



Student Services Division Meeting
September 21, 2010

Attendees: Karen Ziegler, Barbara Stuart, Kimberly Tomlinson, Elizabeth Abril, Dr. Susan Hiraki, Todd Steffan, Jeff Baker, John Alves, Sally Stickney, Donna Hawkinson, Steven Bundy, Jean Loyd, Farnoosh Ebach (SHC), Scheanelle Green, Sean Day, Mike Schwarz, Chris Lee, Dr. Brian Owyong, Paula Schoenecker, Dr. Jim Gioia, Barbara Morrissey, Angella Ven John, Nancy Wright, Gilberto Victoria, Cynthia Ross, Angelina Gandara, Daysi Valle, Andi Schreibman, Ann Jones, Ernesto, Janice Cantua, Debbie Earney, Sylvia Rodriguez, and Connie Hildebrand.

Meeting was opened at 3:05 p.m. by Vice President Jeff Baker, who welcomed everyone to the first Student Services (SS) Division Meeting of this Academic Year. This is the first time we have had this group together outside of the All-Student Services Meeting, as in the past, the Division meeting was just the Vice President and Counselors. Vice President Baker shared with the Division why the meeting core group changed to be more inclusive.

Vice President Baker reviewed the day's agenda as well as what the overall Student Services Meeting schedule structure is. The purpose of today's SS Division Meeting is information sharing, which could include yet not limited to, committee reports, special presentations, and other relevant information. Vice President Baker's hope is that everyone in this room will hear what is going on around the institution.

Vice President Baker reviewed the SS schedule of meetings and shared that this information is also posted on *The Grapevine*. At this time, Vice President Baker expressed his thanks to all Student Services employees for doing such an outstanding job. Sylvia Rodriguez also wanted to acknowledge everyone for all their hard work and to bear with A&R as they are currently undergoing an audit.

Vice President Baker outlined the SS Division Meeting's calendar of presentations, which will be out soon. For the October 19 Division Meeting, Andi Schreibman will be providing a presentation on Financial Aid. At the November 16 Division Meeting, Paula Schoenecker will be doing the presentation. If you are interested in providing a presentation, please contact Kimberly Tomlinson.

At this time, Vice President Baker noted that committee members will give a brief overview of the shared governance meeting that they attended. Please keep committee reports to 2 minutes.

Planning and Budget Committee: Angella VenJohn stated that PBC has had one meeting and Todd Steffan is this year's chair. At the most recent meeting PBC talked about weaving in the strategic goals and how to use to prioritize for the next year. The PBC also approved funding for the Early Childhood Development (ECD) director position so that the new center could move forward and open. The ECD building is scheduled to be open in October, once the Director is on board. Originally not able to fund.

Todd Steffan shared that he just set the PBC calendar, and the committee will be reviewing instructional equipment and classified ranking in the very near future.

Kimberly Tomlinson noted that from her experience of being on the PBC, Student Services did not have very many instructional equipment requests. As staff is going forward with their Program Review, consider if there is any instructional equipment that you could be uses. Please review the listing on *The Grapevine* of what equipment can be utilized as instructional equipment. If anyone is interested in submitting an instructional equipment request, it must go through the October Division meeting prior to being submitted to PBC.

Curriculum Enrollment Management Committee (CEMC): Chris Lee shared that a recent CEMC meeting there was a vote on a recommendation to have a particular cut. However, administrators felt a bigger cut was needed (20-25 additional courses); yet, the faculty voted against it while the administrators voted for it. This tie now goes to the President to make the final decision; if there will be further reductions for the Spring Semester. Ms. Lee indicated that in Student Services it will be very challenging for students to get classes in the spring due to these suggested cuts.

Vice President Baker indicated that he will discuss more about this subject under DBSG.

Curriculum: No rep.

District Budget Study Group (DBSG): Vice President Baker overview the current State and college budget situation. If expressed that if you drew a pie and took 96% and allocated it to salary and benefits, that is where the majority of the budget is for the District. Last year to this year, we received 25% of that pie. We have had soft lay offs by not filling SERP positions. Please be aware that there is not too much left of that pie.

Vice President Baker continued by stating in the 2010-2011 projected budget (and the State's budget is still not signed) there is a negative .3 COLA amount. This may get pulled but it will be a cost to the District. We are hoping for a little growth. Yet there are longevity increases, premium insurance increases as well as increases for medical benefits. Once the State budget is approved, we can actually go forward and make decisions. I need to be frank with what the challenge is with the budget. Student Services has had the advantage over Academic Services as we have had cuts over the past few years and they are now feeling it.

Vice President Baker finished by noting that after speaking with his Administrative Team, he feels very confident that Student Services we will get through and is looking at a 2% growth.

District Enrollment Management Committee (DEMC). No rep.

Distance Ed: Janice Cantua stated that at the last meeting there was a presentation from Financial Aid.

Facilities: Dr. Jim Gioia noted that Facilities Committee met for the first time yesterday. The Center for Continuing Art (CCA) has an open house on October 12. The Child Development Center is due to open in October as well – pending the hiring of an ECD Director. The PE Phase III sod is being delivered and track surface to be laid – goal: November completion.

The Science building had a cluster of five redwood trees at the back corner of the building where the utility lines run and there were objections to removing of trees. There was much discussion and ideas shared about trying to keep 2 yet unsure if they will survive. The Redwood trees are 15-years old. Unfortunately, the trees were removed today. Dr. Gioia felt that the committee gave their best efforts at trying to come up with a soluble solution.

The new SSA (Student Services/Administration) Building are with the architects, who will approve the plans mid-October, with bids projected to go out and be returned by mid-December with construction starting February. Goal: 18-month projects.

Food Services: Has not met.

Health & Safety: First meeting next week

Staff Development: Angella VenJohn announced that the College will be having a staff development day next Thursday, September 30. In the morning there are workshops on program review from 9am – 12 noon as well as a few afternoon sessions from 1-3 p.m. Kimberly Tomlinson stated that Student Services will also be working on their Program Review from 9am – 12 noon. The nice thing is that all Counseling faculty will be able to get together to meet and dialog about their area.

Angella VenJohn completed her reported by stating that staff can still apply for conferences.

Student Equity & Matric: Has not met.

Student Learning Outcomes: No report.

Sustainability: Kit shared that the Sustainability Committee met and elected Mike Ansell as Chair. The Climate Action Program was approved by the Board in June and staff can access this program via the college web page. Bill Chow was the guest speaker and he is doing some fantastic sustainability projects in the cafeteria. Very shortly you will note all plastic items being removed. He is going to biodegradable or compostable materials.

In the past, Elite had a company come and pick up the used oil at a cost. Mr. Chow has made arrangements for another company to pick it up for free and convert to bio-diesel. Lastly, Elite is setting up an herb garden.

Technology: Has not met.

Campus Change Network (CCN): Kimberly Tomlinson indicated that CCN is starting to review their annual plan and reflect on what they have accomplished.

“One of the goals of the Campus Change Network has been to institutionalize equity and inclusion efforts and ensure that both our decisions and processes are equitable. This work does not happen in one office or one committee; it’s the responsibility of everyone to further this work in the many forms it takes. Decision making, resource allocation and determine of policies and processes are embedded in the work in our Committees.

In Spring 2010 the CCN worked with the College Council and several committee representatives to select pilot committees for the ‘Equity Point Person’ out of its existing membership for the 2010-2011 academic year. This is not a new person on the committee. This person does not need to be on the Campus Change Network. The CCN will provide support to and garner feedback from each Equity Point Person. This is a pilot project for the Fall 2010-Spring 2011 academic year, with evaluation occurring Spring/Summer 2011.

Rather than ‘policing’ committee decisions and discussions this person’s role would be to provide committees with an opportunity to consider decisions and processes through an inclusion lens. This person would help the committee reflect at each meeting 1) Are there any equity/access issues impacted by the decisions we have made? 2) Has the meeting/process been equitable for all committee members/constituencies. 3) Are there issues we would like assistance with/from the CCN.

For more information, speak with Kimberly Tomlinson. Lastly, Dean Tomlinson expressed that CCN would love to have you involved.

Institutional Effectiveness Committee: Kimberly Tomlinson noted that an email was sent out recently to all Student Services staff members with a question from Dr. Amber Machamer about the Strategic Plan. At this time, the floor was handed over to Dr. Jim Gioia, Chair of Institutional Effectiveness Committee (IEC).

Institutional Effectiveness Committee: Kimberly Tomlinson noted that an email was sent out recently to all Student Services staff members with a question from Dr. Amber Machamer about the Strategic Plan. At this time, the floor was handed over to Dr. Jim Gioia, Chair of Institutional Effectiveness Committee (IEC).

The Institutional Effectiveness Committee (IEC) is a new committee. The IEC has taken on the responsibility of taking the Strategic Plan college documents and creating it into one whole document. The first project step is for each area to determine priority and to get a sense of where we are. The IEC is asking everyone to go through the strategies plan and see what you have already started on versus what you could work on."

The Institutional Committee is asking that we review the strategies in the Strategic Plan and identify those strategies they are currently utilizing. The idea is to establish a baseline assessment of where the college is at this point in time in making progress toward its institutional goals.

The IEC agrees that we need to establish a baseline as well as identify those strategies that have already been started or completed. Once the baseline is established, the College can note the difference between this year versus last year or even subsequent years.

Dr. Gioia noted that part of the job of the IEC is to look at the strategies and identify goals/strategies that can be deferred to a second year of the plan or later. Hopefully at end of period, we will meet some of the markers. Please review the 65 strategies. If you have some KPIs in place, let us know your data points. If there are clusters that emerge or redundancy, please identify them. Main goal is to get an idea of what strategies are currently under way then this information will be provided to Dr. Machamer.

Nancy Wright suggested that it would have been advantageous if each strategy was provided a specific strategy numbers. Dr. Gioia acknowledged that this would have been helpful.

Teaching and Learning Basic Skills Mini Grants: Kimberly Tomlinson noted that the Basic Skills Committee met and has a project: Teaching and Learning Basic Skills Mini Grants. Their funding cycle starts October 15. If there is a project that falls under the rubric of Basic Skills, this grant is funding up to \$3,000 per project. Dean Tomlinson has more information and the application is also available on Basic Skills Web Site.

Upcoming Events:

Transfer Day: Scheanelle Green reminded all that Transfer Day is scheduled for Thursday, October 7 from 10 a.m. – 1 p.m. in the lower quad (outside Counseling). Currently, 45 reps are coming. Reps from UC and CSU. Transfer Day Banner is flying at the front of the college entrance and Ms. Green is working with Elizabeth Noyes on a web page banner. If anyone has free time and would like to volunteer, would love your help between 9-11 a.m. Cynthia Ross noted that the ASLPC has a sign up list and signees.

Resume Workshop: Scheanelle Green announced that there will be a resume workshop on October 27 for enrolled students. (FYI: The Career Center also provides these services to the community and employees.) Interested students are to sign up through Ms. Green in the Career Center and info on web site.

Major Exploration Faire: Unfortunately, Coordinator Andrea Alvarado was unavailable. Mike Schwarz did announce that Ms. Alvarado is s looking for volunteers.

High School Senior Parent Night: Vice President Baker announced that the Annual High School Senior Parent Night date has been secured and will be on Wednesday, November 3 from 7-9 p.m. Activities will begin in the PE Complex.

Banner Conference: Andi Schreibman and Janice Cantua will be representing Student Services.

Counseling Office Video Snaps: Chris Lee shared that the Counseling Office has created video snaps on how to add, drop, order photo IDs located on the Counseling web site. Please check out.

The Tuesday, September 21, 2010 Student Services Division Meeting was adjourned at 3:40 p.m. by *Interim* Dean of Student Services, Kimberly Tomlinson.

Minutes prepared by Karen Kit, Executive Assistant.