leaders (15-16 Project) – Yvette Tafoya
  - B. EOPS Part-time Counseling – Yvette Tafoya
  - C. Transfer Programs – Brittany Lundeen
  - D. Center for Teaching Excellence – David Betancourt
  - E. Library Expanded Hours – Shawna Baskette
- VI. Member Reports**  
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- VII. Next Meeting – Wednesday, May 10, 2017, at 3 p.m. in LC 51.**
- VIII. Adjournment**

Student Success and Support Committee Meeting  
Minutes  
**Wednesday, February 8<sup>th</sup>, 2016**

**Attendees:**

Marisol Aguilar , Angela Beck, Kristi Blackburn, Renée DeLong, Quinn Doan, Nayeli Duenas Michael Farina, Berenice Gallardo, Lorraine Gersitz, Terri Lopez, Jennifer Palma, Liz Page, Albert Wilmovsky, Clarence Wheeler

**Handouts**

- Tentative SSSP Reductions in Budget 2016-17
- Faculty Prioritization Hiring Letter
- 2016-17 Credit Student Success and Support Program Allocations Letter
- 2016-17 SSSP Allocations PI
- VET NET Ally
- Scholarly Essay

<b>Agenda Topics</b>	<b>Speaker</b>
<p>❖ <b>New Business</b></p> <ul style="list-style-type: none"> <li>○ College Wide Update <ul style="list-style-type: none"> <li>▪ Faculty Hiring Campus Wide (please see handout) <ul style="list-style-type: none"> <li>• Instead of only hiring 8 new faculty we will be hiring a total of 18 new faculty.</li> </ul> </li> <li>▪ VET NET Ally (please see handout) <ul style="list-style-type: none"> <li>• A new committee was built to create a Vet Net Ally training on campus.</li> <li>• There is going to be a VET NET Ally training coming soon this spring.</li> </ul> </li> <li>▪ Scholarly Essay (please see handout) <ul style="list-style-type: none"> <li>• The President’s Award for the Outstanding Scholarly essay is looking for a taskforce. If you are interested please see handout for all the details.</li> </ul> </li> </ul> </li> </ul>	Renée DeLong
<p>❖ <b>Success Center Updates</b></p> <ul style="list-style-type: none"> <li>○ Half of the downstairs Success Center area was flooded after the heavy rains on January 20 and January 22<sup>nd</sup>.</li> <li>○ The pump in an outside drain was not working and facilities has since replaced it.</li> <li>○ The flooding impacted the writing tutoring area, study rooms, workshop rooms, and 4 staff and faculty offices.</li> <li>○ Writing tutoring has been relocated.</li> <li>○ Workshops have been either relocated to other classrooms across the campus or canceled, depending on need and available rooms.</li> <li>○ Small group tutoring has been relocated to other rooms in the LRC building.</li> <li>○ Discipline specific tutoring appointments have been relocated to other rooms in the LRC building.</li> <li>○ Staff and faculty in the offices impacted have been relocated.</li> <li>○ Carpet in the flooded areas was removed immediately, and drywall was cut out.</li> </ul>	Renée DeLong

<ul style="list-style-type: none"> <li>○ The area has been drying and is now in the process of being repaired: drywall, painting, and carpet replacement.</li> <li>○ Facilities has estimated that the repairs will be complete in March.</li> </ul>	
<p>❖ <b>Counseling/SSSP Updates</b></p> <ul style="list-style-type: none"> <li>○ SSSP Funding Reduction (please see handout) / Counseling Division Mid-Year Report <ul style="list-style-type: none"> <li>▪ 2016-17 Resource Allocation</li> <li>▪ We are cutting and/or reducing our internal budget such as supplies, contract services which included accuplacer, cynosure, etc., conferences and capital outlay.</li> <li>▪ Our capital outlay included a computer cart that would could have been used for our workshops, outreach and other counseling services. This computer cart would have been a game changer for the Counseling Department.</li> <li>▪ After all these cuts we are still at a deficit of \$208,000.</li> <li>▪ Recommendations from the 3SP/REG committee: <ul style="list-style-type: none"> <li>• We have made suggestions of shifting certain expenses to a different budget for example: EOPS got full restoration of funding and we are asking that the EOPS counselor be moved to that budget instead.</li> <li>• LINC Counselor to be moved to the Student Equity budget.</li> </ul> </li> <li>▪ Recommendations from Student Success and Support Committee are: <ul style="list-style-type: none"> <li>• Funding Allocation with other categories.</li> </ul> </li> </ul> </li> </ul> <p>Notes:  Kristi – How did we get here and where do we go from here.  Renée – We have to be cognitive about the money.  Michael- How do they audit this budget? Berenice explained what is factored into the funding formula with comprehensive and abbreviated ed plans.</p>	Renée DeLong
<p style="text-align: center;"><b>Items from the floor</b></p> <ul style="list-style-type: none"> <li>❖ Services to Student Across Campus – Lorraine Gersitz <ul style="list-style-type: none"> <li>○ We will bring this back next meeting</li> </ul> </li> <li>❖ Ed Plan Workshops have started up again. Students can now go to the Counseling Department to sign up for them.</li> </ul>	

Student Success and Support Committee Meeting  
Minutes  
**Wednesday, April 19<sup>th</sup>, 2017**

**Attendees:**

Shirley Arceo, Shawna Baskette, Renée DeLong, Quinn Doan, Nayeli Duenas, Michael Farina, Berenice Gallardo, Edward Rother, Natalie Sartin, Yvette Tafoya, Albert Wilmovsky,

**Handouts**

- February 8<sup>th</sup>, 2017 Minutes
- BSI, Student Equity, and SSSP Program Integrated Planning Documents
- Integrated Budget Template: BSI, Student Equity, and SSSP
- 2017-2019 Integrated Plan: BSI, Student Equity, and SSSP
- Shared Governance Committee Evaluation Form
- Success Outcomes for tutoring services 15/16

<b>Agenda Topics</b>	<b>Speaker</b>
<p>❖ <b>Old Business</b></p> <ul style="list-style-type: none"> <li>○ Services to Student Across Campus/ Student Support Services Reference Page <ul style="list-style-type: none"> <li>▪ As we discussed in our last meetings we are putting together a webpage for every services that is offered at Cerritos College across campus.</li> <li>▪ We are asking that everyone in this committee to work on including 2-3 sentences describing the service with the link and sending this to Lorraine.</li> </ul> </li> </ul>	Shawna Baskette
<p>❖ <b>New Business</b></p> <ul style="list-style-type: none"> <li>○ Minutes from previous meeting <ul style="list-style-type: none"> <li>▪ Please see handout</li> <li>▪ Topics: Success Center Updates , Counseling/ SSSP Updates</li> </ul> </li> </ul>	Renée DeLong
<p>❖ <b>Shared Governance Committee Evaluation Form</b></p> <ul style="list-style-type: none"> <li>▪ The following questions were reviewed: <ul style="list-style-type: none"> <li>• Review the charge of the committee as listed in the Participatory Governance Document? Did the committee successfully fulfill its stated charge (above) during the past year?</li> <li>• What are the accomplishments of this committee?</li> <li>• What obstacles/problems hindered committee function (if any)?</li> <li>• What changes are recommended to enhance this committee's effectiveness in regards to: <ol style="list-style-type: none"> <li>a. Purpose of Committee:</li> <li>b. Election of Committee Chair(s):</li> <li>c. Membership/terms:</li> <li>d. Quorum:</li> <li>e. Decision making process:</li> </ol> </li> <li>• Did the committee establish goals for 2016-17? If so, please share them here. Did the committee accomplish the goals?</li> </ul> </li> </ul>	Renée DeLong/Shawna Baskette

<ul style="list-style-type: none"> <li>• What are the committee’s goals for 2017-18? Please map to the Educational Master P</li> </ul>	
<ul style="list-style-type: none"> <li>❖ <b>Student Success Center Report</b> <ul style="list-style-type: none"> <li>○ Flood Update: <ul style="list-style-type: none"> <li>▪ Half of the Student Center basement is non-operational. The carpet is in back order and we should hopefully be receiving a new shipment in May.</li> </ul> </li> </ul> </li> <li>❖ <b>Success Outcomes for tutoring services 15/16</b> <ul style="list-style-type: none"> <li>○ Please see handouts</li> <li>○ Page 1 &amp; 2 shows Math Success, Math Completion, English Success &amp; English Completion <ul style="list-style-type: none"> <li>▪ English Success- Each visit to the Student Success Center was associated with a 2% increase in the odds of student success.</li> <li>▪ English Completion- Each visit to the Student Success Center was associated with a 19% increase in the odds that the student would complete their English course.</li> </ul> </li> <li>○ Page 3 &amp;4 shows ESL Success, ESL Completion, Reading Success &amp; Reading Completion <ul style="list-style-type: none"> <li>▪ Reading Success- Each visit to the Student Success Center was associated with a 57% increase in a student’s odds of success.</li> <li>▪ ESL Success- Each visit to the Student Success Center was associated with a 15% increase in a student’s odds of success.</li> <li>▪ ESL Completion- Each visit to the Student Success Center was associated with a 15% increase in the odds that the student would complete their ESL course.</li> </ul> </li> </ul> </li> </ul> <p>Notes :</p> <p>Yvette – What are the Student Success Center non peck hours?</p> <ul style="list-style-type: none"> <li>• 10:00-4:00pm it’s very busy, so any time before or after these times.</li> <li>• The Student Success Center is going to start to use QLess for tutoring. A student can go ahead and make an appointment instead of waiting.</li> </ul>	<p>Shawna Baskette</p>
<ul style="list-style-type: none"> <li>❖ <b>Counseling/ SSSP Budget Updates</b> <ul style="list-style-type: none"> <li>○ Please see handouts <ul style="list-style-type: none"> <li>▪ We have provided you with the template of what the Integrated Student Equity, BSI, and SSSP Plan will look like.</li> <li>▪ Integrated Budget Template: BSI, Student Equity, and SSSP.</li> <li>▪ Please keep present in your mind.</li> </ul> </li> </ul> </li> </ul>	<p>Renée DeLong</p>
<p style="text-align: center;"><b>Items from the floor</b></p> <ul style="list-style-type: none"> <li>❖ Albert Wilmovsky – There is a talk of placing kiosk across campus where students can see a Student Daily Falcon. <ul style="list-style-type: none"> <li>○ What if we were to create a Daily Falcon just for students?</li> <li>○ We will bring this back next meeting.</li> </ul> </li> <li>❖ Shirley Arceo - Senior Preview Day had over 1100 students attend from 36 different high schools. There were over 71 different areas across campus that participated in this event.</li> </ul>	

## **Fall 2017 Coordinating Committee Meeting Schedule**

August 28	Review September 6 Board Agenda and Committee Reports
September 11	Review September 20 Board Agenda and Committee Reports
September 25	Review October 4 Board Agenda and Committee Reports
October 9	Review October 18 Board Agenda and Committee Reports
October 23	Committee Reports
November 6	Review November 15 Board Agenda and Committee Reports
November 27	Review December 6 Board Agenda and Committee Reports

Dates are subject to change.

**General Institution**

1 **AP 3810 CLAIMS AGAINST THE DISTRICT**

2 **References:**

- 3 Education Code Section 72502;
- 4 Government Code Sections 900 et seq. and 910.

5 **CLAIM FORMS**

6 Any claims against the District are to be submitted on the District’s approved claim form.  
7 Claims not submitted on the District’s form will be returned to the claimant and may be  
8 resubmitted using the proper form.

9 Claim forms can be obtained through the Business Services Department.

10 **Claim forms may be presented in person or mailed to:**

- 11 Cerritos Community College District
- 12 Office of the Vice President of Business Services
- 13 11110 Alondra Blvd.
- 14 Norwalk, CA 90650

15 **TIME LIMITATIONS**

16 Claims for money or damages related to a cause of action for death, injury to a person,  
17 or personal property, must be presented to the District not later than six (6) months after  
18 the accrual of the cause of action.

19 Claims for money or damages related to a cause of action other than that stated above,  
20 must be presented to the District not later than one (1) year from the accrual of the cause  
21 of action.

22 **RESPONSE TO CLAIM**

23 The District has 45 days in which to respond to any claim received. The claim may be  
24 allowed in whole or in part, or may be rejected altogether. Pursuant to Government Code,  
25 the District will notify those claimants, whose claims are rejected, or their rights under the  
26 law to pursue their claim further.

27 If the District decides to allow the claim or offers a compromise in an attempt to settle the  
28 claim, the District shall require the claimant to sign a release or waiver agreeing to  
29 payment as full complete settlement of the claim.

30 Office of Primary Responsibility: Vice President, Business Services

**Date Approved: May 8, 2017**