



Auxiliary Services Committee Minutes



Facilitator: Dr. Michelle Garcia
Date: 10/14/2021

Time: 1:00 p.m.

Recorder: Dorothy Bush
Location: Zoom

<p>Vision: Compton College will be the leading institution of student learning and success in higher education.</p>
<p>Mission Statement: Compton College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. Compton College provides solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.</p>

ATTENDEES:		
<input checked="" type="checkbox"/> Trapp, Eboni	<input checked="" type="checkbox"/> Bush, Dorothy	<input checked="" type="checkbox"/> Howard, Genee
<input checked="" type="checkbox"/> Dominique Ellis-Dorr	<input checked="" type="checkbox"/> Clark, Lewis	<input checked="" type="checkbox"/> Dawson, John'Ta
<input checked="" type="checkbox"/> Bernaudo, Jose	<input checked="" type="checkbox"/> Garcia, Michelle	

<h2 style="margin: 0;">Minutes</h2> <ul style="list-style-type: none"> - Introductions - Roll call: Everyone is in attendants. - Committee Purpose <ul style="list-style-type: none"> - Dr. Garcia stated, Dorothy serves as our Classified person that assist us with note taken. - Dr. Garcia thanked everyone for being at meeting, it's a fun committee because we get to give funding out for support to our students and the programs that's put on by our faculty and staff to get students to where they need to be and to support them outside of the classrooms. - ASC receives funds from several different sources mainly from; <ul style="list-style-type: none"> - Cafeteria (collections from sells of food) - Student Fees (comes from student activities) - Vending Machines (collections from sells of food, etc.) - Dr. Garcia shared screen of the agenda with committee. - All of these fees are put in one account and that account goes toward student programming. Part of what ASC does is to put out a call for funding to see if staff want to do additional outside workshops, training and students focus programming. Review applications and as a committee, we decide where we want these dollars to go. - Usually, it's a semester long process but, we don't meet very often. So, what we're going to do today, is go over the process itself to the beginning to the end and look at the timelines. Let me know if this timeline work for you, have suggestions or edits to this timeline that we're going to put forth. - Review of application process <ul style="list-style-type: none"> o President and/or VP of Student Services sends out a call for proposals <ul style="list-style-type: none"> - For those of you who are new on this committee, it's important to know all the steps. We start with the President and Vice President, Student Services, they send a call out for proposals based on our recommendations. o Applicants submit forms by the deadline <ul style="list-style-type: none"> - Today, we're going to decide what those dates look like.

Auxiliary Services Committee Minutes

- Applicants then submit forms by the deadline, it's an online fillable PDF that they submit with their programming ideas along with any back up paperwork that would back up their proposal.
 - o Committee reviews submissions and decides who they would like to move forward
 - After we receive all the forms, as a committee, we review the submission and decide who will move forward. We invite applicants to come and meet with us doing one of our meetings. They do a presentation (PowerPoint). They talk about what their program is about, goals, what students their going to serve and capacity.
 - Last year, we didn't receive too many applications. We had two different rounds, the first round was in the fall term, we only had three applications and the second round, we had 5 applications in spring term. In the past, they had much more applications, it really boiled down to ranking the proposals and seeing who come out on top because we couldn't fund all the proposals in the past. Because of the proposal submission have been small last year, we were able to fund everyone who asked for funding. We don't know what the case may look like this year. If we get a lot, as a committee will have to rank, but if we don't get a lot, then we can agree as a committee to hear all participates, if we believe all applicants are strong.
 - Any questions, so far.
 - **John'Ta:**
 - What is being done basically, like let it be known when the applications are open or being open?
 - **Dr. Garcia:**
 - There are two different ways; First, the President or VPSS will send out a call for proposal, then it will go out to faculty, staff, etc., and then will reach out to Andree or Chris, they will send out a call for proposal to everyone connected to Student Development. Those are the two ways that we market. Also, will send to Heather Parnock who handles the online calendar, she will send a notice out as well.
 - o Presentation meeting with chosen applicants
 - Committee meets with the applicants. Applicants present their PowerPoint presentation to committee. After presentations, we stay and decides who we want to fund and at what rate and how much to give to each applicant. As a committee, we decide that once we made those decisions, we move those recommendations forward to the President.
 - o Committee makes funding recommendations to President for review
 - President will either approve recommendations that we offered or suggest adjustments.
 - In the fall term, all three proposals that we put forward were approved by the President. However, in spring term, there was an Athletics proposal that were a bit higher and considering that, they received funding from a different entity on campus. The amount that we put forward was lower to \$22,000, so we didn't have that other piece of information. It's helpful when it goes to the President because the President knows where all the funding is being moved or allotted from. He can give us additional information that we need to know. We still were able to fund the Student Athletes, just not at the rate that we had originally put forward.



Auxiliary Services Committee Minutes



- President approves or suggest adjustments and ASC Chair notifies committee and applicants of the outcome.
 - After, President approve or give adjustment recommendations, we will move forward with the final recommendations.
- ASC Chair works with Business Office to disburse funding
 - As the Chair, she will work with the Business office to disburse funds to applicants. So, those that applied for last spring term, they have received their funding that they applied for.
 - There were five applicants that we approved; Transfer & Career Center, STEM, Athletics (missing one more).
 - Any questions, comments or concerns?
- **Review of PDF Application**
- **Dr. Garcia Shared screen and discussed the PDF application with committee.**
 - **NOTED:** For the Co-Curriculum and Extra-Curriculum programming. It need to be geared specifically toward students and only students. We have had a staff in the past to request funding for an extra hourly or provisional staff and that is not allowed. These funds must be for students and cannot be to pay any kind of staff or extra faculty payment.
- **Review of proposed timeline for application submission and processing**
 - Today, October 14th – Discussion of proposed application and timeline
 - Monday, October 18th – Send out applications campus wide (no meeting)
 - November 3rd at noon – Deadline for submission of applications (no meeting)
 - **November 4th – Review of applications (ASC MEETS)**
 - November 5th - Invitations sent out for presentation meeting (no meeting)
 - **November 18th - Funding request presentations and funding decisions made (ASC MEETS, may need to be a longer meeting)**
 - November 22nd – Submit recommendations to President Curry
 - December 14th – Notices are sent out to budget managers
 - **Motioned to approve timelines**
 - John'Ta – 1st motioned to approve
 - Dominique – 2nd motioned to approve
 - All in favor - Yes
- Dr. Garcia will update application ASAP and will send out to committee first for final review before she forward out to our leadership team to disburse out to campus.
- Thanked everyone!

Meeting Adjourned: 1:30pm

Next Scheduled Meeting: November 4th, 2021 at 1pm