



Student Services Council Summer Retreat
 Shasta College Residence Halls
 AGENDA
 July 22, 2014

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

Welcome- Joe and Kevin

A warm welcome was given to the SSC members. Joe thanked the SSC for allowing him to spend the night in the dorms with them, stating it was a great experience. Kevin gave an overview of the agenda for the day:

Retreat Agenda July 22, 2014	
• Breakfast.....	8:00
• Welcome.....	8:45
• Update -Administrative Services.....	~30 minutes
• Update -Academic Affairs	~30minutes
• Update -Student Services.....	~30 minutes
• Break –	10 minutes
• Response Card Questions.....	~1.5-2 hours
• Lunch –	12:00
• SSLOs/SAOs.....	1:30-2:00
• Drop Thought Presentation.....	2:00-2:30
• Closing Activity.....	2:30-3:00

Update from Administrative Services- Morris Rodrigue

Morris gave an overview of the FTES for 2013-14 and two potential caps of 7270 or 7470. He stated that overall things are going well with enrollment, but it could always be better. The District budget is based on FTES, and few other revenue streams, but retention and recruitment are critical factors in balancing the budget and planning fiscally from year to year.

Several staffing positions have been filled under AS and one position has been changed. The Director of Campus Safety position has been modified and all duties regarding the AJO curriculum have been removed. They plan to start the search for the new director in the near future.

The new location for key requests has been moved from Physical Plant to Campus Safety, and Lost and Found is now housed in Campus Safety.

All campus projects are in progress and Physical Plant is working vigorously to get as much done as possible before the fall semester. The water situation has been of great concern, but they are getting a handle on what can be done to reduce water consumption on campus. Bella Vista Water District has cut the campus usage by 15% and in attempt to comply and avoid penalties George Estrada has diligently been working on a plan that will not only help this year, but many years into the future. Most have noticed that there are areas of campus that are not being watered. It's become apparent that the sprinkler systems in place are in need of repair, replacement or redesign. The campus will be going to a more sustainable design where the majority of the landscape will be native species or drought tolerant plants.

Update from Academic Affairs- Meridith Randall (Office of Instruction)

The Academic Affairs Office is now titled "*The Office of Instruction*"- bringing the title in-line with most other colleges. Meridith's new title is the Vice President of Instruction.

Meridith shared updates on the additional flex days for faculty. For flex 2014-15 we are obligated to 42 hours of individual flex credit/activities. The District is going to a 17 week calendar and there will not be any classes for the week of Thanksgiving and classes will start approximately one week later in January (spring semester).

CurricUNET is going well and has become a valuable depository source for instructors. A few classes are being added back in, such as Adapt PE and a Science Lab. It's has become apparent that all degrees and certificates currently offered at the college need to be reviewed/updated/removed. All the degrees and certificates are in the college catalog and this should be a true description of what the District offers. Unfortunately, many of the degrees and certificates listed are no longer offered, are duplicated, or there is no longer a need or interest. This is a long process and won't happen immediately, but it's just one of the projects that will be worked on the the Office of Instruction.

There were 11 new faculty hires for 2013-14, and 11 new faculty hires are planned for 2014-15. Hiring committees have been meeting regularly through the summer. A new Associate Dean of Foundational Skills position was created and Kate Mahar was hired a few weeks ago to fill this position. They are still in process of hiring the Associate Dean of Extended Education. There will be another going away party for Tom Orr on August 20th. Jennifer McCandless will be overseeing the math lab and working on a new math placement strategy.

Update from Student Services- Kevin O'Rorke (handouts)

Overview of information for the team:

- 1- Updated Participatory Governance Committee/Administrative Assignment-update of assignments new and pending and requests for volunteers. Steve will be added to the BIRT Committee, Nadia will be added to the Budget Committee, and Sheree will be on the Enrollment Committee.
- 2- President's Summary of 2014-15 Initiatives- an overview of all initiatives approved by the President
- 3- Updated Organizational Charts: VPSS, DOE and ADSS- Kevin asked that the team review the charts and if there are edits/corrections to please send them to Sherry.

Response Card Questions- New data collection survey software

VPSS recently purchased a survey/data collection software and equipment for Student Services. Today will be the first time to use the program. 35 multiple choice questions were presented in a PowerPoint with all team members participating. All of the questions were developed in order to gather the team's knowledge of understanding about Student Services departments and/or programs, and the various procedures, policies and guiding documents that govern and direct the District. All agreed the survey was easy to use and could assist Student Services (SS) in gathering data about an array of topics. The equipment is available to all areas of SS, just check with Sherry in the VPSS office.

SLOs / SAOs

Kevin gave an overview on how the SLOs and SAOs should be developed, tracked and updated. The data should tie into what we do at the college; daily operation, initiatives (present and future). Steve had a sample of his tracking for 2013-14 for the Residence Halls SLOs/SAOs. It was agreed this was a good example, clean and clearly stated. Marc, Traci and Sandra are the go to resource for assistance in TracDat. All managers are responsible for keeping their information in TracDat current and complete.

Drop Thought Presentation- Tim, Connie and Sheree (handout PowerPoint)

A PowerPoint was used to demonstrate how the Drop-Thought Pilot Project is working. Sample screen shots on how students can input feedback along with reports that can be run daily, weekly, monthly, etc.. Drop-Thought kiosks are being used in several areas on campus, but it can also be accessed through mobile apps, web widgets or text messages. Users have the option to stay anonymous or they can leave an email and receive a response back to questions or concerns. Overall the pilot project has been going well and Enrollment Services believes it's been a helpful tool because of the benefits in knowing what students concerns or complaints are, and also giving them an opportunity to make changes if necessary.

Closing activity- Kevin

A team building activity was presented at the end of the day. Two team members were paired together to complete the task. Materials used: small block of wood with one nail hammered into it and eight loose nails—the object was to balance all eight nails at one time on the one nail. A grand effort was made by all but unfortunately the answer to this puzzle was not solved. Kevin showed the correct method and demonstrated that it takes many pieces/people working together to balance a team and achieve results.

Meeting adjourned ~4:00 p.m.

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