



Student Services Council Meeting
 July 26, 2017 • 9:00 AM
 Room 2314

MINUTES

Committee Members Present					
	Stacey Bartlett	X	Sandra Hamilton Slane		Kevin O'Rorke
	Sharon Brisolaro	X	Sue Huizinga	X	Leann Williams
X	Tina Duenas	X	Tim Johnston		Jenna Barry Highfield - Guest
	Nadia Elwood		Becky McCall	X	Sara Phillips - Guest

CALL TO ORDER

The meeting was called to order by Tim at 9:05 a.m.

1. Approval of Minutes

It was moved by Sandra Hamilton Slane and seconded by Leann Williams to approve the Student Services Council June 28, 2017 Retreat minutes. The Student Services Council June 14, 2017 meeting minutes were held over until the next meeting.

2. Welcome

- a) Sal Valdivia - couldn't attend today. Will be working in Student Life area. He'll be out in the community quite a bit. Focus is on undocumented students and Latino outreach. Becky is on board to provide support to Sal on anything he might need regarding Financial Aid. Becky, also noted that outreach has increased the number of Dreamer Applications.
- b) Sue Huizinga – Welcome as new Director of TRiO

3. Cabinet approved name changes for DSPS and Equity

- a) Partners in Access to College Education
 - 1) Promotional materials will be developed.
- b) Office of Student Equity and Inclusion

4. Beginning of Fall Semester

- a) Student Success Workshops – First Weeks of School
 - 1) Sandra met with Frank Nigro and discussed Student Services offering up to a month of workshops at the beginning of the semesters. Also talked to Becky about financial aid topics. Sandra and Sharon talked about holding workshops on a weekly basis.
 - 2) Looked at rooms and there is availability. Offer two a week at set hours.
 - 3) Branding to differentiate it from the instructional workshops. Something that captures the meaning of Early Engagement, but is more hip.
- b) Hours of Operation - Offering extended hours Monday-Thursday 8 am - 7pm, two weeks before classes start and the first week of the semester.
- c) Scheduled being considered A&R and Financial Aid open 8 – 6 pm Monday-Thursday. Student Success Center open 8 am -5 pm on Friday, but A&R and Financial Aid have the hard close at 12 noon on Fridays. Kevin asked for more exploration regarding any adverse impacts in other

areas. Feedback from council indicated they didn't foresee any adverse impacts. Kevin will proceed with taking it to Cabinet.

5. Alternative Scheduling

- a) Student Life will be staying open until 5:30 Monday – Thursday, and will be open until 5 pm on Fridays. Allie will work half days on Friday's, and Taylor will be off every other Friday.
- b) Sharon Strazzo will also work half days on Friday.
- c) A&R staff has been quiet so far about schedule requests.
- d) EOPS working with individuals on alternative schedules.

6. "One-Stop" Pilot

- a) Over the summer have brought over a FAID facilitator and paired her with an A&R facilitator. They have been cross training and offering Financial Aid services at the A&R window during those time frames. Looking at expanding the cross training into the new semester.
- b) Three new Student Success Facilitators have been hired and will hopefully start soon. One of the new facilitators will fill in behind Kelsey Devish, and another will be filling behind Rochelle Morris in A&R. A third will be floating between departments and will be cross trained to cover Counseling window, Assessment, Student Success Center and A&R.
- c) Tina asked for an updated list on who does what in A&R, and Tim suggested preparing one for counselors too.

7. Integrated Plan

Chancellor's office

Subgroup working together on completing the template. Tim sent an update out yesterday afternoon. Selected five integrated goals – Dec 15, 2017 – June 3, 2019. Focused on developing goals that readily align with campus initiatives. Asked council to look at Question #3 and the five integrated goals and provide feedback on perception of the goals.

Look at activities that support the achievement of the goals.

1) First Year Persistence

Increase by two percent the number of fall first-time (full- and part-time) students returning the following fall semester. The measure combines the most recent three years and is separately measured each fall. Those who complete a certificate or degree within the first year are also counted as "persisting." If a student skips the spring term, we would still count them toward persistence if they register the following fall.

2) Three-Year Graduation Rate

Increase by two percent the number of fall first-time full-time students earning a certificate, diploma, or are transfer-prepared within three years. "Transfer Prepared" = student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0 and/or transferred to a four-year institution. The institution-set standard for degrees is 600. The institution-set standard for certificates is 100. The cohort consists of first-time students at Shasta College with a minimum of 6 units earned who attempted any Math or English in the first three years.

3) Undergraduate Credentials

Awarded per 100 FTE Undergraduate Students

Increase by one percent the number of undergraduate certificates of one year and more, associate and bachelor's degrees awarded per 100 full-time equivalent students. Calculation: (undergraduate credentials awarded annually / credit hour generated annual undergraduate enrollment)*100. Credit hour generated annual undergraduate enrollment is equivalent to credit FTES.

4) Course Success

Increase by one percent the number of students who complete credit enrollments with a grade (SX04) of A, B, C, or P. The institution set standard for successful student course completion is 70%. This is calculated independently each semester.

5) Throughput

Increase by 1% the number of students at Shasta College who complete transfer-level English and/or Math course(s) within 3 semesters of first-enrollment.

The cohort is defined as the year the student first attempts a course at one or more levels below transfer in Math, English and/or ESL.

8. Accreditation Visit

Accreditation report available on the Common Drive. Steps to take to prepare.

- a) Ideally in September, encouragement to meet with staff briefly and let them know what to expect and to review Section 2C, so they are familiar with the document.
- b) Attend the training.
- c) Take a look at the web site and ensure that information is accurate and up-to-date.

9. Area Updates

Student Life

- a) Encouraging increased student engagement on campus. Promoting the August theme of Back-to-School door decorating.
- b) New positions:
 - a. Sal Valdivia coming on board
 - b. Student Success Coordinator position, which will be primarily for the Umoja program, but there are also plans to have the position offer support to International Students.
- c) Absence of an International Counselor is impacting the Student Life program, and Tina has had to take over assisting international students with travel, trips and running errands.
 - a. Idea to release a counselor to provide some hours to assist International students. Brian Spillane was suggested to approach and see if he is agreeable. Four – eight hours available for students would make a difference.

Research

- a) Toni working on data warehouse
- b) Assisting with Accreditation
- c) Supporting Integrated Planning process

Student Employment

- a) Currently very busy onboarding the student workers. Leann will continue in position until her last day, August 31st. Cabinet approved moving Student Employment to HR. HR will review position description and fly it out of their office.
- b) Average of 300 student employees per semester. There can be 600-900 authorizations.
- c) Suggestion to encourage a subbing position to allow time for someone to train and fill in before position is filled.

Career Services – a couple of replacement ideas are percolating

- a) EWD has expressed a willingness to pursue a conversation regarding picking it up. Position description was floated recently and CSEA will bring it to their membership in September.
- b) Second avenue could be to have a counselor, or even more appropriate a coordinator, take on the work.

Comments:

- c) Resumé, job search, and interview support services are needed by students.
- d) Everyone needs career support and reviewing.

A&R

- a) Already getting busy, but working on cross training and working more efficiently.
- b) Extended hours starting Monday.

TRiO

- a) Working on approval to make Sue Huizinga the Director over all three TRiO programs.
- b) Need to recruit 40-45 students. Set up four orientation times for students here and in Tehama.
- c) Couple of openings:
 - i. Upward Bound – counselor level position – year round, high touch with lots of high school student contact, closed August 8th
 - ii. Assistant Director position opening up.

EOPS

- a) Partners in Access to College Education
- b) Fully staffed:
 - a. Henry Sanchez moving into Kendalls' position.
 - b. Lisa Riggs will be working part time in assisting with DSPS students.
 - c. Haley Carter coming on as a part time EOPS Counselor.
- c) 790 students participated in the program in the Spring

Financial Aid

- a) Current on packaging. Tremendous amount of work was completed on auto packaging and is reaping great results.

IT

- a) Student Services meets with IT every two weeks. Going to divide meeting into a couple of sections.
- b) General Concerns portion to touch on topics that needs more discussion beyond a work request. Allow time to discuss for 10-15 minutes.
- c) Remainder devoted to a particular task, and will invite staff affected by particular processes.
- d) Need more staff. They are going out to replace Nicole's position with up to two staff. They have changed the job description and planning to post shortly for recruitment. They are aware of capacity issues.
- e) Also touched bases regarding the single sign on Student Portal that they plan to roll out.
- f) Checked with Cindy Sandhagen regarding Regroup and implementation if further along than thought. Confirmed interest in planning a meeting with Cindy to get programs up and running with the ability to send texts to students. Give thought also to how students won't be overwhelmed with the number of texts being sent.

10. Other/Announcements

- a) Confirmed keeping the August 9th meeting on the calendar.

Parking Lot:

First-Year Experience

SAO / SSLO Data Collection

TracDat - screen update

CCSSE/Adult Learning Focused Institution (ALFI)

Guided Pathways

Concurrent Enrollment Fees

Hobsons Starfish update / branding

Early Alert workflow

Marketing plan / marketing

Website

Program Review
Regroup
Dub labs app
FAQ
Guided Pathways
Learning goals / progress checks

Increase access/support
Student success – no wrong door
Application follow-up workflow
One-Stop personnel
Health Fees

NEXT MEETING

The next meeting is scheduled for Wednesday, August 9, 2017 in Room 2314.
Recorded by: Michelle Fairchild, Administrative Secretary, Enrollment Services

Instructions Page

Integrated Budget Template: BSI, Student Equity, and SSSP for fiscal reporting period July 1, 2017 - June 30, 2018

Colleges must include anticipated district expenditures in their budget and program plan.

For assistance in completing this report, please email:

integratedplanning@cccco.edu

This workbook contains two spreadsheets in the following order:

- 1 Instructions
- 2 Planned Expenditures

Basic instructions:

You may enter data in the Planned Expenditures spreadsheet only. Use the tab key to move around in each spreadsheet. You will be able to enter whole numbers only (no cents).

Be careful not to delete any formulas as it will impact the entire spreadsheet.

If you need additional assistance, please contact the Chancellor's Office using the email address above.



Yellow-colored cells indicate where you need to input data.

Gray-colored cells indicate a formula and cannot be modified.

To print entire workbook: Go to File, Print, Entire Workbook. Select double-sided.

**Integrated Budget Template: BSI, Student Equity, and SSSP
for fiscal reporting period July 1, 2017 - June 30, 2018**

Shasta-Tehama-Trinity CCD
Shasta College

Planned Expenditures

Report planned expenditures by program allocation and object code as defined by the California Community Colleges (CCC) Budget and Accounting Manual. Although they appear in the CCC Budget and Accounting Manual, not all expenditures listed are appropriate. Refer to program funding guidelines for more information.

Object Code	Category	Basic Skills Initiative	Student Equity	Credit SSSP	Credit SSSP - Match	Noncredit SSSP	Noncredit SSSP - Match	
1000	Academic Salaries		\$ 368,100	\$ 681,906	\$ 681,906	\$ -	\$ -	
2000	Classified and Other Nonacademic Salaries		\$ 304,100	\$ 531,153	\$ 531,153	\$ -	\$ -	
3000	Employee Benefits		\$ 193,271	\$ 404,509	\$ 404,509	\$ -	\$ -	
4000	Supplies & Materials		\$ 46,000	\$ 3,942	\$ 3,942	\$ -	\$ -	
5000	Other Operating Expenses and Services		\$ 217,050	\$ -	\$ -	\$ -	\$ -	
6000	Capital Outlay		\$ 9,000	\$ -	\$ -	\$ -	\$ -	
7000	Other Outgo		\$ 76,887	\$ -	\$ -	\$ -	\$ -	
	Program Totals	\$ -	\$ 1,214,408	\$ 1,621,510	\$ 1,621,510	\$ -	\$ -	
					Match		Match	
		BSI, SE, & SSSP Budget Total						\$ 2,835,918