

**Student Services Planning Council
Special Hiring Meeting Notes**

September 15, 2010

1:00-3:00 3-142

In attendance: Robin Richards, Eliazer Ayala-Austin, Lucy Nolasco, Kathy Sammut, Ruth Miller, Rita Sabbadini, Romeo Garcia, Soraya Sohrabi, Bob Haick, Valeria Estrada, Regina Blok, Debbie Joy

Admissions & Records is in the process of working towards using Degree Works District-wide and with possible District funding

Jennifer Hughes and Robin Richards have volunteered to co-chair the implementation of Degree Works

The Student Services Planning Council discussed two full-time and four part-time positions that were needed in the student services areas. As a result of the conversations at our meeting, the group identified one full-time and two part-time positions to forward to the campus for consideration. The following tables identify the positions we are requesting and the ones which we have placed on hold for later discussions.

Student Services Requested Positions (Recommended for Consideration)				
Position Title	Department	% of FT	Salary Cost	Comments
Articulation Officer/Counselor	Counseling Services	100%	\$71,580	Critical need for increase in articulation services
Instructional Aide II/Alt. Media	Disability Resource Center	48%	\$26,208	Number of alternative media textbook conversions has increased significantly
Financial Aid Assistant	Financial aid	40%	\$17,875	Significant increase in financial aid students; will provide consistent information & support
TOTALS		1.88 FTE	\$115,663	

The following positions were discussed at the meeting and will be further considered during the spring 2011 planning cycle.

Other Student Services Considered Positions (Not Recommended at this time)				
Position Title	Department	% of FT	Salary Cost	Comments
EOPS/CalWORKs/DRC Counselor (Special Populations)	Counseling Services	100%	\$71,580	Considering the need of the special populations: Will evaluate this need over the next few months
Office Assistant II	Student Life and TRIO	48%	\$26,208	Will provide more consistent support to the program areas (SSS/Student Life); Will evaluate over the next few months

A&R III	Financial aid	60%	\$28,267	Consolidation of the work on Degree Works within the district and having the district pay for the transition is important reason for withdrawing request
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Meeting Date	Afternoon Snack	
August 25	Valeria Estrada	
September 8	Rita Sabbadini	
September 22	Soraya Sohrabi	
October 13	Lucy Nolasco	
October 27	Regina Blok	
November 10	Eliazer Ayala-Austin	
December 8	Romeo Garcia	