WEST VALLEY COLLEGE

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

December 6, 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** |  | **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** |
| **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** |
| **Geneva Leighton** | **X** |  | **Guest** |
| **Barbara Ogilvie** | **X** |  | **Guest** |

Approval of order of agenda, MSC: Joe McDevitt, Maritza Cantarero

Approval of Nov 1st minutes, MSC: Jean Finch, Martiza Cantarero

Approval of Nov 15th minutes with corrections, MSC: Cheryl Miller, Maritza Cantarero

**Announcement-**

Dr. Hindes will create an agenda request form for next semester and agenda items will be due by Friday before the next meeting.

**One-minute check in-**

–All-

Bookstore: On schedule for the move and is working on the logistics. Would be will to do a Nook demo in the future

ET: Scheduled to move into new office on February 11th, will plan an open house.

TRiO: Moving on February 11th into the new Campus Center, Elise will be working during January.

Counseling: There will not be any adjunct counselors during the winter intersession; availability during spring is still unknown.

Hindes: Counseling special programs (Puente, Success, International and Athletics) requested to be represented in SSC. Dr. Hindes asked Patti to submit this topic as an agenda item for a future SSC meeting.

Campus Center: World AIDS Day events were a success. In the process of packing the interim office to move into the renovated Campus Center.

Dean of Student Support: Collecting and finalizing the service hours for winter. A&R and Counseling offices will be closed beginning Dec. 19th.

CalWorks: This is a year-round program so they are currently planning activities for the last two weeks of school as well as for winter intersession. There was a satisfactory progress policy instituted this year and thus far students seem to be doing well.

A&R: There was a change in the wait-list policy. Students can now only be on one waitlist and will receive a 72-hour notice to register instead of being added automatically.

(Ogilvie) There has been technical issues with CCCApply but IS is currently working on fixing the problem.

EOPS: David Ellis Discovery Well Program to be implemented for spring semester.

Financial Aid: The office will be closed starting December 19th. Higher One ATM will not be available and will be moved into the bookstore January 3rd. Encourage students to use the card as a credit card to not incur fees. Scholarships will be processed online only. Scholarship workshops will be offered to students and faculty, the current deadline is February 28th.

Outreach: Gave a handout of important dates to SSC. Copy of the handout is attached to the minutes.

Student Health Services: HIV/AIDS recourse information available in the Health Center, please send requests to Becky if interested in the materials. A nutritionist is available to students.

Library: Not open during winter break but students can make appointments to read textbooks on reserve by calling (408) 741-2028; 24-hour notice is required.

Assessment: State-wide assessment close to being available. Validation studies are required again. During summer 2011 computerized ATB testing has been implemented.

DESP: DESP Test Center moving into the space previously occupied by TRiO and ET. The See’s fundraiser event grossed $5700.

**Standing Reports-**

College Council:

-College Goals and Objectives approved and posted online.

-Submitted recommendation of the revised Reduction Plan on November 17th.

-Voted on the “rebasing” of the budget for SS/LA renovation.

-Discussed commencement.

Academic Senate:

-Attended the plenary session for SB 1183.

-Reviewed draft of the Student Success Taskforce Recommendations.

-Wanted feedback on where to focus the Textbook Access Program.

-Discussed Board Policy and Procedure changes.

-Discussed Academic Freedom Policy.

-Some of the departments had concerns regarding the new advisories because of the possible negative impact on enrollment (Math courses with English advisories).

Student Senate: ASO will be distributing free scantrons and blue books for students. Students can acquire them at the ASO office or from any of the student leaders.

**Discussion Item:** SSC Mini Retreat

–Hamp/Hindes-

-March 22nd was selected by SSC for the mini retreat. It will be a half-day event from 8:30 am - 12:30 pm.

-Members were encouraged to send agenda items.

**Informational Item:** Saratoga Rotary Food Program

–Hindes-

-The food program started small, it was limited to serve only 50 students

-The program has a strict income eligibility requirement, it was funded through HUD

-In-reached through EOPS, CalWorks and TRiO since those students were already income eligible.

-According to the Saratoga Rotary the intent of the program was not to provide regular grocery items but to give students access to grab-and-go items. Student feedback suggested it wasn’t ideal for students with families who desired groceries.

**Informational Item:** Matriculation Committee

–Hindes-

**-**A call for representation was sent out to the campus community

**-**This committee cannot be facilitated by Dr. Hindes, the co-facilitators need to be a classified personnel and faculty

**-**Two people volunteered, Susan Sherrill and Elise Johnson, unfortunately the meeting dates did not allow Elise to participate.

**-**A co-facilitator will be welcome

**Informational/Discussion Item:** Reforms Article

–Hindes-

**-**Mandatory orientation and assessments recommended by the Student Success Taskforce.

**-**If orientations become mandated the college will have to offer several different options of orientations to students

**-**There were some amended recommendations: they removed lumping the categorical programs and students having to pay for the full unsubsidized funds for classes not in their program of study.

**-**Dr. Hindes wanted the council to start thinking about how to start implementing these recommendations because they became mandated. She wanted the members to think about the impact to the college if a college success class became mandated.

**-**K-16 Bridge Program already at WVC and 11 other colleges, this Program is underutilized at WVC but it can be a means to implement recommendation #1.

**-**Maritza explained to SSC the different types of BOG and that there may be an update to BOG C eligibility, this would affect middle-income students.

**-**Maryanne will send the updated recommendations to Angela to post with the minutes.

**Informational Item:** Upward Bound

–Hindes-

**-**Competition for the program is coming up, it is funded through the Department of Education (title IV funds).

**-**Regular UB is geared toward high school students entering 9th grade, it is a college preparedness program.

**-**The program use to be part of the original TRiO program.

**-**Dr. Hindes indicated that the VET and Math & Science UB should be explored by WVC.

**-**She predicted that the impact to the college will mostly be in the Financial Aid and Student Activities offices.

**-**Once the grant was won it would mean that WVC would need to hire and provide services to the partnered high schools.

**-**During summer WVC would have to the students come to campus and provide them activities and gear (t-shirts, supplies, etc.).

**-**WVC would hold classes and workshops.

**-**Dr. Hindes needed to report back to Dr. Gaskin whether SSC was interested in applying for this grant.

**-**Grant for Math & Science UB serves 60 students and it was $250k. She thought the VET UB would be comparable.

**-**Prospect, Boynton and DelMar would be the prospective high schools.

**Reminder:** Administrative Procedures related to Board Policies

–Hindes-

**-**Changes to the Administrative Procedures were due to Dr. Hindes by Friday

**-**It was too late to make changes to the policy

**-**Some members of SSC were concerned about the language regarding DESP in the policy but it was too late to make the changes but was informed that the next opportunity to make the changes will be in August. Dr. Hindes suggested making the changes in the procedure for the time being.