

Human Services Advisory Meeting Minutes  
April 24, 2012  
3:00 pm 13-112

Attendees: Associate Professors Dora Collada, Jess Miller, Wanda Nalls, Barbara Liedtke-HIP Housing, Natalie Tercero-Job Train & Single Stop, Darlene Rutkowski-CA Dept of Rehab, Marie Violet- Sequoia Hospital, Hal Kataoka, Peninsula Works with interns Edmund Aheng, Terry Alabata and two others. Cañada College Student Representative, Francis Chang , and Julie Mooney

Absent: Gloria Flores Garcia-El Concilio, Arlene Borg-EDD, Doris Hinton-Peninsula Works-Jason Wong-Samaritan House, Cheryl Sinclair-Coastside Collaborative, Glory Bratton, Cañada College

1. Following general introductions, Hal Kataoka introduced his interns – all post graduates seeking employment in this difficult job market. Francis Chang - Student Representative was welcomed. Francis commented on the educational support and assistance that has been provided by the various agency partners in the Human Services program, including CalWorks and EDD.
2. Julie briefly reviewed the folder contents which included current marketing materials, web inquiry response templates and website screenshots. It was suggested that the committee take some time to review the Paralegal Program website and make any recommendations or suggestions for updates for our webmaster.
3. There was a brief discussion of enrollments and the annual Fall /Spring changes. Cooperative Education Internships have remained consistent. Julie commented that most of our interns seem to have little difficulty finding positions. Candidates are encouraged to research possible positions and to prepare well with a concise resume directly related to the specific internship and to only list related experience and area interest. i.e. Community Outreach, Senior/Adult Care.
4. Summer course Offerings were discussed, including the Library- Health Science Vocabulary and the required Sociology - ethnic studies course – a selective for Human Services.
5. Wanda Nalls reported on the need for curriculum update to include State of California Dept of Corrections/San Mateo County influx of parolees. Assistance to this population is so very important to their success and to their families and community.

Julie mentioned county downsizing and in particular staff cut backs including Pat Michelin of the Peninsula Library System – Community Information Handbook coordinator who is now limited to 15 hours per week employment.

Dora Collado mentioned that the County is hiring temporary workers and that it is important to market our program to this group.

Barbara Lietke commented on the need for 'confidence building' within the curriculum. She is pleased with the interns at HIP Housing at the Fair Oaks Center but sees that there is a need for personal & life skills.

Darlene Rutkowski commented that there are many positions available in the field of Rehabilitation and that our interns/ students would be welcomed at her agency.

Hal Kataoka suggested that the County of San Mateo 'in house Human Services Training' be reactivated. He hoped that Dean Hayes could meet with Beverly Johnson of the HSA to discuss. Hal also mentioned the need to support our local agency fund raisers including Job-Train Breakfast of Champions, Jobs for Youth Breakfast and the Fatherhood Collaborative.

Julie mentioned that she represented the college at the planning and implementation of the Fatherhood Collaborative with Supervisor Jerry Hill.

Hal also mentioned the upcoming Job Fair at the San Mateo County FairGrounds. Ron Visconti has reactivated that successful event.

Hal announced that EDD will be opening a One-Stop in Belmont. The collaboration at Skyline College has not been successful due to the location, lack of transportation and parking fees. Dora mentioned that EDD is open at San Carlos two days per week to assist clients.

6.. Jess Miller provided an overview of the Program Review, Annual Plan and Course Outline process. Dora Collado and Wanda Nalls commented on the importance of these plans and understanding of student assessment and outcomes. And of the faculty experience of "actually putting into words what exactly you are trying to convey to students" in the helping professions.

7. Dora discussed Course updates and revisions and the importance of the linked ESL/ Spanish class as a college requirement for Early Childhood Education and Human Services.

8. Glory Bratton has reported 24 certificate earners this semester. 13 in Family Development and many earning two or more certificates. Julie commented that we are expecting more upon completion of the Computer Class requirement

Julie invited all to the Human Services Graduation to be held at the Fair Oaks Center.  
**Date to be confirmed.**

Other: NDNU information flyer for Business and Human Services was distributed.  
Meeting adjourned at 4:30 pm.