



Student Services Council Meeting  
 Wednesday, April 30, 2014  
 9:00 AM • Room 2314  
 AGENDA  
**DRAFT**

Committee Members Present					
X	Connie Barton	X	Nadia Elwood	X	Kevin O'Rorke
x	Nancy Berkey	x	Sandra Hamilton Slane	x	Sylvia Ruano
X	Will Breitbach	X	Tim Johnston		Sheree Whaley
X	Steve Cross	X	Liz Kohn		

**Approval of minutes - 3/19/14.** A few minor edits were noted, motion to approve- passed unanimously.

**AP 5055- Enrollment Priorities-** This AP was updated and approved recently, and now comes back with a couple more revisions. One change is a Board of Governors action regarding Foster Youth and former Foster Youth. Foster Youth will have priority registration, will not have a probationary period and the over 100 unit rule will not apply to this group. These changes are expected to be approved at the state level in July. The dates have been removed because we didn't want the AP to designate a timeframe of when we could/should enroll students, making it less restrictive. All these changes are necessary so that it comes into compliance with the Student Success Act. Foster Youth are now legally exempt from losing priority enrollment even if they are dismissed from the college, which means when/if they come back to the college they will always get priority registration, but they will be on academic probation, and FY are identified up to the age of 25 years. The Board of Governors will also be including EOPS, DSPS and Veterans in the exemption of losing priority registration. This policy has been vetted through A&R and the Counselors group and will soon be forwarded to College Council.

## **AREA UPDATES**

### **VPSS**

Kevin shared that the new Talent Search Director should arrive on or around May 19<sup>th</sup>. Lost and Found is being relocated to Campus Security- the move will take place over the summer. Liz will be moving to another office to perform her duties as the Dual Enrollment Coordinator, location will be upstairs in the 2000 building. Student Senate will be moving their assistance program from upstairs in the 2000 building and this will make room for the a computer lab/tutoring area for the TRiO programs, this should be completed by early June.

Kevin reminded all that the campus will be operating on a 4-10 schedule for summer (M-TH), and will be closed on Fridays. All staff schedules should be worked out with their area supervisor, but no employee should start earlier than 7am. Summer hours should be reflected on office doors, voicemails, emails and webpages. Kevin

also informed the group that all Leaves without Pay (LWOP) requests should come through the VPSS office and must go to the Board for approval.

Kevin reviewed the Strategic Plan update. College Council reviewed the most recent updated version yesterday. In the fall the College Council will be working on a new Strategic Plan, with some carry over. College Council has reviewed all initiatives submitted for 2014-15, and they agreed that if an initiative is good for the college and the students then it's worth doing, they didn't look at the cost, just the idea, and they forwarded the initiatives on to the president. It will be up to the president to decide what is actually funded, and he will be working with the budget, facilities and technology committees to gather information on feasibility, sustainability and affordability.

The classified and the faculty positions requested for 2014-15 are on a different list than the initiative list, and those are still being reviewed and will follow the process for hiring per contract for each group. Kevin said he will send out the requested classified staffing positions to the group.

**EOPS/ CARE/ DSPS/SCI\*FI- Sandra Hamilton Slane**

No report

**Library Services and Educational Technology- Will Breitbach**

No report

**TRiO SSS & Upward Bound- Sylvia Ruano**

Sylvia shared that a UB student was awarded the Gates Award. There are over 50,000 applicants each year and only 1000 are chosen. The UB student is receiving a full ride scholarship through the college of their choice, and the award may extend through a doctoral degree. The criteria for the awards are low income, first generation students. There was also a UB Student from the Enterprise District that received a College Options scholarship.

**Gateway to College- Nancy Berkey**

Nancy said they are busy preparing for the Gateway Graduation, and getting students through the end of the spring semester. Overall things are going well.

**Admissions and Records- Sheree Whaley**

No report

**Dual Enrollment, Articulation & TRiO Talent Search- Liz Kohn**

Liz said things are going well in Dual Enrollment, and added that the New Talent Search Director should be in place in the next few weeks, and she will work the position until May 19<sup>th</sup>.

**Student Housing- Steve Cross**

No report

**Financial Aid- Connie Barton**

Connie reminded all about the upcoming Scholarship Ceremony on May 15 in the Student Center. Connie had a work study handout and said that the funding has almost doubled for the 2014-15 school year, and we have approximately \$200,000 to spend in work study dollars. The upcoming Work Study Job Fair needs a

representative from each department to attend. All students who qualify for Work Study are being notified that they need to come prepared for interviews so that students will be more suitably matched to areas in hopes that there is better job retention. The fair will be first come first served. The minimum wage will go to \$9.00/hour starting July 1<sup>st</sup> and \$10.00/hour January 2016. Tim asked how CalWORKs or Puente students could be utilized. Can they be placed in any department or with a faculty member? Tim has a request for a Puente student to be used under a counselor. Kevin said student workers assisting counselors should be available to all counselors/enrollment services areas not just a specific program or person. Tim would be the supervisor because he oversees all of Enrollment Services. Nadia said CalWORKs students can work up to 25 hours a week, and added that 20 hours a week on campus will meet their work requirement.

### **Enrollment Services- Tim Johnston**

Tim shared info on the "Drop Thought Project"- the kiosks should be installed in the next week, he is currently working with Physical Plant on the locations. Student Lingo- The pilot online Student Success Workshops are being rolled out. The link is "studentlingo/shastacollege". This is a short term trial period (3 months). It will provide students with note taking, financial aid info, getting a job, test taking skills and time management tips.

Tim said they may have a solution for a student copier/printer. He thanked Will for helping in the solution and offering a library printer/copier the week prior to school starting. The other area of access will be the Career and Transfer Center. Students will be required to pay in the library, but it will be a free service in the Transfer Center. Will is still working with Technology on the set up in the library but it should be ready to go for the fall semester. Enrollment Services will pick up the cost of the toner and paper.

### **CalWORKS- Nadia Elwood**

Nadia shared that the CCC 5<sup>th</sup> annual training was informative and said that it was apparent that Region 1 needs to be doing more. Nadia would like to place a few CalWORKs students on campus working in departments. CalWORKs will pay 75% of the cost.

### **OTHER- All**

Connie extended congratulations to Sherry for recently completing her Bachelor's Degree.

Meeting adjourned 10:40 a.m.

Recorded by:  
Sherry Nicholas  
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Vice President of Student Services Office