



California Community Colleges  
**Chief Student Services**  
Administrators Association

**CSSO BOARD MEETING**

Minutes

Friday, Feb. 26, 2010

10:00<sup>a</sup>-3:00<sup>p</sup>

Location: Dept. of General Services 1102 Q Street, 5<sup>th</sup> Floor and CCC Confer

= To Do

**Agenda Items, Primary Facilitator, and Follow-up**

**Review and modify agenda; Review minutes from 01/07/2010 board meeting**

**Primary:** Celia

*Bruce Patt will take the minutes.*

**Participants:** Jeff Spano, Linda Michalowski, Dennis Bailey-Fougner, Dick Robertson, Celia Esposito-Noy, Bob Nadell, Stephanie DuMont, Sarah Tyson, Pam Walker

Via CCC Confer: Jack Friedlander, Carsbia Anderson, Cary Templeton, Ed Bush, Richard Mahon

**Guests:** Mandy Davies, Barry Russell

**1. Item: Chancellor's Office update**

**Primary:** Linda, Jeff, Sarah

**General updates:**

Linda reported that the LAO's response to the budget updates includes a proposed an increase to \$40/unit in community college fees. The LAO is not in favor of a shift of \$20 million from gen state fund to CTE, and LAO would not support taking funds from EOPS and CalWORKs to support CTE. Another LAO proposal would be to put the financial aid programs (EOPS, BFAP) into the flexibility category. LAO also proposed suspension of 75/25 or modifying the 50 percent law to include counselors and librarians on "the right side" of the allocation. Linda recommends that the CSSOs take a position soon on these issues.

- Celia to draft position statement for board's review

Linda will present about categorical programs Monday at FACCC's upcoming conference. The BOG's annual Advocacy Day will be Tuesday (March 2). Celia and Pam will participate; Linda asked that names of participants be sent to Michael McGee.

Working with colleges to support implementation of the Nisei Diploma project. Linda expects that the project will continue for at least another year, as not all colleges have identified eligible former students. The legislation calls for a celebration of these graduates in spring 2010; they may be included in commencement, or a separate event.

Linda asks for CSSO involvement in the CCC Centralized Assessment Advisory Committee meeting,

March 15 at 10 a.m. at CCCCCO. Each CSSO is invited to either serve or assign a representative. According to Linda, this would not be a mandatory assessment system, but rather an optional resource for providing instruments and assessment databases at little or no cost. Linda encouraged the CSSOs to play an important role in guiding where this project goes.

- Celia to request CSSO participation and attendance at the March 15<sup>th</sup> meeting

The chancellors of the three higher ed systems have been meeting and are aggressive about improving the transfer path, including specifications for an associate degree which would qualify students for transfer, with no additional requirements being imposed by the CSU or UC. Dick expressed concern that any degree that might be developed would be introduced into an environment in which more CSU campuses and UCs are establishing additional transfer restrictions, including the drawing of regional geographic lines. Linda said the Educational Roundtable will continue to work on this.

Re: last meeting's topic on Credit by Exam—Discussions are continuing regarding requirements for students to apply for credit by exam, such as number of units in residence at the college, or a minimum gpa.

Working on residency, with particular emphasis on athletes. A memo will be coming out from the Chancellor's Office addressing regulations related to this. The memo is not meant to be critical of A&R but to support improvement of processes and communication through the campus regarding residency. The audit manual will be revised to include improving communication between admissions and athletics staff. Celia said we may need to do a better job of communicating standards of residency, not only with athletics. Pam suggested that we manage this discussion judiciously, not focusing only on athletics but take a general approach to residency of all students. Linda cited automated application systems (including CCC Apply) as a potential vulnerability in this area.

GASB 45—Sarah and Linda reported that it may be possible that a college could charge the post-employment benefit costs (i.e. retirement contributions) of categorical employees to the categorical funds. However, if the employee takes another job outside the categorical program, the benefit would be taken from the general fund; ultimately, the cost would be covered proportionally by categorical/general funds. This would be permissive.

CCC MOU with Kaplan---Colleges may enter into agreements with Kaplan to take courses that they can't get at the community college and that those credits would apply to the community colleges' degrees. Members discussed the relative merits of a statewide MOU rather than districts entering into their own MOUs. There are still questions about the articulation of courses to ensure that students' course credit would be accepted upon transfer to the baccalaureate level. Every CCC constituency has expressed concerns about this, in particular regarding the potential for problematic two-way articulation (i.e. not only for students who matriculate to Kaplan, but also for those who wish to apply their credits toward transfer from a community college to other institutions).

Student Senate General Assembly is April 30 and May 1-2 in Los Angeles. Have set aside sessions for the CSSOs to meet with advisers.

- Celia to ask CSSOs for presentations and/or relevant topics to present

Jeff reported that the Dept. of Rehab. has approached us to work with them on pilot vocational projects

for people with developmental disabilities. Rehab has \$1 million/year in Federal funds for three years and would be interested in working with five colleges to develop pilot projects. Each would be designed to serve 20 students.

**Student Mental Health**—CCC is waiting for response from the Zellerbach Foundation and exploring other potential resources, including efforts to obtain funding for veterans' services. Celia cited that there are serious behavioral issues related to younger veterans who don't identify themselves as vets and whose problems become visible only when discipline problems arise. Pam reported that at her college there has been a significant increase in student mental health problems not associated with the veterans population. There is a need for referral of these students for a clinician's evaluation and a need for procedures that can effectively deal with the individuals and/or their behaviors as they impact the educational processes. Celia suggested that the CSSOs consider a workshop with Betsy Sheldon about what people on college campuses can do to manage difficult behaviors. Jeff suggested that Betsy be invited to the next CSSO meeting to discuss this. Jeff will discuss this with Betsy, and Linda and Pam will collaborate on planning the session.

**ASSIST**—Working on an updated program. Will be having transfer preparation workshops in Irvine and Foster City for counselors, and will invite CSU representatives

**Financial Aid**—College may not use Financial Aid (BFAP) funds to supplant cost of counselors in the general counseling ranks. However, exceptions are being made for the f.a. office to "buy" counseling time dedicated to/in their offices. New federal financial aid regs will hold colleges liable for defaults of students within three years. Direct loan programs coming....successful at Cabrillo, Dennis reports.

**Matriculation**—Sonia Ortiz-Mercado will be taking the lead on Matriculation and coordinating efforts.

**Early Assessment (EAP)**—Sixty college and CSU reps, as well as high school staff, attended a meeting last week looking at the Early Assessment Program for those who are part of the pilot.

Sarah Tyson:

**EOPS/CARE**—Have sent a request for information from coordinators of these programs about potential impact of budget cuts. Distributed draft annual report on the programs. A new approach to determining effectiveness of the programs has been taken to track students for six years. Linda reported that data show that EOP&S students are doing about as well as our other students; some may assume that they should be doing better. CSSOs need to communicate that this student population represents greater needs in terms of preparedness for success, and many more personal and financial challenges, than does the general student body. Celia suggested that the EOP&S students should be compared with a similar group, perhaps those who would be eligible for the services but do not participate. Dick suggested that persistence in college is an important element as well. Pam expressed concerns about how we interpret data and apply it to program changes in response to reductions in funds. We can improve college-level communication to ensure that our staff provide consistent information.

**CalWORKS Report** (Sarah and Bob, from CW Advisory Committee)

**Work study funds**—Depends on the \$6.25 million Federal funds the governor thinks should be made

available for this...the interagency agreement is in process, now at Dept. of General Services (DGS). Sarah commended the Dept. of Social Services for its thoroughness in the process.

There will be no extension beyond June 30 for expenditure of any funds. Eighteen colleges have responded to the query about their need for the additional funds, and according to Bob about half the colleges have indicated they do not want to receive the funds. Today is the deadline for colleges to report their need for the funds, but Linda said that colleges still can apply for the funds. Further communication should be clear that the funds are authorized for FY 2009-2010, which provides flexibility in where to apply this potential augmentation. There appear to be no plans as to what would happen if these funds are not spent. Meanwhile, we are awaiting allocation, around March 1, before colleges can begin to spend the funds. Concerns were expressed about the implications for our programs and for the state of not expending the funds, and the state's obligation to match the Federal funds. Bob reported that there has been some discussion of providing information to college administrators about appropriate strategies to employ the funds.

Bob asked members about the group's expectation of CSSO representatives to other organizations. Do we expect reports? Most of the advisory committees don't have a CSSO rep (such as financial aid).

- Celia will communicate to CSSOs who serve on task forces and committees about their roles regarding how they represent the Board and convey information back to the Board to the general membership.
- Celia and Linda will go through the list of CSSO reps and contact them

Student discipline bill status—Sarah and others met with Sen. Fong's staff about the veto of AB1400. The CCC counsel's opinion is that any progress would require legislation.

Cal Success—A Bay Area program aimed at food stamp recipients who are not CalWORKS recipients...a potential funding source, though not to supplant other work done through CalWORKS funds. Dennis' college is one of the pilot schools. He will report on this at the next meeting.

## **2. Item: CCCCSSAA Fiscal Report**

**Primary: Celia, Bruce**

Reports of revenue and expenditures were distributed in advance. It was noted that the adopted budget for 2009-2010 had been built on an assumption of 80 percent dues remittance. However, about half of that amount of revenue has been received and it will be necessary to review the allocations and make adjustments as necessary.

## **3. Item: Planning & Budget for Regional Meetings**

**Primary: Celia**

Some individual regions have held meetings. As of this date, there are no plans for Northern or Southern regional meetings comprising wider geographical areas. Celia noted that the budget includes allocations for these workshops, and that if there are no larger events the monies would be available to support the more localized meetings. Board members are to contact her regarding reimbursement for

meeting expenses.

- Regional reps who have not held a meeting are asked to schedule a regional meeting this semester.

#### **4. Item: CCCSSAA Scholarship program responsibilities & budgeting**

**Primary: Celia**

Board agrees with continuing the program.

- Celia will ask Lucha if she would handle it this year.
- The Board will need to include scholarship funding in the 2010-2011 budget, as the award is made in July.

#### **5. Item: ATB Testing**

**Primary: Bob Nadell**

Have experienced a low pass rate on ATB test; now using Accuplacer. Fewer than 18 percent of approximately 50 students have passed. Others have experienced similarly low rates. Many colleges are considering alternatives to Wonderlic, primarily because of the relatively high cost.

#### **6. ASCCC Report**

**Primary: Stephanie**

Plenary Dates—April 15-17 (Thursday-Saturday) at Burlingame Hyatt.

- Let Stephanie know if CSSOs will be attending; she will inform members of breakout session topics.

The Academic Senate had provided input on specifics as to course requirements on the proposed Transfer Degree. The Senate would always oppose any legislation that includes directives as to curriculum. Stephanie reported that the Academic Senate is widely viewed as obstructing progress but that now there is growing support for the Padilla Bill among various other constituencies. There is a task force dealing with how to address the legislation before spring plenary, but without the statewide body's direction. Have developed information for members in the field for discussions at local senates, then will provide six CCC Confer sessions during which statewide members can provide feedback. Asking whether members want them to try to preempt the legislation, participate in the drafting of the legislation, or do nothing.

#### **7. SACC Update Re: Prerequisites**

**Primary: Richard Mahon**

Had a discussion this week at SACC regarding Title V requirements for assigned square footage (ASF) to be provided for various types of instruction, i.e. lecture/lab. Space allocation formulas that in 1970 were intended to be temporary are still in place, after many changes, including OSHA, ADA, etc. Fred Harris has acknowledged the problem, says that he has attempted to address with the CCCO and the legislature, but has not been successful from his position. Has tried to get regs changed; says now that the support of SACC and others would be helpful. SACC recently expressed the position that the ASF issues are "not really a curricular concern." But, they have agreed that there is an issue with standards of construction that needs to be addressed and the Academic Senate would lend its voice to an effort to

provide colleges more flexibility in planning facilities. Richard has asked to meet with CBOs and Fred Harris to seek their support for taking a look at the language of the regs to see what might be proposed. CSSOs are interested in supporting and being part of the review group.

Prerequisites—SACC agreed at its recent meeting with the proposal, but wanted to be sure that the section addressing disproportionate impact stay in the regulations, and Title V language regarding multiple measures be strengthened. The second step in the process is to look at district policies about pre- and co-requisites and to revisit the model district policy. This draft can't be finalized until the review of Title V itself has been completed. His hope is that the BOG will see proposed changes by July; if approved, the proposed changes would be enacted via district curriculum processes for fall 2011. Plans are to devote a session at the beginning of the conference to curriculum. Richard asked the CSSOs for their reaction to the model district policy. Dick responded that the model policy should be reviewed and amended to ensure that operational details, such as prerequisite challenge timelines, be reasonable. Dick also suggested that a model policy should include active input of CIO and CSSO group. Celia expressed concern that the policy not be directive as to processes for implementation, and that other groups that administer and/or implement matriculation regs should be involved in the review of the draft model policy. Dick also asked that training be provided to local curriculum committees before they get involved with content review. Stephanie reported that a half-day session will be provided at the Curriculum Institute July 8-9-10.

#### **8. Item: Basic Skills Initiative—Review of Project**

##### ***Primary: Barry Russell***

Barry reported on a recent meeting about what the steps in the project should be. There will be a new statewide task force composed of members who have served on any efforts related to basic skills, including EAP, to ensure cohesion of efforts. Barry said that Basic Skills funds may go into the Flexibility category, colleges/districts would make local decisions as to whether/how to use the money. Work is going ahead on the assumption that basic skills will be funded for 2010-2011. He is interested in improvements in reporting on program implementation and outcomes. Barry reported that there has been some concern about "external groups," including foundations, developing initiatives parallel to the BSI. The CCCCO position is that there should be a singular statewide Basic Skills Initiative. Consideration is being given to having two arms of the BSI—one for professional development, the other in leadership, funded by funds that could be taken off the top of funds now committed to the colleges [says this was just an idea tossed out at a meeting]. Dick expressed interest in promoting networking within the college campus among staff involved with BSI students. Barry reported on how the LACCD has run its BSI grant-funded project to build social networks. Board members are interested in hearing about the progress and how it might benefit them.

Celia expressed concerns about the potential of diverting any funds from colleges' BSI funds to create another umbrella organization and recommended that this not be done. The Board unanimously agreed with this position.

Linda reported that the Student Equity Plans submitted five years ago are being incorporated in Matric site review process as well as BSI Action Plans. Awaiting draft reports from Academic Senate regarding equity.

Celia asked that the community colleges look at equity in terms of the BSI, which is supported by

research and more broadly institutionally-based than were the Student Equity Plans of several years ago.

- Celia will distribute to the board a working paper describing effective and equitable ways to deliver student services.

### **9. Item: CCLC presentations and identified needs**

#### **Primary: Stephanie**

Lori has reported to the Board by e-mail on the recent workshop at CCLC. State Academic Senate papers were presented on the use of paraprofessionals in counseling, and the position on instructional faculty advising. Stephanie will send these papers to the Board. Senate is encouraging colleagues to have conversations about these options when addressing current issues related to the levels of service provided.

Linda reported that Scott Lay at CCLC is having a meeting of “The Commission On The Future” this weekend. Board members had not received information; Linda will forward information to Board members.

Celia asked that regional reps consider Lori’s e-mailed items as topics for regional meetings.

### **10. Item: Statewide Student Services Council Update**

#### **Primary: Mandy**

Thanks to the research staff at American River College. Have received responses from 43 colleges on the survey instrument distributed in December. Mandy reported that many colleges had not yet really felt the impacts of the budget cuts during the fall semester; survey results were not what was expected for this reason, as colleges appeared to have staved off much of the immediate impact. The impact has been experienced so far in the level of programs and services. Cuts significant in matriculation, Puente, Imoja, tutoring, availability of classes. Do not have specific results on whether staff hiring freezes have been or will be enacted. Mandy expressed low confidence in the data because surveys appear to have been completed by multiple people at each college with varying understanding of some of the survey’s terminology and questions. Wide variation in results was found among the various programs. She will synthesize the results and distributed a report to the Board. Next time, will deploy an improved survey in mid-fall 2010 to gauge impact on colleges in the fall 2010 semester. Celia asks that we look at the survey results’ implications for student success.

### **11. Updates/Other/Future agenda items**

Dick—Asked that we can get an electronic vote on any changes to the Constitution. We need to distribute the current and the recently-drafted new Constitution and facilitate a process of voting in time for the end of this year.

Pam—COA requires that a coach cannot see team members more than one at a time prior to the season’s start, unless they are enrolled in an open class. With the potential cut in summer courses in physical conditioning, some colleges have staff talking about either community services courses or fund-raising to support off-season training courses, which would be inducements (i.e. scholarships) that

are not permitted. Pam will send us information from the COA following its upcoming meetings. She will also discuss with COA.

**Meeting adjourned at 3:10pm. Next meeting is Friday, March 26 at the Chancellor's Office**

Minutes recorded by Bruce Patt/2/26/2010

Reviewed and approved by Celia Esposito-Noy 3/4/2010

Reviewed, amended and approved by the CCCCSSAA Board March 10, 2010

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Celia Esposito-Noy, CCCCSSAA President