



## Student Services Deans & Directors

October 14, 2021  
1-2:30 PM, Zoom Call

SSDD charge: to develop, oversee, monitor, review, evaluate goals and make recommendations to the President regarding operations.

---

### AGENDA and Meeting Notes

Items for action are highlighted.

Add agenda item topic and name of person submitting.

#### VP Updates

1. MOU with Faculty – still in progress but moving forward with scheduling (10/13/21 email from VPSS)
2. Enrollment is Down – held harmless until 2024-2025, need to get back to 2019 numbers (at a minimum). Currently down ~1000-1200. Need strategies for the areas we can control. [Enrollment Update Spring Course Offerings presentation at the 10/12/21 Board meeting.](#)
3. Retention Efforts – Additional funding from the State (\$1M) - need a plan and strategies to keep students on track.

#### Discussion

1. [Spring 2022 Registration Dates](#): Should [Avance](#) continue as a priority group? SSDD requests schedule available 1 week before registration starts (Nov 8<sup>th</sup>). **D3 due on 10/28/21**
2. Support for Leigh Ann: food (Grub Hub, Uber Eats, Meal Train) - **Donald and Mary to set up**
3. Counselor workspace when transitioning back to campus (Lisa)
  1. laptop order for FT Coun has arrived - does anyone have a FT counselor who needs a laptop (laptop, mouse and docking station)?
  2. What else do we need? Monitor arms, additional monitors? Air filtration? What would be needed if alternate spaces are used? **Email Lisa for additional needs/strategies.**
4. Counselor Win & Spring Assignment Offers (Lisa) - MOU still pending, need to track both the acceptances and declined assignments.
5. Vaccine Mandate for faculty returning in Spring-deadlines. (Heba) [email sent 10/1/21](#) from Cynthia Nunez regarding Faculty vaccine mandates. Fully vaccinated by 11/19/21 with first dose by 10/16/21. Request for accommodations by 10/29/21.
6. Confirmation of hosting on campus events for high school students (Tam) - Senior Preview and Women's conference (OK if group is not too large, outdoors and follow safety procedures). **Establish an events review group? VPSS to discuss with Pres.**
7. Student Services Program Leadership Council (SSPLC) will reconvene and add a student to the composition.
8. Professional Learning – *Minding the Obligation Gap in Community Colleges and Beyond; Theory and Practice in Achieving Educational Equity*; Sims, Taylor-Mendoza, Hotep, Wallace and

---

SSDD TEAM: Brenda Beza (TRIO), Cecilia Rocha (Equity/RISE), Connie Gutierrez (DSPS), Donald Gordon (Financial Aid), Earic Dixon-Peters (Student Services), Francisco Suarez (Noncredit), Heba Griffiths (EOPS), Jessica Perea (Basic Needs), Leigh Ann Under (Admissions), Lisa Chavez (Counseling), Melba Castro (Student Success), Shaina Phillips (Student Life), Tam Contreras (Outreach), Yolanda Emerson (Student Affairs), Rachel Garcia (Admin Support)



## Student Services Deans & Directors

October 14, 2021  
1-2:30 PM, Zoom Call

SSDD charge: to develop, oversee, monitor, review, evaluate goals and make recommendations to the President regarding operations.

---

Conaway - How do we use these frameworks to inform our work and put into practice? **Please read Chapters 1 & 2 for discussion at next meeting.** AA is also reading and discussing.

### 9. Program updates

1. Yolanda: 1189 vaccines submitted, 56 religious, 4 pregnancy
2. Francisco:
  - i. Counselors in collaboration with the LA Assessor's office presented the pathway for employment for Appraiser Assistant program in the Real Estate courses
  - ii. Counselors completed the classroom orientations last week, 350 students were reached through this activity
  - iii. Counselors completed the guide pathways webpage for continuing education
  - iv. Counselors created counseling orientation and welcome videos for the landing page of the noncredit online application being launched tomorrow
  - v. Counselors continue to provide in-person counseling services at El Monte Adult School and Whittier Adult School

### Items for President's Cabinet Meetings (Tuesdays):

### Items for Joint Deans (Thursdays):

#### Dates to Remember/Reminders:

10/14/21 - Agenda Items DUE to VPSS  
10/16/21 - Deadline to submit proof of COVID vaccine-managers and faculty 1<sup>st</sup> dose  
10/16/21 - Boss' Day 😊  
**10/18/21 - Annual Program Plans and Reviews DUE (date extended)**  
**10/20/21 - Highlights and Events DUE**  
10/21/21 - Town Hall Meeting: Updates on COVID and Budget; 2 pm, Zoom ID: 634 1288 934  
10/28/21 - SSDD Meeting  
10/29/21 - Faculty Vaccine Accommodations DUE  
11/2/21 - Admin Council

Items for next meeting

- Pell numbers

#### 11/5/21 - Unit Plans DUE

11/10/21 - Tam's Birthday 😊  
11/10/21 - Board Meeting  
11/11/21 - Agenda Items DUE to VPSS  
11/11/21 - SSDD Meeting  
11/12/21 - Holiday, College closed  
11/15/21 - Spring 2022 Registration Begins  
11/17/21 - Highlights and Events DUE  
11/19/21 - Deadline to submit proof of COVID vaccine-faculty

#### 11/23/21 - Area Plans DUE

11/25/21, 11/26/21 - Holiday, College closed  
11/30/21 - Admin Council