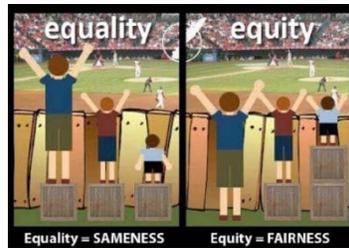


Cerritos College
The College Committee on Student Equity
Wednesday, May 11, 2016; 3:00 p.m.; LC 62

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.