



Shasta College

Student Services Council Meeting
Wednesday, Nov. 6, 2019
8:30 – 10:30 AM • Board Room
Minutes

Committee Members Present					
	Nancy Berkey		John Yu	X	Becky McCall
X	Sharon Brisolarara	X	Sandra Hamilton-Slane		Jennifer McCandless
X	Tina Duenas	X	Sue Huizinga		
X	Nadia Elwood	X	Tim Johnston		
Committee Guests Present					
X	Allie Hancock	X	Patricia Esparza	X	Nick Webb
X	Kelsey Moynahan	X	Chad Buell	X	Amy Speakman
X	Billy Miller	X	Amber Perez		

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 through-put

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:

- Improve access from application to registration
- Implement Automated Student Education Planning
- Expand Shasta Summit early alert
- Increase number of ADTs, BA, Certificates, transfer
- Promote transfer pathways with K-12 partners
- Improve access to existing on-line student support through SARS Zoom and the online orientation.

1. **Approval of 10/02/2019 Minutes:** Becky McCall motioned and Tina Duenas seconded to approve the minutes. All in favor to approve, Sue Huizinga and Sharon Brisolarara abstained.
2. **October 16th 2019 Minutes:** Approval postponed to next meeting.
3. **Action Agenda**
 - a) BP 5140 - DSPS (PACE): Sandra Hamilton-Slane requested adding reference that Shasta College calls their DSPS program PACE as well as matching the title to AP 5140. Sandra Hamilton-Slane motioned to approve BP 5140 as amended and Sharon Brisolarara seconded. All in favor, none abstained.

4. Discussion Agenda - Annual Area Plan (AAP) Initiative Presentations

- a) AAP Student Services Timeline:
 - 1) November 6th Present Initiatives; review rubric and ranking sheets
 - 2) November 15th Initiative ranking due
 - 3) November 20th Discussion/results/approval/submit to College Council
 - 4) December 4th Continue Discussion, as needed
- b) The Council verified the Matrix Ranking sheet for accuracies and changes.
 - 1) Council recommended and encouraged that each department tries to provide specific staffing positions requested as well as providing estimated budget costs.
- c) The Council requested that all voting staff have permission to view initiatives from other areas in order to help with ranking.
 - 1) James Konopitski has updated Chad Buell on the list of staff names and locations.
- d) Changes in College Council Annual Area Plan process: The process used to consist of forced ranking, College Council would take the initiatives from the three councils (Instructional Council, Administrative Services Council and Student Services Council) and rank all the initiatives. Now Kevin O'Rorke, Morris Rodrigue and Frank Nigro will present their area rankings to College Council prior to submission to Dr. Wyse. The rationale to the change considers that Kevin O'Rorke, Morris Rodrigue, and Frank Nigro will be in a better position to view the rankings and remove themselves from the specific details.
 - 1) Tim Johnston will meet with Kevin O'Rorke to discuss the consensus and thoughts of the Council's rankings.
 - 2) Becky McCall asked if it is possible to receive clarification to the best route for staffing requests because the Council is putting forward a lot of Staff and to help with closure on staff requests.
- e) The Council agreed that all Student Services managers will be able to help with the ranking.

f) Presentations:

1) TRIO

- a. TRIO received more financial support from the Department of Education, but it was not enough to fully support staffing.
- b. TRIO has also had to exhaust funds for areas of the program that should be allocated elsewhere.
- c. The staff initiative is to help provide better customer services to students. The office is currently under staffed with a high work load. The staff position will help with meeting and greeting students as well as help with reporting needs.
 - i. Considered positions are: Senior Staff Secretary will help greatly, a Student Success Facilitator will also be great, but any position that can have contact with students will be welcomed.
 1. Tim Johnston recommended to provide more particulars (e.g. Salary Range, FT or PT) prior to reaching Kevin.
 - a. The Council recommended submitting the position for a full-time staff member.
- d. Graduation recognition models are not covered under SSS TRIO and Talent Search funding. Some of the students are with TRIO ETS since the 6th grade and it truly highlights their accomplishments when they are recognized. TRIO Talent search have received approval from high schools to allow this type of recognition.
 - i. Benefits from the initiative:
 1. Awareness of the program comes through the recognition of student's graduation. It also highlights Shasta College specific.
 - ii. Costs: SSS T-Shirts - \$5-\$6 per shirt. Padfolios: \$20 per folio. About sixty (60) graduates every year.
- e. T-shirts and Sweatshirts are not an allowable cost for TRIO ETS. Approximately five hundred (500) students are represented by TRIO ETS. TRIO ETS is given \$400 per student and most students fall under low income students, which requires TRIO ETS to stretch their funds.
 - i. TRIO ETS also shares space with Upward Bound and it is noticeable that students will go towards other program that offer these items. The T-shirts will provide student with identity they will normally not receive and will also provide some students with much needed winter apparel.

- f. Chrome books: Students at Enterprise often arrive at TRIO office at the high school to complete various applications. Often the student will have to utilize a staff laptop or will need to go to a different room that is across the campus. It will be very convenient to have computer available in the office at Enterprise.

2) Student Housing

- a. Initiatives are the same that was put forward from last year, except with the addition of the landscaping initiative.
 - i. Fence behind the dorms can be a safety issue.
 - 1. Nadia Elwood recommended renaming the initiative to include verbiage about safety.
 - ii. On-boarding is paperwork intensive, and looking into an online software program (StarRez) – that will integrate with SchoolDude, Maxient, Nelnet and more. Example of usage: Students can submit SchoolDude fix requests and Allie Hancock can approve as needed.
 - 1. Most schools utilize a similar online system.
 - 2. Dorms are supplementing other areas so there is potential to pull back some funds in order to lower the cost of the initiative.
 - 3. Meal plans may or may not be included into the software. Students often elect to not have a meal plan due to various reasons.
 - a. The Council suggested that it may be good to cross compare food plans with other colleges.
 - iii. Dorm remodel (new dorms): Bond funds will not go to the update nor creation of new dorms and may require outside funding.
 - 1. Tina Duenas provided some thoughts on the privatized housing (student housing) that has recently been approached to the Board. Some considerations need to happen, Title IX, etc. Tina is hoping to be involved with future privatized housing conversations.

3) Student Life

- a. Student Union – utilize the current bookstore space. Follett stated that they do not use most of their space and only really need 70% of their current space. The Student Union will hopefully take over the space if another space is found for the bookstore. Student Union will include a Rec. Center (outdoor sports rental location), offices in the back, one could be a large conference room that can be reserved by all staff, possible relocation of the food pantry, and more. Glass walls (floor to ceiling) can also be installed that are movable, which will allow study pods in the location.
 - i. Student Union's initiative intention is to bring the dorm students onto the campus with the 2300 building, invite students into the campus and make them feel a part of the campus.
- b. The Council agreed that the Student Union initiative can be encouraged to College Council based on if the bookstore can be moved to a different location.
- c. Integrated Staff/Student ID Cards: Software was purchased to upgrade the systems. Tina Duenas has reached out to Campus Safety to see the requirement and ability to allow Staff ID cards to also work as building and room keys.
 - i. Tina Duenas will update the group as soon as she receives word from Campus Safety.
- d. Staff for Student Union: Tina Duenas stated that a Student Success Facilitator should be sufficient to staff the Student Union.

4) CalWORKs

- a. CalWORKs can only pay 75% of a work study's wage, so they have to ask if a department can pay for the additional 25%. Since the district is technically paying the 25% already it will help eliminate hesitation if the district can fund \$12,000 to help departments with the 25% share.
 - i. Rationale: Employing students is going up due to minimum wage which will take more funds out of CalWORKs. CalWORK student are also adult students receiving cash aid and helping these students get into the CalWORKs work study means that their pay does not count against their cash aid. It allows the students to receive an economic boost as well as helping them keep their current support. It also provides the student work history for resumes, which CalWORKs also support resume help.
- b. Thirty-two (32) unduplicated students are currently work study. About 1/3rd of the students on campus are CalWORKs.
- c. Tina Duenas suggested that encouragement may need to be made for other departments to add this into their annual budget. Also, it may be good to look into marketing material for other departments as well as joining the work study fair.

5) Transfer Center

- a. Daniel Valdivia will not be present due to a prior commitment.
- b. The remodel will help develop a more welcoming atmosphere for University representatives.
- c. The initiative is to also maintaining an option for the Student Success Center and the Transfer Center to switch locations.
- d. Another option is for a bigger remodel of Student Services.

6) A&R/FA

- a. On Boarding: Will be included into self-service and will help keep students on track.
- b. Transcript Revitalization: Keep transcripts current and the coding updated.
- c. Office Remodel - Phase 1: Includes better seating, more art work, etc.
- d. Office Remodel - Phase 2: Swapping transfer center and SSC, create a welcome booth, tear down the current A&R front desk windows, etc.
- e. ChatBot: Matter of taking staff time to implementing the program. Students can ask a question 24/7 and get a response. Funding is already available, and implementation can happen in the Spring/Summer 2020 but requires an IT lift. We already have agreements with the vendor, which will help expedite the process.

7) PACE/EOPS

- a. Sandra Hamilton-Slane stated that the current EOPS reception area will become more of an information center staffed by a Student Success Coordinator. EOPS and PACE programs are going paperless, meaning that files will be going away allowing space to open up in other areas.
- b. Another plan is to move STEP-UP to the current Veterans space as Veterans move over to the new building.

8) Enrollment Services

- a. Add generators or battery backup in the initiatives to support power outages. In plans are to look into battery backups/generators.
- b. Staffing:
 - i. Current staff-to-administrative ratio is 20/1 and a new director can help the ratio.
 - ii. Enrollment Services is placing a low ranking for Employment Development Services Technician.
 - 1. Career development is needed – still need to resolve how to do it!
 - iii. International staff initiative plans to gather revenue from International students. Intent is for a self-funding position through international students.
- c. Items:
 - i. A new student services area officer either in the new building built or a space designated in the 1200 building.
 - ii. Parking permit: Purpose is to continue the encouragement of this initiative.
 - iii. Automated workflows: Initiative is to encourage IT prioritization on this process.

- iv. Institutionalize Learning Support: Companion piece with Jennifer McCandless, which will also be brought through Instruction. It is also making the proposal for the General Fund to take it over from SEAP.
 - v. Institutionalize UMOJA: Request to have General Fund pick it from SEAP.
 - 9) Tim Johnston asked that each department provide the Council and voting managers with their own inner-department rankings of their own initiatives.
 - 10) Sandra Hamilton-Slane recommended that Dorms may need to be a retreat topic due to the concerns brought forward about the condition. Sandra requested to take time in the spring to have a more in-depth discussion, especially if the discussion is around residence life.
 - a. Tim Johnston requested to carry on the conversation with the Council in the future as new things develop around the privatized housing.
 - g) Power Outage Debrief: Discussion postponed to next meeting.
- 5. **Information Items / Other:** Postponed to next meeting.
 - a) Student Equity and Achievement Plan
 - b) Instructional Council
 - c) Technology Priority List
 - d) Area Updates / Announcements
- 6. **Meeting adjourned at 10:25am**

NEXT MEETING:

The next meeting is scheduled for Wednesday, November 20th from 9:00am – 11:00am in room 2314.
Minutes recorded by: James Konopitski, Administrative Secretary I, Enrollment Services.

Disabled Students Programs and Services
(Partners in Access to College Education)

BP 5140

Reference: *Education Code Sections 67310 and 84850; Title 5, Section 56000 et seq.*

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The ~~Disabled Students Programs and Services (DSPS)~~ program responsible for accommodations is called Partners in Access to College Education (PACE) and shall be the primary provider for academic adjustments, auxiliary aids, services, and/or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

~~DSPS-PACE~~ services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, auxiliary aids, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

Students with disabilities shall be assisted to participate whenever possible in the regular educational programs in the District.

No student with disabilities is required to participate in the ~~DSPS-PACE~~ program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the ~~DSPS-PACE~~ program conforms to all requirements established by the relevant law and regulations.

See Administrative Procedure 5140

Board Approved 4/9/03

Board Amended 4/13/05

Reviewed by the Board Ad Hoc Committee on Policy 5/13/09

Board Approved Revisions 2/10/10

Board Approved Revisions 4/09/14

Board Approved [Revised] 05/10/17

STUDENT LIFE & DORMITORY INITIATIVES

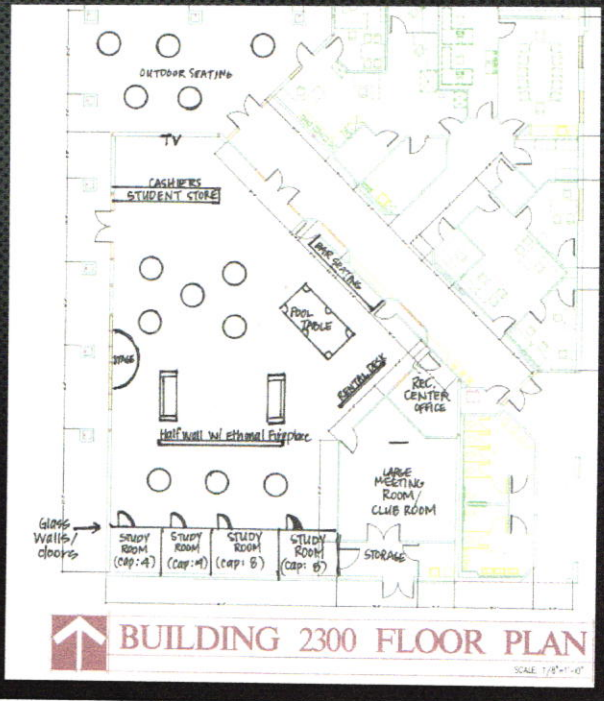
NOVEMBER 6, 2019

STUDENT SERVICES COUNCIL

STUDENT UNION

LOCATION: CURRENT BOOKSTORE SPACE

- STUDENT STORE (REVENUE GENERATING)
- RECREATION CENTER (REVENUE GENERATING)
- STUDENT SENATE
- UPDATED CLUB ROOM
- CONFERENCE SPACE
- STUDY ROOMS
- ZEN DEN
- FOOD PANTRY RELOCATED – MANAGED BY STAFF



STUDENT UNION CONCEPT PICTURES

Appx. Cost: \$20,000 – 40,000 (no anticipated construction – Furniture And moveable glass walls only.)



Reservable Conference Space



Lounge Area/Study Pods



Computer Bar



Lounge/Social/Congregation Space



Reservable Study Rooms

FULL-TIME CLASSIFIED POSITION - DISTRICT FUNDED (DEPENDENT UPON STUDENT UNION APPROVAL)

- POTENTIAL PHYSICAL LOCATION/TECHNOLOGY SECURED
- APPX. ONGOING COST: \$40,000 ANNUALLY
- POSITION TO RUN THE FOLLOWING (W/ STUDENT WORKER HELP):
 - STUDENT SENATE
 - STUDY SPACE RESERVATIONS
 - TALENT BOOKINGS (STAGE)
 - RECREATION RENTALS / ADVENTURE OUTINGS
 - STUDENT STORE (APPAREL)



INTEGRATED STUDENT/STAFF ID CARD SYSTEM

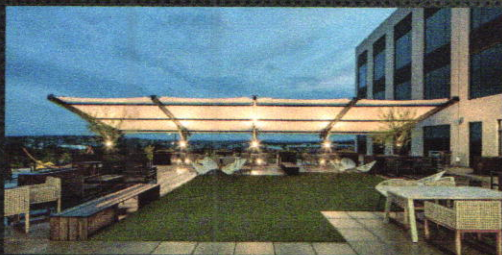
Integrated ID card system would replace the antiquated system currently utilized by Student Senate and Student Life for staff and student ID's.

- Colleague Integration (student photos attached to profiles)
- Bar Code (\$ load option)
 - Food Services Purchases
 - Printing (Library/Tutoring Labs)
 - Tutoring Lab Check-In (utilization data)
 - Gym Keycard (Athletes)
 - Dorm Keycard (Residents) – Good for safety/tracking purposes



QUAD SHADE STRUCTURE

Estimated Cost: \$20,000 - \$50,000 depending on engineering



SCHOOL SUPPLY VENDING MACHINE

- POTENTIAL PHYSICAL LOCATION
 - HALLWAYS, CAFETERIA, LIBRARY, STUDENT UNION
- APPROXIMATE COST
 - \$5,000 EA
- INVENTORY MANAGEMENT
 - NEW STUDENT UNION POSITION (IF APPROVED)



Residence Halls Privacy Fence/Landscaping

- Privacy fence needed for safety purposes to separate the Residence Halls and their recreation space from the greenbelt and Old Oregon Trail
- Create usable, attractive recreation space
- Estimated cost for fencing \$38,000 Estimated cost for landscaping \$50,000 - \$75,000



Residence Halls Privacy Fence/Landscaping Continued...



Residence Halls Online Contract and Associated Paperwork

- StarRez is an online housing software suite that includes web-based contracting and associated paperwork, as well as online student driven roommate pairing, work order placement (integrates with SchoolDude), discipline (integrates with Maxient) billing and payment plans (integrates with Nelnet)
- Estimated Cost: \$7,500 implementation and \$10,000 annual subscription



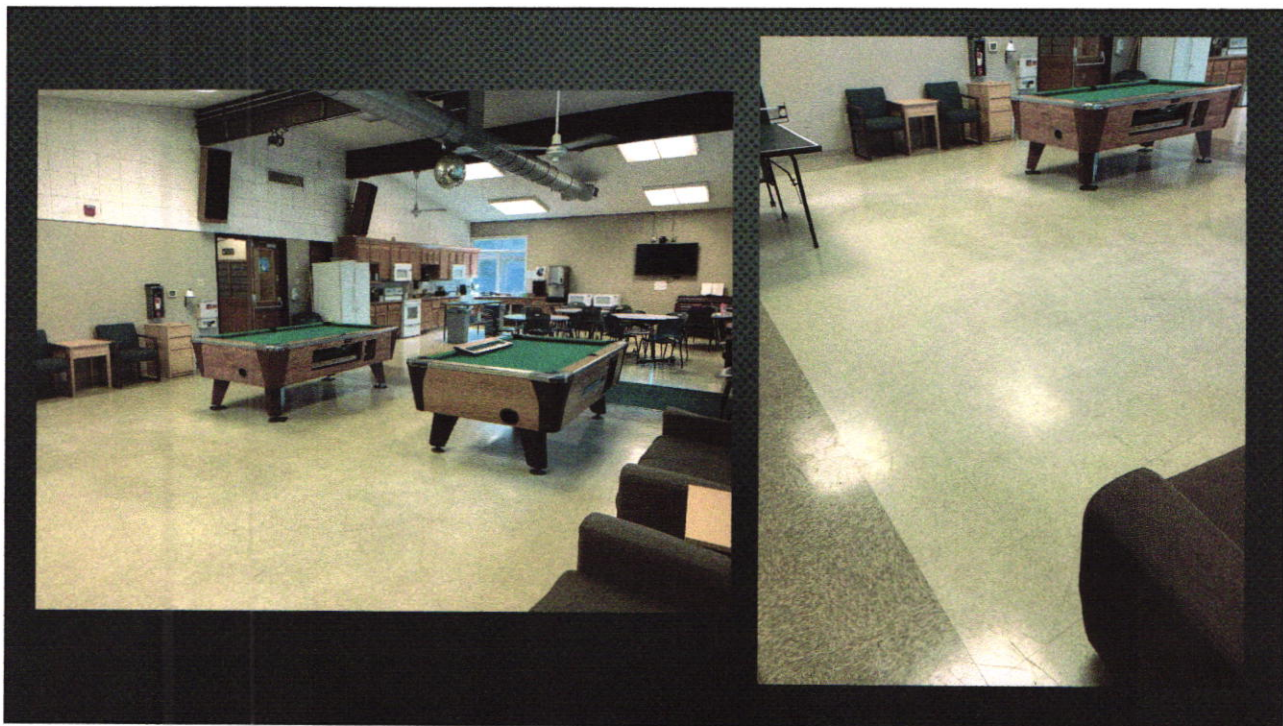
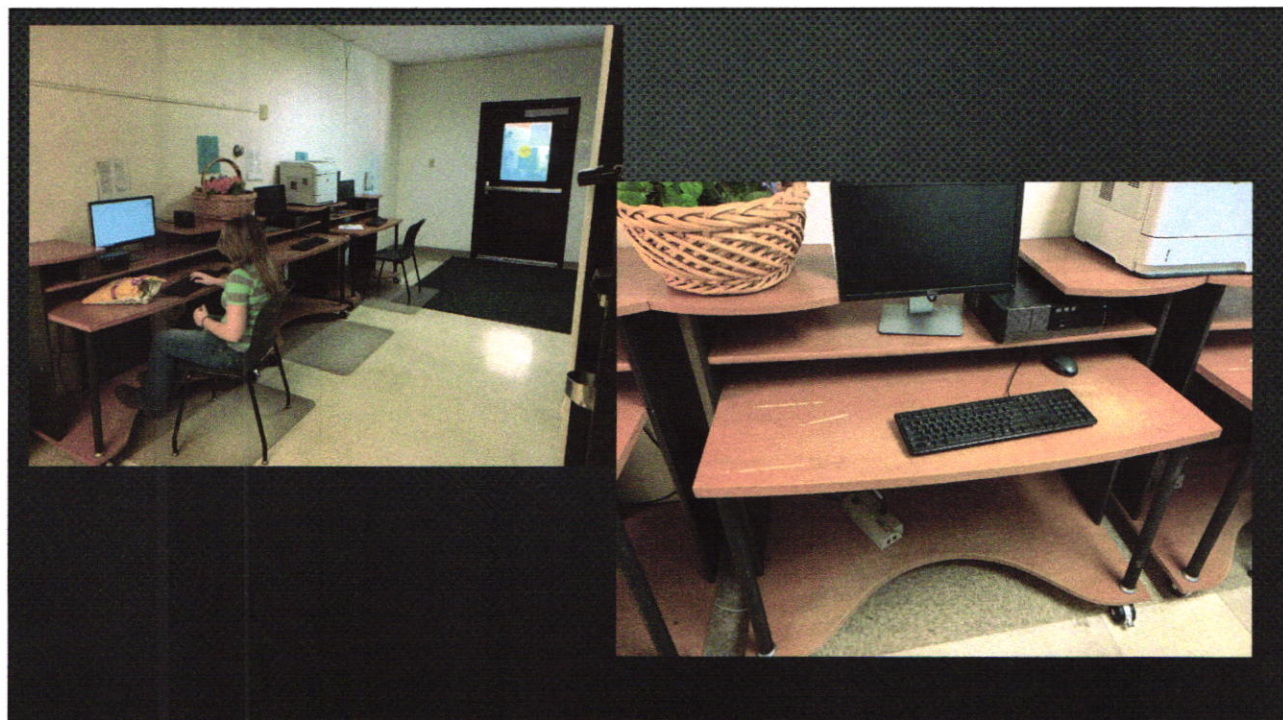
Residence Halls Updates

All areas of the Residence Halls are currently aging and in need of updates, including the Commons Building spaces (Kitchen, RA office, computer lab, and TV lounge), all Male and Female Dorm rooms (paint, carpet, and furniture) as well as the Study Lounge spaces in both buildings.

Cost Estimates

- Commons Building: \$100,000
- Study Lounges: \$100,000 (\$50,000 per lounge)
- Computer Lab: \$12,000
- Paint and Carpet in Dorm Rooms: \$147,000
- New Furniture: \$300,000
- RA Office: \$2,500







STUDENT SERVICES AREA PLANS 2020 - 2021
(Fall 2019)

Timeline:

- Nov. 1** Proposals in Nuventive Improve due
- Nov. 6** Present initiatives; review rubric and ranking sheets
- Nov. 15** Initiative rankings due
- Nov. 20** Discussion /Results /Approval / Submit to College Council
- Dec. 4** Continue Discussion as needed