



Student Services Council Meeting  
 Wednesday, August 20, 2014  
 9:00 AM • Room 2314  
 AGENDA  
**DRAFT**

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

**SSSP Update-**

Tim gave an update on the SSSP and said the college plan is due Oct. 17, 2014. The latest version (attached) is being shared today, and he is looking for feedback. Tim is also meeting with the Student Senate on Friday (8/22) for their review and input. After it has gone through the vetting process, it will then be presented to College Council. The focus is the Big 3+1 (Orientation/Assessment/Student Educational Plans & Follow-up). The match is 2-1, which is great news! The college allocation is 935K. All will review and send Tim feedback via email within in the next 2 weeks.

**Book Loans-**

Connie explained the current process for book loans and is recommending a change to this process. Each term, Shasta College offers students book loans and grants to cover the cost of books, if they are not receiving the first Pell disbursement. The board originally set the criteria of only required books. While it is a worthy criterion, this criterion reduces the loan process to manually checking off each student's book which is a time consuming process for Angela Nava (FA Bookkeeper) and does not allow the student the ease of using the book store cart as a simple process to determine the amount of book funding. An additional factor that creates the long lines the first two weeks of school are the students coming to turn in their book loan/grant application and return to sign the promissory note.

**Recommend two changes:**

1-The FA Office looked at the option of running the book grant/loans through the academic works module. Currently, Academic Works only allows for a general application. Therefore, it is not recommended to use this software for the book program. They are considering moving to a fillable PDF application which would give the student online capability and it could be emailed for processing. However, for this to work required' books must be removed from the criteria. This may require a board action item.

2-Students sign a promissory note and repay the funds either through their financial disbursement when their file is complete or pay within 45 days. Motion was made to have the textbook committee evaluate the suggested change. Steve motioned to make the suggested changes. Kevin seconded. Motion carried.

\*All book programs have a maximum, ranging from \$350-\$400. If the "required" textbook to bookstore cart was adjusted this would allow the student to use the limited funds for their choice of books.

**Annual Outlook- Kevin gave a brief over view and reminder of the following items:**

- Annual Area Plans- Look at needs. Should receive data from research in the fall semester.
- SLOs/SAOs-Planning in the fall semester. Have all information in TracDat.
- Employee Evaluations- Now is an important time to meet w/staff and let them know expectations and to do a general review of how things are going. Tracdat should have an executive summary and then attached documents with the additional details. Kevin suggested putting the year on the title of each initiative, making it easier to track.

**Discussion:**

Kevin said enrollment is currently down 3.5%. All the extra steps that are required for students have been part of the reason it's down, but it's really not bad news, there is still time to grow with the late start classes/students. Nadia added that the new online orientation has worked great for the CalWORKs students. Tim thanked Michael Sumption for his work on the online orientation. The regular face to face orientations will start back in October for the spring semester, and the online orientations will be ongoing. Kevin noted that all counselors must follow the new process in the system, which will benefit students and also ensure that the district receives funding. Tim said each college has one year to work out the process. The funding formula is 40% granted and 60% will depend on following the matriculation steps and reporting. The Ed Plans are hugely important and will be a big part of the reporting. It was suggested to plan several break-out sessions on the next flex day for counselors to work on screens and codes. All agreed this would be a good idea.

Connie informed the group that in the near future Datatel will no longer support queries for running reports. The instruction office is putting together a list of high needs reports and bringing in a consultant. Kevin asked the group to send all reports that they would like to continue to run to Sherry so they can be included on the instruction list.

**AREA UPDATES:**

**VPSS- Kevin O'Rorke**

The College Council will be working on a new Strategic Plan; much of the current plan will be carried over. Each area must report/evaluate on what was effective in our initiatives. Kevin gave the example of Academic Works and how it was written into the area plan and brought forward as an initiative (implementation 13/14 and follow up in 14/15 closing the loop). Student Services will be required to report back to the College Council on each SS initiative and its effectiveness/outcome. Kevin gave several examples of how the area plans should connect and tie into the overall institutional goals.

In the Strategic Plan look for the objective>activity>implementation>accessing effectiveness. The area plans are put together much in the same way as how the Strategic Plan is put together. The Area Plans should mirror the Strategic Plan.

**Admissions and Records- Sheree Whaley**

Sheree shared that all is going well but very busy in A&R. There are still issues with the waitlists and this does cause the long lines. They are in the process of updating degree audit and course equivalencies, and both will help with the Educational Plans. Advanced placement credits are almost done, which will now come out on the Ed plans and transcripts.

### **CalWORKS- Nadia Elwood**

Nadia shared that her new employee, Hilly is doing a great job! Hilly also has many connections in the community for placing students in jobs. Tehama County CalWORKs is still located at the Job Center in Red Bluff, and they are not connected to Shasta College like Shasta County CalWORKs. Nadia is working on a plan to bring them in and developing a good working relationship. Currently, Laura Barbeau sees the CalWORKs students in Tehama County at the Job Center. Nadia would like to see a plan where the college could provide an office for Laura on the Red Bluff Shasta College Campus. The overall student enrollment for CalWORKs is down; 39 have not registered yet, which could be due to a multitude of reasons.

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

Phasing in the student Ed Planning software. Much of the form will auto populate. This will be a fundamental shift for evaluating transcripts as they come in to the college, instead of evaluating transcripts on the back end as we have historically done. The new software will also give the option for “what if scenarios” for students.

The college application process is moving to an open based platform through CCCApply (Chancellors' Office). This will change the application process. This change will go into effect in the 2 weeks (~9/7), after census date. During this time there will be a small black out period for BOG access, possibly 1-2 days but there is no way to avoid this as we transition. Tim will forward the test application link to the group.

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

EOPS served 500 students in one week, with 300 being on the first day! It's been a busy start to the semester, and they are always working on how to serve the students better. Rob McCandless and Donna Pratt will be the PT counselors helping in EOPS. Sandra announced that they have selected a new CARE Coordinator. She will start at the end of this month. There is a high demand for the DSPS Interpreter/Transliteration services, approximately 120 hours a week through the fall semester. Sandra is currently running a search for an additional Interpreter/Transliterator and should have a new person in place by next week. Some good news shared was that DSPS had a 91% success rate for those using Interpreter services last year!

Foster Youth programs are going strong. Bob DePaul is teaching a STU 1 class for FY students. There are currently 17 FY students enrolled, but Bob has contact with 48 FY individuals. The program has been very successful thus far, adding that the field trips this summer were successful and special for the students and the advisors.

### **Financial Aid- Connie Barton**

Connie shared that her department recently had a Datatel consult come in May. She was informed by the consultant that the rules in Datatel have changed, and they will now be able to ensure that students are meeting all criteria for FA assistance. She also added that the consult informed her that the current query reports that are run out of Datatel that will not be available in the near future.

The first disbursement had some errors. They pulled 300 students who didn't actually meet the criteria, yet they were set up to receive a disbursement. The FA application evaluation has been done manually and it hasn't been

perfect. Datatel will now be helping with this and it's a definite learning curve for her staff. On Oct. 1<sup>st</sup> the student loan program will change. Students will be limited to 150% of loans (3 loans only). The new loan application requires information from every department. The Deans will be providing information on how long it should take to complete a degree. All changes are being put in place by the Feds to limit borrowing. There are a few groups that will not be affected by this change; nursing, dental hygiene and possibly engineering. Connie said she believes in 3-5 years student funding will be gone.

The FA office continues to do outreach for the off campus sites. They are in the process of setting up a pilot project to train student workers who can answer general questions over the phone. The DropThought kiosks are providing good feedback for the FA office.

### **Gateway to College- Nancy Berkey**

The orientation for new and continuing students was held last Thursday. Currently, there are 17 returning and 34 new students in the program, with the goal of accepting a total of 40 new students. The returning students were required to defend their scholarships. Nancy gave them some prompts to think about, and then they were interviewed individually. They had three categories –1) Definitely 2) Conditional 3) Not returning. The students with the conditional contract are aware that they must maintain good standards or could face removal. Every student accepted into the GTC program has different needs and requirements that must be met in order for them to graduate. One of the biggest challenges for this fall semester is coordinating their high school classes with the college classes. Overall Nancy is excited about this cohort and is hopeful that they will all complete the program.

### **Library Services and Educational Technology- Will Breitbart**

Will shared that all is going well in the library, and he will plan on giving a full update at the next meeting.

### **Student Housing- Steve Cross**

Steve shared that the fall semester students have moved into the dorms. The male side is full, with 6 openings on the female side. He was excited to announce that we have our first service dog living with a blind female resident. He held orientation on Sunday afternoon, and is planning to conduct a student survey soon. The new card readers are installed, with the exception of one area. The surveillance cameras should be installed by mid-October.

**TRiO Talent Search- Kehinde Adesina-** No report

**TRiO SSS & Upward Bound- Sylvia Ruano-** No report

**OTHER-** None

Meeting adjourned – 10:30 a.m.

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

