Maricopa County Community College District Minority Male Initiative Male Empowerment Network (MEN) Program



Operating Procedures and Chapter Guidelines

2021 - 2022



District Office of Student Affairs

MARICOPA MEN PROGRAM Operating Procedures and Program Guidelines

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1. HISTORICAL SUMMARY

The Minority Male Initiative (MMI) was created to improve the retention and degree completion rates of minority male students attending the Maricopa Community Colleges. The MMI Program was initiated in response to both national and Maricopa data (from the 2008 Annual MCCCD Monitoring Report). National research indicates that Minority Males are not attending and/or graduating from college at the same rate as their female or male counterparts. The District Monitoring report indicated that minority students, in particular minority male students, were underperforming, had higher program non-completion and course withdrawal rates, and that Black and Hispanic males had lower persistence rates than any other group.

In 2013, the MMI program was redesigned to provide a more structured and outcome based approach to how it supports students. The District Office of Student Affairs collaborated with the colleges to establish Male Empowerment Network (MEN) Chapters at each site. The MEN Chapters are led by student officers and supported by a Program Coordinator/Adviser(s). The colleges have designated college staff members to lead and guide the chapters. The Chapters participate in college and District support activities that support student success.

MEN Chapter Locations

Chandler Gilbert Community College Gateway Community College Mesa Community College Phoenix College Scottsdale Community College Estrella Mountain Community College Glendale Community College Paradise Valley Community College Rio Salado College South Mountain Community College

2. PROGRAM GOALS

The goals of MEN are to

- Increase the access, persistence, and graduation/transfer rates of minority male students
- Connect minority male students with academic, career, and professional support resources and services
- Create a culture of success and empowerment among minority male students

3. MISSION STATEMENT

Connect. Commit. Complete Your Goals!

4. PROGRAMMATIC PURPOSE & THEMES

The purpose of this program is to actively explore, coordinate, and implement strategies that improve the access and persistence rates of minority male students in the Maricopa County Community College District. Each college campus will develop and support a MEN Chapter at their respective college. The activities of MEN are intended to enrich the lives and experiences of its students through providing academic guidance and enrichment, personal development experiences, activities aimed at cultural exposure and professional networking opportunities. MEN activities are aligned with the programmatic themes of *Empowerment, Engagement, Success, Leadership and Brotherhood.*

5. MARICOPA COMMUNITY COLLEGES GOVERNING BOARD OUTCOMES

The MEN Program is aligned with the MCCCD Governing Board outcomes by improving retention rates and closing the achievement gaps for Minority Male Students. MEN Program participants are exposed to numerous MCCCD academic and professional/personal support services, activities, and events.

The Governing Board Outcomes are:

- 1. University Transfer Education and General Education
- 2. Workforce and Economic Development
- 3. Developmental Education
- 4. Community Development and Civic and Global Engagement

6. PROGRAM OPERATION

The MEN Program is coordinated and supported by the MCCCD Division of Academic Affairs and Student Affairs and is based out of the District Student Affairs Office. This coordination includes, but is not limited to:

- Providing District-wide program direction and alignment with the MCCCD Governing Board Outcomes
- Providing District support to each campus program; including but not limited to advocacy, promotion, and updating external/internal stakeholders
- Seeking additional funding to assist in program coordination and student scholarships
- Facilitating coordinator/adviser meetings
- Facilitating District-wide recruitment, retention, and persistence efforts
- Maintaining communication among all the campus MEN programs

7. STUDENT ELIGIBILITY

- Members of the MEN Chapter must at least be enrolled in six (6) or more credit hours
- Members of the MEN Chapter must maintain a minimum 2.0 grade point average
- Members of the MEN Chapter must participate in student group meetings, campus, and district events

8. MEN CHAPTER GUIDELINES

Chapters

Each college will develop and support a MEN Chapter at their respective college. The activities of MEN are intended to enrich the lives and experiences of its members through providing academic guidance and enrichment, personal development experiences, activities aimed at cultural exposure and professional networking opportunities. MEN activities should be aligned with the programmatic themes of *Empowerment, Engagement, Success, Leadership and Brotherhood.*

Membership

- The membership of each MEN chapter will consist of a minimum of 10 students
- All members of the MEN Chapter must be a currently enrolled credit student at a MCCCD college or skill center
- Members of the MEN Chapter must at least be enrolled in six (6) or more credit hours
- Voting in meetings, candidacy for office, nomination of candidates, and initiation of motions shall only be privileges granted to those students who are active members of the chapter
- The goal is to have at least <u>50 students participate in the chapter</u>

Officers and Elections

- Officers must be members of the MEN chapter who are enrolled in at least six (6) credit hours with a minimum GPA of 2.5 who have been an active member of the chapter for a minimum of one full semester prior to seeking office
- Elected officers of this organization shall consist of the following: a President, Vice-President, Secretary and Treasurer
- Officer terms are for a minimum of two semesters (fall/spring)
- Elections are to take place by the second meeting of the fall semester

- An officer of this body may resign by submitting a letter of resignation to a member of the Executive Committee (President, Vice-President, Secretary, and/or Treasurer) and the Program Coordinator/Adviser
- An elected officer may be recalled and removed from office by a two-thirds majority vote cast in a regular scheduled meeting. Current members who are enrolled students and members in good standing with the institution can initiate recall action for any office
- Executive member positions shall be filled by a special election held at the next regularly scheduled meeting
- Special officer elections shall come under the heading of new business during a regularly scheduled chapter meeting

President

- 1. Shall be the official representative and spokesperson of the organization.
- 2. Shall preside over all Executive Board and Organizational meetings.
 - a. To open the meeting at the appropriate time.
 - b. To announce in proper order the agenda.
 - c. To recognize members who are entitled to the floor.
 - d. To state and put to vote all questions that comes before the assembly.
 - e. To enforce the rules relating to debate and order.
 - f. To facilitate business compatible with the rights of members.
 - g. To respond to inquiries from members
 - h. To authenticate by his/her signature all documents needed by the organization.
 - i. To declare the meetings adjourned when the assembly votes to adjourn.
- 3. Shall serve in a leadership role over activities of the organization.
- 4. Shall have the power to appoint committees.
- 5. Shall appoint a chairperson(s) for each committee; if necessary.
- 6. Shall maintain communication with administration and faculty regarding organizational matters.
- 7. Shall execute all other duties necessary for the successful administration of this office.
- 8. Shall appoint interim officers if vacancies occur; appointment with the approval of the Executive Board 2/3 vote or better.
- 9. Shall have the power to dismiss any member creating unrest in the organization.
- 10. Shall maintain an 80% attendance rate in the executive and MEN Chapter meetings.

B. Vice-President

1. Shall assist President in performance of duties.

- 2. Shall preside over all general meetings.
- 3. Shall assume Presidential duties in his/her absence or upon request.
- 4. Shall succeed to President's office upon resignation or disqualification of president.
- 5. Shall act as parliamentarian for the Organization.
- 6. Shall execute other duties necessary for the success of organizational undertakings.
- 7. Shall send out to member(s) a notice, or call, of each meeting.
- 8. Shall maintain an 80% attendance rate in the executive and MEN Chapter meetings.

C. Secretary

- 1. Shall record and keep up to date records of all meetings and activities.
- 2. Shall maintain the record book in which the constitution, bylaws, rules of order, standing rules, and minutes are entered.
- 3. Shall work with the President in correspondence to other organizations and activities.
- 4. Shall make all minutes and records available to members upon request.
- 5. Shall furnish committees with whatever documents are required to perform their duties.
- 6. Shall have a list of all existing committees and their members at each meeting.
- 7. Shall have a roster of official members.
- 8. Shall maintain an 80% attendance rate in the executive and MEN Chapter meetings.

D. Treasurer

- 1. Shall have record of all financial activities.
- 2. Shall prepare and deliver a treasurer's report to all regular meetings.
- 3. Shall prepare a financial report after each MEN Chapter activity.
- 4. Shall keep the M.E.N adviser updated and informed on all financial items.
- 5. Shall call the meeting to order in the absence of the President and Vice-President.
- 6. Shall inform all students, faculty and staff of all organizational functions.
- 7. Shall maintain an 80% attendance rate in the executive and MEN Chapter meeting

Meetings

- A regular meeting shall be constructed to mean any gathering of members of this organization when a quorum is present
- A quorum shall be defined as thirty percent of the current membership of this organization, or five members of this organization; whichever is larger. In addition, two officers and the faculty/staff adviser must be present.

- The Chapter must hold and participate in a minimum of two meetings and/or activities per month
- All subsequent meetings shall be announced at regular meetings and posted. If a special meeting is to be called, members shall be informed by mail, email, and/or telephone call
- *Robert's Rules of Order* should provide guidance as to how meetings should be conducted (<u>www.robertsrules.com</u>)

Professionalism

Unless otherwise indicated, it is expected that students dress professionally for MEN sponsored events. All MEN Chapter students are expected to abide by MCCCD's Student Code of Conduct:

https://district.maricopa.edu/legal/student-faculty-resources/student-guide

9. ROLE OF THE MEN PROGRAM COORDINATOR/ADVISER

- The Program Coordinator/Adviser will provide overall guidance and support to the MEN Chapter
- The Program Coordinator/Adviser will assist students in planning and organizing events activities
- The Program Coordinator/adviser should alert the group when he or she feels the group is about to make a decision before all known facts are gathered or when the group appears to be functioning outside the boundaries established within the bylaws, by the institution, or by law
- The Program Coordinator/Adviser assists when members of the club/organization need to make appropriate contacts with college officials, faculty, outside agencies, etc. by:
 - ✓ Representing the administration, and referring students to, or consulting with the Student Life & Leadership department concerning chapter activities
 - ✓ Responsible for approving all fiscal transactions of the organization
 - ✓ Working with the club/organization in upholding the District, College, local and state policies and regulations
 - ✓ Arrange travel arrangements for MEN students to attend events and activities

In addition the Program Coordinator/Adviser will:

- ✓ Conduct classroom presentations promoting the MEN Program
- ✓ Collaborate with Academic Affairs and Student Affairs divisions and departments, with a focus on academic/student support services
- ✓ Facilitate and coordinate MEN campus events/discussions
- ✓ Assist with tracking MEN Chapter student academic progress
- \checkmark Coordinate and meet with the District MEN Program Advisers
- ✓ Advertise the MEN Chapter and its events in accordance with campus marketing department guidelines
- Submit their MEN Chapter Roster to the District Office of Student Affairs by the designated date

10. DISTRICT ANNUAL EVENTS

Annual events coordinated by the District Office of Student Affairs may include:

- Summer Retreat
- Graduation and Awards Ceremony
- MEN/WR Induction Ceremony
- MEN Leadership Conference

11. MEN STUDENT PROFILE SHEET

Students will complete a student profile form that will be submitted to their MEN Chapter Adviser. Information requested from students will include:

- Date
- Student Name
- Student I.D.#
- College
- Email Address
- Study Area/Major
- Credits completed
- Enrollment Status (Full time/Part time)
- Intent/Goal

12. METRICS

MEN will utilize Governing Board Metrics to follow the academic progress of participating MEN Students.

13. RECRUITMENT & PROMOTIONAL MATERIALS

The District Office of Student Affairs has posters, flyers, cards, and brochures to assist in promoting the program to students. Contact the office to have materials sent to you.

14. PLANNING YOUR PATH TO SUCCESS - STUDENT PLANNER

Each MEN scholar will receive a copy of the Planning Your Path to Success-Student Planner. The planner is a tool to help students stay on track and help them achieve their academic and personal goals.

15. MEN CHAPTER PLANNING AND ACTIVITIES

MEN Planning Document

Advisors

As the role of advisor(s) you will oversee the Male Empowerment Network and follow this framework to ensure there are consistent activities and that engagement strategies are in place to maximize the calendar and opportunities that you will have with your students in this role.

Purpose

As indicated in the Operating Procedures and Chapter Guidelines: The purpose of this program is to actively explore, coordinate, and implement strategies that improve the access and persistence rates of minority male students in the Maricopa County Community College District. Each college campus will develop and support a MEN Chapter at their respective college. The activities of MEN are intended to enrich the lives and experiences of its students through providing academic guidance and enrichment, personal development experiences, activities aimed at cultural exposure and professional networking opportunities. MEN activities are aligned with the programmatic themes of *Empowerment, Engagement, Success, Leadership and Brotherhood.* (p. 4).

With that in mind, an academic calendar has been created with week by week activities, themes and resources. Research has shown that weekly meetings are essential for maintaining consistency and engagement for the students we serve (Wendt, 2014). As a result, you are asked not to deviate from the weekly meetings, unless a holiday, finals, etc. occurs within that timeframe and there is a justifiable reason by which not to hold a meeting. You may choose the day of the week, depending on your campus schedule by which most members can attend. For example, it may be a Tuesday because most take classes on T/TH or Wednesday, because many either take M/W/Fri classes or M/W classes. This day should be consistent as well as the time, however for on-campus activities, speakers etc. the calendar can accommodate those time variants.

Month by month calendar – Fall

August

- Week of Accountability: Advisor and MEN leaders meet
 - The objective of this meeting is to solidify the following:
 - MEN Calendar of events, dates and times of meetings are agreed upon by students and advisors
 - Leadership roles, Pres. Vice Pres, etc. and any open positons with a plan to fill them early in the semester
 - Understand the leadership roles and be able to clearly articulate what each student and advisor will be doing to support the chapter.
 *Have this conversation early and often
 - Room scheduling for meetings, if this has not been secured already or select a virtual method.
 - Decide how the secretary will keep the minutes available to leadership. *Google docs is highly recommended for all MEN activities, rosters, sign-in sheets, agendas, flyers, etc.
 - Finalize agenda for the first meeting and send out to existing students and prospective students working with Student Life and Clubs & Organizations to gather this data. *Student Life must be included in this initial planning meeting to support the chapter and all will benefit from further insight into the semester from a Chapter perspective as well as a college perspective
 - Discuss the use of **Student Planners** and a strategy for incorporating them into each meeting
 - Have a draft flyer available for Student Life's approval so that members can begin to hand those out after the initial meeting of the semester
 - Discuss dress code for meetings
 - If you meet once per week, challenge the MEN to dress up, wear suits if possible (not required if students do not have suits)
 - Advisors: start of roster or MEN members that need suits so that information can be shared with the District Office and copy the Student Life Coordinator/Director on this need so it is clearly documented. (MEID # and contact information is needed so proper follow-up can be done with the individual student)

Checklist for Advisors prior to the first meeting of the semester

 \checkmark Identify who the student leaders are

o Is there a President, Vice President, etc- where are the gaps

- Refer to the Operating Procedures and Chapter Guidelines provided by the Division of Academic and Student Affairs (MCCCD)
- ✓ Draft a "Welcome Letter" if you are new to student leaders and if you are returning customize it to returning and new/potential MEN students
- ✓ Ensure you have room reservations for meetings or have delegated that to student leadership if applicable
- ✓ Customize the agenda template to fit your Chapter's needs
- ✓ Connect with Student Life and invite them to the initial meeting (Week of Accountability August)
- ✓ Start on the financing and organizing the Open House. Coordinate invites and ensure faculty, staff, students and administrators are intentionally invited, as appropriate
- Classes begin
 - Initial Meeting: (mid August)
 - Introductions, explaining what MEN is about, asking each person what they can/want to contribute, discuss and distribute the student planners and how they will be used and end with challenging them to do two things this week:
 - Bring at least one other person to the next meeting (Increase involvement, presence on campus), and the Dress code challenge, to dress up on meeting dates
 - Classroom announcement
 - Ask each member to ask at least one of their instructors prior to class, if they could provide a brief announcement about the MEN chapter, including brief purpose, meeting dates and times and provide contact information for interested students *Tip you should do this in person prior to class or after class (not during) or utilize the instructor's office hours to make this request. Email is not suggested, as it is impersonal
 - Leadership/Advisors: be aware and thinking if there are gaps or roles to be filled. If so, provide a copy of the description of that role and ask for interested students to reach out to the identified person (Advisor or President, etc.) *It is better to have them reach out to a student leader versus an advisor as student to student engagement can be more effective. If it is all new student leadership, then advisors assist while encouraging the student leadership to provide input as they see appropriate
 - Also recommended is that advisor and leadership meet weekly just prior to the meeting or after for

30-60 minutes to plan the meetings, address any leadership/student issues, etc. For example, if our Chapter meet from 1:30-2:30 then Advisors and student leadership could meet 12:00-1:15 or 2:30-3:15. *This time is essential to building a rapport amongst Advisors and student leadership and to plan and show a "united front" during meetings, activities and in the case of any issues that may arise. *Cell phone numbers should be exchanged amongst Advisors and student leadership as texting is a great way to communicate quickly when needs or issues arise

- Meeting 2: (Last week in August)
 - Introductions, explaining what MEN is about
 - This may be necessary to cover again if new potential members are brought to the meeting. *Have a ritual, a consistent flow of each of your meetings that follow the agenda developed so that members know what to expect. Familiarity can assist with retention. A sample will be provided in the Appendix
 - Guest Speaker: Student Life
 - Discuss clubs & organizations, why involvement is important *make this fun, provide SWAG items
 - or Voting on Leadership roles if necessary (elections)
 - Weekly challenge: Bring at least one other person to the next meeting (Increase involvement, presence on campus)
 - *If your chapter has decided to invite Women Rising or female supporters, it is suggested it not occur this early in the semester since the MEN chapter needs to get established. A good timeframe for that would be the last week of September so the MEN member's have had a chance to meet, recruit and sustain for at least a month

September

Open House: the purpose of an Open House is to invite potential students, faculty, staff and administrators to come and learn more about the MEN in a more formal setting. It is an opportunity to "teach" MEN members how to properly engage and initiate dialogue with faculty, staff and administrators (which can be outside their comfort zone) This could take place in the Student Pavilion, Performing Arts Center or some other location within that college campus that is beyond classroom or meeting space. *Cocktail tables, standing upright, business casual dress, finger foods (to keep costs low) and usually Student Life has table

decorations they could loan out to keep costs low. *It is best to tell the faculty, staff and administrators that are invited, and they should personally be invited or else they may not come (many campus events) –that this is a networking exercise for our MEN students so they are not to see their other "faculty or administrator friends" and chat, yet make an intentional effort to allow the MEN members to initiate dialogue and engage in networking conversation.

- For financing this event, you may collaborate with Academic Affairs, Student Affairs, MEN budget or District Office
- Meeting Week 1 or 2: Depending on the Open House
 - Introductions, agenda as delineated
 - Potential guest speakers: Tutoring Services, Time Management (CPD Instructor), Counseling
 - Weekly Challenge
- Meeting Week 3: (mid-September)
 - Introductions, agenda as delineated
 - Ensure Potluck sign up for Week 4's "Open Meeting" & identify intro to MEN, background information and decide upon a topic for supporters of MEN as well as MEN members could engage and dialogue. *Utilize other clubs and organizations to give a brief intro and invite to for this meeting and future open MEN meetings. Collaboration is always key to sustainable partnerships and successful events. For example the MEN teamed up with the Veteran's Club and had a push up competition during an 'event Student Life had physical activities planned at the Student Pavilion, this nurtured the relationship between the clubs and each supported each other's efforts.
- Meeting Week 4 Open Meeting
 - Introductions, agenda as delineated
 - Topic: as discussed as decided upon in Week #3
 - Ensure that you promote that October 1 is priority registration for currently enrolled students so seeing their academic advisors is essential so they are ready for that Oct 1 to get the optimal schedule that meets their needs academically and with the time slots that are desirable with other activities, ie. work etc.

October (Week 1) *Note there are 5 potential meeting times in Oct

- October is Priority Registration for Currently Enrolled Students
- Open Registration begins
- Last day for Withdrawal without Instructor's Signature
- Meeting Week 1- Registration Kick-off Event/Academic Support Fair
 - Host this meeting ideally in a computer lab or a classroom with computers so that students can register together. You may expand the normal meeting time (start earlier and go later) so members can drop in and out as it fits within their schedule. It is helpful to have someone from advising, financial aid and career services there. If possible, partner with

Student Affairs or Academic Affairs to pay for pizza to further incentivize this meeting time. This could be one of the most important meetings of the year.

- Meeting Week 2 Exploring Masculinity & Identity
 - Introductions, agenda as delineated
 - This needs to be an intentional, well facilitated conversation. You may
 want to partner with faculty members who lead in gender or this area to
 assist. Other potential partners, the MEN Advisors, Counseling staff or
 Community Representatives that specialize or work in this area.
 - Informal approach: Have MEN Advisors lead this discussion along with the officers if applicable of the chapter
 - Formal approach: Have a guest speaker
 - Both are great options, depending on where your chapter is in the developmental stages and what resources (speakers) etc. you all may have on your campus or within your community.

Meeting Week 3: Social Media & LINKED IN Photos/Presentation

- Introductions, agenda as delineated
- Invite the photographer from your campus to take professional photos for LINKED IN or allow the members to set up various times throughout the week for those photos to take place
- Invite the Career Center to come in and give an overview on LINKED IN
- Discuss the importance of social media civility
 - Guest speakers are encouraged or advisors and members can share experiences.
 - Intel in Chandler has an entire unit of staff dedicated to searching the social media accounts for potential candidates. Find other companies near your campus and invite a representative to come and speak about the importance of the "social media narrative"
- Meeting Week 4: Emotional Intelligence
- Invite faculty from psychology to speak to the topic of emotional intelligence, tie this in with the other topics in October: Masculinity & Identity, Social Media and now Emotional Intelligence
 - Introductions, agenda as delineated
 - Discussion- try to think about current events that the group could reference in discussing this topic.
 - Ensure Potluck sign up for Week 4's "Open Meeting" & identify intro to MEN, background information and decide upon a topic for supporters of MEN as well as MEN members could engage and dialogue.
- Meeting Week 5 Open Meeting
 - Introductions, agenda as delineated
 - Topic: as discussed as decided upon in Week #4

*Note: since there is an extra meeting in October you may choose to keep the Open Meeting on Week #4, then have the topic "Emotional Intelligence" Week #5

November

- Meeting Week 1: Service Learning & Community Service Activity Planning
 - o Introductions, agenda as delineated
 - Potential guest speakers: Service Learning staff and students who have experienced service learning
 - Community Service Activity: What does the group want to do? Potentially something with Thanksgiving or Christmas? For example, at the Boys & Girls Club, members can serve alongside of other volunteers Thanksgiving meals to the community hosted by the Boys and Girls Club. This is just an example- tailor it to the interests of the members and the needs of the communities.

Meeting Week 2: Combined meeting with Veteran Svs/Club or Speaker

- Introductions, agenda as delineated
- Ask the Veteran Services/Club to speak or participate in a combined meeting
 - This is a time to share information about potential collaborations, understanding more about these two clubs, etc.
 - Invite the advisor(s) for the Veterans Services Club or a representative to assist in the facilitation of this discussion
- Meeting Week 3: Optional Philanthropic Activity for the Community
 - Members may be busy during the week of Thanksgiving, however some may be interested in serving and doing an activity. I would suggest gauging the interest and participation level for this week and it could be an optional week if attendance and interest may be low.

Meeting Week 4: Open Meeting Potluck & Finals Preparation

- Introductions, agenda as delineated
- Discuss Spring Semester and leadership changes & opportunities
 - Discuss goals for Spring
 Finals preparation study groups food st
- Topic: Finals preparation, study groups, food, snacks, importance of wellness
 - Eat, study, exercise, sleep/rest, etc.
 - Reserve study rooms, etc.

December

Meeting Week 1: Study Support Sign-up and Finals Luncheon

- o Introductions, agenda as delineated
- Secure funding and provide a luncheon or an array of healthy snacks
- \circ $\,$ This will be the last official meeting of the semester: if you have new

leadership or officers have them assist in planning and promoting this *Some students will not participate this week but having a "drop in" place for support from other members can be helpful. Partner with Student Life to have a designated place so snacks or visiting. • Reserve study rooms in the library and have sign ups to ensure participation- if the members are interested in that.

Sample Meeting Agenda:



M.E.N. Chapter Community College Name here Date of Meeting

I. Intro

- Welcome a)
- b) New member introductions, Positive of the Week

Ш. Announcements

- a) Potluck Sign-up for "open" meeting
- b) Challenge of the Weekc) Open Forum/ Member Announcement

III. Connect.Commit.Complete

- a) Tour Tutoring Center
- b) Meet with Career Services staff



District Office of Student Affairs Maricopa Community Colleges 2411 West 14th Street Tempe, AZ 85281 480-731-8825

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit http://www.maricopa.edu/non-discrimination.

El distrito de Los Colegios Comunitarios de Maricopa (cuyas siglas en inglés son MCCCD) es una institución EEO/AA y un empleador con igualdad de oportunidades para veteranos protegidos y personas con discapacidades. Todos los solicitantes calificados recibirán consideración para empleo sin considerar raza, color, religión, sexo, orientación sexual, identidad de género, u origen nacional. La falta de destrezas del idioma inglés no es un impedimento para admisión y participación en programas de educación Técnica del distrito.

El distrito de Los Colegios Comunitarios de Maricopa no discriminan con base a raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Sí tiene preguntas sobre título IX/504, llama al siguiente número para comunicarse con el coordinador designado: **(480) 731-8499**. Para obtener información adicional, así como una lista de todos los coordinadores dentro del sistema de Colegios Comunitarios de Maricopa, visite: <u>http://www.maricopa.edu/non-discrimination</u>.