Student Services Cluster Meeting
February 16, 2011
President’s Conference Room (SSA 214)

Members Present:
Co-Chair
Deborah Tull
Classified Staff
Brian Henderson
Tim Mariner
Sheila Millman

Faculty
Sue Steele
Elizabeth Colocho
Delores Hudson

Minutes:
1. Approval of Agenda
   Agenda was read and approved at 2:05PM.

2. Approval of Minutes
   No minutes were read.

3. Vice President’s Report
   Ms. Patterson was not present at the meeting. No Vice President’s Report was given.

4. College Re-Organization and Student Services
   The discussion centered around the retirement of Bobby McNeal. His duties and areas in Economic Development are currently being reassigned. Cal Works has been reassigned under Student Services. The Title V program has been reassigned to Academic Affairs. Other programs are currently being reorganized.

5. Budget Issues
   Most of today’s attendees also attended the recent budget meeting. As a college, we may come close to balancing our campus budget. If we are able to do so, there will be a forgiveness of our college debt. Efforts are being made so that we do not enter a deficit status.

   A discussion followed regarding concerns over Student Services funding. Sheila Millman suggested that each department prepare an estimate of its critical needs, and submit them before the budget committee. Elizabeth Colocho emphasized that this should be done by every department within Student Services, so as to present them as a unified division.

6. CORE Report
   Dr. Tull discussed the current plans for demolition and construction. The Nursing and General Classroom building are to be demolished to make room for a new Student Union building. The new Science Building will become the headquarters for Community Services. Student Services may share a building with the Culinary Arts program.

   Some departments within Student Services may be asked to move into the new Student Union Building. All Student Services managers have been told that the square footage of their offices would be reduced as a result. Plans are still underway for the transition. Ms. Patterson will chair the taskforce to decide which departments will be relocated to the
new building.

7. **Accreditation – Standard IIB**
   Dr. Tull described the recent Standard IIB meeting. The goal of the meeting was to review action plans for previous accreditation efforts to see what we have accomplished under previous plans. Ellen Joiner took feedback and compiled it into a new document. Dr. Tull described the meeting as very productive. The perception is that as an area, Student Services is doing well.

   Ms. Joiner is compiling information regarding each department’s strengths and weaknesses. Dr. Tull distributed a template, asking each department to submit a list of their strengths and weaknesses. The list needs to be accompanied by supporting documentation.

8. **Status Report: Student Services Program Review and Unit Plan Development Process**
   Nearly all of the program reviews, and most of the plans have already been turned in. Dr. Tull and Ms. Patterson are scheduled to meet so that they may review those plans and see if adjustments need to be made.

9. **Status Report: Student Services SLO Process (Identification, Measurement, and Data Integration)**
   Dr. Tull gave a brief update.

10. **LAHC Violence Prevention Training**
    Dr. Tull is working with the district, County Mental Health, and the Employee Assistance Program to prepare a day of violence prevention training. The training will take place during two full days (March 9th and 10th, 2011) and will feature prominent speakers. Law enforcement, educators, and public agencies have been invited to attend. Attendance has been limited to 300, and attendees need to preregister.

    A request has been made to have training on-campus at LAHC. The tentative date has been set for March 24, 2011. The START Program (County Mental Health) will attend. The training objectives include the development of: (1) greater situational awareness about potential shooters and targeted school violence, (2) greater understanding of the strategies which can stop the path of violence, and (3) greater understanding of current best practices regarding assessment and response to violence.

11. **Items from the Floor**
    No additional items were discussed. Meeting adjourned at 2:45PM.