

Student Services Cabinet Meeting
April 19, 2016

Present: Rick Perez, Tina Andersen-Wahlberg, Ramona, Barrio-Sotillo, Troy Davis, Aarin Edwards, Robert Hill, Deborah Kinley, Michelle Mora, Arda Najarian, Elmira Nazaryan, David Nelson, Toni Reyes, Paul Schlossman, Andra Verstraete, Hoover Zariani.

DISCUSSION ITEMS

Customer Service Training

- Rick reported that he and Michael Ritterbrown interviewed someone from the PDC to conduct customer service training for staff.
- Kim Holland provided a dollar amount for the training which included providing lunch.
- Sessions are only for about 20 people at a time.
- Need to look at the budgets. Rick's priority is funding convocation.
- Aarin also provided the name of another possible trainer. Heather will schedule an interview soon.
- Financial resources will determine when the training will take place. Hope to have the training early in the fall.
- Andra reported that Sharis Davoodi has also written a customer service class and has done training.
 - Rick recommended that Sharis contact him if she is interested in being interviewed. He wants to interview all candidates to keep things fair.

Summer Hours (Robert Hill)

- Counseling will not be changing hours over the summer. M-TH 8:00am-8:00pm and F 8:00am-4:00pm. May also have some Saturday counseling days.

Outcome: All areas should send Summer 2016 operating hours to Heather so that she can compile a list to distribute.

Summer Advising

- Robert reported he is working out the logistics. Registration has moved up so Counseling may have to stay in the SR area.
- Tina suggested seeing if the SG lab space can be utilized since the student center is not available.

Convocation

- Convocation is scheduled for May 17, 11:30-2:00 in the Student Center
- Offices will be allowed to close. Please post notices in advance so students are aware of the closure.
- The BOGW appeal process will be added to the agenda to highlight the key points. Rick asked that the workgroup consider creating a postcard with links to more information since the presentation time is limited.
- If anyone is able to help with funding the lunch, please let Heather know.

UPDATES

Robert Hill

- Will be doing a presentation to the Board tonight about the direction Counseling is heading.

Troy Davis

- Troy reported that had a meeting with Meg Chil-Gevorkayn to discuss continuing with dual enrollment in Fall 2016.
 - Partnered with Crescenta Valley, Glendale, and Daly high schools this year. These will be the targeted high schools for next year as well.
 - He will survey to the counselors to see who would be interested in teaching the classes, including SD 101 and 125.
- Third rollover schedule for Fall 2016 is complete. Student Services will be offering the same number of classes as last fall
- Career Counselor interviews will take place April 20-21.

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Arda Najarian

- New aid year is open and students are turning in forms.

Andra Verstraete

- Wrapping up from the Job Fair. Some of the proceeds will be donated to scholarships.
 - Coffee Cart owner donated all the coffee and pastries for the event.
- Student workers are scheduled to stop working June 2.
- Reported that she will be going to the Budget Committee to ask for an augmentation to cover the increase in minimum wage. When the budget was first formulated, minimum wage was \$6.75/hr. The student worker budget has been cut every year, even though the minimum wage has gone up. It will be \$10.50/hr starting July 1 will increase 50 cents every year after until it reaches \$15/hr.

Tzoler Oukayan

- In the last week of ECAP. There will be an ECAP every day this week. Thanked all of the different areas that contributed to the success of the ECAPs. She will present the final numbers at the next meeting.
- Had a meeting with Burbank USD to discuss how dual enrollment went this year and begin planning for next year. Goal is to have a class schedule planned for 16/17 before the fall begins. She is also scheduled to meet with Glendale USD.
 - School districts are purchasing the textbooks for the dual enrollment classes. Students check them out and return them to the district.
- Interviews for the new coordinator position will be taking place. This person will be in charge of dual enrollment. Hope to have the new hire in place by May.
- In conjunction with the Marketing Committee, Outreach will be sending acceptance packets to graduating high school seniors who have applied and been accepted to GCC. Packets includes a letter from Dr. Viar, a checklist of items that need to be completed over the summer (Assessment, counseling appointment, purchase a parking permit, etc.), and information about the August 26 Welcome Day.

Hoover Zariani

- The Center for Student Involvement (CSI) has been working with Children's Institute, Inc. for the last 10 years, providing student volunteers and service learners to the organization. They were asked by Barbara Barnes, the director of volunteers for Children's Institute, to be a higher education partner for a federal grant they are applying for. The grant is from the US Office of Minority Health (federal organization) to help children deal with childhood trauma. Our students from psychology and child development would work with the children as volunteers. There is no fiscal commitment required. CSI will simply work to recruit more student volunteers for their program.
- The Latino Leadership group has decided on a project: First Week Companion Project. The goal is to help new students be prepared and successful. The student leaders want the new students to know they have a friend on campus they can go to during the first weeks of the semester if they have questions.

Tina Andersen-Wahlberg

- Tina reported that she been working with Deb to hire an adjunct DSPS counselor for Garfield. This position is funded by Student Equity. Jessie Holm started working April 18. The hope is that this new counselor will help to better collaborate and serve the DSPS students at Garfield. Ms. Holm will be working out of a faculty office until Garfield's Career Center reconfiguration is finished.
- Full-time DSPS counseling position closed on March 30. Tina is in the process of reviewing the applications and working on equivalencies. Hoping to interview candidates in mid-May.
- Ann Cassidy from the IAC retired April 8. Have a temporary hourly to filling in until a replacement can be hired.

Ramona Barrio-Sotillo

- Student Equity is very busy. Ramona reported that she has met with the faculty leaders and with Andy Young.

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- The Student Equity Committee will be meeting today. Rick will be presenting on the budget. Committee will discuss moving forward with project proposals for next year with a possible proposal deadline of May 31. Will be meeting in the summer to determine which proposals will be funded for Fall 2016.
 - Rick reported that as of last week, there is still over \$800K unspent from Student Equity for this year. Deadline for spending these funds has been extended six months. On July 1, another \$1.6M will be allocated for next year academic year. It is very difficult to track spending with two simultaneous budgets going.
 - Ramona asked that anyone writing project proposals that involve counseling to please meet with Troy. There is a Division Chair signoff section on the proposal paperwork.
 - Tina asked that any proposals that have to do with students with disabilities be run by her.
 - Robert – need to be more efficient in how funds are spent to get the outcomes that are being sought. A log jam is happening about the process for hiring people to work with the project. There is a pushback on getting positions because the money is seen as temporary.
 - Rick will talk to reps from other colleges to see how they spend funds. Is there a caveat on their job announcements stating that the position is funded by a grant/temporary funds?
 - Andra – need to create a section in HR called “specially funded projects”.
 - Hoover recommended having a workshop to train people on how to coordinate projects. Every project needs to have a plan and steps to meet its goal so it doesn’t fail or have unspent funds.
 - Ramona – need to really look at the kinds of projects have been approved. Need to make sure that the people who are interested in applying meet with the appropriate faculty leader to go over the proposal first so they have a better idea of what is doable.
 - Rick reported that he and Ron did a basic budget training for the faculty leaders last year.
 - Hoover recommended having the project leaders meet every month or every other month so they know what the other projects are doing. This will help ensure that there is not a duplication of efforts.
 - Why isn’t there a faculty leader for Student Services?
 - Senate set up the Student Equity committee and positions.
 - Theresa Davis is already sort of serving in this role as the Summer Bridge/Learning Community Coordinator.
 - Troy said that he would like to meet the new people who are brought on board that are part of Student Services. He has an idea for doing a general orientation for new hires, no matter what capacity they are hired in.
 - Will be conducting a 4-hour workshop on April 23, 9am-1pm in SF 107 for new adjunct hires in Counseling, Student Equity and SSSP. Everyone is invited.

Aarin Edwards

- Went to CalWORKs conference last weekend. Attended workshops on case management, orientation for new CalWORKs students, and the paperless CalWORKs management system.
- Have the first meeting with CalWORKs Fathers is this Thursday, May 21 at 5:00pm. Dinner will be provided. Have about 300 fathers that were invited.

Michelle Mora

- In the midst of registration for Spring second 6- and 8-week classes.
- Summer 2016 priority registration started April 18.
- April 22 is the deadline for students to apply for Fall 2016 to get priority registration.
- Fall priority registration appointments will be available for students to view beginning May 2.
- Fall priority registration begins May 16

Deb Kinley

- Board meeting will be at Garfield tonight. Expecting a big faculty presence.

David Nelson

- Applications for Fall 2016 are steadily coming in. Office has already received over 150.

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Elmira Nazaryan

- BOGW appeal form and process have been finalized. The form is one page.
 - There will be a training for counselors on May 3, 12:20-1:30 in SF 108 to cover the process, what they need to do, and how to complete the form.
 - Arda and Michelle will be working on the announcement that will go out to Student Services.
 - Will continue accepting appeals for BOGW after priority registration ends on June 3. After this date, a slightly different form with the priority registration portion removed will be used.
 - The workgroup will meet to streamline the process for future semesters.

Toni Reyes

- Nurse associate position closed April 13. Applicants will be tested before going to a panel interview.
- One of the mental health interns will be doing a presentation on the signs and symptoms of depression on April 26 12:20-1:30 in LB 210. Email with the info will go out to the campus.

Paul Schlossman

- Paul reported that he has been working for the past several years to beef up academic support for student athletes. Will be converting the conference room on the second floor of the Verdugo Gym into a resource center for the athletes.
- Part of the student athlete education efforts is harassment/sexual assault training. Paul has found a good online resource called "Not Any More." Paul will be paying for the site license to pilot it for next year for the student athletes and student leadership groups.
 - Program is about 45 minutes.
 - Hope to make it more broadly available to the whole student body.
- Will be piloting LEAD (Leadership for Education, Advocacy, and Dialogue) in the fall. Recruiting students this spring, focusing on the learning communities, but the program is open to any student who is interested in participating. Two semester leadership training program. Ten sessions over two semesters.

Rick Perez

- The Board will have closed session tonight to determine what steps to take with the new building. Mallcraft has fallen behind schedule and is now saying the building will not be ready for the Fall semester. There have been some instances where they were trying to cut corners, but were caught by the inspectors. Attorneys are discussing three options:
 1. Mallcraft can continue, but will not be finished by Fall.
 2. Move to a different company, Cummings. This company guarantees the building will be ready July and will use all the same subcontractors.
 3. Get approval to move into the first two floors while they finish the third floor. Have to get approval by the state.
- Fall schedule will not be printed as it included SV classrooms. Schedule will be online only so can be updated on a daily basis depending on the circumstances.

Recorded by Heather Glenn