

Cañada College
Student Services Planning Council
Minutes

February 9, 2011

1:00-3:00 p.m.

3-142

In attendance: Robin Richards, Eliazer Ayala-Austin, Rita Sabbadini, Debbie Joy, Victoria Worch, Diane Arguijo, Regina Blok, Valeria Estrada, Trudy Ferree, Soraya Sohrabi, Bob Haick, MaryHelen Dorado, Ruth Miller, Margie Carrington, Romeo Garcia, Jai Kumar, Katie McKee, Vanessa Aceves

Welcomed our new International Student Coordinator, Diane Arguijo

1. Approval of Minutes

January 12, 2011 minutes approved with changes

2. Discipline & Grievance Procedures

Discussed how well the Grievance Committee did with their first grievance

SSPC discussed the Discipline and Grievance Procedures. Robin Richards will bring the discussed changes to the other Vice Presidents for consideration.

Robin would like to have these documents ready in time to be placed in the catalogue and schedule.

Margie made a motion that we adopt Procedure 7.69 SMCCCD Student Discipline and Procedure 7.73.1 Student Grievances as amended. Regina seconded the motion. All were in favor.

If there are any questions regarding discipline or grievance, please call the VPSS office.

3. Measure G Update

The Hiring Timeline was handed out and discussed. All positions brought forward must be justified in the team's Program Plan and the objective is written in the SAO.

Justifications will be submitted to the Team Leader.

For our Accreditation in 2013 each Team will have one full circle of assessment, etc. done.

All Measure G money must be used by June 30.

We have used Measure G to pay for the following personnel in Student Services for development of programs for students; Erin Pickett will be working with students in the Disability Resource Center, Chameeta Denton will be developing our Peer Mentoring program and working with students in this program, Diane Arguijo is developing our International Students program, and Nick Tuttle will be working with our Veterans.

Romeo will be submitting a plan on how to use Measure G money effectively to develop a Financial Literacy Program at Cañada.

There will be a Financial Advice Couch on Thursday, February 10 in 9-252 from 12:00-1:30. Pizza will be available for students.

4. SLO/SAO Retreat Comments

The Student Services Retreat on February 4th was a huge success. Teams were able to get a lot of work done on their SLOs and SAOs.

Overall the new form was very useful

All managers will need to make an appointment with Greg Stoup to discuss plan and assessment of SLO.

Be sure staffing needs are presented in the SAO. And we are no longer planning for specific departments or offices; we are planning for programs.

Program Plans are due at the next SSPC meeting; February 23rd.

| Program | Program Mission/Function | Offices/Program Teams |
|--|--|--|
| 1. Outreach and Application | To provide students with information on the advantages of a college education and help them understand the entire process of preparing for, choosing and applying to the right college for them. | Vets – <u>Margie Carrington, Team Leader</u> Outreach – Bob Haick, Ari Alvarez Admissions & Records – Jeanne Stalker Financial Aid – Manuel Delgado EOPS/CalWORKs – Bob Haick DRC – Regina Blok Counseling – Sandra Mendez PIO – Robert Hood SSS/UB – Lena Mira, Maria Huning International – Jeannie Stalker Other Programs: (to receive information) CBET/VESL Workforce Development Return to Work Athletics Honors Student Life Learning Center |
| 2. Assessment, Orientation and Registration | To provide students with knowledge of their aptitudes to better enable them to take the right courses and to assist students in navigating the key college processes in order to be successful. | Admissions & Records – <u>Ruth Miller, Team Leader</u> Assessment – Loretta Davis Counseling – Carla Stoner-Brito EOPS/CalWORKs – Jose Romero SSS/UB – Romeo Garcia DRC – Regina Blok Student Life – Victoria Worch International - Soraya Sohrabi |
| 3. Articulation and Transfer | To facilitate a seamless transition of students from K-12 to Cañada College and from Cañada College to other accredited higher education institutions. | Transfer – <u>Soraya Sohrabi, Team Leader</u> Articulation – Lyn Belingheri Counseling – Lyn Belingheri Admissions & Records – Maria Lara SSS – Melissa Alforja EOPS – Lorraine Barrales-Ramirez Other Programs: (to receive information) DRC Honors Basic Skills MESA University Center |
| 4. Financial Literacy | To offer learning opportunities on the management of personal finances so students can make sound financial decisions | SSS/UB – <u>Romeo Garcia – Team Leader</u> Financial Aid – Faye Soler, MaryHelen Dorado |

| Program | Program Mission/Function | Offices/Program Teams |
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| | and aid students in their understanding, application, and timely receipt of all eligible financial aid resources they need. | MESA – Cathy Lipe Counseling – Byron Ramey EOPS/CalWORKs – Eliazer Ayala-Austin Other Programs: (to receive information) Learning Center |
| 5. Counseling and Career | To guide and support students in achieving their educational, career, and personal goals and in becoming proactive participants in our diverse society. | Counseling – <u>Kathy Sammut & Sandra Mendez, Team Leaders</u> Career – Karen Olesen, Bob Haick EOPS/CalWORKs – Lorraine Barrales-Ramirez SSS/UB – Melissa Alforja DRC – Regina Blok Financial Aid - Rosa Jimenez Other Programs: (to receive information) Honors VESL Workforce Development MESA Transfer Articulation |
| 6. Student Support: Student Life, Academic Support and Wellness | To provide the necessary support services to promote academic success, social engagement and physical and mental wellness of the student. | Nursing – Trudy Ferree Psych Services – Gena Rhodes Student Life/Clubs – <u>Victoria Worch, Team Leader</u> Financial Aid – Lucy Nolasco Athletics – Byron Ramey EOPS/CalWORKs – Jose Romero SSS – Pat Siehl Vets – Byron Ramey MESA – Cathy Lipe Learning Center – Rita Sabbadini Tutoring – Rita Sabbadini Library – Dave Patterson DRC – Regina Blok International Students – Diane Arguijo |

Next meetings - February 23, March 9 and 23, April 13 and 27, May 11 and 25

Snack Sign-up

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| February 23 | Margie Carrington |
| March 9 | Victoria Worch |
| March 23 | Rita Sabbadini |
| April 13 | Bob Haick |
| April 27 | Eliazer Ayala-Austin |
| May 11 | Regina Blok |
| May 25 | Soraya Sohrabi |