Student Services Cluster Committee
May 23, 2013
2:00 pm
SSA 214

AGENDA

1. Approval of Agenda

2. Approval of Minutes – April 25, 2013

3. Vice President’s Report

4. Unit Plan Presentations
   a. Student Recruitment (R. Barker)
   b. Child Development Center (K. Crummer)

5. Items from the Floor
Student Services Cluster Meeting
May 23, 2013
SSA 214

Members Present:

Co-Chair
Abbie Patterson
Elena Reigadas

Administration
David Ching
Mercy Yanez

Classified Staff
Sheila Millman
Brian Henderson
Robbie Barker
Tim Mariner

Faculty
Delores Hudson
Elizabeth Colocho
Nabeel Barakat

Students
Johnny Baeza
Rae Uhde

Resource
Kristi Blackburn

Minutes:
Meeting called to order at 2:10 PM. Chaired by Elena Reigadas.

1. Approval of Agenda
   a. Add "Student Services SLO Assessment" as an agenda item (Items from the Floor).
   b. Add "Summer Resources for Student Services" as an agenda item (Items from the Floor).
   c. Change presenter name for CDC Unit Plan Presentation from K. Crummer to M. Yanez
   d. Moved by E. Colocho to approve agenda as amended. Second by S. Millman. Motion approved.

2. Approval of Minutes - April 25, 2013
   a. Moved by S. Millman to approve minutes as written. Second by E. Colocho. Motion approved.

3. Vice President's Report
   a. Districtwide Transcripts
      i. Discussions are taking place concerning the creation of a districtwide official transcript, which would display every class taken within the district on one document. Students would no longer need to obtain multiple transcripts. The proposed draft also shows which IGETC and CSU General Education requirements a student has completed. Constituent groups will have the opportunity to make comments and recommendations before implementation.
   b. Bond Projects
      i. The marquee is now 80% complete and has been returned to the architects for revision.
      ii. The LRC/Library is now 95% complete. Estimated completion date is July 22nd, but will likely be postponed.
      iii. The Theater Arts building and quad area has an estimated completion date of October 5th.
iv. The Science Building is 95% completed. It may be ready for move-in by August 2013.

v. J. Baeza suggested a tour of the new buildings for ASO officers. A. Patterson said that she would bring the idea to the next Senior Staff meeting.

c. **Budget**
   i. *Campus Budget Committee* - This coming Tuesday, a college-wide meeting will be held. Each vice president will present on their cluster’s projected expenses and necessary resources for the coming year.
   ii. *District Budget Committee* - This week the committee discussed potential changes to our debt repayment plan. If adopted, some of our campus debt could be forgiven so long as we continue to maintain a balanced budget.

d. **Hiring**
   i. The college is moving ahead with faculty hiring. Faculty hiring within Student Services will include a new Child Development Center Director, a DSPS Counselor, and a Psychologist.
   ii. Mercy Yanez’s position was upgraded to Dean of Student Services (previously an Associate Dean).
   iii. The Financial Aid Technician and Admissions and Records Assistant positions will also be hired.

e. **Millennium Momentum Foundation**
   i. Up to twelve students will be selected to participate in a Student Leadership Institute. Students will learn leadership skills. Topics include communication, diversity, teamwork, values, financial literacy, and job skills. All sections will be taught by community experts. Participants may have an opportunity to visit/lobby the White House. Students must have a 3.0 GPA or higher to apply.

4. **Unit Plan Presentations**
   a. **Student Recruitment (R. Barker)**
      i. Responsible for recruitment, outreach, and assessment. Maintains a presence on and off campus. Now that the campus is aiming for growth, it’s vitally important to strengthen relationships with high schools.
      ii. Total cost of program is ~ $130,000 including salary and benefits, outreach efforts.
      iii. There is a need for a newly established Welcome Center on campus. Data shows that students who utilized the Welcome Center were more successful. 3,700 students were served in the last fiscal year. Requested an action item to establish a new location.
     
     iv. *Moved by Johnny Baeza that CPC be asked to approve establishing a new Welcome Center Location on campus. Second by Delores Hudson. Motion approved.* Abbie Patterson will bring recommendation to CPC.
   
   v. Discussion took place concerning possible locations for the Welcome Center. The office space in the SSA mailroom was suggested. *Moved by Johnny Baeza to propose that the mailroom office space be suggested to CPC as a possible location. Second by Mercy Yanez. Motion approved.*

   b. **Child Development Center (M. Yanez)**
      i. The CDC building is a new facility with 3 classrooms. Not all of the classrooms can be used due to our current staffing levels.
      ii. Current employees: 1 permanent faculty, 1 limited faculty, and 1 director. A faculty retirement two years ago has not been replaced.
      iii. Licensed to have 90 children, currently serving only 50. The goal is to grow the center. A business plan was developed, proposing to move to a fee-based model in order to generate revenue. The fee structure would be based on a sliding scale, based on family income.
iv. The Center is also a "laboratory" school. College students studying Child Development and Pediatric Nursing utilize the CDC as part of their studies.

v. Needs include upgrading technology, improving staffing, and exploring new funding models.

5. Items from the Floor
   a. SLO Assessment in Student Services (E. Reigadas)
      i. Managers should review their programs, and submit their assessments and data in order to keep up-to-date on their SLOs. Elena Reigadas offered to meet individually with managers to assist them.
      ii. An SLO Assessment Workshop will be held at 9am on June 5, 2013 (Location TBA).
      iii. We have 1.5 years before our next accreditation visit, and need to improve on our SLOs before then. This will be a topic of conversation in upcoming Managers Meetings.
   b. Summer Student Services Needs (E. Colocho)
      i. Managers had been asked to submit projections for their summer needs. E. Colocho distributed a handout showing the needs for the Counseling Department. These needs will be discussed in Tuesday’s Budget Committee meeting.
      ii. Needs included:
          1. Backfilling counseling hours lost when Gary Gonzales became ASO Advisor.
          2. Providing hourly retention counseling for the RISE Program (academic or progress probation students).
          3. Funding for unclassified employees and hourly counseling.
   c. ASO Updates (R. Uhde)
      i. LAHC has one of the highest homeless populations among the colleges in our region. In the past two days, the ASO worked with Culinary Arts to provide 1,000 hot dogs to LAHC students for free. This may become a regular occurrence.
      ii. ASO hopes to collaborate with Student Services on other initiatives this year (blanket drives, etc.).