

CEER MEETING MINUTES

Location: Zoom
Date: 3/06/2025
Time: 2:00 p.m.
Facilitator: Vy Le,
Monica Cappiello

Attendees:

Vy Le, Monica Cappiello, Raymond Gamba, Jesse MacEwan, Simeon Castro
Invited Counselor: Jennifer Harper, Stephanie Ramos, Susan Myers

**Notes Taken by FathomAI*

Meeting Purpose

Review and discuss ongoing CEER Committee initiatives and new proposals.

Key Takeaways

- Committee agreed to revise counselor evaluation form, using mental health counseling form as a template
- COVID tracking to be phased out at end of semester; committee suggested communicating change and providing resources
- New "Council for Peaceful Resolution" (CPR) program proposed to handle informal workplace conflicts before HR involvement

Topics

Counselor Evaluation Form Revision

- Current form in contract is very basic with open-ended questions
- Committee agreed to adapt mental health counseling form for general counseling use
- Jennifer Harper to draft revised form for counselor review before bringing back to CEER
- Goal is to get more useful, specific feedback while keeping form concise

COVID Tracking Protocol

- Committee agreed COVID tracking is no longer effective or necessary
- Recommended phasing out at end of semester without formal announcement
- Suggested providing COVID tests for employees to pick up voluntarily
- Proposed creating faculty resources on handling sick students/contingency planning

Block Scheduling / Reduced Hours

- Discussion tabled until more analysis done on impacts of new standardized accounting (starting July 2026)
- Potential to allow more flexible class times/durations, but would require significant planning
- Ray Gamba to research further before bringing concrete proposals

Council for Peaceful Resolution (CPR) Program

- Proposed informal conflict resolution body to handle issues before HR involvement
- Would consist of trusted representatives from faculty, staff, management
- Need to determine selection process, training, scope of issues handled
- Vy Le to send draft application and program details for committee review

Next Steps

- Jennifer Harper to draft revised counselor evaluation form for review
- Vy Le to send CPR program details and draft application to committee
- Ray Gamba to research block scheduling/reduced hours impacts further
- Committee to review CPR materials and provide feedback on implementation

Action Items

- Draft updated counselor eval form based on mental health form; remove mental health specifics
- Invite Lori Silverman & Chris Warden to next CEER mtg re part-time scheduling forms
- Send group CPR info - AP, duties/roles, training reqs, draft application for members