

## Student Services Planning Council

### Meeting Notes

October 13, 2010

1:00-3:00 3-142

In attendance: Robin Richards, Eliazer Ayala-Austin, Victoria Worch, Katie McKee, Valeria Estrada, Rita Sabbadini, Bob Haick, Lucy Nolasco, Ruth Miller, Margie Carrington, Debbie Joy, Greg Stoup, Kathy Sammut

#### 1. Minutes

No minutes for September 29<sup>th</sup> Special SSPC Meeting/Discussion on Fall Hiring Process.

#### 2. Review and Evaluation of the Fall Hiring Priority process:

##### A. What Worked well?

- Different departments could put forth positions
- Keep “on radar” the staff needs
- Not ranking was good
- Having joint meeting and presentations
- Quick process
- CPC “not voting” good – endorsed process which was appropriate
- Diagram was good
- Liked voting by ballot

##### B. What Could be Changed?

- Not ranking was a problem (some ranking was done; i.e. Academic Senate ranked)
- Consistent information / sharing (Measure G)
- Tweak joint meeting to have process ahead of time/roles
- Quick
- Formalize CPC meeting (i.e. they should have a list of positions being forwarded before their meeting)
- Questions about Classified Senate’s role in process?
- Administration Planning Council – APC role?
- Varying amount of dialogue at IPC/SSPC, Joint ranking meeting? What should be discussed at either meeting?
- How to involve audience? Roll call?

Positions Measure G funds may be able to fund: Part-time help with Financial Aid appeals, help with alt media, short term help in the Learning Center and Articulation. To help with Articulation, Robin suggested a 12 month/37.5 hour per week, Academic Director of Articulation and Orientation. This position would be FSA qualified. This idea will be vetted to the counselors at the next Counseling meeting.

Student Services need to have a consistent plan. Can employees receive overtime vs. hiring short-term temps? If any Short-term temps are hired they need to go to Board before the next Board meeting which is October 27.

3. Discussion at the Budget Committee: How to go about determining what we need?

There was discussion on the difference between the Comprehensive Program Review and the Annual Plan. SSPC will look at the overall effectiveness of the current Program Reviews used and in the future will discuss how to create a more efficient, effective and meaningful review.

Annual Program Review Plan Task Force –

*Robin Richards, Greg Stoup, Rita Sabbadini, Margie Carrington*

4. DegreeWorks Implementation

The DegreeWorks Kick-Off Orientation will be held on November 11 from 9:00-11:00 at the District Office. Robin would like anyone interested to attend the orientation, but especially Admissions and Records and Counseling. The DegreeWorks pilot will begin June 2010 and ready to go live in August 2011. A GWAMAIL notice will be sent to students regarding dates to register as well as an email out to the entire college community.

5. Annual Planning Activities – see number 3 above

6. Other

- EOPS has calculators available for students to loan for the semester.
- A&R will continue to take petitions for degrees and certificates, possible through the middle of November.
- New Adjunct Counselor assignments (Measure G)
  - Early Alert
  - Disability Resource Center
  - Athletes
  - Financial Aid Appeals

Meeting Date	Afternoon Snack	
October 27	Regina Blok	
November 10	Eliazer Ayala-Austin	
December 8	Romeo Garcia	