WEST VALLEY COLLEGE

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

March 15, 2011 Approved Notes

**ATTENDANCE Pres. Abs.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Victoria Hindes** |  | **X** | Vice President, Student Services |
| **Angelica Bangle**  | **X** |  | **Director of Matriculation** |
| **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** |
| **Jeff Griffin** |  | **X** | **Tutorial Services** |
| **Joe McDevitt** |  | **X** | **Outreach** |
| **LeAnn McGinley** | **X** |  | **Assessment/Articulation/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** |
| **Michelle Donohue-Mendoza** | **X** |  | **Student Activities & Campus Center Dir.** |
| **Sara Patterson** | **X** |  | **Counseling Department Chair** |
| **Steve Higginbotham** |  | **X** | **Barnes and Noble Representative** |
| **GUEST: Celine Pinet** | **X** |  | **Vice President, Instructions (Interim)** |
| **GUEST: Shelley Gonzalez** | **X** |  | **Director, Child Development Center** |

Move to approve SSC 3/1/11 minutes with revisions

MSC: Pavan, Donohue-Mendoza, Unanimous

**Informational/Discussion Item:** Student Services Council representation to College Council

–Finch-

-Jean’s term is expiring and SSC will need to select a new representative

-Jean will be happy to continue in her position

-CC meets the opposite Thursdays from 12:30 to 2:00 but this could be extended to 2:30 as well as meet on a weekly basis next year

-Dr. Gaskin emails the agenda to all WVC so interested parties can look over the agenda to get a better sense of what is covered during the meetings

-There is a fair amount of reading involved from the meeting materials

-Please submit names of interested parties to Dr. Hindes before the next SSC meeting which will be April 5th

-Add College Council representative selection as an action item to the April 5th SSC meeting

**Introduction of SSC members to Celine Pinet**

**Informational/Discussion Item:** Proposed SSC Retreat and possible agenda topics

–Aragon/Pinet-

-Elise and Helen have a conflict on April 29th and would not be able to attend, another possible date would be May 6th, the first Friday of that month

-Discuss how we are going to continue to deliver services with the budget cuts. How are we to prioritize?

-Have representatives from Instruction participate in the retreat

-Invite members of Basic Skills and Student Equity and Success committees

-Discuss student readiness and what is covered during orientation

-Have a 45 minute to 1 hour presentation from the Mental Health Advisory Committee

-In-depth review of Student Service Learning outcomes

**Standing Reports:**

College Council – Finch

-Action item presented by Laurel Kinley regarding the classified staff hiring prioritization and how it will continue to be managed by an existing committee. They will redefine the criteria for a hiring prioritization list

-Shelley Gonzalez did a presentation

-Michael Renzi presented on fixed-cost and internal allocation model

-Classified senate looking for funding or used black caps and gowns for the Cap and Gown Assistance program in preparation for graduation

Academic Senate – Pavan

-Focused on SB 1440

-Rather than hold senate meetings each time a department wished to make changes to their curriculum the senate elected to have Lance Shoemaker meet with the appropriate senator to handle this

-Volunteers for the Classified Senate taskforce representation sought

-Distance Learning Committee representative sought

Division Chair Council – Pavan

-Restructuring the hiring prioritization practice

-Extensive discussion on Program Review

-Over a year ago Division Chair Council developed a rating procedure to rate departments but no decision was made as to how this information was to be used. The intent of the rating was for the purpose of facilitating program discontinuance. The information was to provide insight to the departments so that they could reinvent themselves and/or improve some of the functions. The rating system was not created for the purpose of layoffs.

Student Senate – Messina

-Gave copies of the ASO event calendar to SSC

-Completed March in March yesterday

-Persian New Year event in the theater today

Classified Senate – Lopez

-Please donate funds or used black caps and gowns for graduation

-Please donate used books to the book sale, contact George Mageles for a pick-up or drop-off in any of the boxes located around the campus

**Mini Presentation:** Child Development Center

 –Shelley Gonzalez-

-They have worked on a new mission statement: provide an exemplary lab for teacher training and service to children

-Approximately 300 students go through the lab each year

-Some of the duties the students are required to perform are: observe and assess children, research growth and development, perform case studies, design and implement curricular experiences with children, talk to teachers and parents, and to find out what it means to be a teacher of young children

-Currently there are 7 practicum students from CHS 35 in the lab, they must complete 120 hours to fulfill their requirements

-there are 3 paid teaching assistants-1 full-time office coordinator

-5 full-time teachers

-It is a California Mentor Program site

-Developmentally based program

-Funded through the child care block grant, which will be cute next year, it is 90% state funded but they are trying to get to 50%, they will need to turn into a fee-based program

-There are 56 children in the program and the capacity is 92

-20 parents participating in PAC (Parent Advisory Committee)

-The program is open to faculty, staff and the community not just students

-They are seeking to be back to full capacity at 92 children

-Some of the upcoming activities at the center are: Family Day, March 19th; Bird Walk, with assistance from the Los Gatos Bird Watching store; Insect Hunt; Summer Program/Summer Camp; marine Science Institute will be presenting to the children

**Informational/Discussion Item:** Pay-to-Stay

 –Pavan-

-Handouts given to SSC

-These results were from the Counseling meeting which took place yesterday, March 14th

-Many of the counselors did not know about the policy change and had questions

Their questions/statements were:

-We need to send bills since students and parents don’t pay unless they are billed. Is there a possibility to send a bill?

-Can we implement a payment plan?

-Three separate due dates would be too confusing. We should have a 15 day rule.

Herlisa’s response were:

-An additional payment deadline was added to the previous list. So, students have 4 separate payment dates.

-$2.3 mil in fees not collected currently for the district

-IS does not have a system to implement the 10-day payment policy. The 30 day window was created to give students more time.

-Extensive research has been done regarding payment policies in other districts. While we are still shopping for an online payment program, we don’t have one at the time.

-Payment plan has been proposed but are waiting for Cabinet to review and respond. Also, this is a district policy therefore Mission would have to be on board as well

-There will be an extensive ad campaign regarding the payment policy

-Student Veterans will not be affected

-Financial Aid students are not exempt, special needs exemptions will be made per case by case basis