



Student Services Council
 Wednesday, Dec. 1, 2021
 10:30 AM – 12:30 PM

Minutes

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 math/English through-put particularly for disproportionately impacted groups

To increase the number of credentials awarded and the number of students transferring to UC/CSU and decrease the number of accumulated units, by the end of Fall 2021:

- “Come Back Better” by evaluating and re-engaging students and staff through timely, efficient, relevant and convenient methods of interaction.
- Expand implementation of the New Applicant Outreach project to increase enrollment.
- Evaluate workflow for proactive student support that aligns “area of interest” Counselors, support staff and community resources to help students remain on their path.
- Support the full implementation of automated Student Education Planning software.
- Support the expansion of electronic signature workflows.
- Implement the Credit for Prior Learning workflow.
- In collaboration with EWD, re-activate the Career Center.
- Continue to expand the front-end transcript evaluation process.

Committee Members (voting)					
x	Robert Bowman	x	Sue Huizinga	x	Shaunna Rossman
x	Jerry Brown	x	Tim Johnston	x	Buffy Tanner
x	Nadia Elwood	x	Sonja Mendes	x	Natalie Tucker
x	Sandra Hamilton-Slane	x	Amber Perez		
	Nick Webb	x	Carlos Reyes		
Guests (non-voting)					
x	Billy Miller		Bethany Davis		
x	Sheri Wiggins				

1. **Approval of Minutes:** Sandra Hamilton-Slane motioned, and Amber Perez seconded approval of the minutes. All in favor, Buffy Tanner, Sue Huizinga, and Tim Johnston abstained.

2. Presentations

- a. Foster and Kinship Care presented by Sheri Wiggins
 - i. Questions and Discussions:
 - 1. Why is the FKCE program housed at the Community College but not within Social Services? It was placed at the College because the State wanted it to be seen as an academic/education program. Sheri stated that FKCE does work closely with CPS.
 - 2. Sheri is located in the downtown Health Sciences building in order to be close to supporting agencies. FKCE offices are planned to move to the downtown building once it is built.
 - 3. Childcare while classes are being taught in-person, discussion:
 - a. Size and time/dates of classes are not conducive to the number of children needing support.
 - b. It is a struggle to get families to come out to the main campus.
 - c. The break room in the downtown building can hold the children, and the adjacent room can be used for the adult classes.
 - d. The new building downtown will help with the physical location to meet FKCE childcare needs.
 - e. All adult classes are on Zoom until childcare can be provided.

3. Information

- a. Document Retention Manual
 - i. The document is considered a 'living' document that will continue to be updated. Amy Speakman serves as the point of contact to keep the document accurate.

4. Instructional Council Report

- a. Instructional Council is continuing to look at enrollment numbers. Further word about faculty hiring should come out soon.

5. Action Agenda

- a. Board Policies / Administrative Procedures – Second Reading
 - Amber Perez motioned and Natalie Tucker seconded to consider AP 5013. After discussion, all in favor to move forward, none abstained.
 - AP 5013 Students in the Military
 - Tim asked about the permissive language in regard to encouraging students to provide advance notice of an upcoming absence. James stated that we can require a student to provide it prior to the absence, but encouraging the student to do so will further help us initiate earlier support for the student during and after their absence.
 - Carlos inquired about what faculty must do for the absences? James explained that each experience will be different, but we must accommodate the student as defined per the law and regulations. James defined the difference between long and short absences.
 - Carlos Reyes motioned and Sandra Hamilton-Slane seconded to consider BP & AP 5015. After discussion, all in favor to move forward, none abstained.
 - Buffy Tanner motioned and Amber Perez seconded to consider AP 5040. After discussion, all in favor to move forward, none abstained.
 - Nadia Elwood motioned and Amber Perez seconded to consider AP 5530. After discussion, all in favor to move forward, none abstained.
 - Buffy Tanner motioned and Robert Bowman seconded to consider BP & AP 5700. After discussion, all in favor to move forward, none abstained.

- b. Board Policies / Administrative Procedures – First Reading
None.

6. Discussion Agenda: Vision for Success / Student Equity / Guided Pathways

- a. Student Success Teams / Org structure – Discussion held over to next meeting
- b. Committee By-Laws Review – Discussion held over to next meeting
- c. Does the Council want to move forward with the California Volunteers Competitive Application?
 - i. Amy provided a non-binding letter of intent, but the application is due on December 13th. Low income and full-time students, to work within the community. Students will receive \$7,000 for the 450 hours of service, plus a \$3,000 educational award. Service must be done within the following areas: K-12 education, climate action, and/or food insecurity.
 - ii. Sue can see a number of places that will have the need for college mentors. Schools are handling a lot of issues; positive College role models can be very beneficial.
 - iii. Will students be able to get into the schools to serve the role as needed? Sue does not see any issues if it is a program coming from Shasta College.
 - iv. Will background checks be needed? Yes.
 - v. Students will be hired the similar way we hire work study students. It can be quite a long process to get completed background checks. The Program could also allow students to work without coming to the Shasta College main campus.
 - vi. Do students get a partial stipend if they don't complete the hours? Currently do not know.
 - vii. Amber suggested looking into the potential for applicants to work through Zoom.
 - viii. Recruiting and placement will have to start in the spring if the plan was to start in the fall, and may include summer training.
 - ix. Implementation looks to be \$800k per year for a two-year implementation process.
 - x. Could be a great initiative for guided pathways in relation to career opportunities especially if students want to work in high schools, etc. It also could be another opportunity for Gateway-to-College to get support.
 - xi. Should it be pitched as a single District or consortium application? The consortium will double the number of students.
 - xii. Resolution: The Council recommends submitting the application and keeping the application as a single District submission.

7. Other

- a) Technology
- b) Budget
- c) Area Updates / Announcements
 - 1) Sandra asked if there could be a list of who has currently been hired, so everyone knows where and who is hired.

8. Meeting adjourned at 12:10pm

NEXT MEETING:

The next meeting is scheduled for Wednesday, December 15th from 10:30 am to 12:30 pm via Zoom.
Minutes recorded by James Konopitski.