



Educational Support Services (ESS) Operational Group

NOTES

October 2, 2025

9:00 am to 10:00 am

[ZOOM](#)

Council Members

Name	Title	Attendance
Adrienne Garay Lee	Vice President, Student Services - GC	<input type="checkbox"/>
Annalinda Arroyo	Curriculum Committee Chair or Designee - CC	<input checked="" type="checkbox"/>
Barbara Gallego	Associate Vice Chancellor, Ed Support Services (Chair)	<input checked="" type="checkbox"/>
Courtney Willis	Dean, Student Services - GC	<input checked="" type="checkbox"/>
Danya Sanchez	ESS Business Analyst, District	<input checked="" type="checkbox"/>
Jeanie Machado Tyler	Vice President, Instruction - CC	<input type="checkbox"/>
Jenny VandenEynden	Faculty Chair of Chairs - GC	<input checked="" type="checkbox"/>
Joan Ahrens	Interim Vice President, Academic Affairs- GC	<input checked="" type="checkbox"/>
Kerry Kilber Rebman	Associate Vice Chancellor, Technology - District	<input checked="" type="checkbox"/>
MariaDenise Aceves	Articulation Officer- GC	<input type="checkbox"/>
My-Linh Nguyen	Counseling Department Chair - GC	<input type="checkbox"/>
Natalie Ray	Counseling Department Chair- GC	<input type="checkbox"/>
Ruth Alcaraz	Director, Admissions & Records - GC	<input type="checkbox"/>
Tashaurie Rogers	Director, Admissions & Records - CC	<input checked="" type="checkbox"/>
Vivi Ricardez Veasey	Articulation Officer - CC	<input checked="" type="checkbox"/>
Victoria Marron	Vice President, Student Services - CC	<input checked="" type="checkbox"/>

Vacancies

	Instructional Dean	<input type="checkbox"/>
	Student Services Dean, CC	<input type="checkbox"/>



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Resource Personnel:

<i>Brianna Hays</i>	<i>Sr. Dean, College Planning and Institutional Effectiveness - GC</i>	<input checked="" type="checkbox"/>
<i>Diana Kiryakous</i>	<i>Director, Financial Aid - GC</i>	<input checked="" type="checkbox"/>
<i>Jennifer Fujimoto</i>	<i>Senior Director, Fiscal Services - District</i>	<input checked="" type="checkbox"/>
<i>Rachel Anderson</i>	<i>Director, Financial Aid - CC</i>	<input checked="" type="checkbox"/>
<i>Tate Hurvitz</i>	<i>Sr. Dean, Institutional Effectiveness, Success and Equity- CC</i>	<input type="checkbox"/>

Meeting Objectives
1. BPs & APs Level Setting
2. Familiarity with AP Review Process

Agenda Item	Documents
Start Time: 9:02 a.m. Barbara welcomed members and expressed her excitement at finally establishing an Operational Group, noting that it has been much needed.	
A. Operational Group Training 1) Barbara reviewed the training and asked members to review the new Governance & Operational Handbook. 2) Charge & Composition – Classified Senate (a Governance group) was assigned in error. Andrew attended in Ruth's absence. Two vacancies were noted; Barbara will reach out to GC. CC representation is pending staffing changes. 3) Barbara shared that she received a request to review student overload as part of the review process. Research is compiling data, and this topic will be on the November agenda.	Operational Group Training NEW Governance & Operational Handbook



Agenda Item	Documents
<p>B. Procedure for Responding to Identity Theft in Enrolment Standard Operating Procedure (SOP)</p> <ol style="list-style-type: none">1) Barbara emphasized the need to develop a procedure in response to incidents of fraudulent student enrollment using stolen identities. This has impacted legitimate students, who are requesting resolution.2) Draft SOP – Discussed by the group; Barbara will complete revisions using track changes. The procedure will be finalized promptly. A student-facing SOP is also being developed and will be posted on college websites.3) Next Steps – Barbara will email the Draft SOP to members and request feedback by Monday, October 6.	
<p>C. Board Policies (BP) & Administrative Procedures (AP)</p> <ol style="list-style-type: none">1) Due to time constraints, the BP & AP Review Process and 2024–2025 Approved BP & APs were not shared but are linked in the meeting notes. Amber provided a brief overview of the review process.2) The Operational Group OneDrive was reviewed:<ul style="list-style-type: none">• PDF of CCLC revisions (track changes visible).• Word documents for recommendations (via track changes).• CCLC templates.3) Members have view-only access; reviewers will be provided edit access.4) Barbara reminded members that BP/APs must align with CCLC templates. Legal language is required and should not be revised. The group will review and update local procedures as appropriate.	<p>BP & AP Review Process</p> <p>2024-2025 Approved BP/APs</p> <p>ESS Operational Group OneDrive</p>
<p>D. Administrative Procedures</p> <ol style="list-style-type: none">1) Due to time constraints, first readings were not completed. Barbara assigned review steps, noting that additional reviewers can be added as needed.2) While not ideal, Barbara explained that this rolling process will continue to ensure 2025–2026 AP priorities are complete.3) ESS will send email notifications, instructions, and OneDrive edit access to reviewers.	



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1 st Read	
<p>1) 5030: Student Fees Accreditation Expiration: October 2023</p> <p>NOTE: 1st Read @ April SISC</p> <p>Review Steps: Barbara Gallego, Jennifer Fujimoto</p>	<p>AP 5030</p>
<p>2) 5040: Student Records, Directory Information, and Privacy Accreditation Expiration: October 2023</p> <p>NOTE: 1st Read @ April SISC</p> <p>Review Steps: Barbara Gallego, VPs of Student Services, Kerry Kilber Rebman</p>	<p>AP 5040</p>
<p>3) 5500: Standard of Student Conduct Accreditation Expiration: October 2023</p> <p>Review Steps: Dean, Student Engagement & Belonging, VPs of Student Services - Review with BP in ESSC review</p>	<p>AP 5500</p>
<p>4) 3225: Institutional Effectiveness and Planning Accreditation Expiration: October 2024</p> <p>Review Steps: CPIE Deans – Review with BP in ESSC review</p>	<p>AP 3225</p>
<p>5) 4222: Pre-Collegiate Basic Needs (AP Only) Accreditation Expiration: December 2024</p> <p>Review Steps: Jeannie Vanden Eynden, Annalinda Arroyo, VPs of Instruction/Academic Affairs</p>	<p>AP 4222</p>
<p>6) 4105: Distance Education Accreditation Expiration: April 2024</p> <p>Review Steps: VPs of Instruction/Academic Affairs should lead and involve appropriate Deans and faculty members</p>	<p>AP 4105</p>



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<p>7) 4070: Course Auditing & Auditing Fees Expiration: March 2021</p> <p>NOTE: 1st Read @ April SISC</p> <p>Review Steps: In review with the ESSC as a rollover from SISC review</p>	<p>AP 4070</p>
<p>8) AP 4030: Academic Freedom Accreditation Missing AP</p> <p>Next Steps: We do not have AP, awareness, this is optional since we have the BP</p>	<p>N/A</p>
<p>9) AP 4026: Philosophy and Criteria for International Education Missing AP</p> <p>Next Steps: May not need AP, Barbara to update in November</p>	<p>N/A</p>
<p>10) AP 4225: Course Repetition CCLC language Expiration: February 2023</p> <p>NOTE: 4th Read @ June SISC, BP approved</p> <p>Review Steps: Ruth Alcaraz, Tashaurie Rodgers, VPs of Student Services, Barbara Gallego</p>	<p>AP 4225</p>
<p>11) 4050: Articulation Accreditation Expiration: October 2023</p> <p>NOTE: 2ND Read @ SISC, 6-2-25 – Review college revisions</p> <p>Review Steps: VPs of Instruction/Academic Affairs, Vivi Ricardez Veasey, Dee Aceves - in review with ESSC as a rollover from SISC review</p>	<p>AP 4050</p>

Next Meeting Date:

Thursday, November 6th, from 9:00 to 10:00

[ZOOM](#)