Meeting called to order by Co-Chair Daniela Grecu, Outreach Coordinator, at 3:05 PM. Recording Secretary: Heather Hurst, Title V Clerk

Attendees:
Dr. Edward Bush, Dean of Student Services
Maria Contreras, Matriculation Specialist
Cynthia Acosta, Counseling Clerk III
Dimitrios Synodinos (Accred. Rep), Student Activities Coordinator
Steven Purdy, Student Financial Services Analyst
Pamela Kollar, Academic Evaluations Specialist
Jimmie Hill (Co-Chair), Assistant Professor - Counseling

Absent:
Andy Robles, Assistant Professor – Mathematics
Melissa Bader, Instructor – English
Zina Lopez, Instructor – Counseling
David Payan, Associate Professor – Counseling
Dominique Hitchcock, Instructor– Spanish/French
Tracy Hale (Student Rep.)

I. Co-Chair Council Updates (from last Co-Chair meeting):
   a. Motion to send all line items in the 6000s and 7000s to the Financial Resources Committee for review.
   b. Motion for hiring requests to go to Human Resources committee for review.
   c. Dr. Rotella not in favor of use of marquees in the District. Suggestion to table this project until October 2006, but continue to work on proposal.
      i. Proposal in progress.
      ii. We must justify our need in ways such as exposing our programs to the community.
   d. Convocation process development will be temporarily tabled.
   e. Motion to develop mentoring program for new faculty and staff is being reviewed by the Human Resources Committee.
   f. Physical Resource Committee findings (Daniela & Dimitri attended):
      i. Discussion on Student Activities Center and/or Cafeteria.
         1. Measure C money is faster than state money and is for use on something that does not interfere with any of the Phases.
            a. State funded could take 7-10 years to complete.
            b. Create a cafeteria now with Measure C money and proceed later with 2nd floor of meeting spaces, etc.
c. Cafeteria is not part of instructional growth and so does not interfere with Phase 3.
d. Can’t go over 8,000 total square feet for entire two-story building.
e. Tentative plan is to submit a master plan for entire 2-story building, but start on cafeteria with Measure C funds.

2. Gabriela Gamiz of Title V, Daniela and Dimitri visited Glendale Community College Student Center.
   a. Cafeteria and Lounge
   b. Student Government offices, Clubs, meeting space, other offices.

3. This committee also needs to prepare a report, as soon as possible, so that we will have a say as to what goes into the building.
   a. A Student Services Building vs. A Student Activities Center
   b. Action plan to develop the rationale (why, when, where, how) will need to be developed with Dimitri before Christmas!
   c. Get snapshots of different institutions for comparison in facility size and service needs.
      (Include Kennedy Middle College in our numbers of staff/faculty/students to service.)

4. The Tigers’ Den will not be utilized by Student Services (possibly a staff workroom/mailroom) and does not need our committee’s attention.

II. **Action Plan – Fall 2005 (Document handed out.)**
   a. Steps 4 & 5 are within the realm of Program Review and all meeting minutes and documents need to be compiled into one report.
      i. Analyze comprehensive services offered by our Student Services department and fill in the gaps.
      ii. Analyze and review SLOs and SAOs.
      iii. Measuring our progress in this way becomes evidence of that progress.
      iv. This can then become a self-study and later a Program Review for next year, simplifying the task of Program Review as a whole.
      v. This also ties the process directly into accreditation.
      vi. Also showing new initiatives, such as the development of an Alumni Database, will strengthen us for accreditation.
         1. Contact Amy Cardullo at Alumni Foundation.
         2. Start with Postcards distributed to faculty and start a database.
      vii. How are we assessing student need?
         1. Suggested focus groups to give students a voice in the process of accreditation.
2. Survey students.

viii. 1-year Plan: Match the Program Review to our Self-Study.
   1. This committee will compile.
   2. When we get the final Program Review document, this committee will break it down into 4 sections for review.

b. Recycling Program
   i. Goal was to have a weekly pick-up for recyclable paper by November 15.
      1. Our contact is no longer with the District, so the launch date has been pushed back by a week or two.
      2. The goal is now to launch before Christmas.
         a. Little orange bins in each office and orange bags in shredders to be designated for recycling.
         b. Have a phone number to call when pick-up is needed.
         c. Report pending.

Meeting adjourned by Daniela Grecu at 3:55 PM.

NEXT MEETING: Tuesday, November 22, 2005 1:30-2:30 pm in Lib 102....