WEST VALLEY COLLEGE

\*\*\*STUDENT SERVICES COUNCIL\*\*\*

Feb. 15 Approved Notes

**ATTENDANCE Pres. Abs.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Victoria Hindes** | **X** |  | Vice President, Student Services |
| **Angelica Bangle**  | **X** |  | **Director of Matriculation** |
| **Becky Perelli** |  | **X** | **Director, Health Services** |
| **Carol Pavan** | **X** |  | **Academic Senate/ SS Division Representative** |
| **Carolyn Messina** | **X** |  | **ASO Representative** |
| **Cheryl Miller** | **X** |  | **Director, DESP** |
| **Elise Johnson** |  | **X** | **Director, TRiO** |
| **Ginny Aragon** |  | **X** | **Dean of Student Support Services** |
| **Helen Pivk** | **X** |  | **Director, ET (Intermim)** |
| **Inge Bond** | **X** |  | **Research Analyst** |
| **Irene Serna** | **X** |  | **Director, EOPs** |
| **Jean Finch** | **X** |  | **College Council Representative** |
| **Jeff Griffin** | **X** |  | **Tutorial Services** |
| **Joe McDevitt** |  | **X** | **Outreach** |
| **LeAnn McGinley** |  | **X** | **Assessment/Articulation/Curriculum**  |
| **Lee Rodriques** |  | **X** | **TRiO** |
| **Maria Garcia-Scheper** |  | **X** | **Faculty Representative** |
| **Maria Lopez** |  | **X** | **Classified Senate Representative** |
| **Maritza Cantarero** |  | **X** | **Director, Financial Aid** |
| **Marta Mora-Evans** | **X** |  | **CalWorks** |
| **Maryanne Mills** | **X** |  | **Faculty Representative** |
| **Michelle Donohue-Mendoza** | **X** |  | **Student Activities & Campus Center Dir.** |
| **Sara Patterson** | **X** |  | **Counseling Department Chair** |
| **Steve Higginbotham** | **X** |  | **Barnes and Noble Representative** |
| **Heidi Diamond** | **X** |  | **Guest** |
| **Stephanie Kashima** | **X** |  | **Guest** |

Move to approve SSC 12/7/10 minutes with revisions

MSC: Donohue-Mendoza, Serna, Unanimous

Hindes- Moved to change the SLO information item to an action item on the agenda.

Action Item: When a Student Dies – Hindes

-Move to Cabinet for approval(Donohue-Mendoza, Serna, Unanimous)

-Sent to College Council as an informational item

Action Item: Student Discipline –Hindes

-Was approved by District Council

-There were updates to the section pertaining to students who are minors

-The document will be found in the West Valley website

-Incident Form will be present to SSC for approval in the near future and will also be on West Valley website

-SSC approved this item

Informational Item: Combining Matriculation Advisory and Steering Committees – Bangle

-Gave handouts to SSC outlining the functions of the two committees

-Explained to SSC the goals of the committee in the future

-Recommend combining the two committees for more effective data processing

-This ‘new’ committee will meet once a month either the 2nd or 4th Tuesday of each month

-Some members of SSC recommended limiting the size of the committee, for now the membership will be the same as SSC

Action Item: SLOs, SS representative – Donohue-Mendoza

-SS representative needs to be selected

-The intent is to have all of the instructional student services division departments move their place for us to be at 100%, we are currently at 60% - 70%

-the departments are having difficulties with the assessment portion

-Michelle Donohue-Mendoza was elected by SSC to be the representative

Informational Item: SLOs, SS – Kashima, Diamond

-Explained the SLOs as it pertains to SS

-Gave handouts to SSC to outline the accreditation expectations

-The representative will help the SS departments create Student Service Outcomes

-Jeff Griffin explained to SSC how assessments are conducted at Tutorial Services

-The concern is how to motivate students to participate in the assessments

-A questions was posed as to whether Program Review can be utilized for the assessment function

Informational Item: Webpage Directories – Hindes

-Handout given to SSC that showed the new Directors/Managers tab included in the Faculty/Staff Directory

Informational Item: Incident Command – Hindes

-Gave handouts to SSC of the incident command

**Standing Reports:**

College Council – Finch

-pursue new site for Campbell by Fred Prochaska, currently looking at the Campbell Community Center

-All tier 1 zero-based budget requests were approved

-Subcommittee is to determine policy for prioritizing new classified hires

-Please look at the District Goals for next year

-One time funds will be used to balance the budget for next year as long as Board approves

-Borrow some measure H funds to improve heating and cooling in all campus buildings

Division Chair Council – Pavan

-We are getting a 3rd hire (English department). SS is in the 4th position and if there is an unexpected retirement, that has already been budgeted, it is possible that this will be filled as well

-How do we work with unexpected retirement? Brainstorming in process

-How many classes will be offered for Summer/Fall semesters? Still deciding

-Workload reductions due to budget

-Summer school may be cut but minimally, Winter Intersession will probably be cut

Academic Senate – Pavan

-Kept the hiring list the same as the Division Chair Council

-Independent Flex Time, not of Senate prevue therefore needs to go to ACE

-All College Day committee will look at Independent Flex Day proposals but they need to be presented a month ahead

Student Senate – Messina

-increased ASO activity on campus

-Welcome Week was two weeks ago and served about 1000 students

-Bands and bbq in prep for March in March

-Working on Hands Across California

-Eight new senators on board

**Updates:**

EOP&S – Jennie Jones, new associate counselor, works 6 hours/week

Campus Center – Time Management Workshop via TRiO with Lee Rodriguez, open to all students; February 23rd and 24th. Stress Management Workshop with Becky Perelli will be in April

Bookstore – Refunds extended till February 28th, drop-slip and original receipt must be submitted

DESP – Up to 100 new students this year. There are about 6 deaf students which increased cost to $80k - $100k in captioning and sign language interpreters.

ET – 800 students served. Jennie Jones is also working in ET for about 6 hours/week. ET & TRiO on retreat March 1st. TRiO kick-off was a success. Save the Date: Persian New Year, March 15th, 2 – 5 pm in the Theater.

Library – New Interim Dean of Instructions, Stephanie Kashima. Bill Proudfoot retired and unable to use the backfill money to hire associate librarians but the funds had already been reallocated. Donna Nguyen, new media technician, will start March 2nd.

Counseling – Backfilling for a few of the counselors who are out due to various reasons. There are 5 new associate counselors: Kathryn Bennett, Christopher Jones, Kent Gomez, Jennie Jones, and Anahita Mazdiyassni. Anahita is not working on campus this semester.

CalWorks – Not expecting community colleges to be effected by the budget cuts but the local CalWorks offices will be. Life-time general assistance to be reduced from 60 months to 48 months.