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

Members Present:

Co-Chair
Deborah Tull

Classified Staff
Brian Henderson
Robbie Barker

Faculty
Sue Steele

Administration
Kristi Blackburn

Meeting Began: 2:00 pm

1. Approval of Agenda

   Agenda topics were discussed and motions were made to add two new items to today’s agenda.

      a. Motion for Robbie Barker to give an update on outreach efforts and the Welcome Center. Elizabeth Colocho made the motion, seconded by Brenda Guertin.

      b. Motion to discuss Counseling Department concerns. Brenda Guertin made the motion, seconded by Robbie Barker.

2. Approval of Minutes

   Minutes were read and approved unanimously.

3. Vice President’s Report

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

4. Budget Issues

   The state budget problems are negatively affecting the District decision making process and contract negotiations. These issues will continue to be problematic until state tax extension propositions are approved by the voters in June. Budget cuts will be even more severe if they do not pass. Program 100 is at risk of being cut by fifteen percent.

   At the last managers meeting, there was a discussion about what each department could cut from their budgets. Because budgets have already been cut, it is very difficult to find areas that can be trimmed (student workers, mileage, etc.). Another difficulty lies in the fact that since categorical programs have experienced major budgetary cuts, many of those expenditures have had to be absorbed into the college budget. It appears that there is a rise in Student Services spending due to the absorption of salary and benefit expenditures from contractual employees.

   Elizabeth Colocho reported that the fees for the SARS software may be paid by a grant, which may reduce the budget by roughly $7,000. In addition, the district’s matriculation group is working on a position paper showing the needs and concerns for campus matriculation.

   It was noted that due to decisions by campus administration, there appear to be inequities in the distribution of funds within Student Services, especially in regards to the
distribution of AARA funds.

5. **Robbie Barker – Update on Outreach and Welcome Center**
The Welcome Center has been providing significant outreach activities for the past 10 years.
The new Welcome Center office location (SSA Building) and more consistent hours have improved their visibility on campus. Students often walk in and ask “We want to start school. What do we do?” The Welcome Center then assists them with school applications, financial aid applications, registration, and referrals to assessment and counseling. The point of service survey showed that the Welcome Center was the first place students saw when they visited campus.

Mr. Barker is scheduled to meet with the Academic Affairs Cluster today to report on Outreach Efforts for accreditation.

6. **CORE Report**
At the recent Board of Trustees’ Meeting, it was announced that Larry Eisenberg had been terminated. The Physical Education building is currently being demolished, and the library is being built. The LACCD Build Project wants to come to campus and videotape ADA related areas which affect students with disabilities. A short conversation followed regarding accessible areas on campus.

7. **Accreditation – Standard IIB**
The Standard IIB monthly meeting group has been making changes to the self study document. They have been reviewing action items from the 2006 report and determining which areas have made progress. These meetings are ongoing.

8. **Status Report: Student Services Program Review and Unit Plan Development Process**
All unit plans have been turned in to Ms. Patterson. Dr. Tull and Ms. Patterson will meet to review all plans and critique them, if necessary.

9. **Status Report: Student Services SLO Process (Identification, Measurement, and Data Integration)**
The Counseling Department had an SLO workshop for Personal Development 17. Special Programs and Services created a survey to measure SLOs and student satisfaction. Other Student Services areas are also making progress on the SLO identification, measurement, and data integration process.

10. **LAHC Violence Prevention Training**
Sue Steele and Debbie Tull attended a two-day violence prevention conference last week in Santa Monica. Dr. Tull reported that it was disheartening that only eight people from our district attended, especially considering that there were many open seats. Roughly forty percent in attendance were from law enforcement, but it did not seem that any officers from our campus were present.

The training included nationally known speakers and speakers from the Los Angeles County Department of Mental Health. LA County Mental Health will also be providing a
workshop in the Seahawk Center on March 24th from 9am – 12pm.

11. **Counseling Department Concerns**
   The Counseling Department staff met with President Martinez in December 2010 to explain their view of campus needs regarding counseling services and hiring priorities. They were primarily concerned with the 11,000 students that are being served by too few counselors. Most of the counselors currently have other duties (Honors Program, Transfer Center, Athletics) that take time away from serving the entire student body. They believe that there is a need for counselors to focus on the largest number of students.

   *Motion made* that the Puente Counseling position reportedly on the president’s desk go through the legitimate Harbor College approval process, and that nothing proceeds further until this is done. Motion by Brenda Guertin, Seconded by Sue Steele. Approved unanimously.

   *Motion made* that any future grant development processes go through guidelines approved by the Academic Senate and must include approval by all appropriate constituency groups. Motion by Elizabeth Colocho, Seconded by Sue Steele. Approved unanimously.

12. **Items from the Floor**
   No new items.

   Meeting Adjourned at 3:45PM.
   The next meeting will be held on April 27, 2011 at 2pm.