



Student Services Council Meeting  
 Wednesday, Sept. 17, 2014  
 9:00 AM • Room 2314  
 AGENDA

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

**Approval of minutes** - 4/30/14, 5/22/14, 8/20/14. Hamilton-Slane/Berkey. Discussion-none, motion approved, passed unanimously.

**Announcement-**

Tim asked that the Council keep COS in their thoughts. The town of Weed has suffered a horrible town fire and the college is without electricity or water. He asked that the Council come up with some ideas to reach out to COS in this time of need. One thing already in motion is that Shasta will possibly loan a couple of counselors as needed to COS. Any other ideas on fundraising or giving assistance to COS are welcome. Sherry will check with Kevin and possibly the Foundation to explore possibilities of assistance.

**Board of Trustees Report- Board Presentations-**

Kevin is requesting that when a manager in Student Services has an item on the monthly BOT agenda, that they attend the board meeting. This helps when questions, clarification or elaboration might be needed on the topic being presented.

**Student Services Training Day- Tim**

A tentative date of Friday, Nov. 21 was set. Tim presented a sample agenda, and asked that all bring ideas back to the next SSC meeting so that an agenda can be developed, and to also come up with a new title for the training day.

**Suggestions/ideas mentioned:**

- Change title of training day
- Confirm Nov. 21 w/Kevin
- Under Area Updates/PowerPoints- all should do an introduction of their staff
- Continue to do a section on Health, but change the title, keep meditation and possible add a yoga
- Possibly contact Kelly Nickel for a customer service skills workshop
- Start the meeting with a kick off video similar to last year. Motivational and inspiring, to jump start the day

- Break out session for the counselors in a room w/computers
- Sandra and Nadia to collaborate on “The Front Line Staff” section
- Retention, Persistence and Completion- all areas will look for common elements and a connection where their program/department contribute to helping student succeed

#### **Minors on Campus-Youth protection Polices Webinar (November 20, 2014)-Tim**

Tim gave a brief overview of the webinar. All agreed this information is pertinent for Student Services. Sherry will reserve a room and handle the logistics. Sylvia, Nancy and Steve offered to split the cost of \$369.

#### **IFS Homepage- Steve**

Steve shared that Dave Broome (IT) said that the current query reports will not be going away. After a brief discussion it appears that the District will be looking into purchasing software that is compatible with Datatel/Colleague. Currently there is an IFS homepage where one can run queries and reports for their programs. Some managers' use IFS regularly, where others were not aware that it was even available. Once the District goes to WEBUI the IFS component will not be available. In the meantime Tim suggested that we get a list of all queries that are currently available in IFS from Dave Broome. Connie is on the Internet based WEBUI and is already writing and running Financial Aid queries.

#### **Upward Bound Summer Academy Presentation- Sylvia**

Sylvia shared a short video of the six week 2014 UB Summer Academy. The program this year was very successful with very little problems. Sylvia gave a brief description of what UB purpose and goals are for students and how the grant is funded.

#### **AREA UPDATES-**

Today's meeting was limited to one hour- no area updates were reported.

#### **OTHER-**

Connie shared that the Shasta College Meyers Scholarship donor, Mrs. Meyers has passed away, she was 100 years old. Mrs. Meyers and her husband who she was preceded in death by contributed to the Shasta College Scholarship program for over 40 years, giving in excess of \$100,000 to Shasta College students.

**Meeting adjourned at 10:00 a.m.**

**Next meeting Oct. 1, 2014- 9-11:00 a.m.**

**Room 2314**

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