Student Services Cluster Meeting
October 19, 2011
SSA Conference Room (SSA 219)

Members Present:

Co-Chair
Abbie Patterson
Deborah Tull

Classified Staff
Brian Henderson
Tim Mariner
Sheila Millman

Students
Ashley Oku

Faculty
Brenda Guertin
Karen Crummer
Elizabeth Colocho
Paul Grady
Sue Steele

Administration
Mercy Yanez
David Ching

Minutes:
Meeting was called to order at 2:08 PM.

1. Approval of Agenda
   Agenda and minutes read at 2:10 PM. Elizabeth Colocho motioned to approve, seconded by Brenda Guertin. Approved unanimously with no additions or corrections.

2. Approval of Minutes – September 21, 2011
   Agenda and minutes read at 2:10 PM. Elizabeth Colocho motioned to approve, seconded by Brenda Guertin. Approved unanimously with no additions or corrections.

3. Vice President’s Report
   a. Budget - There has been a lot of discussion regarding the budget. Although we carried over more than $400,000, LAHC is expecting a budget shortfall. A report will be submitted to the Chancellor to see if we qualify for district assistance. Southwest and Valley are doing this as well. A budget taskforce is meeting to see where the campus can make budget cuts. Ms. Patterson and the Student Services managers are working together to get more accurate budget data for our area, as the projections that are currently being used are inaccurate.
   b. Accreditation – Yasmin Delahoussaye, Vice Chancellor of Institutional Effectiveness, led a one-day mock accreditation visit. The mock accreditation team reviewed a draft of our narrative and then asked questions for clarification. Their main questions for Student Services had to do with services provided to online students, and accessibility to online services for students with disabilities. They also suggested adding more information about our cluster to the narrative.
   c. Arcadis – Abbie Patterson met with Mark Schroeder and Arcadis staff to talk about possibly moving programs now in portable offices into the old library building.

4. Accreditation – Standard IIB
   The document went for editing. A copy is circulating that was reviewed by the mock accreditation team. The final draft is due no later than November 7th.
5. **Student Service Cluster Plan**
   There is a need to prioritize the hiring list. The document will be reviewed in tomorrow’s managers meeting, and will be brought back to the cluster meeting for approval. The document should be uploaded to the website next week.

6. **Items from the Floor & Meeting Dates**
   The conversation focused on the topics to be discussed during the joint meeting:
   a. Debbie Tull has a PowerPoint from the violence prevention training. She would like to distribute them during the joint meeting.
   b. Discussion about the reduction of services offered to students.
   c. Sheila Millman would like to discuss the potential for financial aid fraud via online classes. She will ask if online instructors can require class participation before the census roster deadline.
   d. Discussion regarding individual partnering so that we can more easily communicate and ensure student success (esp. in regards to class schedule, student issues, etc.)
   e. Discussion regarding Personal Development classes being considered part of the regular counseling assignment. A one unit class would subtract over 80 counseling appointments per counselor per semester. There should be communication regarding decisions impacting our area.
   f. The honors program is looking for a classroom faculty member to serve as director. The faculty member would work directly with a counselor on the program.

7. **Joint Meeting with Academic Affairs Cluster – SSA 219**
   Meeting adjourned at 1:58 PM. The joint meeting followed immediately afterward.