



California Community Colleges
Chief Student Services
Administrators Association

CSSO BOARD MEETING

NOTES

Thursday, January 7, 2010

10:00^a-3:00^p

Location: Chancellor's Office and CCC Confer (see email from Judy Kimura)

✓ = To Do

Agenda Items, Primary Facilitator, and Follow-up

Review and modify agenda; Review minutes from 11/18/09 board meeting (if needed); Appoint note taker for today's meeting

Primary: Celia

Pam Walker was appointed note taker.

Participants: Celia Esposito-Noy; Cary Templeton; Pam Walker; Lori Adrian; Melinda Matsuda; Bob Nadell; Jack Friedlander; Rick Perez; Audrey Yamagata-Noji; Ed Bush; Carsbia Anderson; Stephanie Dumont; Richard Mahon; Jeff Spano; Sarah Tyson; Linda Michalowski

1. Item: Chancellor's Office update

Primary: Linda, Jeff, Sarah

General updates:

Vice Chancellor for Academic Affairs, Barry Russell was introduced. Staff is watching the budget, constitutional amendments and continuing budget advocacy. Governor's initial budget will be released 1/8/10.

Student Senate has scheduled 3/22/10 for "March in March."

Cuts to state employees Furloughs were determined not allowable so there will be cuts elsewhere and possible hiring freezes.

Staffing updates: CCCCO in the process to hire a 3rd Dean of Student Services; new Financial Aid staff person hired (Rhonda Moore); new Admin Assistant to Linda (Koney Austinn); new Government Relations Vice Chancellor (Valerie Purnell); new Government Relations staff (Rosa DeAnda).

SACSS will review survey results from the categorical programs at 2/4/10 meeting. Mandy to facilitate.

EAP pilot applications due 1/15/10. \$200,000 allocated to pilot efforts.

CCC Assess: Working with Patrick Perry on database for making assessment tests available for free to colleges in ESL, English, Reading, and Math. An advisory committee is coming together. The Assessment Association has funding to develop an ESL test for all to use. This will take about 2 years.

Common course numbering is being discussed and remains in the faculty purview.

Transfer task force findings include references to shared messaging among CCCs, CSUs, and UCs.

Messaging includes CCCs in CSU and UC outreach materials. Interest in seeing if all 3 segments can be on the same academic calendar. UC reducing first time freshman spots and increasing CCC transfer spots by 700 for Fall 2010.

✓ Identify CSSO interested in serving on committee to identify ways to improve transfer rates

from CCCs to UCs and send name to Jeff Spano.

- ✓ Jeff to propose transfer conference for counselors via survey.

Zellerbach Foundation: proposal submitted for funding for mental health services and Vets enrolled in CCCs. Particular interest in enlisting CCCs from regions 3 and 4 for input.

Honorary degrees project meeting was attended by Audrey and Cheryl Fong. Colleges with greatest numbers of students who were enrolled at time: Sacramento City College, City College of San Francisco, Pasadena College, LA City College. Colleges will be asked to research enrollment databases from 1940-41 and to notify Nisei Project of potential former students. Chancellor's website provides guidance on how to search, notify, where to contact if eligible, and how colleges can make contacts.

- ✓ Task force needed to look at a statewide honorary degree. Board would like Linda and Audrey to participate.

Student Services Automated Reporting System (SARS): Designed to make it easier for colleges to do reporting. Categorical staff involved. Linda will meet with MIS staff and Morgan Lynn.

Cleary Act Audit: Sarah Tyson reports that CCC is available to provide guidance to colleges regarding compliance. Audit findings will be sent to each identified college's president.

High school credits in articulated CTE courses could be used for community college degrees. A conference call is needed to discuss this, including Stephanie Dumont, Linda Michalowski and Nancy Jones.

2. Item: Financial Aid processing and mandated overtime costs (11:00am call in)

Primary: Rick

Rick asked how other colleges manage mandatory OT. Colleagues are to send him their respective contract language addressing this.

3. Item: CSSO position on future budget cuts

Primary: Cary

Put plans in place for spending remaining 2009-2010 funds. Celia will draft the CSSOs' position that we support the governor's position not to make further cuts in funding for education. CSSOs' position will be developed with input from all constituents.

4. Item: Association business: contracts, budget, constitution and bylaws (lunch discussion)

Primary: Celia and Bruce Patt

Dues have been received from 20 colleges. Celia will send another letter encouraging members to process requisitions for dues payment and asked that regional representatives personally contact members in their respective regions.

While updating Wells Fargo Bank accounts, we found that the organization's name varies among various official documents. As per the Bylaws and Constitution, we are the California Community Colleges Chief Student Services Administrators Association. Bruce will verify that all agencies and institutions with which the CCCSSAA does business has the correct name on file.

A revised CCCSSAA budget for 2009-2010 will assume receipt of 80 percent of the total dues revenue. Celia will draft this for approval at the February Board meeting.

5. Item: Content Review/Prerequisite Pilot Project and Task Force

Primary: Richard Mahon

The Task Force discussed implications of a proposal that a common statewide assessment instrument

be adopted. Research by Nancy Shulock and the LAO's office suggests that the current practice of providing access for everyone to all courses could be a disservice to those who are un-prepared. We will focus on prerequisites instead of assessment tools. Title 5 permits course content review and provides levels of scrutiny to be applied, but it is not mandatory. It was proposed that colleges move away from *lack of student success* as a validation of rigorous academic standards. It is important to reference availability of basic skills courses for students who would not meet prerequisites. The Task Force will host two or three meetings, in the main geographical regions of the state, to discuss proposed changes to Title 5. First step then would be Consultation, followed by a first reading by the BOG in summer 2010. The BSI, CIOs, SAC to consult on the issues, with input from MALDEF. It was recommended that we should develop initiatives that can be implemented asap, and that we look at successful models at work, such as BSI and other transformative projects.

- ✓ Celia will receive info from Jack F. about Trudy's project; she will then send the link out to all the others.

6. Item: Proposed 2011 Spring Conference

Primary: Celia

- ✓ The Board will discuss the possibility of a spring 2011 conference within the next few months, with a decision well before the start of the fall 2010 semester.

7. Item: Spring drive in workshops; updates from Regional Reps

Primary: Bob and all

One-day drive-in workshops for spring 2010 will be planned by the Northern and Southern regions. Board members also discussed the possibility of joining with the CalWORKS conference April 26-27 in Sacramento. Bruce Patt will provide coordination and support for regional representatives planning the drive-in workshops once dates/locations are chosen. The feasibility of meeting within the time-frame of the CalWORKS would depend upon the availability of time for each region to have a meeting and might affect how much time CSSOs have to attend other meetings.

Athletics re-conferencing will affect many colleges in the state, Pam Walker reported. Pam will write and distribute a paper on best practices for CSSOs related to residence and attendance verification and reporting.

Regional Representative reports will be placed first on the agenda for the February Board meeting.

8. Item: CCLC presentations and identified needs

Primary: Lori, Celia

- ✓ Tabled

9. Updates/Other/Future agenda items

- ✓ Tabled