Recruitment & Retention Organizing Committee

Meeting Agenda (Minutes)
Friday October 26, 2017 | 10AM-12PM - Meeting Room A

Call to order - Suzanne called the meeting to order at 10:10 am

Role Call
- Activism & Advocacy Chair: Mina Acebu (Present)
- Board Chair: Suzanne Vue (Present)
- Campus Community Chair: Quinton Cabellon (Present)
- Finance Chair: Alia Cortez-Bridges (Present)
- Recruitment Chair: Faby Camacho (Present)
- Retention Chair: Alicia Garcia (Present)
- Secretary: Dave Ivan M. Cruz (Present)
- ASUCD: Ko Ser Lu Htoo (Present; left at 12:11 PM)
- GSA: Pending
- Student Affairs: Cirilo Cortez (Present)
- Ex-officio:
  - aa valdivia (Present)
  - Krissy Ocampo (Present)
  - Liliana Robles (Present)
- Student Assistant: (Present)
- Community members: Mayra Llamas, CRRC Executive Director

Minute Approval
- Friday, October 19, 2018
  - Alia moved to approve the minutes from October 19, 2018.
    ■ Ko seconded.
    - 9-0-0 (motion passed)

Adoption of the Agenda
- Quinton moved to approve the agenda with flexibility
  - Dave seconded
    ■ 9-0-0 (motion passed)

Finance
- Proposals
  - Budget Amendments
  - SyL Fall Quarter Mini Retreat (Efren Diaz)
    ■ Tabled by Faby.
  - Native Community Feast (Quinton Cabellon)
- Catering from UC Davis
- SCC MPR is reserved and the only available room to accommodate about 70 people is the International Center’s MPR
- **Alia moved to approve $2,465.00 for the Native Community Feast.**
  - Alicia seconded.
  - 8-0-1 (motion passed)

**Pre-approved Proposals:**
- SRRC & ICC Diversity in the Workplace Panel: Navigating the World of Work as a First Generation Professional (Krissy Ocampo)
- GAAAP Sunday Writing Retreat (Alicia Garcia)
- Graduation Cap Beading Circle (Quinton Cabellon)
- Graduate Student Mixer (Alicia Garcia)
- CSUS College Motivation Day for High School Native American Students (Lindsey Balidoy)
- Sacramento City Unified School Districts College Admissions Workshop/DQU Veterans Pow Wow (Lindsey Balidoy)
- High School Outreach con Grant High (Raudel Carrillo)
- Tabling Event-Generation Comeback: Hmong College Fair (Dao Vang)
- Halo-Halloween (Mina Acebu)
- C.A.R.E. Reveal (Shayla Phothisene)
- Hmong Student Union GM (Suzanne Vue)

- **New Front Desk Computer**
  - Need an update because the front desk computer is slow and that it affects the work.
  - Willing to explore other options as replacement.
  - **Quinton moved to purchase 21” desktop computer ($1100)**
    - Alicia seconded
    - 9-0-0

**Unfinished Business**
- Staff Concerns
- **Protocols for Shutting Down the SRRC - Revisit, Revise**
  - AFSCME Solidarity Shutdown
  - Clarifying RROC’s stance on shutdown
    - Address at staff meetings
    - E-mail to the entire staff
  - Will be a process that SDs will be taking a lead on but will update RROC as new or amended information arise.
- **COSAF Presentation/Follow-Up Questions**
  - Moving forward, better preparation for student staff to present.

**New Business**
- Operations Director position
  - SRRC Career Staffing Timeline
What are some of the structures we have played around with or talked about in the last 18 years?

- For a large part of the SRRC’s career staffing history, we have had only 2 career staff who would split many responsibilities.
- In the last 7 years, the scope of our programs has expanded so much - before, there was only 1 overnight youth conference and a few overnight leadership retreats. Now, every program has the opportunity to do these things.
- 2 people is not enough to do all of the work that the career staff have to do.
- We also do not have financial capacity to hire more than 3.5 FTE.
- We should also not go below 3.5 FTE UNLESS we scale back the staffing and programming.
- What does reorganization look like for 3.5 FTE?

○ Model moving forward
  - 1 Operations Director
  - 2 Community Advisors
  - .5 Office Coordinator

○ Next steps
  - Mayra will send job description for review
    - SDs/RROC will review and provide feedback
    - Share during your staff meetings to get feedback
      - Some guiding questions can be provided
  - Position needs to be approved by AVC and VC
  - Position needs to be approved by HR
  - Start putting together the hiring committee (Recruitment Advisory Committee)
  - Post the job description
    - Will be posted widely
    - Must be posted for a minimum of 2 weeks
  - Review applications
  - Invite for video interviews
  - Invite for on-campus interviews
  - Offer/negotiation

• Strategic Plan for SRRC
  ○ Funding?
  - Sources
    - Student Affairs
    - COSAF- CPI
    - UCOP- SAPEP
    - Graduate Studies

Committee Updates
• Activism & Advocacy:
  ○ Meeting today with AEVP to discuss PAB

• ASUCD:
  ○ ASUCD Elections
  ○ Wrote resolutions on various on campus and community issues

• Board:

• Campus Community:
  ○ CUAB Meeting (brainstorm ideas for the year, topics to bring up to the chancellor)
    ■ Discrimination, Safety, Hiring, Health & Wellness, Career Staff Retention

• Finance:
  ○ Follow up on ABC’s Budget on possible inconsistencies with Grant Proposal approved. Will ask for clarifications

• GSA:

• Recruitment:
  ○ CAMP Info Sessions (~20 mentors; ~50 participants)
  ○ Planning process of 1-day conference (middle school, community college -- to focus more)
    ■ COLLECTIVE Staff met with UCD Undergraduate Admissions

• Retention:
  ○ Meeting from 1-2, today, 10/26
  ○ Subcommittees within the Retention Committee.

• Administrative:
  ○ VIP Info Session had about ~10-15 in attendance.
  ○ Will be talking about whether or not we’ll make attendance in Info Session as a mandatory consideration for accepting/rejecting applicants next Monday.
  ○ VIP Info Session 2 (11/05 - 4-5 PM - SRRC Lounge)
    ■ 35 Applications so far.

• Student Affairs:
  ○ New Student Affairs Organizational Chart
  ○ API Initiative coming along
  ○ HSI Initiative next week (town hall)

• Career Staff:
  ○ Fil-Am Pages & SEA Pages - New model with Guidebook (online platform)

Community Updates
• ACE:
• AIRR:
• BRIDGE:
• COLLECTIVE:
  ○ Transfer Community Meeting was a success with 24 attendees in total (including staff).
  ○ Transfer Hours is doing pretty well with about 8 students from yesterday.
  ○ Next Collective Meeting: TCM debrief; Hiring Retention Coordinator
1-1s with all staff next Friday.

- GAAAP:
  - Holistic practices for Grad Students for Grad School applications

- SAFE:

- S.O.L. y L.U.N.A:

**Announcements**

- Student Life staffing updates
  - CRRC Executive Director - Mayra Llamas
  - Academic Retention Initiatives Executive Director - Kayton Carter
  - ASUCD Business Manager - Greg Ortiz

**Adjournment**

Suzanne adjourned the meeting at 12:15 PM