

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 28, 2016

PRESENT:	Dr. Jose Fierro Dr. Stephen Johnson Dr. Adriana Flores-Church Dr. Renée DeLong Michelle Lewellen Dr. Solomon Namala April Griffin Miriam Tolson Julie Mun	ABSENT:	Ali Delawalla Rick Miranda Armando Soto Lynn Laughon David Ward Saul Lopez-Pulido
		GUEST(s):	Shawna Baskette Damon Cagnolatti James MacDevitt Jamie Quiroz Kim Westby

I. MEETING CALLED TO ORDER

Dr. Johnson called the meeting to order at 1:08 p.m.

II. PUBLIC COMMENTS

Stephanie Rosenblatt and Carlos Arce, faculty members, requested that the Board of Trustees consider approval of the 16-week compressed academic calendar.

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>
Public Affairs Specialist	12/16/16

IV. APPROVAL OF MINUTES – November 7, 2016

It was moved by Dr. DeLong and seconded by Ms. Griffin to approve the November 7 minutes. The vote for approval was 7-0-1; Ms. Lewellen abstained. Dr. Fierro was not present for the vote.

V. BOARD AGENDA – December 7, 2016

The committee reviewed the draft December 7 Board Agenda.

Helping Dreamers be Successful Presentation

Kim Westby, Dean of Student Support Services, and Jamie Quiroz, Financial Aid Director, provided data on graduation rates of undocumented students and the laws impacting our undocumented students. They discussed the goals, implications, and the role of Student Services, and provided statistics of our student population including our Dreamers. They also shared some of the findings from a student experience survey that was conducted, and

discussed the challenges that we face, the accomplishments we have made over the last year, and opportunities to do more. Information in regards to resources available was also shared.

This information will be presented to the Board of Trustees at its December 7 regular meeting. The committee members provided feedback and thanked the presenters.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Art in Public Spaces (CAPS)

Mr. MacDevitt distributed the attached September 15 and November 17 meeting minutes. He stated that this is a new committee that reviews all artwork proposed for installation in public spaces on campus. He also stated that the [2015-16 Adopted Budget](#) included a \$1,000,000 Public Art Endowment Fund to support campus and community engagement, and global awareness and citizenship. The board will be considering approval of acceptance of an abstract concrete sculpture titled Vacant Marker by LA-based artist Gustavo Godoy at its December 7 meeting. Due to the inspirational connection to local baseball history, the committee is recommending placement of the sculpture along the walkway leading to Kincaid Field. Mr. MacDevitt stated that the committee is also busy planning for the FAR Bazaar scheduled for January 27-28, 2017. The event will involve students and local programs and give staff an opportunity to show off the new Fine Arts building. They are working on publicity and look forward to the opportunity to partner with the local community and increase interest in the arts.

Student Life

Dr. Johnson distributed the attached September 1 and October 6 meeting agendas and minutes, and November 3 meeting agenda. He stated that when the committee reviewed feedback about the revised setup for commencement, they decided to change the field seating back to face the south with the stage facing north. During this semester the committee also discussed Homecoming, food court and vending services, events scheduled by the Active Minds Club, ASCC visits to the Museum of Tolerance, InterACT Title IX sexual misconduct training, matters related to the Student Complaints and Grievance Task Group, the 24-Hour Domestic Violence Shelter, and addressing inclusion, equity, and diversity needs on campus.

Student Success and Support Programs

Ms. Baskette distributed the attached October 19 meeting minutes. She stated that the committee reviewed and discussed feedback from the collegewide shared governance survey to establish committee goals and clarify the core services provided by the committee. The committee will be working on developing a website and brochure encompassing information about related services throughout campus to serve as a directory of student support services. She stated that she and Dr. DeLong, committee co-chair, are involved in discussions to integrate the Student Success and Support Program (SSSP), Basic Skills Initiative, and Student Equity plans.

Student Equity Plan

Dr. Johnson distributed the attached April 6, May 11, June 20, and September 14 meeting agendas and minutes. He stated that late last fiscal year, special reallocated funds were utilized for additional project budgets. Fall meeting discussions focused on reviewing shared governance survey results, scheduling reports for funded projects to learn about the

successes and outcomes of the initiatives, and developing the attached list of Student Equity Funding Categories and Items Recommended to Executive Council for 2016-17.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

VIII. STATUS OF SHARED GOVERNANCE

Spring 2017 Meeting Schedule

It was moved by Ms. Lewellen and seconded by Dr. Flores-Church to approve the Spring 2017 Meeting Schedule as attached. The vote for approval was unanimous.

iFALCON 3.0 New Banner Project

Mr. Cagnolatti stated that the iFALCON Student Success Strategy has been redeveloped to make a strong impact on meeting the needs of our students, especially those who find themselves in developmental education courses. As part of the rebranding campaign, new banners were designed to be displayed around the library. The purpose of iFALCON has been clarified as a strategy of transfer that bridges personal experience with academic habits of mind.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Namala stated that he will be stepping down as CCFE President and that the executive board has appointed Terrance Mullins to complete his term as elections are scheduled for April 2017.

Dr. Johnson reminded the committee that the Annual Holiday Reception and “Spark of Love” Toy Drive are scheduled for Thursday, December 8 from 3:30 – 5:00 p.m. in the Student Center.

X. PRESIDENT’S REPORT

Dr. Fierro thanked Dr. Namala for his cooperation and work as the CCFE President.

XI. ADJOURNMENT

Meeting adjourned at 2:39 p.m.

CERRITOS COMMUNITY COLLEGE DISTRICT

ART IN PUBLIC SPACES (CAPS) COMMITTEE

Meeting Minutes of Thursday, September 15, 2016

Members Present: Lisa Boutin-Vitela, President, Dr. Jose Fierro, James MacDevitt, David Moore, Rebecca Pang, Dr. Gary Pritchard, Steve Richardson, and Alva Acosta

Absent: Sarah Pirtle and Steven Portigal

Meeting called to order at 3:15 p.m. in Dr. Fierro's office

James MacDevitt presented an agenda; first order of business to elect a Chair and set a calendar for the 2016/17 Academic Year.

M/S/P to elect James MacDevitt as Chair and scheduled meeting dates are the third Thursday of each month. The next regularly scheduled meeting is Thursday, October 20. Steve Richardson advised that he is not able to attend as did David Moore.

Motion by Steve Richardson to approve a \$60,000 budget for the FAR Bazaar; motion seconded by David Moore.

- Possible schedule, Ribbon Cutting/VIP Preview, Friday, January 20, 2017
- Ideally, the FAR Bazaar, January 21-28, 2017, would coincide with two major commercial art fairs in Los Angeles in order to capture the traffic of those that remain in LA during the two weekends.
- In-depth discussion regarding costs associated with itemized line items pertaining to rooms; staff; security; insurance; and recovery costs.
- Concern voiced over timeline and the demolition of the current FAC building.
- Further discussion regarding advertisement and utilization of Miya Walker's contacts for publicity.
- Inquiry as to how to include the communities of Cerritos and Norwalk (Chamber of Commerce)?
- Solicitation of vendors to help off-set costs.

M/S/P – Richardson/Moore/Unanimous

Motion by James MacDevitt to officially accept the sculpture donated by Gustavo Godoy; motion seconded by Lisa Boutin-Vitela.

- Acceptance by the Board of Trustees – contact Andrea Wittig regarding preparation timeline for an agenda item.
- Proposed location of the item is front of Kincaid Field as the sculpture is an homage to Fernando Valenzuela
- Discussion of proper base; lighting (outlet in place); QR code; and, appropriate, approved and formatted signage.

M/S/P – MacDevitt/Boutin-Vitela/Unanimous

Motion by Steve Richardson to approve permanent placement of Jeff Cain's Art+Tech 3D-printed coyote sculpture; motion seconded by David Moore.

- The piece is currently on loan to the Torrance ...
- Dr. Micic Miodrag has asked that the artwork be placed in the Engineering Technology Hallway
- The display table needs a permanent cover – perhaps Terry Price/Plastics and Composites would consider making a clear plastic cover for the cost of materials.
- The new Tech+Art partnership is with Woodworking Manufacturing Technology

M/S/P – Richardson/Moore/Unanimous

Dr. Fierro mentioned that he has had discussions with the ASCC regarding the Art Deco walls of the Student Union and the possibility of having murals placed there (another potential partnership).

Agendize the following topics for the October 20th meeting

- Procedural establishment for access to annual interest funds
- Identification of key locations for future large-scale installations
- Small Artwork Acquisitions Collection

CERRITOS COMMUNITY COLLEGE DISTRICT

ART IN PUBLIC SPACES (CAPS) COMMITTEE

Meeting Minutes of Thursday, November 17, 2016

Members Present: Lisa Boutin-Vitela, James MacDevitt, Rebecca Pang, Dr. Gary Pritchard, Sarah Pirtle

Absent: Dave Moore, Steven Portigal, Steve Richardson

Meeting called to order at 3:15 p.m. in Gary Pritchard's Office (minutes presented/not passed)

Chair Report:

1. James MacDevitt reported that the Godoy Sculpture was on the Board of Trustees Agenda for the December 7th meeting
2. James provided an updated status report on the FAR Bazaar stating that 25 of the 50 rooms available in the Fine Arts Building are committed. The list of artists includes six Cerritos College Fine Arts Faculty; one collaboration with Avenue 50 (Highland Park) and Cerritos College Printmaking; Cerritos College Theatre; and Cerritos College Humanities/Poetry Readings.
3. James presented a change in the date of the FAR Bazaar to the weekend of January 27, 28 and 29 and presented the reasoning as to avoid any conflict with the Presidential Inauguration and expected protests in and around Los Angeles.
 - a. There was discussion regarding the Preview Event Reception on the evening of Friday, January 27. A list of activities was distributed between committee members to alleviate James of all the responsibility of coordinating the reception
 - b. James said that he would be contacting Dave Moore to discuss the changes and to work out an agreeable timeline.
 - c. Dates for Surplus Removal January 1 to 14; installation, January 16 to 26; and, de-installation, January 30 and 31.
4. FAR Bazaar Publicity
 - a. The committee discussed the need to meet with Miya Walker and to discuss a strategic plan utilizing all forms of media at the District's disposal.
 - b. Optimize Miya's contacts with the communities closest to the college to utilize banners and signs in the local areas.
 - c. Determine a timeline for Radio spots and newspapers announcements.
 - d. James gave direction on a map that includes a floor plan of the Fine Arts Building on one side and the Lakewood business locations on the other.
5. FAR Bazaar Student Mural Project
 - a. Professor Hagop Najarian has confirmed six students and six business locations in the City of Lakewood in partnership with the Lakewood Consortium that has agreed to student mural painting on a wall of their business location.

- b.** The Consortium proposed an Instagram ‘Treasure Hunt’ that awarded a high value prize (i.e., an i-Pad) for the person that takes a ‘selfie’ with all six of the murals under the hashtag ‘Mural Treasure Hunt’.

6. FAR Bazaar Odds & Ends

- a.** James asked how do we pay groups that use Fiscal Sponsors and Gary replied that we should be contacting Cheryl Thury for the account string assigned by the District to the CAPS Committee. Follow-up with Deborah Buffington to determine the forms of payment and make arrangements accordingly.
- b.** James will arrange a meeting with Chief Gallivan to discuss the need for extra security for the weekend event.
- c.** James will contact Linda Kaufman regarding additional insurance coverage for the duration of the event.
- d.** Rebecca Pang volunteered to check on whether or not the motorcycle class that meets in the C-10 parking lot is meeting the weekend of January 28-29.
- e.** Alva Acosta confirmed that she is contacting food truck vendors and James suggested that we consider eight to ten trucks that might rotate in and out for the two-day event. The food truck location should be the C-9 parking lot so that visitors can see the trucks while they’re walking through the show.
- f.** Sarah Pirtle suggested ‘gift shop’ items that might be available for sale. For example, Professor Ed Heckerman, has photograph of the Fine Arts Building that could be sold as prints. Lisa Vitela suggested T-shirts and volunteered to speak with Professor Sergio Teran.
- g.** James identified the other two FAR Bazaar Board Members as being from the Claremont College and Disney Interactive and that every two years the Board turns over.
- h.** Alva Acosta volunteered to contact Andrea Wittig regarding the acceptance of donations and whether or not it is based on value.

Meeting was adjourned at 4:33 p.m.

Respectively submitted,

Alva-Marie Acosta, Administrative Secretary II
Fine Arts and Communications Division

Thursday, November 17, 2016



STUDENT LIFE COMMITTEE
September 1, 2016
BK111/112
1:00 PM

AGENDA

1. Welcome & Introductions
2. Commencement 2016
 - The Committee will provide feedback regarding the 2016 commencement ceremonies.
3. Shared Governance Committee Evaluation Survey Results
 - The Committee will review and provide feedback regarding the Student Life Committee results.
4. Cerritos College Food Court & Vending Services
 - The Committee will provide feedback regarding the Food Court and Vending Services.
5. ASCC Annual Budget Update
 - The Committee will receive a report on, and may address, the current status of the ASCC Budget.
6. Announcements
 - Next Student Life Committee Meeting: October 6, 2016



Student Life Committee

September 1, 2016 | 1:00PM | BK 111/112

Minutes

1. Cerritos College Commencement 2016 Review
 - a. Conversation to return to the former physical field layout for Commencement; to remove guests off the field in efforts to stop students from leaving ceremony early.
 - b. Many graduates left the ceremony early due to the cold weather and accessible exit points- lack of barriers and /or security.
 - i. Rosario Rubio (participated in the commencement ceremony as a graduate), stated that it was extremely easy for graduates and their guests to leave the field. She mentioned that we need more people to convey the message to students that they are not allowed to leave the ceremony early.
 - c. Possible options to emphasize the message of not leaving early to students:
 - i. Move Faculty from the back rows behind graduates, to the aisles seats of each row, to serve as row marshals and guide students during the ceremony. Faculty is more assertive and comfortable communicating with students.
 - ii. Invite staff to volunteer at the ceremony.
 - iii. Hire & train student workers to serve as marshals during ceremony.
 - iv. Hire professional event security for crowd control. Cost would be involved.
 - v. Physical presence of staff at all gates. Gates will remain closed (not locked) during the ceremony.
 - d. Field Guests
 - i. Jolly Rancher candies melted into the turf. Difficult to clean up.
 - ii. Water bottles were wasted and left behind for the cleaning crew.
 - e. Commencement Preparations
 - i. Provide a commencement ceremony walk-through, for students who wish to participate, one or two days prior to commencement day.
 - ii. Ceremony stage and field set up for graduates would be possible two days prior to the ceremony. (The 2016 set-up took longer than usual due to field chair deliveries.)
 - iii. New field scoreboard with higher resolution, is planned to be installed in the Field House side of the field. Athletics is hoping that the scoreboard will be installed soon, in order to have it fully functioning by Spring 2017. Once scoreboard is installed, the stage layout would need to be reconsidered for obstructed views.
2. Committee took time to read through the Shared Governance Committee Evaluation Survey Results from May 2016. Specifically the Student Life Committee results.

3. Cerritos College Food Court & Vending Services
 - a. Subway has opened in the food court. Subway was brought to campus in response to students wanting a healthier food option on campus. Lines have been long, but moving quickly. Taco Bell did not renew their contract with the campus.
 - b. Follett Bookstore is in the final stages of bringing scantron vending machines to our campus. Artwork for the vending machines has been designed by student, Charles Caguioa.
 - c. Microwaves: 4 microwaves have been installed in the food court; two in the LA/ DSPS building, and two in the HS area.
 - i. Facilities expressed concerns over microwave maintenance. Specifically sanitation of the microwaves.
 - ii. Possible solution to microwave sanitation is to provide cleaning supplies for microwave users, such as wipes and/or a non-toxic spray.

4. ASCC Annual Budget Update
 - a. The 2015-2016 ASCC Senate did not approve the 2016-2017 budget recommended by the ASCC Budget and Finance Committee. Therefore a roll over budget from 2015-2016 was put into effect.
 - b. The 2016-2017 ASCC Senate will discuss the 2016-2017 budget in October 2016.

5. Announcements
 - a. Dr. Johnson acknowledged Cynthia Chavez, Student Activates Specialist for her role in implementing SpendMap on our campus. Cynthia worked with teams across campus and is currently training staff/users on the software. She has also provided troubleshooting support for our campus. SpendMap is critical to our campus and will save our students and staff time.
 - i. Cynthia is in conversation with SpendMap to plan for additional licenses. Currently our campus has 80 SpendMap registered users and only 5 concurrent users licenses. The cost to upgrade our concurrent user licenses to 15, would total approximately \$2450.00 a month, in addition to the annual fee.
 - b. Campus Police: Blue Emergency Phones have been installed throughout the campus to provide assistance to anyone in distress.
 - i. When the button on the emergency unit is pressed:
 1. Campus Police is immediately connected to the caller
 2. The location of the caller is sent to Campus Police
 3. A camera on top of the unit starts recording the surrounding area; another camera records the caller.
 4. Light starts flashing
 - ii. First phase of Blue Emergency Phones have been installed. Locations of Blue Emergency Phones: Parking Lot C-10, outside the Administration, Science Building, Studebaker & Alondra, outside main entrance of the Gymnasium, and outside of food court.
 - iii. Second phase of emergency blue lights will be installed in exterior parking lots.

The next Student Life Committee meeting will take place on October 6, 2016 at 1:00pm in BK 111/112



STUDENT LIFE COMMITTEE

October 6, 2016

BK111/112

1:00 PM

AGENDA

1. Homecoming 2016 Preparations
 - The Committee will address any needs for the annual homecoming events.
2. "Send Silence Packing"
 - The Committee will recap and address needs determined in the Active Minds club's "Send Silence Packing" event.
3. Cerritos College Food Court & Vending Services
 - The Committee will discuss and consider needs regarding the Food Court and Vending Services.
4. ASCC Museum of Tolerance Visits and Discussion Recap
 - The Committee will recap the ASCC visits and discussions attached to the Museum of Tolerance.
5. InterACT Title IX November Event
 - The Committee will review plans for the November 2016 production regarding Title IX matters by InterACT from CSULB.
6. ASCC Annual Budget Update
 - The Committee will receive a report on the new 2016-17 ASCC budget.
7. Pending BP/AP 3440 Service Animals
 - The Committee will discuss pending BP/AP 3440 regarding service animals.
8. Transgender Student Memo
 - The Committee will review the memo regarding transgender student matters.
9. Inclusion, Equity, and Diversity Needs
 - The Committee will consider needs for addressing inclusion, equity, and diversity.
10. Announcements
 - Next Student Life Committee Meeting: November 3, 2016



Student Life Committee

October 6, 2016 | 1:00PM | BK 111/112

Minutes

1. Homecoming 2016 Preparations
 - a. The elections for the court were held on the week of September 26, 2016.
 - b. The elections for the queen were held on the week of October 3, 2016. The winner will be announced on October 15th.
 - c. Homecoming Football game is October 15, 2016. Cerritos College vs. Santa Monica College

2. "Send Silence Packing"
 - a. The event on suicidal prevention received positive responses to the awareness and support it provided.
 - b. There was local media coverage on the event.
 - c. Active Minds is competing in a Natural Contest where students fill-out surveys.
 - d. Active Minds is trying to take their Cerritos College chapter higher to get more recognition.

3. Cerritos College Food Court & Vending Services
 - a. Subway has opened in the food court. The vendor has been busy. They received a good and positive student response.
 - b. The Grand Opening will be on October 19th & 20th. There will be a 'Buy One, Get One' promotion and a DJ.
 - c. Follett Bookstore
 - i. The regional manager asked if we can possibly allow:
 1. Credit card vending machine
 2. Frozen yogurt
 3. Chick-fil-a goods
 - ii. The scantron vending machine will have pens, pencils, scantrons, and blue books. Possible machine locations: Health Science Building, outside Bookstore, or the Library. The scantron vending machine will be coming in a few weeks.
 - iii. The Coffee Shop had been put on pause due to planning with the new Vice President.

4. ASCC Museum of Tolerance Visits and Discussion Recap
 - a. The ASCC leadership training was capped with the Museum of Tolerance visit.
 - b. The leadership training included workshops on Ethical Leadership, Falcon Safe, and Parliamentary Procedures.

5. InterACT Title IX November Event
 - a. CSULB InterACT conducted a sexual misconduct-training. The interactive program focused on the area of misconduct prevention. The CSULB InterACT actors act scenarios and the audience gets to chime in. They met with all athletic students in August.
 - b. Title IX- Bystander intervention.
 - c. November will also hold a session for all Cerritos College students.

6. ASCC Annual Budget Update
 - a. The new budget was passed in the second meeting of senates.

7. Pending BP/AP 3440 Service Animals
 - a. This was in response to the students with disabilities and the ADA compliance.
 - b. Board of Trustees had a 1st reading of policy on October 5, 2016.
 - c. AP is approved by the College Coordinating Committee.
 - d. A student only asked two questions:
 - i. Is the animal trained?
 - ii. Is the dog or mini horse providing a service for a disability?
 - e. The service animals will be a dog, and/or mini horse.
 - f. Comfort animals are not covered in the ADA. Any other animal is not allowed on campus.
 - g. Student allergies issue does not outweigh the provisions of accommodations for a person with a disability.
 - h. Each individual will be responsible for animal waste.

8. Transgender Student Memo
 - a. A 1 ½ page memo regarding transgender student policies will be sent out October 6th or the week of October 10th.
 - i. Memo to include expectations from the Department of Education and the Office of Civil Rights as well as transgender student concerns.
 - b. Overnight student trips
 - i. Hotel accommodations are gender based. However, if a student has a request based on gender-identity, it will be accommodated.
 - c. Restrooms
 - i. Individual use restrooms are available on campus: LA/DSPS, Health Occupations, Cosmetology, and Physical Science and Technology (PST) Staff restroom

9. Inclusion, Equity, and Diversity Needs
 - a. Students approved the budget. It will take \$150,000 to transform the game room. It may be a Dream club or Umoja location, however it is under discussion.

10. Announcements
 - a. October 20th @ 10:10AM – Earthquake Drill

The next Student Life Committee meeting will take place on November 3, 2016 at 1:00pm in BK 111/112



STUDENT LIFE COMMITTEE

November 3, 2016

BK111/112

1:00 PM

AGENDA

1. Cerritos College Food Court & Vending Services
 - The Committee will discuss the Bookstore surveys for Students, Faculty, Staff, and Managers

2. InterACT Title IX November Event
 - The Committee will review plans for the November 17, 2016 production regarding Title IX matters by InterACT from CSULB.

3. Student Complaints and Grievance Task Group
 - The Committee will discuss the Student Complaints and Grievance Task Group

4. 24-Hour Domestic Violence Shelter
 - The Committee will discuss the 24-Hour Domestic Violence Shelter

5. Announcements
 - Next Student Life Committee Meeting: December 1, 2016

Student Success and Support Committee Meeting
Minutes
Wednesday, October 19th, 2016

Attendees:

Shawna Baskette	Kristi Blackburn	Renée De Long	Quinn Doan	Nayeli Duenas
Dennis Falcon	Michael Farina	Lorraine Gersitz	Liz Page	Jennifer Palma
Yvette Tafoya	Graciela Vasquez	Albert Wilmovsky		

Handouts

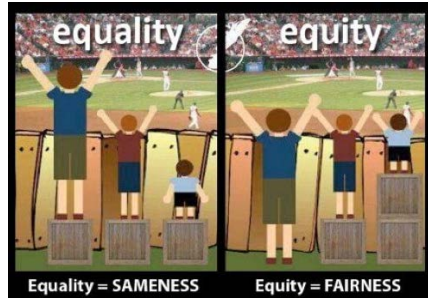
- Feedback from the college wide survey
- Integration of SSSP, BSI, and Student Equity Letter

Agenda Topics	
❖ Introduction of members	All
<p>Feedback from the college wide survey</p> <ul style="list-style-type: none"> ○ When reviewing the survey members weren't clear on goals ○ Question 6: Did the committee/group meet its goal? <ul style="list-style-type: none"> ▪ We need to clarify our goals ○ Question 7 : The members shared information between the committee/ group and their respective constituent group <ul style="list-style-type: none"> ○ Suggestion that the committee meet monthly <p>Committee Goals</p> <ul style="list-style-type: none"> ○ The Student Success and Support Program Committee is an advisory committee in support of the student support services to students throughout the area, including the SSSP, Student Success, and non-credit programs. <p>The core services for the SSSP are:</p> <ol style="list-style-type: none"> 1. Orientation 2. Assessment and placement 3. Counseling, advising, and other education planning services, and the student support services provided by the Student Success Division and Adult Education and Diversity Programs. 4. Follow-up services for at-risk students, which includes many of the student support services provided by the Student Success Division and Adult Education and Diversity Programs. <p>As an advisory group, everyone on the committee brings unique knowledge and skills to the committee that can augment the knowledge and skills of the formal leaders in the Student Success and Support Program so we can effectively guide student support services.</p>	Shawna Baskette

<p>Information and ideas are brought to this committee for an informational review, and to foster two-way communication about the services.</p> <ul style="list-style-type: none"> ○ How do you see the committee or your goals with the committee? ● Discussion: <ul style="list-style-type: none"> ● Several committee members saw this committee as integral in creating links across campus and assisting in integration of services throughout campus. ● Several committees in the Counseling department focus on SSSP initiatives. ● Non-credit program uses the SSSP Committee meeting to address non-credit issues. ● A need for a directory of student support services was identified. ● Discussion on inviting Student Health Services or a CAIR representative to the SSSP meetings. <p>Meeting Times</p> <p>Discussed holding more frequent meetings. Suggestions included changing to monthly meetings or providing in-service trainings for student services at additional supplementary meetings.</p> <p>Shawna agreed to send a Survey Monkey to gather the committee members' votes on the issue.</p>	
<ul style="list-style-type: none"> ○ Integration of SSSP, BSI, and Student Equity plans into one next year <ul style="list-style-type: none"> ○ We have provided the letter of Integration that was sent to us by Chancellor's office ○ The SSSP, BSI, and Student Equity will become one plan 	Renée DeLong
<ul style="list-style-type: none"> ○ Committee membership review <ul style="list-style-type: none"> ○ We will look into our roster to see if we are missing members ○ We will fill in any gap we have ○ Nayeli will check our list and will notify Miriam 	Renée DeLong
<ul style="list-style-type: none"> ○ Posting on our webpage <ul style="list-style-type: none"> ○ Agenda – we will post agendas 48 hours before meetings ○ Minutes – We will post minutes 48 hours after the meeting 	Renée DeLong
<p style="text-align: center;">Items from the floor</p> <ul style="list-style-type: none"> ❖ Announcements : ❖ Kristi Blackburn: We have lost 3 of the 4 research analysts we had in our IERP department. 	

Cerritos College
The College Committee on Student Equity (CCSE)
and the Student Equity Initiatives Subcommittee
Joint Meeting
Wednesday, April 6, 2016; 3:00 p.m.; LC 62

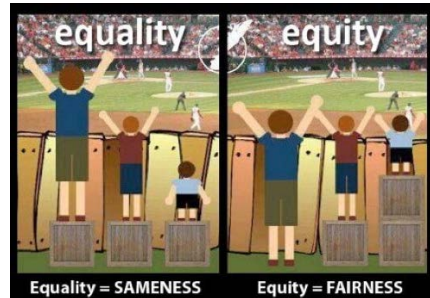
MEETING AGENDA



- I. **Approval of Minutes** – attachment
The CCSE will consider approval of the February 3 and March 10, 2016, meeting minutes.
- II. **Consideration of Requests**
The Student Equity Initiatives Subcommittee and the CCSE, meeting jointly, will consider requests for funding
- III. **Review and Action: Proposed Funding Categories and Items: 2016-17**
The Committee will review and consider items and/or the complete set of Proposed Student Equity Funding Categories and Items: 2016-17.
- IV. **Review and Action: Shared Governance Document**
The Committee will review and consider proposing amendment(s) to its shared governance document, including consolidation of the current subcommittee roles into the functions of the full committee.
- V. **Quorum Requirement**
The Committee will consider proposing a new quorum requirement.
- VI. **Next Meeting – Wednesday, May 4, 2016, at 3 p.m. in LC 62.**
- VII. **Adjournment**

Cerritos College
The College Committee on Student Equity
Special Meeting: Wednesday, April 6, 2016; 3:00 p.m.; LC 62

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)
Rocio Casillas, Counselor, as proxy for Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Dr. Jan Connal, General Counseling (Faculty Representative)
David Fabish, Instructional Dean of Liberal Arts, as proxy for Norma Rodriguez, Director, Student Program Services (ACCME)
Chelena Fisher, Counselor, as proxy for 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)
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Dr. Dan Smith, Instructional Dean of HPEDA, as proxy for Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)
Armando Soto, Counseling Department Chair (Faculty Senate)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Members Not Present: Synnilkiu Avalos, Student Representative (ASCC)
Damon Cagnolatti, iFALCON (Faculty Representative)
Dr. Renée DeLong Chomiak, Dean, Counseling (Ex-officio)
Angie Conley, Math Department (Faculty Representative)
Eduardo De La Rosa, Student Representative (ASCC)
Dr. David El Fattal, Vice President of Business Services (Ex-officio)
Joseph Frausto, Student Representative (ASCC)
Dr. Mary Anne Gularte, Vice President of Human Resources (Ex-officio)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Terrance Mullins, CCFE (Faculty Representative)
Eduardo Santana II, Student Representative (ASCC)
Jack Swanson, English Department (Faculty Representative)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)

Dr. Johnson called the meeting to order at 3:20 p.m.

I. Approval of Minutes

MSU (La Vigne, Mitchell) to approve the minutes of February 3, 2016, and March 10, 2016, as presented.

II. Consideration of Requests

There were no new requests submitted for consideration.

III. Review and Action: Proposed Funding Categories and Items: 2016-17

Dr. Johnson directed the committee to the list of categories and items proposed for Student Equity funding next year. We have not received word yet that our allocation will be changing next year, but we should keep that in mind. He noted that many of the items on the list would be ongoing expenses. He added that where there are budget needs in other categorical programs that coordinate with Student Equity, we will fill the funding gaps in their budgets. Both 3SP and Student Equity have until December 31, 2016, to expend their funds, but Student Equity will probably be spent by June 30. We will, however, apply for any additional funds that are offered. New funding requests might be considered depending on the availability of funds after these requests and any necessary support for categorical programs are filled. He indicated that even though the current list of proposed funding shows approximately \$166,000 available for funding requests, requests recently approved at the March meeting and the need for coordination to support underfunded categorical programs has shrunk the amount considerably.

Dr. Blackburn asked that hourly employee funding be added to the list to provide student support services for our Native American students similar to what we do for Umoja and Puente. This population was identified in our data as a group needing support. She stated that she has been in contact with CSULB who has a strong program, and they have offered to help us get started. It was suggested that \$10,000 be added to the list for a Native American program under "Proposed for Equity Programs and Services", however a vote could not be conducted due to lack of quorum.

Discussion continued regarding the funding process. Dr. Aborn noted that some programs have written proposals with clearly measurable data and budgets, while other expenses are just personnel and don't have a proposal. She expressed concern that we have a plan for measuring the data we need for reporting. Dr. Blackburn added that we need to address the process so that everyone has a chance to request funding but also acknowledged that there are instructional needs. Dr. Johnson mentioned that before the committee was formed, Executive Council approved Student Equity expenditures. This would be a good time to put that step back into the sequence so that the committee recommendations for funding go to Executive Council for approval.

IV. Review and Action: Shared Governance Document

Dr. Johnson asked the committee to consider removing the Initiatives Subcommittee from the Student Equity Shared Governance document. He noted that we have been meeting as a joint committee to consider funding requests until this amendment could be considered. Language remains in the Shared Governance document to appoint subcommittees as necessary.

MSU (Smith, Soto) to remove the Student Equity Initiatives Subcommittee from the Shared Governance document.

Dr. Blackburn directed the committee to item J on the shared governance document. She asked the group to reconsider the current meeting time as it conflicts with the 3SP Committee meeting schedule. She distributed a calendar of shared governance committee meeting schedules and requested the group review the available dates and consider changing this committee's schedule. She also asked that the

committee formally adopt a monthly meeting pattern so that decisions can be made and information shared in a timelier manner. The committee identified the second Wednesday of the month at 3 p.m. as an acceptable day to meet.

MSU (Fabish, Aborn) to change the Student Equity Committee to a monthly meeting pattern on the second Wednesday of the month at 3 p.m. during the fall and spring semesters.

V. Quorum Requirement

Dr. Blackburn suggested the committee revisit the current membership two months into the new academic year. She expressed concern about the difficulty we have had meeting quorum but would like to give the members an opportunity to adjust to the new meeting pattern to see if it helps attendance.

The group discussed if there was still a need for the broad representation in the committee membership. It was decided there was merit in the current membership and it should be left as is to be re-evaluated two months into the next semester.

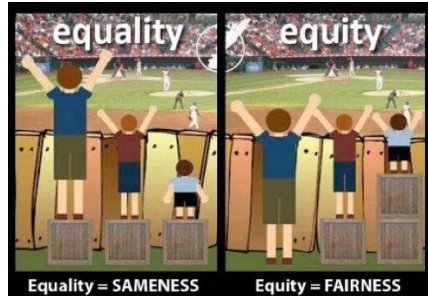
To address the issue of lack of quorum, the group agreed to lower the required number to one-third plus one of the committee membership. The current membership is at 27 so quorum would be set at 10.

MSU (La Vigne, Connal) to change the meeting quorum to 10, calculated as one-third plus one of the committee membership.

The meeting adjourned at 4:30 p.m. The next meeting is scheduled for May 11, 2016.

Cerritos College
The College Committee on Student Equity (CCSE)
and the Student Equity Initiatives Subcommittee
Joint Meeting
Wednesday, May 11, 2016; 3:00 p.m.; LC 62

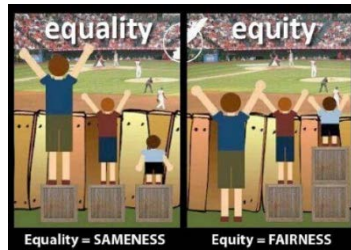
MEETING AGENDA



- I. Approval of Minutes**
The CCSE will consider approval of the April 6, 2016, meeting minutes.
- II. Consideration of Revised Funding Request Form**
The Committee will consider approval of a revised funding request form.
- III. Consideration of Year-End Project Evaluation and Status Report Format**
The Committee will review and consider approving a template for report and evaluation of project outcomes.
- IV. Consideration of Requests**
The Student Equity Committee will consider requests for funding.
- V. Consideration of Funding Categories and Items for 2016-17**
The Committee will review and consider Funding Categories and Items for 2016-17.
- VI. Next Meeting – Wednesday, September 14, 2016, at 3 p.m. in LC 62.**
- VII. Adjournment**

Cerritos College
The College Committee on Student Equity
Wednesday, May 11, 2016; 3:00 p.m.; LC 62

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)
 Dr. Jan Connal, General Counseling (Faculty Representative)
 Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
 Judi Holmes, DSPS Specialist, as proxy for Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
 Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
 Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
 Norma Rodriguez, Director, Student Program Services (ACCME)
 Armando Soto, Counseling Department Chair (Faculty Senate)
 Yvette Tafoya, EOPS Assistant Director (Ex-officio)
 Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Members Not Present: Synnilkiu Avalos, Student Representative (ASCC)
 Damon Cagnolatti, iFALCON (Faculty Representative)
 Angie Conley, Math Department (Faculty Representative)
 Eduardo De La Rosa, Student Representative (ASCC)
 Dr. Renée DeLong, Dean, Counseling (Ex-officio)
 Dr. David El Fattal, Vice President of Business Services (Ex-officio)
 Joseph Frausto, Student Representative (ASCC)
 Dr. Mary Anne Gularte, Vice President of Human Resources (Ex-officio)
 Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
 Michelle Lewellen, Faculty Senate President (Faculty Senate)
 Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)
 Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)
 Terrance Mullins, CCFE (Faculty Representative)
 Eduardo Santana II, Student Representative (ASCC)
 Jack Swanson, English Department (Faculty Representative)
 Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)

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

I. Approval of Minutes

MSU (Lundeen, Williams-Manser) to approve the minutes of April 6, 2016, as presented.

II. Consideration of Revised Funding Request Form

Dr. Johnson presented the revised funding request form for the committee's consideration. He stated that over the course of the year we have been collecting the comments and suggestions for improving

the form. He recapped the key adjustments made to the form and asked the committee for additional feedback. After review, the following additional revisions were suggested:

- A submission deadline of September 1, 2016, was added to the request form.
- Correction to verbiage on the scoring rubric removing the term “Initiatives Subcommittee” and replacing it with “Committee”.

The revised funding request form was approved by acclamation.

Mr. Soto commented that we need to be diligent about communicating the availability of Student Equity funds to the campus and the deadline for submitting funding requests. He also asked about the possibility of additional requests being funded after the deadline, if it appears the Student Equity funds will not be expended with the existing projects. Dr. Johnson explained that it may appear that the fund balance is very large, however there are charges being posted all the time and expenses that were initially charged to department budgets are being transferred to Student Equity accounts. This is not a concern at this time since we have carryover authority to December 31, and we will be able to spend any leftover funds. He added that we probably won't know our ending balance until the end of July when the books are closed. There are many expenses that have not been charged back to Student Equity. In order to be responsive to the requests we received on a first come, first served basis, and in order to serve the purposes of Student Equity, there are provisional items in the proposed budget to put that money to work if we have it.

Dr. Johnson indicated we have until May 25 to apply for additional funds being reallocated by the Chancellor's Office. He added that there are specific guidelines on what areas can be supported with these funds. We were successful last year in asking for additional funds of \$100,000 for direct aid to students.

III. Consideration of Year-End Project Evaluation and Status Report Form

Dr. Johnson presented a draft form for Year-end Project Status and Evaluation Reports. He indicated that we are trying not to be too burdensome to requestors the first time through the process. We are trying to be streamlined and see if this form provides enough actionable information to use in the fall. We want specific information as well as overview information on disproportionate impact. All of the areas that received Student Equity funding will be asked to complete the form. Dr. Johnson asked the group to review and comment on the proposed form. After review, the following revisions were suggested:

- Add instructions in a header on the second page directing users that for each Achievement (outcome) item listed on the front side of the form, enter its line number (bolded numbers in the left-hand column) in each cell below that the Achievement addressed student needs.
- Add a signature line for the area manager and dean

The project evaluation and status report form was approved by acclamation.

The group discussed the value of adopting a standard practice of having all of the funded areas make a brief, five-minute presentation to the committee. Ms. Rodriguez commented that it would be beneficial to hear the successes and outcomes of the initiatives. Dr. Johnson added that we also have many larger programs that were funded, such as campus-wide tutoring, that address the fact that a large percentage of our student population falls into disproportionately impacted groups.

Ms. Lundeen requested that the committee have the option to ask for a presentation from requestors on their proposal when there are questions or additional information is needed before approving the request for funding. Dr. Johnson clarified that presentations from new requestors would be made close to the time of budget adoption and the evaluation and status reports would come later in the year.

Mr. Soto expressed concern that the committee may not have time to hear all of the reports and would have to decide which would be more valuable, the new requests or the ongoing programs. Dr. Johnson stated that we must keep in mind that with most of the monies provisionally allocated, new requests may be very minimal. Dr. Connal stated she is more concerned with knowing if the programs going forward are implementing those monies in the way they were intended. She added that newer ideas may not be able to come forward if all the money is already expended.

Dr. Aborn suggested it may be easier to schedule presentations of program data on accomplishments by the categories listed in the budget. It would be easier to see trends and other types of common outcomes. Dr. Johnson recommended the presentations be scheduled with several projects presenting at each meeting. The process will need to be shared with the requestor to complete the form and to anticipate a request to make a presentation to the committee sometime in the fall. Ms. Lundeen commented that the committee may need to meet more often than once a month to be able to hear all of the presentations.

IV. Consideration of Requests

There were no new requests submitted for consideration.

V. Consideration of Funding Categories and Items for 2016-17

Dr. Johnson shared the list of 2016-17 Student Equity Funding Categories and Items. He indicated that per the committee's request, he added a column to the document that identified if an item was one-time, ongoing, or continuing. He made initial assignments, but believes the committee should discuss them as a group to make a formal decision.

Ms. Lundeen asked if there was any chance some of the programs, such as Transfer Center, would be institutionalized and if there was anything that could be done to make it happen. Dr. Johnson responded that the requests should be put into unit plans and if the budget situation improves it may be possible. It was recognized that there were a number of needs that required attention and Student Equity took them on when appropriate; however, we will need an additional infusion of funding to support some of the others. Dr. Johnson pointed out that the total amount of the allocations is \$3,136,750 and our allocation is only about \$2.4 million. If we have enough carryover, we will be able to fund the regular and provisional, but adjustments will have to be made if we don't. The focus needs to be on making certain we get our Student Equity work done.

The committee reviewed and discussed the funded categories and items and how the amounts were allocated to the various projects. The following revisions were approved:

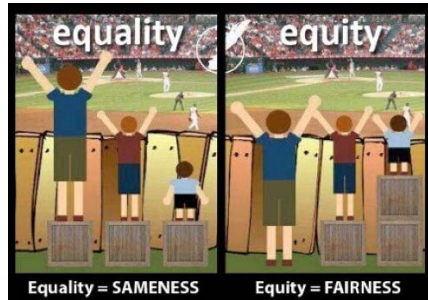
- The \$15,000 expense for the Community College Survey of Student Engagement (CCSSE) was removed since this is an activity we will only request once every three years.
- The Puente Program budget was increased from \$20,000 to \$35,000 using the funds that were allocated to CCSSE.

MSU (Aborn/Soto) to approve the Student Equity budget with the elimination of CCSSE, the addition of \$15,000 to the Puente Program to \$35,000, with the provisionals labeled as and known to be provisional, and subject to the final state budget and the college's ending balance in the Student Equity budget.

The meeting adjourned at 4:25 p.m. The next meeting is scheduled for September 14, 2016.

Cerritos College
The College Committee on Student Equity (CCSE)
Special Meeting
Monday, June 20, 2016; 3:00 p.m.; LC 62

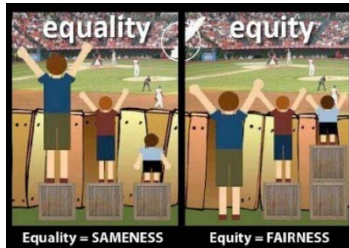
MEETING AGENDA



- I. **Receipt and Disbursement of Special Reallocated Funds**
- II. **Next Meeting – Wednesday, September 14, 2016, at 3 p.m. in LC 62.**
- III. **Adjournment**

Cerritos College
 The College Committee on Student Equity
 Special Meeting: Monday, June 20, 2016; 3:00 p.m.; LC 62

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)
 Dr. Chelena Fisher, Counselor, as proxy for Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
 Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
 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)
 Norma Rodriguez, Director, Student Program Services (ACCME)
 Yvette Tafoya, EOPS Assistant Director (Ex-officio)
 Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
 Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Members Not Present: Synnilkiu Avalos, Student Representative (ASCC)
 Damon Cagnolatti, iFALCON (Faculty Representative)
 Angie Conley, Math Department (Faculty Representative)
 Dr. Jan Connal, General Counseling (Faculty Representative)
 Eduardo De La Rosa, Student Representative (ASCC)
 Dr. Renée DeLong, Dean, Counseling (Ex-officio)
 Dr. David El Fattal, Vice President of Business Services (Ex-officio)
 Joseph Frausto, Student Representative (ASCC)
 Dr. Mary Anne Gulate, Vice President of Human Resources (Ex-officio)
 Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
 Michelle Lewellen, Faculty Senate President (Faculty Senate)
 Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
 Terrance Mullins, CCFE (Faculty Representative)
 Eduardo Santana II, Student Representative (ASCC)
 Armando Soto, Counseling Department Chair (Faculty Senate)
 Jack Swanson, English Department (Faculty Representative)

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

I. Receipt and Disbursement of Special Reallocated Funds

Mr. Miranda stated that the goal of the meeting is to discuss and determine how we will reduce the original \$146,622 request for special reallocated funds by \$39,322 to reach our award of \$107,300. He asked the committee to work as a group to make this decision.

As a means to decrease the project budgets, the group discussed reductions in the scope of activities and possible alternate funding sources for some of the requests. The project budgets were reduced as follows:

Revised Funding:

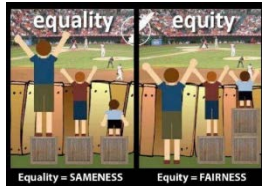
Culturally Responsive Teaching Train-the-Trainer Program	\$ 51,000
Umoja Historically Black Colleges/Universities and Cultural Tour	\$ 25,450
Minority Male/Foster Youth Support (EOPS)	\$ 17,500
Data Capacity/Tableau Training	\$ 5,800
Men of CalWORKs	\$ 4,950
Deaf and Hard of Hearing Student Support in Basic Skills Courses	<u>\$ 2,600</u>
	\$107,300

It was noted that if additional Student Equity funds are available at the end of the year, the committee will revisit the reductions made to these funding requests.

MSU (Aborn/Williams-Manser) to approve the amended budgets of the Student Equity Special Reallocation of Funds.

The meeting adjourned at 4:29 p.m. The next meeting is scheduled for September 14, 2016.

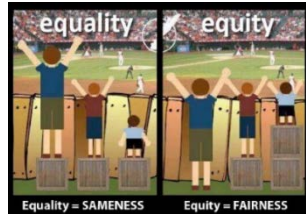
Cerritos College
College Committee on Student Equity
Special Meeting, Wednesday, September 14, 2016; 3:00 p.m.; LC 62
AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of May 11 and June 20, 2016.
- II. ASA (American Student Assistance) SALT Program**
The Committee will receive a presentation from Ms. Sarah Arslanian, and consider, the ASA SALT Program addressing student finance of higher education and involved equity factors.
- III. Student Equity Project Review**
The Committee will hear and consider a report from Professor Frank Gaik on the funded Student Equity Plan project: *Global Literature Certification & Diversity Internships*
- IV. Review and Action: Shared Governance Survey**
The Committee will review and consider its data in the 2015-16 annual shared governance effectiveness survey results prepared by the Office of Institutional Effectiveness, Research, and Planning.
- V. 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
- VI. 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.
- VII. Member Reports**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- VIII. Next Meeting – Wednesday, October 12, 2016, at 3 p.m. in LC 62.**
- IX. Adjournment**

Cerritos College
The College Committee on Student Equity
Wednesday, September 14, 2016; 3:00 p.m.; LC 62

MINUTES



Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
Dr. Chelena Fisher, Counselor, as proxy for Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Judi Holmes, DSPS Specialist, as proxy for Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Saul Lopez-Pulido, Student Representative (ASCC)
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)
Karen Patron, Student Representative (ASCC)
Norma Rodriguez, Director, Student Program Services (ACCME)
Nishi Shah, English Department (Faculty Representative)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
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)
Traci Ukita, Counseling Department Chair (Faculty Senate)

Members Not Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Damon Cagnolatti, iFALCON (Faculty Representative)
Ali Delawalla, Acting Vice President of Business Services (Ex-officio)
Harry Joel, Interim Vice President of Human Resources (Ex-officio)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Terrance Mullins, CCFE (Faculty Representative)

Guests: Sara Arslanian, American Student Assistance
Terrie Cheatham, English Faculty/Global Literature Project
Amber Dofner, Program Facilitator, Student Activities
Dr. Frank Gaik, English Faculty/Global Literature Project
Rachel Martinez, DSPS Specialist
Kim Westby, Dean, Student Support Services

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

I. Approval of Minutes

MSU (Lundeen, Williams-Manser) to approve the Student Equity Committee minutes of May 11, 2016, as presented.

MSU (Rodriguez, Vasquez) to approve the Student Equity Committee minutes of June 20, 2016, as presented.

II. American Student Assistance (ASA) Salt Program

Ms. Sarah Arslanian, from American Student Assistance, presented information on the Salt Program. Salt is a financial aid debt management program that helps students successfully plan for college and repay their higher education debt.

III. Student Equity Project Review

Professor Frank Gaik presented a report on his Student Equity Plan funded project: Global Literature Certification and Diversity Internships. The primary goal of the project is to improve the readiness of our students who transfer to the university as juniors by enhancing their intercultural competency through the study of global literature. In addition, graduate students from local universities are invited to apply for an internship in Global Literature where they train, research, and plan during the fall semester for the spring curriculum. In the spring, they observe and participate in the classroom. The interns present their findings each semester at a campus seminar.

The Global Literature Certification and Diversity Internships project was approved in 2014-15 for three years of funding. Dr. Gaik is requesting that the committee continue funding for this project through its completion in 2017-18.

IV. Review and Action: Shared Governance Survey

Dr. Johnson asked the committee to review and consider the data in the 2015-16 annual shared governance effectiveness survey results prepared by the Office of Institutional Effectiveness, Research, and Planning. He reminded the group that at the end of each academic year, members of each shared governance committee are asked to complete an assessment of their committee. When the committees reconvene in the fall, they review and discuss the feedback for continuous improvement. The following items were identified in the survey as areas of concern:

- Establish and adhere to a regular meeting schedule – Committee members expressed concern about meetings scheduled during finals week and the first week of the semester. It was agreed the committee would keep the meeting on December 14 during finals week, but would move the January 11 meeting scheduled during the first week of school to January 18. Members were also encouraged to send a proxy if they cannot attend a scheduled meeting.
Ms. Lewellen requested that the 2017-18 meeting calendar be reviewed at the May meeting so that possible conflicts can be addressed early.
- Summary of group data – Student Equity was identified as one of two groups with very disparate survey responses. It was noted that the disparate comments could have been the result of unclear planning guidelines from the Chancellor's Office. Dr. DeLong, Ms. Vasquez, and Mr. Miranda will be attending Chancellor's Office training for Student Equity and 3SP and hope to return with more guidelines for both programs that they can report on at the October meeting.
- Clarity of the proposal process – Many of the survey comments speak to the clarity of the proposal process. The proposal form was updated last year, but a formal request for proposals will not be sent out because this year's funding has already been allocated. This year would be a good time to reevaluate the proposal process before we approve funding for 2017-18 in May. We have many programs that are running successfully. We must decide who will not be funded again

before we can reallocate funds. In order to make that decision we need to determine our priorities and align our decision with them.

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

This item was held over to the next meeting.

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

This item was held over to the next meeting.

VII. Member Reports

This item was held over to the next meeting.

VIII. Next Meeting

The next meeting is scheduled for October 12, 2016, at 3 p.m. in LC 62.

IX. Adjournment

The meeting was adjourned at 4:44 p.m.

Student Equity Funding Categories and Items Recommended to Executive Council for 2016-17

ITEM	AMOUNT	ONE-TIME/ CONTINUE/ ONGOING	LEAD
Tutoring			
Deaf and Hard of Hearing (DHH) Students Math Tutoring	\$ 29,400	Continue	Aborn
Discipline Specific Tutoring	\$ 36,360	Continue	Baskette
iFALCON Tutoring, Supplemental Instruction (CTX)	\$ 200,000	Continue	Baskette
Lab Assistants/Instructional Aides/Embedded Tutors - SEM	\$ 150,000	Ongoing	Boardman
Satellite Academic and Support Center	\$ 100,000	Continue	Baskette
Student Success Tutors - Math	\$ 120,000	Ongoing	Baskette
Success Center Embedded Tutors for ENGL, ESL, READ, MATH, and other disciplines	\$ 100,000	Ongoing	Baskette
Veterans - Tutoring	\$ 50,000	Ongoing	DeLong
Tutoring Total	\$ 785,760		

Personnel (+7.5%)			
DSPS Specialist	\$ 120,808	Ongoing	Aborn
Dual Enrollment Manager	\$ 133,768	Ongoing	McKinley
Foster Youth Allied Service Continuity - LINC Program Facilitator - Classified Staff	\$ *46,325	Ongoing	Tafoya
Instructional Specialist	\$ 95,762	Ongoing	Baskette
Research Analyst (Cognos) Data Warehouse - Classified Staff	\$ 95,043	Ongoing	Blackburn
Student Equity Classified Facilitator for Student Equity, Cross-Cultural & Title IX Resources	\$ 86,445	Ongoing	Student Affairs
Student Equity Engagement Support - Student Assistants	\$ 20,000	Continue	Student Affairs
Personnel Total	\$ 598,151		

*6 months salary

Diversity, Equity, and Inclusion Programs, Services, and Research			
Black History Month	\$ 5,000	Ongoing	Walker
iFALCON Support Services	\$ 100,000	Ongoing	Baskette
LINC Community Outreach Leaders	\$ 21,000	Ongoing	Tafoya
Native American Program	\$ 10,000	Ongoing	Student Equity Committee
Project HOPE	\$ 50,000	Ongoing	Williams-Manser
Puente Program	\$ 35,000	Ongoing	DeLong
Transfer Programs	\$ 80,000	Ongoing	Lundeen/Graf
Umoja Program	\$ 50,000	Ongoing	Fisher/Hill
Veterans Center Support	\$ 50,000	Ongoing	DeLong
Equity Programs and Services Total	\$ 401,000		

ITEM	AMOUNT	ONE-TIME/ CONTINUE/ ONGOING	LEAD
Expanded Hours Support			
Admissions and Records	\$ 12,000	Continue	Murguia
Child Development	\$ 155,000	Continue	Ward
Disabled Student Programs and Services	\$ 40,000	Continue	Aborn
Financial Aid	\$ 47,000	Continue	Westby
Library	\$ 30,000	Continue	Baskette
Student Activities	\$ 18,000	Continue	Student Affairs
Student Center	\$ 31,000	Continue	Student Affairs
Expanded Hours Support Total		\$ 333,000	

Technology			
Hyland - TC/TCE	\$ 50,000	Ongoing	Murguia
Language Access Program	\$ 3,000	Ongoing	Johnson
Maxient Title IX, other OSCG (\$33K for 3 years)	\$ 9,000	Continue	Student Affairs
Technology Total		\$ 62,000	

Academic Support			
Bridging Digital Divide: Piloting Targeted Tech Support @ the Library	\$ 10,000	Continue	Baskette
Global Lit. Certification & Diversity Internships (\$107,000 for 3 years)	\$ 41,000	Continue	Gaik (Fabish)
Micro Technology Associates Certification Exams	\$ 12,000	Continue	Lou (Boardman)
Academic Support Total		\$ 63,000	

Professional/Student Diversity, Equity, and Inclusion Development, Training & Recruitment			
Diversity Recruitment (HR)	\$ 40,000	Ongoing	Flores-Church
Professional Development Training (HR)	\$ 40,000	Ongoing	Flores-Church
Professional/Student Diversity, Equity, and Inclusion Development	\$ 109,398	Continue	Johnson
SDSU Research Foundation and M2C3 Research and Development Project	\$ 20,000	Continue	Johnson/Hill
Student Outreach (Public Affairs)	\$ 30,000	Continue	Walker
Title IX Professional and Student Training and Development (HR)	\$ 25,000	Continue	Raphael
Professional/Student Diversity, Equity, and Inclusion Development, Training & Recruitment Total		\$ 264,398	

ITEM	AMOUNT	ONE-TIME/ CONTINUE/ ONGOING	LEAD
One-time Special Reallocation Projects (through 12-31-16)			
Data Capacity/Culturally Responsive Teaching	\$ 56,800	One-time	Blackburn
DSPS Basic Skills Support: Adult Hourly – Outreach Worker	\$ 2,600	One-time	Aborn
Men of CalWORKs (Man Cave)	\$ 4,950	One-time	Rodriguez
Minority Male/All Foster Youth – Mental Health	\$ 17,500	One-time	Tafoya
Umoja HBCU Student Visits	\$ 25,450	One-time	DeLong/Hill
One-time Special Reallocation Projects Total	\$ 107,300		

Regular Annual Budget	\$ 2,507,309
+ One-time Special Reallocation	\$ 107,300
2016-17 GRAND TOTAL	\$ 2,614,609

One-time – One-time expense for current year

Continue – Continued funding from prior year

Ongoing – Funding source that will continue for the life of Student Equity funding

Spring 2017 Coordinating Committee Meeting Schedule

January 23	Review February 1 Board Agenda and Committee Reports
February 6	Review February 15 Board Agenda and Committee Reports
February 21 (Tuesday)	No Meeting – Email March 1 Board Agenda
March 6	Committee Reports
March 27	Review April 5 Board Agenda and Committee Reports
April 10	Review April 19 Board Agenda and Committee Reports
April 24	Review May 3 Board Agenda and Committee Reports
May 8	Review May 17 Board Agenda and Committee Reports

Dates are subject to change.