WEST VALLEY COLLEGE

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

September 20, 2011 Unapproved Notes

**ATTENDANCE Pres. Abs.**

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| --- | --- | --- | --- |
| **Victoria Hindes** | **X** |  | Vice President, Student Services |
| **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 (Interim)** |
| **Herlisa Hamp** | **X** |  | **Director, A&R/Assessment** |
| **Inge Bond** | **X** |  | **Research Analyst** |
| **Irene Serna** | **X** |  | **Director, EOPs** |
| **Jean Finch** | **X** |  | **College Council Representative** |
| **Joe McDevitt** |  | **X** | **Outreach** |
| **LeAnn McGinley** | **X** |  | **Assessment/Curriculum**  |
| **Lee Rodriguez** | **X** |  |  |
| **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** |
| **Michael Byers** |  | **X** | **Articulation** |
| **Michelle Donohue-Mendoza** | **X** |  | **Student Activities & Campus Center Dir.** |
| **Patti Yukawa** | **X** |  | **Counseling Department Chair** |
| **Susan Wolfe** | **X** |  | **Barnes and Noble Representative** |
| **Lori Gaskin** | **X** |  | **Guest** |

**Introduction:** Brief check-in

 –Hindes-

Dr. Hindes announced to SSC that Dr. Gaskin will join SSC once a month to make brief addresses. No additional agenda items will be added during this session due to time constraints.

Becky Perelli invited everyone to visit the remodeled Student Health Services building.

Michelle Donohue-Mendoza announced that Alexander Bowie will not be able to attend SSC because of the change in his class schedule.

Dr. Hindes said that the customer service survey that was generated for the joint SSC retreat will be conducted again to include all of student services.

**President’s Address:** Budget Reduction-

 –Gaskin-

Dr. Gaskin wanted to formally welcome SSC back from summer break. Typically she presents each council with updates on exciting new developments at the first meeting of the semester but due to the gravity of the situation she felt that it would be an oversight not to discuss the upcoming budget reduction. In about a month the college needs to submit a $1.3 mil. budget reduction to College Council. The college may receive some funds from Mission College but the amount is yet unknown and even still the amount to reduce is quite significant. She pointed out that the college is committed to excellence but at some point we need to decide where we will make vertical cuts and still maintain our standard of excellence. She understands that this is a difficult task but she is relying on the councils to make careful and deliberate examinations and reductions. If SSC cannot make these vertical cuts, she will have no choice but to have Dr. Hindes make the recommendations. She wanted SSC to understand that well over 90% of the budget was in salaries. She is not looking to lay-off people and she’d rather redeploy them. Therefore, the realities force us to make these vertical cuts because there are no other options at this time.

**Informational Item:** Redesigning Student Services-

–Hindes-

Dr. Hindes informed SSC regarding the upcoming budget reductions and how it might affect the look of student services in the future. More than likely she would present to SSC some potential scenarios that would reflect the core programs and services we would provide. During the College Cabinet Retreat she presented her vision of what student services should be. Using the concept of centers of excellence she designed the centers of student success. Areas of student services will be grouped together not necessarily meaning areas but rather services leading to student success. The areas are: Center for Academic Support and Student Success (ex. DESP, EOPS, TRIO, and ET), Center for Student Development and Success (ex. Retention, Student Conduct, Student Activities, and Health Services), and Center for Gateway Services and Student Success ( ex. Admissions and Records, Outreach, Counseling, Transfer Center, and Articulation). She is currently going to each department to discuss this idea and gain feedback. She will add this as a future discussion item for SSC. Also, the written proposal that she presented to Cabinet will be emailed to SSC.

-Irene wanted to know how Tutorial Services fit into this model. Dr. Hindes clarified that Tutorial Services is no longer under Student Services and it is managed by the Office of Instructions.

-Michelle felt that a collaborative discussion over duplication of services was crucial to this new model. Dr. Hindes agreed and said the model was designed after the outcome of the May SSC Retreat, which an overwhelming number agreed that duplication of services needed to be addressed to make student services more effective.

-Carol wanted everyone to look in their own little areas where duplication of services can be eliminated. Dr. Hindes stated that we really need to look at vertical cuts because the horizontal cuts that effect everyone equally is not enough while facing the current budget deficit.

**Informational/Action Item:** College Council

–Finch-

-The link to the Budget Reduction Process was sent to SSC to review. This proposed draft is being sent to College Council for approval this Thursday.

-College Council developed the process but Inge Bond and Rebecca Wong were able to put it into an easy to read document.

-The key focus of this process is to determine the core essential services.

-Some areas will be eliminated due to budget constraints.

-What are the impacts going to be internal and external?

-Key excerpt from the document-

When identifying potential reductions, keep in mind the following:

-Decisions should be made based on the goals and mission of the college as articulated in the Our Vision, Our Mission, Our Future document, the West Valley College mission statement, and the general mission of the California community college

-Look for opportunities to consolidate, reorganize, and revise current systems, within the college and/or the entire district

-The extent of the necessary reductions will not allow us to continue “business as usual.” As we look at doing less, we will need to prioritize functions in each area. It may help to consider what your area would look like if it were built from the “ground up.”

-Please be mindful that we have to abide by Title V regulations when making these cuts.

-Integrated Planning Process posters have been posted in many of the office on campus. This document was developed by Inge Bond and Stephanie Kashima.

-It delineates how the planning process works.

-Our planning centers round our mission. (Mission Program Review Goals Budget)

-The second poster diagrams the program review process which will begin in spring.

-Program Review Committee is meeting on a weekly basis at the moment.

-Identify participant for College Council Retreat: goal development

-Briefly explained the retreat’s purpose, to develop the College Goals for 2012 - 2013

-Carol Pavan, Cheryl Miller and Irene Serna volunteered to attend the retreat

-SSC elected Cheryl to attend

**Informational/Discussion Item:** Mission Statement-

 –Bond-

**-**Informed SSC how the Mission Statement was developed.

-Requested that the Feedback Form be completed and turned in

 Option 1:

 The West Valley College educational community supports students along their pathways to reach their transfer and career goals in an environment of academic excellence.

 Option 2:

 West Valley College provides a personal and supportive environment where students can realize their educational and career goals.

-Many suggested a combination of the two would best fit the college.

**Discussion/Action Item:** PGC Request –Waitlists-

–Pavan-

-There concerns by the instructors that students on the waitlist were not attending the first day of class because the waitlist goes away on first day of school

-Instructors were informed by Admissions and Records to print out their waitlists the night prior to the start of class.

-Faculty need to be aware that students can be on multiple waitlist and that the student might not be attending their class because they are in a different section.

-The Portal will be able to assist many in explaining how to waitlist functions.

**Agenda change**

SLO Tracker was tabled till the Oct. 4th SSC meeting.