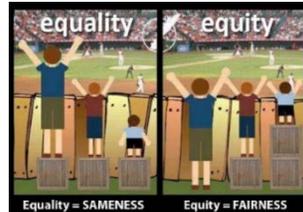


Cerritos College
The College Committee on Student Equity
Wednesday, April 12, 2017; 3:00 p.m.; LC 51

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. Renée DeLong, Dean, Counseling (Ex-officio)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
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)
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. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Saul Lopez-Pulido, Student Representative (ASCC)
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)
Terrance Mullins, CCFF (Faculty Representative)
Karen Patron, Student Representative (ASCC)
Nishi Shah, English Department (Faculty Representative)

Guests: Kristine Aslanyan, Shawna Baskette, David Betancourt, Marvelina Graf, Linda Ramos, Kevin Smith, LaSummer Whiting

Mr. Miranda called the meeting to order at 3:05 p.m.

I. Review and Action: Budget--Consideration of Docketing Requests

Mr. Miranda stated that requests for additional funding were brought forward at the last meeting. We need to discuss how we will address new requests when we haven't made the option available to the entire campus community. This topic will be discussed further later in the agenda.

II. BSI-Student Equity-3SP Integration Update

Members received a copy of the template for the 2017-19 Integrated Plan. Mr. Miranda informed the committee that each group (BSI, Student Equity, 3SP) will submit their proposal describing what they do so the integration task force can look for overlap of services and ensure we are encompassing everyone in one cohesive program. The task force will be attending training on April 28 to discuss the integrated plan and hear best practices, direction, and points to consider as they shape the integrated plan. He added that the integrated plan is due on December 1, so the task force will have to move quickly through the summer to bring the document back for approval in the fall.

Ms. Vasquez stated that part of the discussion in the integration task force was that representatives from each of the areas (BSI, Student Equity, 3SP) would return to their respective groups and discuss the goals and activities we would want to propose for the upcoming year so that, when we write the integrated plan, we can look at where we can support one another as one full plan. Mr. Miranda stated we will be dedicating several of our meetings in the future to discussion about our goals for the integrated plan.

III. Review and Action: Consideration of Proposed Funding Categories and Line Items

A working copy of the Student Equity Funding Categories and Items for 2017-18 was presented. Mr. Miranda emphasized that this is not a current budget. He explained that 2016-17 projects are still spending funds, so we have not been able to reconcile a budget balance with Fiscal Services. This budget sheet is for proposed ongoing and continuing items only; items with one-time or expired funds have been removed.

Lengthy discussion followed regarding funding for increased costs of part-time personnel; hiring a classified program facilitator to support BSI, Student Equity, and 3SP with the integration; institutionalizing some of the ongoing costs being supported by Student Equity funds; and whether Student Equity funds would continue to be allocated by Executive Committee.

It was agreed by consensus that a clear process be developed for all funding requests. Requests should not be considered without submission of an application for the committee to consider. Also, the allocation of Student Equity funds by Executive Committee should be shared and explained to this committee.

IV. 2017-18 Budget Development

Discussion of 2017-18 budget development was included in Item III above and will be continued at the next meeting.

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

- A. LINC Support Group/Community Outreach Leaders (15-16 Project) – Yvette Tafoya and Linda Ramos
Linda Ramos, LINC Program Facilitator, shared information on how Student Equity funds are used in the LINC Program. Kevin Smith, LINC Student Ambassador, shared his experience as a Student Ambassador doing outreach and working with other LINC students. Ms. Ramos also shared data about the number of LINC students served, graduation and transfer numbers, average units attempted/completed, and average cumulative GPA. LaSummer Whiting, MSW intern from CSU Dominguez Hills, discussed the services we offer for LINC students and also the many referrals they can provide.

B. EOPS Part-time Counseling (2015-16 Project) – Yvette Tafoya and Kristine Aslanyan

Yvette Tafoya, EOPS Assistant Director, reported that Student Equity funds allocated to EOPS in 2015-16 provided part-time counseling services to EOPS students. She provided demographic data and common characteristics of our EOPS students. Kristine Aslanyan, EOPS Counselor, shared the number of degrees and certificates earned in 2015-16 and 2014-15, as well as data on the number of students served. EOPS counselors work to establish a rapport and trust with each student, in addition to encouraging a sense of belonging and connectedness to the EOPS program and the college.

C. Transfer Programs – Brittany Lundeen and Marvelina Graf

Marvelina Graf, Transfer Center Co-chair, provided a history of the Transfer Center's development from a cubicle in the One-Stop Center to its current office. Prior funding was provided through Foundation, Student Activities, and Counseling. The Transfer Center uses the majority of their Student Equity funding to provide 30 weekly hours of appointments with part-time counselors. Data was provided illustrating an increase in the number of counseling appointments over the last three years from 69 to over 950. It was noted that 75% of the Transfer Center's Student Equity funding pays for part-time counselors. Part-time counselors also assist Admissions in processing ADTs to meet university deadlines.

The remaining funds provide professional development to faculty for conference attendance and also on-campus outreach activities that include class presentations, Transfer Tuesday, Transfer Fairs, and an annual open house. To broaden student awareness of all their college options, information is available to students on private out-of-state colleges and partnerships with University of La Verne and Loyola Marymount.

It was noted that additional funds will be needed for future years due to increased costs of salaries. Additional funds are also needed for the Transfer Center to stay open over the summer.

D. Center for Teaching Excellence – David Betancourt

Dr. Betancourt distributed copies of the Center for Teaching Excellence (CTX) 2017 Report. He stated that multiple studies have shown that students believe and perceive the number one contributing factor to their academic success is their teachers. He noted that the CTX was recently awarded the 2017 Outstanding Program Award by the received award from California Community College Counsel on Staff Development. CTX is diligent about documenting process, activities, and outcomes. The 2017 report shares comments from faculty on what they have learned and the benefits of their experience with CTX. He added that all CTX services include an anonymous survey to help the program continuously improve what they do. Also included was statistical information on services offered, budget projections, coordinator and staff responsibilities, and samples of the activities facilitated by CTX program.

E. Library Expanded Hours – Shawna Baskette

Shawna Baskette reported that Library hours were expanded to include 9-10 pm Monday through Thursday and 10 am-3 pm Saturday for a total of nine weekly hours during the fall and spring semesters. She shared a history of regular semester and summer hours including when and why cuts were made. The data shared was calculated using a "gate count", and other figures based on head counts done by library staff. Ms. Baskette also surveyed local colleges for a comparison of their operating hours versus Cerritos. She was encouraged to see that we had longer hours than most of the other local colleges. She also stated that in her experience working at three community

colleges, we are by far the busiest academic library she has ever worked at or attended. She feels that our students truly value our library services.

VI. Member Reports

Mr. Miranda shared information on a “Virtual Town Hall” recently announced by the Chancellor’s Office that offers stakeholders an opportunity to provide input on the strategic vision for the California Community Colleges. The email announcement for the town hall being held on May 17 will be emailed to committee members.

Ms. Lundeen asked how she can request additional funding to support Transfer Center operation through the summer. Mr. Miranda indicated some areas are still spending their allocations down and he cannot in good faith say there will be funds left.

Dr. Blackburn suggested the Native American project should be assigned to a person not the Student Equity Committee. She believes the most appropriate place would be in the Student Services area. She added that this is one of the biggest indicators that needs attention according to the data. Mr. Miranda indicated he will take the suggestion to the Vice President of Student Services.

VII. Next Meeting

The next meeting is scheduled for May 10, 2017, at 3 p.m. in LC 51.

VIII. Adjournment

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