Cañada College

STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF

Wednesday, November 28, 2012
2:00 pm – 4:00 pm
Building 5 – Room 112

Members Present: Rita Sabbadini, Robin Richards, Romeo Garcia, Kim Lopez, Lexie Munevar, Regina Blok, Ruth Miller, Victoria Worch, Ariackna Alvarez, Debbie Joy, Bob Haick, Sandra Mendez, Lorraine Barrales-Ramirez, Soraya Sohrabi, Geovanna Moreno

Members Absent: Gregory Stoup, Margie Carrington

Guests: Carol Rhodes, Lucy Carter

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1. Approval of Minutes – Need approval for October 24 minutes

2. Business

I. Review Hiring Justifications – 1ˢᵗ discussion for new 2012-2013 positions

Position: Office Assistant – Welcome Center

1. Describe the managed hiring process (and this is a managed hire position)
2. List Saturday and evening hours that need coverage
3. Develop a work log that provides information on the volume of calls, students at the counter, assessment tests administered, orientation sign-ups, counselor appointments.
4. Describe that these individuals serve as the face of the college
5. Add the volume of Math and Word Jam assessments
6. Describe late registration.

Position: EOPS/CalWORKs/General Counselor

1. Include more recent data from the Chancellor's Office website
2. Be clear about this being a "combination" position with general counseling
3. Provide a chart with the number of counselors
4. Why do we need this new counselor? Include information on number of students on the waitlist, change in EOPS allowing AB540 students

Position: Dean of Counseling

1. Conduct an evaluation of the reassignments
2. Add an organizational chart with the changes made
3. Look at the history of tasks with deans
4. Provide information on changes in counseling workload
5. Add information on the director of EOPS/CARE

Position: IAII – Career and Student Life

1. Provide more information on **new** program activities (e.g. e-portfolio/internships) and how this position will assist in allowing this to occur (e.g. having time to go off-campus)
2. Describe what cannot be done completely due to lack of staff
3. List the average number of hours closed per day (Career Center) and the lack of evening services

Position: Financial Aid Technician

1. Address changes in PELL (i.e. less students to be eligible) and the addition of AB540 students
2. Describe the BPA activities and why there should be more staff even with the changes made
3. Include data on the amount of overtime used
4. Provide information on the number of students at FAFSA Tuesday and other workshops
5. Compare the number of staff with Skyline and CSM as well as the number of aid applications

Position: Transfer Center Counselor/Director

1. Discuss the cost difference between current position and counselor position
2. Address the summer gap (10 month vs 12 month) – how much might the overload cost
3. Identify ways to coordinate with A2B

Position: Transfer Program OAII

1. Address what would happen in the summer (if there is a counselor position)
2. Data on need (e.g. difficulty depending on students)
3. Add EMP Objectives
4. Discuss possible "combo" with another department
5. Describe AA-T and changes in workload
6. Identify ways to coordinate with A2B

Position: A&R Assistant II

1. Stress that this is "not new" – replaced the half-time position that left when International left
2. Add data on the amount of work which is delayed/needs to be completed
3. Provide information on the hourly costs right now (would funds be used for the position?)
4. Discuss the advantages of the ARIII position
5. Provide information on how the position fits with the results of the BPA

Position: Academic Supervisor Realignment

1. Be clear about the request – it is just to change the funding of the existing position from 13% Fund 1 to 40% Fund 1
2. Add a chart/table in the front of the document to describe change in $$ and that an 80% counselor would be TRIO coordinator
3. What could be the impact of not making this change?

3. TRiO and EOPS Annual Plan

Tabled

4. E-Portfolios

Carol Rhodes provided information regarding e-portfolios. 11 out of 21 instructional programs plan to use e-portfolios.
Carol would like Student Services to evaluate and plan how Student Services departments might use e-portfolios. What resources would we need; i.e. training for students, workshops, drop-in tutoring, facilities?

http://www.slcc.edu/gened/eportfolio/

Carol asked for volunteers from SSPC to serve on the Ad Hoc Portfolio committee during the Spring semester. Regina Blok and Romeo Garcia volunteered for this committee.

5. Other

Upcoming meetings:
  December 26 - cancelled
  January 9
  January 23
  February 13
  February 27
  March 13
  March 27
  April 10
  April 24
  May 8
  May 22