

Student Services Area Council Zoom Meeting  
May 26, 2020, 3:30pm-4:30pm

Chairperson: Ross Miyashiro

Recorder: Lucy Nelson

Members: April Bernabeo, Breeanna Bond, Angie Cholico, Marco Colom, Junnette Fariolen, Jackie Iniguez, Brian Krause, Ann Libadisos, Toni Newman, Diane Swendell, Henry Ta, Nina Wong

Attendees: April Bernabeo, Marco Colom, Junnette Fariolen, Jackie Iniguez, Brian Krause, Ann Libadisos, Ross Miyashiro, Lucy Nelson, Toni Newman, Diane Swendell, Henry Ta, Nina Wong

The meeting began at 3:31 p.m.

Old Business/Minutes from May 12, 2020 meeting

1. Zoom meeting structure – please raise your hand when you wish to speak and you will be called in order.
2. Virtual Commencement - 575 students submitted photos with over 300 students in their cap and gown.
3. Major budget cuts will come after August 2020.

Feedback on Core Mission

STUDENT SERVICES VISION AND VALUES

Our Vision: To streamline educational processes for students to help realize their strengths, passion and goals.

Our Values: We promote a positive student-centered campus environment for students & staff by striving for accountability, honesty, trust and ethical practices and promoting a “service attitude.”

WHAT WE HAVE PRIORITIZED TO WORK ON:

- Warrior Experience
  - Maximize, Innovate, and Integrate Technology
  - Map and Evaluate Processes for Simplification (focus on budget and how we shift things)
  - Inspire Warrior Pride through Intentional Marketing and Consistent Messaging
1. Each department manager will be asked to prepare for budget cuts by using a budget review sheet to cut 10% from their budgets. To avoid layoffs and furloughs, each division will be asked to prepare to cut 10% from their total budget. The SEA Program will be asked to cut 15% of their budget. Furloughs are unpaid days. SRC may be working with Academic Affairs on their budget cuts. There will be no cuts to health and safety, i.e. Campus Police and Health Services.

2. Follow-up/follow-through and one-on-one personalized touch for our students was recommended at our last meeting. How can we do this if we get rid of all our TNCs? Proposed utilizing Federal Work Student (FWS) students to collect data to ask questions of new and returning students. Data would be given to classified staff to use for follow up with the students. This practice is being done now in Outreach with the student ambassadors and staff, following up with students individually after student online orientations and drop in registration.
3. Travel and conferences will be eliminated except for contractual obligations. Expensive memberships, like NASFA (\$15,000), will be cut. Some special assignments will be cut (i.e. to attend a meeting), while some cannot be cut.
4. There will be an August revise of the state budget. June or July is the deadline for state income tax and property taxes so the state will not know how much they will receive until then.
5. Discussed experience dealing with budget cuts in 2007-08 at another district. Positions such as registrar, analyst, administrative assistant, and two top managers in financial aid were cut. And there was one furlough day a month. Eight majors were eliminated.
6. During 2008-09, 98% of hourly employees were cut at ECC, but there were no furloughs or full-time jobs lost. Funding from ECC's partnership with Compton during that time helped to avoid layoffs and furloughs. Full-time staff had to cover the workload for loss of hourly employees.
7. Other topics to add to the budget review table? Suggestion was made to add:
  - a. Campus Events & Speakers
8. Other Suggestions:
  - a. Decrease the number of times we get paid a month or eliminate mailing checks.
  - b. Merge programs – partner and collaborate with other departments. Share supplies and temporary staff. May be difficult to give up control which is common in higher education.
  - c. Charge employees for parking (but parking fees are restricted funds and can only be used for parking).
9. This is a long-term effect, not a quick solution. The state will begin deferring money to the colleges which will create a cash-flow problem.
10. If enrollment goes up or down, it will not affect our apportionment. Enrollment funding will be 'held harmless'.
11. Fees not affected: ASO student fees may have a higher revenue stream due to increase in students attending (unless they opt-out) and Health Services fees - a mandatory Ed Code fee (difficult to opt-out).
12. Hard decisions will be made in preparation for August. Start forming working relationships and make processes more efficient. Since COVID-19, we have seen an improvement in processes. No plans to cut student ambassadors.

The meeting ended at 4:35 p.m.