

G R O S S M O N T
C O L L E G E



Student Services Council
Monday, May 21st, 2018
1:30 pm – 3:30 pm
Distance Learning Room (70-066)

MINUTES

Attending: Asma AbuShadi, Dee Aceves, James Canady, Barbara Gallego, Kerri Etzel, Tate Hurvitz, Karolia Macias, Sarah Moore, Renee Nasori, Matthew Ring, Aaron Starck, Heriberto Vasquez, Brandon Vivero, Courtney Williams, Dianne Woodson

Not Attending: Jason Allen, Caroline Althaus, Thomas Armstrong, Susan Berry, Wayne Branker, Patrice Braswell, Mario Chacon, Martha Clavelle, Michael Copenhaver, Marsha Gable, Gabrielle Gosselin, Daniel Hernandez, Pearl Lopez, Juan Reyna, Lida Rafia, Luma Shamon, Michele Toral, Sara Varghese

Recorder: Graylin Clavell

The SSC meeting started at 1:38pm.

1. Hot Topic Agenda Items

- a. **Graduation Robes for students (Kerri Etzel & Aaron Starck):** Kerri Etzel started the meeting discussing a proposal of setting up donation bins for student regalia for those students that do not wish to keep their caps and gowns after commencement. The purpose would be to reuse robes purchased for students that are unable to pay the rental costs themselves. It is believed that most of the students rent and not purchase. Kerri will follow up with the bookstore to see how many are purchasing/renting. CalWORKs receive their robes through Foundation according to Barbara Gallego. Possible solution is for departments that have the budget could possibly purchase a number of robes that they could reuse and lend to students in need.
- b. **August Extended Hours (James Canady):** James Canady addressed the council to determine if Grossmont was going to do extended hours for the beginning of the fall semester. Aaron Starck's understanding was that there was an agreement to utilize the same extended hours and format used for the beginning of spring 2018 for the beginning of each semester. For the fall semester, it would mean extended hours the week before the semester started, and the first two weeks of school. Heriberto asked about getting the actual numbers/data. Is it appropriate to modify the extended hours schedule used last time based on the data given this time? It was apparent that some departments were much busier than others were, and there were two different formats of marketing for the extended hours.

There was not an extensive marketing campaign for the spring extended hours. For departments that are understaffed it presents many challenges. Better marketing strategies for the extended hours need to be examined and proposed as well. Please collect any traffic data from the past spring and fall extended hours' times. If your department utilizes SARS that would be a good place to check for this data. Graylin Clavell will remind the SSC members to please bring their data to the next meeting on June 4th.

- c. **Discuss the Operational Committees and Task forces (Barbara Gallego):** The purpose of this discussion is to identify all of the operational committees and task forces that fall in our Student Services division based off the chart that was included in the Governance Forums at the beginning of May, and add any that are not included in the chart.

A Participatory Governance Committee is one that needs to have representative of all of our constituents, including Academic Senate, Students, Classified, and Administrators. Operational Committees are those committees that make recommendations to what will hopefully be a college council, and then to the president. Operational Committees do not make decisions. They only make recommendations. Aaron disclosed that there has not been a clear definition on what a committee can decide as opposed from what a task force, work group, or team meeting can decide.

What do we really have as far as task forces and committees? How is communication flowing up to the SSC and then to our President? By identifying what committees and task forces, we can ensure that proper procedures are implemented, including communication that leads to the proper channels. By examining this flow chart list, and identifying the most accurate and complete list we can better serve the division as well as the committees and/or task forces.

How are we going to categorize Outreach, Engagement, and Retention? Are these going to be department functions? (Heriberto) Tate's response was with the new structure would focus these three everywhere and spreading the goals of Outreach, Engagement, Retention, and Institutional Effectiveness to every conversation, committee, and task force everywhere.

Renee Nasori would like to add a Career Services Task Force. Aaron would like to have a Dual Enrollment Committee.

Also, it is important to self-examine your departments committees and task forces and internally looking at the charge and composition of those groups. It is important to have these conversations and revisit this topic at the next meeting on June 4th with a revised and current list of these committees and task forces. Include those temporary groups and possible task forces that could become committees so that we can have them on the books and we can do a thorough evaluation of what is going on right now and what needs are not being met that would require these groups to form in the first place.

Barbara shared that there is more information on the Grossmont College Website regarding [Participatory Governance Structure](#). Aaron would like to note that the Administration Association is absent from this web page. If employees' sign into the Grossmont Intranet then go to "Governance Organization", you will find the Governance Forum power point the page. Also on this web page is a place to submit your feedback on this information. Barbara is working with Lorena to send a student friendly link for students to access and provide feedback for those that attended the forums and that are in specific task forces and/or committees. Karolia Macias suggested attaching the power point as well with the link to the students. Student representation at the ASGC should inform the students that the college has received their feedback, and what the college's response to their feedback is.

Tate Hurvitz mentioned that moving forward it will be made public who is a part of which committee. As for the governance committees, they will be physically posted somewhere on campus. Right now, the mailroom is being considered.

2. Standing Agenda Items

a. Hire Updates/Personnel Changes:

- i. **SSSP:** Courtney Williams announced that the listing for a new SSSP counselor should go out this week;
- ii. **District:** Tate Hurvitz announced that District is in the process of hiring a new Vice Chancellor which will be a restructured position involving more educational services and removing fundraising tasks;
- iii. **Counseling:** James Canady announced that the Counseling Department is looking to hire a new Counseling Center Supervisor;
- iv. **Career Services:** Renee Nasori announced that regionally, Career Service Centers will have a Work Based Learning Specialist through Workforce as a contracted position

b. Travel Updates:

- i. Renee Nasori will be part of LIFT Leadership program at the end of June;
- ii. Martha Clavelle & Wayne Branker will be attending a Strategic Enrollment Management Conference;
- iii. Aaron Starck, Mike Reese, and Dr. Gable will be attending FEMA Emergency Response training at UNLV in July;
- iv. Dee Aceves will be attending the July Curriculum Institute in Riverside;
- v. Sarah Moore attended an [ETS](#) workshop, and Sarah put together a proposal for Professional Development Week to share updates. Aaron asked if a power point could be made for those that cannot make the ETS workshops as the information presented are critical for other departments to understand.

c. Upcoming Events:

- i. **Super Saturday** June 2nd from 8:30am-2pm! Expecting over a 100 students at this event;

- ii. **Family Orientation Update:** Karolia Macias announced that 191 attended at the event and it was a very successful event;
- iii. **Veteran's Recognition Dinner** is tomorrow May 22nd at Griffin Gate;
- iv. May 24th **East County Education High School Campus Tour** at Grossmont College (soft number of over 300 students coming with 50 coming from West Hills); America on Main Street event on May 26th; May 29th **High School Community College Night at El Capitan; Helix** is coming June 6th please note UMOJA, PUENTE, and FYE;
- v. **Gig Economy** event in Griffin Gate this Wednesday, May 23rd between 4pm-6pm; **CTE mixer** and it was well attended with roughly 20 students being placed; **Engagement Appreciation Dinner** on May 31st; **Kaplan on the Bay** is coming looking for cooks 12pm-2pm; tomorrow is **Day in the Life** and a police dispatcher is coming to campus 1pm-2pm
- vi. Aaron Starck announced a new MOU with **Anglo American University** that will provide an opportunity for students to earn a bachelor's degree in a program that is less expensive than a California State University and can be completed more quickly. More information can be found at <https://www.grossmont.edu/news/2018/05/5-22-aau-agreement.aspx>;
- vii. Barbara Gallego announced that there will be 84 students attending **LatinX** and a total of 525 total attendees participating on May 24th starting at 6pm-8pm and dancing;

3. Department Updates

- a. **Dianne Woodson** – One of the Student Health work-study students is graduating in June and was accepted UC San Diego, UCLA, UC Davis, and UC Irvine.

SSC ended at 3:05pm.

Next meeting:

Monday, June 4th, 2018

Grossmont College

Distance Learning Room 70-066

1:30 pm -3:30 pm