AGENDA

1. Approval of Agenda

2. Approval of Minutes – December 13, 2012

3. Vice President’s Report

4. Unit Plan Presentations
   a. Financial Aid (S. Millman)

5. Items from the Floor
Student Services Cluster Meeting  
January 24, 2012  
SSA 214

Members Present:

Co-Chair  
Abbie Patterson

Administration  
Mercy Yanez

Classified Staff  
Sheila Millman  
Robbie Barker  
Tim Mariner  
Brian Henderson

Faculty  
Nabeel Barakat  
Elizabeth Colocho

Students  
None

Minutes:
Meeting called to order at 2:15 PM. Chaired by Abbie Patterson.

1. Approval of Agenda  
M. Yanez moved to approve agenda as written. Second by N. Barakat. Agenda approved as written.

2. Approval of Minutes – December 13, 2012  
a. M. Yanez proposed amending the minutes. Add text in section 5b (EOPS/CARE Technology Needs) to express the need for an online method for instructors to submit student progress reports.

b. Moved by E. Colocho to approve the minutes as amended. Second by S. Millman. Minutes approved as amended.

3. Vice President’s Report  
a. Budget  
i. Campus Budget Forum will be held tomorrow (Jan. 25) in SSA 219 from 9:00 – 11:30am. The following topics will be addressed:
   1. Evaluating Planning (K. Blackburn)
   2. Enrollment Management and Summer Session (M. Wood & L. Rosas)
   3. State Budget & Policies and their Impact at LAHC (M. Martinez)

b. Accreditation Follow Up Report  
i. The Accreditation Steering Committee has been meeting weekly, and has nearly completed a final draft of the Accreditation Follow-Up Report. The document will be sent to the Academic Senate and College Planning Council for approval, then to the District Office and Board of Trustees. The report is due to the Accreditation Commission in mid-March.

ii. We will receive the District’s segment of the report next week.

c. Operational Plans
i. Student Services managers are working on the 2013-2014 Operational Plans for departments funded by Program 100. Finalized plans are due to Vice President Patterson on January 30th, and will be sent to Administrative Affairs on January 31st.

ii. V.P. Ann Tomlinson and Arif Ahmed will attend the February 6th Managers Meeting.

d. District Issues
i. SIS Implementation
   1. The District will hold training sessions concerning the new SIS system. A handout was distributed outlining the dates.
ii. New Job Classifications
   1. Two new Student Support job classifications are under consideration and will likely be approved by the Personnel Commission. One position is a supervisory role, and the other is an assistant role. The positions will be useful for campuses with one-stop centers.
iii. Campus President Hiring
   1. The hiring selections for LATTC, ELAC, and LACC will be announced at the end of February.

e. Needs for Summer Session
i. A discussion took place regarding Student Services funding needs during the summer session. Offering summer classes will greatly add to the workload of Student Services departments, and additional expenses will likely be incurred.
ii. Challenges arising from increased attendance due to Adult Education implementation were also discussed.
iii. Due to the coming influx of new students, it may be helpful to establish a new location for the Welcome Center.
iv. Vice President Patterson requested that managers send her estimates of their summer expenses no later than January 25th.

4. Unit Plan Presentation – Financial Aid (S. Millman)
   a. Sheila Millman gave a thorough presentation about the 2013 – 2014 Unit Plan for the Financial Aid Department. She discussed goals for the coming year, as well as challenges that the department faces.
   b. Highlights from the presentation include the following items:
      i. The number of students receiving financial aid is rising.
      ii. Beginning this year, district assigned email addresses will be the primary method of communication with students. The department still struggles with convincing students to check their email regularly.
      iii. Many services have been streamlined by utilizing the internet. The department is reviewing ways that it can provide more services online, which will save time for students and staff.
      iv. Increased the number of Department of Veterans Affairs funded work-study students. The VA now funds three student workers. Started a Veterans Club. Increasing our communication with community veterans’ organizations.
      v. Newly introduced group counseling sessions have proven to be very effective. The department hopes to continue these sessions.
vi. Trying to increase the number of students who link their FAFSA applications to the Internal Revenue Service (IRS) data transfer. Doing so will cut down on the number of students who are flagged for verification.

vii. Surveying students to measure satisfaction with the department’s online resources.

viii. Hiring needs – Need to hire two additional Financial Aid Technicians and a Veterans Coordinator.

ix. Implementation of the new SIS system will be a major undertaking in the coming year.

5. Items from the Floor
   a. None.

Meeting adjourned.