<u>MINUTES</u>

ATTENDANCE: Eddie Perez, Cecilia Alvarado, Pamela Crampton, Nini Dyogi, Michelle Pfenninger, Rosa Ramos-Betancourt, Michael Medina, Oliver Thompson, Elizabeth Thompson-Eagle,

GUESTS: Miguel Contreras, Elizabeth Hilton, Kyla O'Connor, Inez Moore, Isabel Alanis, Sharice Fox, Jacquie Lesch, Gloria Aguilar, Kevin Wurtz

EXCUSED: Dr. FeRita P. Carter (sent proxy – Kyla O'Connor)

Quorum met

Student Hiring Practices

Dr. Inez Moore passed out fact sheet on student hiring procedures and practices

- Recruitment includes faculty recommendations, "word of mouth" inquiries, and posting like emails and ads. Candidates must meet eligibility requirements i.e. GPA, # of credits, demonstrated proficiency. Must complete successful interview. Student compensation is $11-$12 per hour
- Secure faculty recommendation, if applicable
    - Faculty are integral to the academic support model and process with recommendations, selection and training
        - Ask for referrals and recommendations and guidance
    - Issue concerning faculty recommendations – are faculty recommendations district wide or campus specific. There is a current issue of a faculty from another campus recommending student to RCC tutorial services. Any policy?
        - Should there be background checks – student found to have conduct issues after hiring for tutorial position
        - Students hired for tutorial services must have faculty recommendations, however past practice has not changed in terms of district wide or campus specific recommendations. Possible issues may occur if faculty recommendations from different campuses are not honored at RCC and there should be discussions on policy for faculty recommendations.
- Conduct clearance for student workers
    - Conduct clearance is voluntary. Conduct department at RCC only furnishes conduce clearances for student employment when a form is furnished to the student, they fill it out, and then Dean Alvarado does the conduct check. This is not a mandatory practice at this time.
        - There is no background check for students at this time

- Suggested that there should be a statement on application for student to volunteer past conduct issues with a checkbox, this is not currently utilized
- Background checks are costly and federal work study funds cannot be used to conduct background checks
  - Federal Work Study students' background is not part of eligibility process to receive work study, therefore this is not a question that can be asked on an application – board policy would have to be changed
  - Meetings with district council concerning this issue has been discussed and if pursued, must be changed across the board with asking student permission to do a conduct check, there is no cost
  - The Colleague software already has student flagged if there was ever conduct issues and these screens are only seen by certain administrators and staff with clearance
  - Conduct clearance is not mandatory at community colleges – this is mandatory at private schools, med schools and law schools, as well as Christian schools
  - Conduct clearance for every student employee is workload added, concern
  - Faculty suggesting access to Colleague's confidential screens for students with past conduct issues, concerns about confidentiality
    - Should ask Patrick Pyle about conduct files to hire students, can hiring managers have access to the confidential screens
  - Possible reporting changes to assess services by giving students an opportunity to survey their experience with student employees, specifically in tutoring services
    - Create a pattern or record of a student tutor as having issues, they can be trained or removed from the employment
- Recommendation for EPOC
  - The committee is still in discussion with the student hiring issue, however committee discussed possibilities of getting security clearance for conduct screens on Colleague for hiring managers
  - Suggested is to consult with District's legal on this issue of security clearance for student employment
  - Final recommendation to EPOC – the committee is still in discussion and understand what the liabilities are involved
  - Committee will invite Patrick Pyle to the next meeting

Constitution By-Laws & Responsibilities
Committee needs to review the by-laws and responsibilities before the next meeting
- Redesigning agenda to have the responsibilities outlined on the agenda
- Need committee feedback on any changes or suggestions for the committee's constitution
- EPOC would like us to report the feedback
- Eddie will send pdf of by-laws to committee

Student Life and Services Committee
- Sanctioning Guidelines
  - Committee is reviewing existing process and the sanctioning guidelines
  - Drafted documents for updated referral/reporting forms
    - Who will get it or how it will be received
    - RCC conduct matrix based on RCCD Board policy

- o Issues with El Camino's conduct process, specifically prescribed sanction for an offense
- o Committee prefers the student services perspective – utilizing the expertise of the conduct officers to sanction offenses
- o Committee suggests to use varied level sanctions assessing the severity of the offense with current conduct policy, but always with the caveat that the conduct officer has some leeway addressing that individual situation with appropriate sanction
- o The success of the student at RCC is still priority
- o Close to final draft
- o Did not get feedback from the Norco or MVC
  - ▪ Is there a draft to take to EPOC?
  - ▪ Suggested to send out the draft to get more feedback from student services, noting areas for improvement
  - ▪ Eddie will take the draft to EPOC with the caveat that document is a rough draft and there still needs to be fine tuning. This recommendation has not been approved by the entire committee
  - ▪ Maxient is a new software and being tested for the conduct process
    - • District approved software that is being pushed and committee needs to decide quickly how to utilize this software – how to submit a report, how to write the letter, to sanctions applied
    - • Input the process quickly so we can set it up in Maxient
    - • Clarity of process is necessary to define roles
    - • Minimize confusion, easy to fine, communication is reported and reported within the process
    - • Timeline for completing the process is summer
- o Final recommendation to EPOC is to give the committee more time to discuss and prepare the conduct process
- o Motion to delay and give more time to the Student Life and Services committee – motion to delay by Rosa Ramos-Betancourt
- o Motion seconded by Cecilia Alvarado
- o The vote carried the motion

🞣 Reports
➢ Standard IIB & Standard IIC:
Meeting was meeting with both groups last week by Dr. Chicoye
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- • Standard IIB has not been changed, the order was changed in the report but the reporting remains the same
  - o Went online to review Chaffey College's Standard II – checked their evidence for possible gaps or what could be missing in our reporting
  - o Sent Chaffey's Standard IIB to the committee for their review and comparison
  - o Cal State Fullerton went through accreditation last year
  - o Need to shorten report so pulling links for evidence
    - ▪ Bullet analysis is only necessary at this time
  - o EPOC is requesting rough draft by May 3rd
    - ▪ Bullets for evidence, bullets for gap analysis and possible write up, but what is necessary the worksheet filled out

- Overarching is necessary
- Emails have been sent to all the Student Services staff for evidence on IIC
- Must be turned in to EPOC on May 3rd

Next Prioritization
- ## Joint leadership council for prioritization
  - Opportunity for departments identify needs and start getting evidence and arguments in line for funding
    - Recommendations went forward to the President, but some items did not make onto the agenda because it was last minute
    - Need to relay to departments information from this meeting about prioritization process and necessary steps to be prepared for the ask
    - Program review takes two years from submission to be discussed for funding; requests are generated through program review
    - Use program review for department needs discussed at joint leadership council for prioritization

New Business
- ## No new business

Meeting adjourned: 1:49pm