## WEST VALLEY COLLEGE
### STUDENT SERVICES COUNCIL
#### November 4, 2014 Notes

<table>
<thead>
<tr>
<th>Name</th>
<th>Present/Absent</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelica Bangle</td>
<td>Present</td>
<td>Co-Chair, Counseling</td>
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<tr>
<td>Berni Walker</td>
<td>Absent</td>
<td>Coordinator, Veterans Support</td>
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<tr>
<td>Carol Pavan</td>
<td>Absent</td>
<td>Division Chair, Student Services</td>
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<tr>
<td>Cheryl Miller</td>
<td>Present</td>
<td>Director, DESP</td>
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<tr>
<td>Daisy Stoddard</td>
<td>Present</td>
<td>Representative, Student Senate</td>
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<tr>
<td>Elise Johnson</td>
<td>Present</td>
<td>Director, TRiO</td>
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<tr>
<td>Herlisa Hamp</td>
<td>Present</td>
<td>Director, Student Equity &amp; Success</td>
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<tr>
<td>Irene Serna</td>
<td>Present</td>
<td>Director, EOPs</td>
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<tr>
<td>Joe McDevitt</td>
<td>Present</td>
<td>Director, Outreach</td>
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<tr>
<td>LeAnn McGinley</td>
<td>Present</td>
<td>Assessment/Curriculum</td>
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<tr>
<td>Maritza Cantarero</td>
<td>Present</td>
<td>Director, Admissions &amp; Records &amp; Financial Aid</td>
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<tr>
<td>Marta Mora-Evans</td>
<td>Present</td>
<td>CalWorks</td>
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<tr>
<td>Pauline Clark</td>
<td>Present</td>
<td>Co-Chair, Counseling &amp; Rep., Academic Senate</td>
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<tr>
<td>Sharon Heimbaugh</td>
<td>Absent</td>
<td>Director, Health Services</td>
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<tr>
<td>Susan Wolfe</td>
<td>Present</td>
<td>Manager, Barnes and Noble</td>
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<tr>
<td>Victoria Hindes</td>
<td>Present</td>
<td>Vice President, Student Services</td>
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<tr>
<td>Wanda Wong</td>
<td>Present</td>
<td>Representative, College Council</td>
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<tr>
<td>Whitney Clay</td>
<td>Absent</td>
<td>Coordinator, Student Success</td>
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<tr>
<td>Rachel Metz</td>
<td>Present</td>
<td>Guest</td>
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### I. Approval of Minutes
- Approve the minutes from September 16, 2014. LeAnn McGinley motioned to approve. Irene seconded and all approved the motion.

### II. Discuss any comments from documents re: Campus SAVE Act – Victoria Hindes
- Angelica Bangle stated that this will be included in future orientations.
- The developed Power Point will be shared with the group and they will adapt it to fit their needs.

### III. Personnel Hiring Updates – Cheryl Miller, Joe McDevitt, Angelica Bangle, Victoria Hindes.
- DESP – range 57 position approved by EMT, going out for PAR and will begin hiring. They are hoping to fill this position by spring term.
- Counseling – proposing a 75% position for the front counter, range 57. Taken to Cabinet since the job description was developed. Approved by Cabinet but the president stated that if counseling wants to hire this position as soon as possible to use an existing range 57 job description. This is because there is a backlog of positions being vetted as well as the reclassification study that HR is starting. The ultimate decision will be up to the committee how they will proceed.
- Student Development – Calling for interviews, there are 7 people on the committee so finding common times is a bit daunting. The committee has a strong pool of candidates. The first interview will be on November 21st. There
are four internal candidates, one has already been informed and the other 3 will be contacted within a few days.

- Dean of Student Services – Looking for a student to serve on the committee as well as a faculty member. Herlisa Hamp is the chair of this committee; if you know of a student or faculty who’d be interested in participating please have them contact Herlisa.
- Assessment – The committee will be meeting Friday to finalize the supplemental questions. LeAnn was instructed to ask Barbara to be part of the committee.
- College Researcher – Terry Langworthy is the chair. They developed the supplemental questions last week.
- EOPS Counselor – This committee consists of Irene Serna, Steve Juarez, Melissa Ceresa, Carolyn Nash, and Melissa Salcido. They completed the supplemental questions.
- Victoria is serving on the VPSS hiring committee at Mission College so if you have documents that need signatures please see Herlisa Hamp, she’s her designee.
- Parity analysis is being conducted for A&R advisors at Mission and West Valley. Some are range 57 and others are range 59 so there may be changes to the classification of some of the staff in A&R.
- Please note that the current FON is at 279 which is above the requirement due to our drop in enrollment, this may be that there will be no new faculty hires in spring.

IV. Student Services Mini Retreat/In-Service – Victoria Hindes

- Highlighting safety, prevention and motivational topics. This will be open to all Student Services staff. Funds have been set aside for the retreat so please recommend venues.
- Please think of good dates in spring and send via email to Victoria or share at the next meeting.

V. Standing Report
a. College Council
   - Discussed AAS restructuring, the future plans for The School of Art and Design. Members wanted to know if there was a strong need for these types of programs. Is there a strong need in the community?
   - Updated on the progress on the accreditation recommendations.

b. Academic Senate
   - Prioritization for new hires, the presentations were made and now the rankings will be established.
   - The state Academic Senate discussed ACCJC and looking at resolutions and possibly taking it off of Title V in reaction to the events that occurred at San Francisco City College.
   - Bachelor’s degrees will the state’s main focus.
   - Mel Vaughn presented and brought about the idea of revising Program Review so it is every other year instead of every year.
- Library doesn’t have a vote in DCC, was invited to talk about options which division they would fall under. They will return in the future to discuss possible options.
- Ann Marie Wasserbauer about non-credit courses for adult education, a consortium developed with Career Programs.
- Passed a participatory governance resolution asking the Board to respond in writing about the appointment of the VP of HR not going through the shared governance process in his selection.
- Whitney Clay presented on Student Equity.

c. Classified Senate
- Did not report

d. Student Senate
- Passed the budget for the SSSSCCC Conference in LA, will be sending 5 ASO students.

e. BRAC
- Nothing to report
- Still reviewing the recommendations from accreditation.
- Will have more to report in January.

f. DCC
- Sent a call out for faculty who are interested in being Division Chair.
- Will hold an election soon

VI. Program Updates
- Bookstore – Counter service has been rough but will reconfigure and will continue. Going through contract renewal process, there will be a presentation to the Board. Contract has been extended for now till Dec. 31st.
- Health Services – There was a bed bug issue which has been resolved. Flu vaccines are still available.
- EOPS – Halloween activity, about 30 – 40 students participated. Working on priority registration. Rosa is still on medical leave and will be back in January.
- Assessments – A group of people have been filling in during the assessment position vacancy.
- Hiring of hourly positions – the district does not have a process of hiring hourlies, the request came for Susie’s replacement from Tom and Christina. Would like transparency on the selection process or create a procedure. Dr. Hindes informed the committee that a request was made to HR and was told that HR does not have a list of individuals available for hourly hires. A request was made to individuals in other departments as well as counseling for any individuals available for immediate hire. In the spirit of transparency Dr. Hindes noted that both Christina and Tom interviewed Stephanie and approved her to be hired as Susie’s replacement while she was away on medical leave. Other departments concurred that hiring of hourlies have always been up to the departments to manage on their own and most are from recommendations from other departments. Basically, the “I know a guy who has a cousin who’s looking for work so I’ll give you their information”
method is utilized. Most noted a procedure would be nice but realistically, hard to implement since there isn’t an official hiring pool like faculty. There was a question as to why Shamiran was given as task for assessment when she was originally hired to assist with the Veterans. The group noted that classified are regularly given other duties as assigned and since Shamiran was a temporary hire for the counseling department printing the MBTI for the counseling classes wasn’t out of her range of duties as an hourly classified. Angelica wanted to note that sometimes these hourlies are given perceived advantages if and when a position becomes available for hire. Others noted that any perceived advantages have a double edged sword for an individual because they may have gained experience in the position but for some that may have a negative effect rather than a positive when it comes to official hiring. Angelica also wanted to have SSC draw up a procedure for the future. Dr. Hindes said that it would be prudent to ask HR to do a presentation on this. Irene cautioned that most positions are a month long and if the procedure takes a month to fulfill then it would not be effective and most cases are short notice and short term.

- DESP – in spring will be rolling out workshops regarding access to materials especially online materials.
- TRiO – finished tour of UCLA & San Jose State. Won Halloween Decorating contest. The TRiO funds ends this year and will be resubmitting the grant.
- CalWorks – Working with priority registration
- Student Equity – Working on marketing plan.
- Financial Aid and A&R – Training sessions began for the reclassified staff. They started with Jeremy Sias on clearing pre-requisites. Some of the staff will train on records evaluations; others will be trained on reconciliation and cashiering. Working on revamping the Academic Appeals process. Make the appeals form more intuitive so it’s clearer for the student as well as the committee member.
- Athletics – Lisa McNiven will be retiring at the end of April.
- International – conducting student surveys at the end of November and all of December.