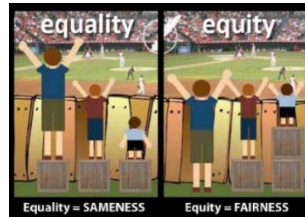


Cerritos College
The College Committee on Student Equity
Wednesday, April 11, 2018; 3:00 p.m.; AD 117

MINUTES



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Raul Avalos, Student Representative (ASCC)
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Dr. Adriana Flores-Church, Vice President of Human Resources (Ex-officio)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Rodrigo Quintas, Student Representative (ASCC)
Dr. Valyncia Raphael, Director of Diversity, Compliance, and Title IX Coordinator (Ex-officio)
Norma Rodriguez, Director, Student Program Services (ACCME)
Armando Soto, Counseling Department Chair (Faculty Senate)
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)

Members Not Present: Dr. Pauline Acosta, CCFF (Faculty Representative)
Damon Cagnolatti, iFALCON (Faculty Representative)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
David Fabish, Instructional Dean of Liberal Arts (ACCME)
Michelle Fagundes, English Department (Faculty Representative)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Karen Patron, Student Representative (ASCC)
Ashna Perera, Student Representative (ASCC)

Guests: Rosa Carrillo, Puente Counselor; Marvelina Graf, Transfer Center; Elizabeth Miller, Student Affairs; Glen Pena, VRC; Jamie Quiroz, Financial Aid; Gustavo Romero, Puente Counselor; Kim Westby, Student Support Services

Dr. Johnson called the meeting to order at 3:11 p.m.

I. Approval of Minutes

MSU (La Vigne, Vasquez) to approve the Student Equity Committee minutes of February 14, 2018, as corrected. Dr. Flores-Church, Ms. Rodriguez, and Ms. Williams-Manser abstained.

II. Project Performance Reports

The committee received reports on the activities and outcomes of the following Student Equity funded projects:

A/B. Veterans Tutoring and Veterans Center Support – Glen Pena

Mr. Pena, a former student in the Cerritos College Veterans Program, presented an overview of tutoring and Veterans Resource Center (VRC) activities. He stated that Student Equity funding is used for adult hourly personnel to provide tutoring services, front office coverage, and assist the certifying officials who process the veterans' paperwork. Adult hourlies also serve as resource specialists to answer overall questions about Cerritos College and the Veterans Administration. The tutoring staff assist veterans with their coursework in math, English, and many other subjects. Mr. Pena reported that there are currently over 545 veterans using their benefits at Cerritos College. However, there are 750-800 veterans on campus, since many often save their veterans benefits until they transfer. The VRC serves all branches of the military and provides scholarship opportunities.

C. Student Equity Engagement Support – Short-term Hourly Student Assistants – Elizabeth Miller

Ms. Miller reported that a student assistant was hired in the Student Affairs Office to provide administrative and event support to the Student Title IX Ambassadors (STIXA) group under Dr. Raphael's direction. Other activities included event planning for campus resource fairs and "in-reach", events for Sexual Assault Awareness Month, and planning of the Festival of Asian Cultures.

D. Expanded Hours for Student Activities and Student Center – Elizabeth Miller

Ms. Miller reported that expanded hours until 7 p.m. in the Student Center and Student Activities Office allow for more informal meeting spaces for students to gather, and to study. The Student Activities Office, in addition to open work/study space at tables, has six computer stations open for student use, with free printing provided by the Associated Students of Cerritos College. Both spaces combined have provided 864 hours of study space. Based on sign-in, the Student Activities computer area serves approximately 4.5 students per day between 4-7 p.m. To date, the computer lab has served over 500 students after 4 p.m.

E. Maxient, Title IX, other OSCG – Elizabeth Miller

Ms. Miller stated that Maxient is an online data management system for reports of student conduct/discipline, Title IX and other forms of discrimination, and CAIR Team-related reports. This database supports the College's ability to serve students during critical times in their lives, such as: student misconduct; reports of sex discrimination, harassment, or violence; student wellbeing (mental/physical) concerns; unusual or threatening behavior, etc. Maxient allows Student Conduct and Grievances, the CAIR Team, and the Title IX Office to work collaboratively to address student behavior concerns and student wellness with an emphasis on student success and campus safety.

F. Expanded Hours for Financial Aid – Kim Westby

Ms. Westby reported that the Financial Aid Office hours were expanded from two nights per week open and closed on Friday, to four nights per week and open until noon on Friday. She added that they also offer monthly Financial Aid workshops Saturdays.

Ms. Westby stated that during the 2016-2017 academic year, the Financial Aid staff provided 36,559 in-person transactions, and to date for 2017-2018, have provided 24,041 in-person transactions. They offer hands-on FAFSA and DREAM application workshops during office hours and Saturdays and have recently added Financial Literacy workshops to help students with budgeting. They increased the number of financial aid awareness fairs and now offer them in the fall to advertise the early FAFSA and in the spring to advertise the March 2nd Cal Grant and April 30th priority deadline. The events are fun, with educational games, food, and prizes. On-campus and off-campus partners can request a Financial Aid presentation by submitting an Online Outreach Request Form available on our website.

The Financial Aid Office has created a number of quality brochures, handouts, bookmarks, and advertisement inserts to promote financial aid awareness including the QLess flyer, To Do List flyer, Important Dates, Tips for Reviewing Your Award, and Awards and Refund Selection Flyer.

The Financial Aid staff has taken the lead on creating an UndocuALLY taskforce to create a welcoming environment for undocumented students and increase awareness about available resources. They have provided informational workshops for undocumented students to inform them about the state financial aid available to them. The workshops also included speakers with information on immigration law and services offered by campus police. A website was also created for AB 540/Dreamer/Undocumented students.

G. Puente Program – Rosa Carillo and Gustavo Romero

Ms. Carrillo shared information and provided handouts on the Puente Program and its activities. She stated that Puente is a cohort-style learning community with four cohorts serving 113 students. Support services are provided with individual appointments for academic and personal counseling, assistance with program planning for transfer, and basic supplemental needs such as snacks, etc. Puente Phase 3 students are trained and matched with Phase 1 and 2 students to serve as peer mentors. There is also an adult hourly Puente Program Facilitator who assists with day-to-day tasks and serves as a liaison with Phase 2 and 3 students and the counselors. In addition, she serves as a mentor, manages student data, keeps student files, and schedules appointments.

Puente activities include the Puente Orientation, Puente Motivational Conference at UC San Diego, Noche de la Familia (family support), a weekend Puente Retreat at Kellogg West Conference Center, and several university tours.

H. Transfer Programs – Brittany Lundeen and Marvelina Graf

Ms. Lundeen and Ms. Graf reported on the Transfer Center activities funded by Student Equity. Funds provide coverage for the front desk and 30 hours of part-time counseling per week. Student appointments have increased, as well as participation in application workshops and outreach to classrooms. Also, the Transfer Center staff has been assisting Admission and Records in verifying that graduating ADT major students have met the degree requirements.

Ms. Lundeen and Ms. Graf collaborated with IERP to develop a query of students who have not completed their comprehensive educational plan and then made phone calls to each student and encouraged them to make an appointment with the Transfer Center to complete one.

Funding is also used to send part-time counselors and staff to conferences to stay abreast of current requirements, print brochures, purchase giveaways for outreach efforts, and continue the annual Open House.

III. CCEAL Survey Results – Blackburn

Dr. Blackburn shared results of the Community College Success Measure (CCSM) Survey administered to 1,092 students on campus during the Fall 2017 semester. This item will be brought back for further discussion at the May meeting.

IV. Student Equity “Ongoing” and “Continuing” Categories

This item was held over to the next meeting.

V. Data Gathering and Disaggregation Updates – Lewellen, Blackburn

This item was held over to the next meeting.

VI. Student Equity Summit III – Johnson, Miranda

This item was held over to the next meeting.

VII. Member Reports and Requests for Future Agenda Items

Dr. Raphael announced that the “Take Back the Night” event is tonight in Falcon Square at 6 p.m. She encouraged everyone to attend.

VIII. Next Meeting

The next meeting is scheduled for May 9, 2018, at 3 p.m. in the Board Room

IX. Adjournment

The meeting was adjourned at 4:40 p.m.