



Student Services Council Meeting
 Wednesday, May 5, 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	x	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		
x	Nick Webb	x	Carlos Reyes		
Guests (non-voting)					
x	Billy Miller	x	Theresa Markword	x	Amy Speakman
x	Daniel Valdivia	x	Bethany Davis		

1. Approval of Minutes
 - a) Minutes April 21, 2021: Amber Perez motioned and Buffy Tanner seconded for approval. All in favor to approve the minutes, none abstained.

2. Instructional Council Report
 - a) Carlos Reyes stated that Student Services may see fluctuation in class availability and highlighted that waitlists help the Deans determine adding/keeping courses. Carlos is taking rooms with a higher student capacity (~15) and moving them forward as face-to-face. Carlos highlighted how Jan Krewson has been a huge support to ensure this goes smoothly.

3. Discussion Agenda
 - a) Student Services One-Stop / 100 Building Remodel – with Theresa Markword
 1. Important Highlights/Council Suggestions:
 - a. Consider what needs to go inside the building for the best working flow for students.
 - b. The 800 building project had to be moved up, which will cause a delay in the 100 building remodel.
 - c. Theresa staggers IT movement by 6 month intervals due to the workload requirement to perform the technology moves. The staggering is in order to ensure we are not overloading another department.
 - d. The architect utilizes defined office sizes when considering Division needs.
 - e. There are certain occasions that will allow deviation from campus standards, in order to support creativity.
 - f. The quicker decisions are made regarding furniture the better, as it will help specify electrical, lighting, display TV's, etc.
 - g. Theresa is going ask Tim Johnston to help create project committee for the project.
 2. Council Discussion/Questions:
 - a. Will existing President office, VP Offices, Board Room, etc. be relocated? Correct, any functions non-essential to student services will be moved out of the building. The above stated areas will be moving to the 700 building.
 - b. Has the move out date for building 200 changed? Currently unsure/not confirmed. Theresa stated that she first needs to ensure that everyone in the 2200 building has moved over to the new CIS building.
 - c. When looking at the space, are we going be able to maintain individual offices for student consultation? Theresa stated that we will determine what is needed, and that is what will go out to the architect. A major question is how much of the spaces will be individual offices compared to share spaces? The architects will take our need and try to fit it in and make it workable. We start with what we need and the architect will try to fit in.
 - d. Calm, soothing colors are really good for students coming to A/R and Financial Aid.

- e. Theresa suggested that the Project Committee includes those who will primarily occupy the building. The project committee members can absolutely reach out to students, community members, etc. for input.
- f. Will the same building footprint exist, as it is today? Correct, but the atrium will go away.
- g. Do load bearing walls need to stay? Theresa will provide the architect with current drawings of the building and the architect will design around it.
- h. What is the plan for the bathrooms? Buildings require a certain ratio (in regards to ADA) depending on the intended occupancy. The architect will consider the ratio within the design. One of the new requirements is to add a lactation office and discussion is on-going on where to place it. It does not have to be big, but cannot be a bathroom.
- i. Not able to move the front entrance, should we plan for a future measure that could support this add-on? It may not be a bad idea to ensure the remodel is not complex, and imagine if this could happen. Consider the question, will it work with the floor plan we are looking at? Theresa stated that she also likes flexible spaces and furniture.
- j. Most likely we are not taking down the 2100 & 2200 buildings? Theresa stated that there are so many ideas, that nothing is confirmed.
- k. If we put in for a building replacement, we cannot legally use the building we are replacing. Is this true? Legally can we utilize the original building if it has been replaced? We are required to put every single space on a master tracker with the Chancellor's office. If we take a building offline, the Chancellor will not allow you to take it off the space inventory unless you lease the building to someone else. Bonds are required to be fully paid in order to lease a building.
- l. Is there an idea of where a specific area space should be located during the process? Theresa knows that 2100, 2200, and 1300 are the biggest "swing space" areas. Theresa stated that her goal is to keep departments together when she considers swing spaces.
- m. Theresa stated that the Testing Center will stay in the 2200 building.

b) Committee Evaluation

- 1. Tim thanked those that have participated in the evaluation.
- 2. Tim highlighted the importance of the evaluation to the District and encouraged members to submit the evaluation if they have not done so.

c) Strategic Plan Review

- 1. Tim highlighted the process and the community forum approach.
- 2. It is a wide open forum. If one does not want their name included on a comment, they can provide it to James Konopitski and it will be forwarded to Will Breitbach.
- 3. The Strategic Plan went through College Council's first review on May 4th and was approved to move the process forward.

d) Student Services Council Retreat

- 1. Method: The Council decided to look into a space that will allow both in-person and Zoom capabilities. Sandra stated that the EOC will not allow a potluck/shared lunch at this time. Each person can bring individualized food.
- 2. Agenda ideas:
 - a. New Building Construction for the 100 building.

- b. Transition back plan & cohort support.
 - c. Engagement with students with general & categorical services, provision of wrap around services.
 - d. If anyone has other topics they can send them over to Tim.
3. Council decided to have the Retreat on Wednesday, May 19th and to extend the meeting to 10:00am – 1:00pm.

4. Action Agenda

- a) Board Policies / Administrative Procedures – Second Reading
None
- b) Board Policies / Administrative Procedures – First Reading
None

5. Information Items / Other

a) Area Updates / Announcements

- 1)SSC meetings in June and July? Council decided to keep the June 16th and July 21st meetings. Format will be via Zoom until further notice.
- 2)Summer Upward Bound: Starts June 6th.
 1. Some activities can be done on campus!
 2. First five-weeks they will be taking online courses, and there will be coordinated activities. Wednesday and Fridays the students will be on campus.
 3. Sue stated that there will be six (6) one-day field trips being offered.
 - a. Tim stated that we were able to get contingent approval depending on Health Department guidance.
 - b. Sue stated that SOU and UNR are the only confirmed field trips, the other institutions have not confirmed.
 4. Sue was informed that students can be moved into dorms, but there is no plan to do so.
 5. Shasta College will support transport students to campus for those that need the support.
 6. Students meeting each other is important to the students, many have not actually met each other.
 7. There will be a campus based resource project during the program.
 8. Students will be COVID tested per EOC guidance.
 9. Around thirty (30) students will be participating in the Upward Bound summer program.
 10. Sue invited the Council members to join in on their festivities!
- 3)TRIO SSS graduation is on May 15th in the amphitheater, Sue will send out information.
- 4)UMOJA is planning a graduation ceremony on May 19th.
- 5)Gateway to College's graduation is on May 28th.
- 6)[STAND for ALL](#) program is still in effect, the resource is here for students and staff. It is a partnership with UCLA and is on the April Resource-of-the-Month.
- 7)STEP-UP graduation is May 13th at 3pm. The graduation will be videotaped in the Theatre. Chef Jeff will be meeting with a number of students during the morning of May 21st.
- 8)Natalie shared that she is expecting a baby girl in July and is expected to be on leave for a couple months. She is excited that Bill Miller will be stepping in to support the department in her absence.

9) Board Members have been very interested in listening to student stories. Tim asked the members to look into providing/presenting student stories to the Board Members. It would be a good way to highlight our students and the work being done in each program. The plan is to open this opportunity to all programs.

6. Meeting adjourned at 12:15pm

NEXT MEETING:

The next meeting is scheduled for Wednesday, May 19th from 10:00am – 1:00pm via Zoom
Minutes recorded by: James Konopitski, Student Services Coordinator