



Shasta College

Student Services Council Meeting
Wednesday, March 3, 2021
10:30 AM – 12:30 PM

Minutes

District / Division Goals

- Goal 1: Increase First-Year Persistence by 2%
- Goal 2: Increase Completion Rate by 2%
- Goal 3: Increase completion efficiency by 1%
- Goal 4: Increase course success by 1%

Goal 5: Improved math/English through-put particularly for disproportionately impacted groups

Focus Areas: To increase the number of credentials awarded and the number of students transferring to UC/CSU and decrease the number of accumulated units:

- By the end of the spring 2021 semester:
 - Workgroup: Improve completion and retention by developing a workflow for proactive student support that aligns meta-major Counselors/ support staff and college / community resources to help students remain on their path.
 - Workgroup: Improve student retention by completing recommendations for a new Student Services “One Stop” building on the Redding campus.
 - Improve persistence and through-put by implementing automated Student Education Planning software that would permit students to complete course registration from that platform.
 - Implement a pre-registration checklist that would permit students to update their contact information and program of study.
 - Decrease the number of accumulated units by implementing a credit for prior learning website in cooperation with the Academic Senate and the Office of Instruction.
 - Develop a “stand alone” Career Center in cooperation with EWD.
- Improve access from application to enrollment by contacting each new applicant in disproportionately impacted groups through the expansion of the New Applicant Outreach Project.
- Decrease the number of accumulated units by expanding the front-end transcript evaluation process.

Committee Members (voting)					
x	Robert Bowman	x	Sue Huizinga		Buffy Tanner
x	Jerry Brown	x	Tim Johnston	x	Natalie Tucker
x	Nadia Elwood	x	Sonja Mendes	x	John Yu
x	Sandra Hamilton-Slane	x	Amber Perez		
	Allie Hancock	x	Carlos Reyes		
Guests (non-voting)					

x	Billy Miller	x	Seth Abrahamson	x	Phil Churchill
x	Becky McCall	x	Matt Gallmeister		

1. Approval of Minutes

- a) Minutes Feb. 17, 2021: Robert Bowman motioned and Sandra Hamilton-Slane seconded to approve the minutes. All in favor, Amber Perez and Sonja Mendes abstained.
- b) The Council spent a few minutes in quiet reflection for a staff member who recently lost a family member.
- c) SAO / SSLO updates due March 10 for the March 17 meeting.
 1. Tim invited everyone to review their area SAO/SSLOs.
 2. Reviewing SAO/SSLOs will help accreditation standards and program evaluations.
 3. Inclusion of student success metrics will inform program evaluations and help us monitor general progress.
- d) AP 5130 – The AP will change scholarship application requirements to be more student-friendly by decreasing unit requirements. Forward comments to Buffy. This AP will be brought back to the next SSC meeting for a second reading.

2. Presentations

- a) Program Evaluation – Veteran Services
- b) Tableau Data Sets – Seth Abrahamson
 1. Seth highlighted key updates to the Student Services Tableau dataset:
 - a. Removed: SEOG/Workstudy, and Shasta Summit.
 - b. Areas added: CAYFES, CalWORKs, EOPS, STEP-UP, and Umoja.
 - c. Tableau data will differ from State numbers because we count concurrent students for transfer Math and English completions.
 - d. Students are only counted for the highest award they achieve if they are awarded multiple awards within the “Student Count of Award by Type”.
 - e. Seth shared a disproportionate impact (DI) Tableau data file. Seth recommend focusing on the “red” numbers as that contrasts the comparison to State DI standards. The State now focuses on PPG and PI calculations.
 - f. Seth will provide the link to the dataset after making a few other updates.
 - g. Seth stated there are multiple sources for data: Chancellor’s Office DataMart, Perkins data, and, his favorite, the Cal-Pass Launchboard / community college pipeline.
 - h. Seth stated that most data is based on definitions and the State takes the definition literally, which defines a “first time student” as after high school.
 - i. John Yu requested that Seth add a category for International Students.

- j. Sandra asked that an “average” be included on the DI data files for the purpose of comparison. Seth stated it can be calculated by dividing totals; however, it would be nice to have an overall listed.
 - k. Seth agreed to include a definition of ‘low income’.
- c) Colleague Self-Service Demonstration – Matt Gallmeister, Phil Churchill and Becky McCall
 - 1. Recorded for Council viewing. The recording can be shared with other staff and managers.
 - 2. Matt is working on tips-and-tutorials, also working on Screencast for faculty as well as student/staff side.
 - 3. MyShasta, the old and new, pulls from what is in Colleague.
 - 4. Implementation scheduled for Summer 2021 registration.
 - 5. Nadia: Asked what triggers for a Counselor to know to look at an education plan? Most counselors will be assigned a student. When a student clicks on “Request Counselor Review” the counselor will receive a notification in the system. The “Advising” tab has the “Request Review” button. The education plan will align with the Counselor that is within their education pathway. Students can also be assigned to a general counselor group. Counselors can add themselves to a student’s review or override which counselor gets the request review.
 - 6. Matt demonstrated the course “add” process.

3. Instructional Council Report

- a) None

4. Discussion Agenda

- a) None

5. Action Agenda

- 1. Health Services Fee
 - a. The cost to run the Health Center requires \$70,000 extra dollars from the District to operate. The \$1 increase will help bridge the gap between self-funded and general fund dollars.
 - b. The health fee is required by Education Code. BP 5030 provides guidance that the District will charge the maximum allowable fee recommended by the Chancellor’s office.
 - c. Natalie confirmed that all students are charged the Health Services fee – including online, out of state, etc. Natalie did state there is an opt-out waiver if students want to submit a request not to pay the fee.
 - i. John asked if someone from a foreign country can get Health Services? Sonja stated that telehealth is not available for someone out of California, but they have other resources and services available.
 - ii. Carlos asked how students are made aware of what is available to them? Natalie stated that we have a Student

Services Specialist that has been communicating with our international students. A few students have submitted the waiver request.

- iii. Students may submit a waiver to file a fee exemption.
- d. Once approved, the fee persists.
- e. Carlos Reyes motioned to approve the Chancellor’s Office recommendation to increase the Health Fee by \$1, per primary semester. Robert Bowman seconded. All in favor, none abstained.

Health Fee (Education Code Section 76355)

The Superintendent/President shall present to the board for approval a fee to be charged to all students for student health services and adopt procedures that exempt certain qualified students from this fee pursuant to Education Code 76355 and 76300.

The District will charge **summer, intersession, and quarter fees that may be charged for 2021-22.**

Fiscal Year 2021-22 Maximum Fees

Fee	Semester	Summer	Intersession[1]	Qua
Health Services	\$22.00	\$18.00	\$18.00	
Parking Services	\$59.00	\$29.00	\$29.00	
Transportation Services	\$81.00	\$41.00	\$41.00	

[1] Intersession of at least four weeks.

the maximum allowable fees as approved by the Chancellor’s Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Student Senate prior to implementation.

Education Code sections 76355, 76360, and 76361 authorize the governing board of a community college district to charge health, parking services, and transportation services fees and increase those fees by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. Please see our [Student Health, Parking, and Transportation Services Fees webpage](#) for information on prior year maximum fees.

The table below reflects the maximum semester,

- Board Policies / Administrative Procedures – Second Reading
 - None.
- Board Policies / Administrative Procedures – First Reading
 - AP 5130 – Financial Aid
 - Nadia will forward suggestions and recommended language to Buffy for consideration.

6. Guided Pathways / Vision for Success - Providing / Coordinating Student Support Services virtually
 - a) None
7. Budget
 - a) None
8. Information Items / Other
 - a) Technology - None
 - b) Area Updates / Announcements – None
9. Meeting adjourned at 12:37 pm

NEXT MEETING:

The next meeting is scheduled for Wednesday, March 17th from 10:30am – 12:30pm via Zoom
Minutes recorded by: James Konopitski, Student Services Coordinator