



Student Services Council Meeting
 Wednesday, May 14, 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	x	Sheree Whaley
X	Steve Cross	X	Liz Kohn		

Approval of minutes 4/2/14- Motion to approved with no correction. Motion passed.

MIS DATA Work Groups- Kevin

This has been a work in progress and the MIS Data should be more accurate going forward. James might do one initial training for all managers and then be available to do individual appointments for those who have additional needs, questions or require training. Kevin would like James to attend and present at a future SSC meeting. All agreed this would be beneficial. Kevin reminded all that as managers they need to take more ownership over their data, and in turn helping them to better understand the students we serve.

Updates to SS Program FACTS- 2013-14-

All updates for this document need to be to Sherry by mid-June. This new information will be presented to the Board via Kevin at the July Board meeting and will also be uploaded to the Student Services Webpage.

Welcoming the Talent Search Director- Dr. Kehinde Adesina-

Monday we will welcome the new TS Director to the campus. There will be a set up with light refreshments in room 2314. Share this with all SS staff and ask them to stop by room 2314 and welcome Kehinde. Liz will overlap some days with Kehinde and do some training in the transition for the first couple of weeks.

Retiree Congrats Cards-

The council took time to write their congratulations to the upcoming retirees for 2013-14.

Area Plan Binder-

All SSC members need to review the binder ensuring their area is correct and then sign the front page. Sherry has the master binder available anytime in the VPSS office. If anyone would like a duplicate binder please contact Sherry and she will make a few copies.

SS Summer retreat-flyer-

The summer retreat will be held in the Dorms, with the Theme of "Back to the Future". An agenda is currently being put together and will be available soon. Sherry will be working out the menu and sending out signup sheets.

AREA UPDATES

VPSS-

Kevin introduced new survey software purchased for Student Services (Turning Point Technologies). He gave an overview of the possibilities it could be used for. Training is pending, and a demo Q&A will be presented at the SS summer retreat. The equipment may be perfect for student focus groups, but can also be used in general for collecting quick data responses. The legacy garden dedication went well yesterday and was well attended. The Student Senate is looking at doing a mural on the wall overlooking the gardens in the future.

Reminder – 4-10s summer schedule, closed on Fridays, change voicemails, emails and office hour signs.

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

Sandra shared that they expect to have 60 DSPS students graduating this month. The DSPS ceremony will be May 23rd, room 2165 from 2-3:30 p.m. The guest speaker will be Dr. Pimentel. Sandra invited the group to attend not only the graduation but also a luncheon at 12:30 p.m. on the same day in the Bistro, where Dr. Pimentel will also be a guest. Foster Youth students will be going on a boat trip on Shasta Lake and a possible rafting trip for the summer, these are viewed as therapeutic trips for the FY students and she's excited about spending this time with the students.

Library Services and Educational Technology- Will Breitbach

Will shared that things are going well in the library and the Gateway to College Program has fit in nicely. He is currently working with Physical Plant on some facility updates, such as a study lab area with comfortable furniture where students can relax. He also informed the group that they are removing the legacy collection of books on tape and some print collections, and welcomed all to stop by and check it out. He is also working on a newsletter for the library, the Knights Throne.

TRiO SSS & Upward Bound- Sylvia Ruano

Sylvia just returned from an annual workshop/conference in Chicago and said that it was by far the best one yet. TRiO will be graduating 50 students in May. 39 UB students are registered for the 2014 summer program. Sylvia thanked Will for allowing the UB summer program students the use of the library computer lab. The summer program has many activities planned including field trips, with one trip to SOU for 4 nights.

Gateway to College- Nancy Berkey

Nancy shared she is in active recruitment for 40 new Gateway students for the fall 2014 semester. GTC applicants come from local area high schools and local continuation schools. The GTC graduation is scheduled for June 2nd, 4:00 p.m. in the Theater. Kevin encouraged all to attend and to invite their staff.

Admissions and Records- Sheree Whaley

Sheree shared that she and Maureen just returned from the CACRO conference which was very informative.

Currently working on degree audits, residency and rolling out the new Drop Thought project along with many other projects, they are always busy in A&R.

Dual Enrollment, Articulation & TRiO Talent Search- Liz Kohn- No report.

Student Housing- Steve Cross

Steve shared that the dorms are holding the end of the semester Pool Party/BBQ tomorrow. Fall 2014 reservations are full, with 17 on the waitlist. All dorm projects are on track; surveillance cameras, card readers, alert system, etc. He is in the process of running the hiring search for one PT Head Resident position and one FT Head Resident position.

Financial Aid- Connie Barton

Hot Dog Day (flyer) FA and the Transfer Center will be hosting hot dogs for all students. This Friday is the Scholarship ceremony, and June 4 is the Work Study Job Fair.

Enrollment Services- Tim Johnston

Tim reminded all that catalog updates are needed for the SAOs/SLOs. SLOs are related to courses, so for Student Services it will be SSLOs and SAOs. All updates should be sent through the VPSS Office and then on the Academic Affairs. All edits will be in the electronic version available online. A pilot program for online appointments for assessment is in the works. The hope is that this will give some predictability to the assessment schedule instead of just a walk in basis, and will allow more time for GED testing. The college is still the main point of contact for GED testing and this can be time consuming for the assessment staff. This is in line with the new SS Act and trying to get students to plan ahead. Online orientation starts in July. This will make orientations more assessable to students; Technology is working out the details.

CalWORKS- Nadia Elwood

Nadia said she doesn't have a number yet on how many CalWORKs students will graduate this year. She's still trying to collect accurate data. They are in the process of running the hiring search for a PT Work Study Technician. Nadia has been working on making sure that the CalWORKs MIS Data is accurate. Nadia asked how the marketing requests are prioritized. Kevin said there are so many requests and he knows Peter's plate is full, but if she has anything urgent to let him know.

OTHER- All- None

Meeting adjourned 11:00 a.m.

Recorded by:
Sherry Nicholas
Executive Assistant
Vice President of Student Services Office