



Student Services Council Meeting  
 December 5, 2018 • 9:00 AM  
 Room 2314

**MINUTES**

By

Committee Members Present					
X	Stacey Bartlett		Andy Fields		Kevin O'Rorke
	Nancy Berkey	X	Sandra Hamilton Slane	X	John Yu
X	Sharon Brisolara	X	Sue Huizinga	X	Shaunna Rossman - Guest
X	Tina Duenas		Tim Johnston		
X	Nadia Elwood	X	Becky McCall		

1. Meeting called to order by Becky McCall at 9:00 am.

- It was moved by Sandra Hamilton-Slane and seconded by Nadia Elwood to approve the Student Services Council October 17, 2018 minutes. All in favor to approve the minutes. Sue Huizinga, Stacey Bartlett, and John Yu abstained.
- It was moved by Tina Duenas and seconded by Stacey Bartlett to approve the Student Services Council November 7, 2018 minutes. All in favor to approve the minutes. Nadia and John Yu abstained.

2. Action Agenda

a) Review of Initiative Rankings/Next Steps - Handout Rankings

- 1) Electronic Signature Workflow (ES) 70
  1. Needed in Student Services, but indication from IT Dept that this is a campus-wide need and coordination preferred.
- 2) Residence Hall Online Contract and Associated Paperwork (SH) 116
- 3) Residence Hall New Computer Lab Stations (SH) 135
- 4) Residence Hall Storage Shed (SH) 147
- 5) Queuing System (eliminate student lines) (FA) 150
- 6) Integrated Student/Staff ID Card System (SL) 156
- 7) Tehama Campus: Hispanic Latinx Initiative (EE) 161
- 8) Centralized Testing Facility (PACE) 163
- 9) CalWORKs Work Study District Contribution 170
- 10) Omnibus – Institutionalize High Impact Programs (ES) 174
- 11) Parking Permit Automate Services (A&R/ES) 177
- 12) UC Partnership Program (TC) 177
- 13) Student Union-Student Store, Rec. Center, Student Senate, Meeting Rooms, etc. (SL) 180
- 14) Downtown Building (for non-student related services/departments) (SL) 188
- 15) Residence Halls Update to Dorm Rooms (SH) 190
- 16) Quad Shade Structure (SL) 194
- 17) Transfer Field Trips (TC) 200
- 18) Community Academic Mentoring Program (CAMP) (EOPS) 201
- 19) Residence Hall Study Lounge (or new dorms) (SH) 213
- 20) CalWORKs Student Laptop Program 217
- 21) Sustainable Funding for Global Education Center/Education USA (SL) 222
- 22) TRIO SSS and Veterans Center Remodel (TRIO) 226

- 23) Student Center/Quad Audio/Visual Technology (projector, projection screen , speakers) (SL) 248
- 24) Residence Hall Commons Update (or new dorms) (SH) 248
- 25) Pre-Collegiate Initiative Collaboration (TRIO) 255
- 26) Tehama Campus: Student Lounge/Union Furniture (EE) 262
- 27) Residence Halls Privacy Fence Behind Dorms (SH) 266
- 28) School Supply Vending Machine (SL) 272
- 29) TRIO T-shirts (TRIO) 277

b) Staff Rankings

- 1) Director of Enrollment Services (NEW) (ES) 30
- 2) Guided Pathway Counselor (NEW) (ES) 41
- 3) Employment Services Development Technician (NEW) (ES) 45
- 4) Campus Recruiter (NEW) (ES) 47
- 5) Tehama Campus-Student Services Analyst (NEW) (EE/FA) 70
- 6) Tehama Campus-Student Success Facilitator -1 (Staffing) (EE/FA) 82
- 7) Veterans Resource Center – Student Success Facilitator – 1 (Staffing) (FA) 90
- 8) Staff-Shasta Summit-Student Success Facilitator (NEW) (ES) 106
- 9) Tehama Campus-Student Success Facilitator-2 (Staffing) (EE/FA) 112
- 10) Veterans Resource Center-Student Success Facilitator-2 (Staffing) (FA) 118
- 11) FT Classified Position (SL) 119

c) Idea to sort by categories. Suggestions for the categories

- 1) Funding Exists
- 2) Direct Student Assistance
  - 1. Programs/things that directly impact students
    - a. Vending machines with student supplies
    - b. CAMP
    - c. Computer labs
- 3) Facilities/Buildings/Dream Big/Long Term
- 4) Ongoing vs. One Time
- 5) Minimum vs Maximum Threshold
- 6) Mandates
- 7) Staffing Process?

d) Discussion regarding Extended Ed and how initiatives have the opportunity to be double ranked since they are listed in Student Services and Instruction. Discussion regarding the intent to split, in the future, Extended Education Student Services for consideration in the Student Services Council and establishing SAO's to track.

- 1) Review of numbers of students
- 2) Everyone needs broader understanding. Comment about bringing topic up at Instructional Services Council meeting.
- 3) ACSS working on hiring faculty for Tehama campus.
  - 1. Communication studies instructor being advertised
  - 2. Music – guitar instructor
  - 3. History hire that will be considered for Redding and Tehama campus

e) Question regarding if the initiative process is the right process for staffing

- 1) Often find needs for staff arise in between rankings submitted and reviewed/approved, and departments have to move forward with writing new job descriptions and moving forward with personnel requisitions and hiring staff.
- 2) There was a time when the Student Services Council would review at each meeting requests for hiring of new staff in the Student Services area at every meeting.
- 3) One example for a purpose for it is when requesting new positions that need funding, such as in this particular ranking the Guided Pathway Counselor.
- 4) Counseling sessions being required during third semester for students to ensure they are on track. Review of grad checks is showing that half of students have completed necessary



courses, but the other half are missing courses, and discover normally they have not met with a counselor in one to two year.

- f) Rankings - Motion to move by Tina Duenas, seconded by Stacey Bartlett.
- g) Staffing Rankings - Motion to move by Sandra Hamilton Slane, seconded by Becky McCall

### 3. Discussion Agenda

- a) Watched video of Viola Davis Receiving the TRIO Family Achievement Award at COE's 2018 Annual Conference  
<https://www.youtube.com/watch?v=aeSGViZpJ8s>
- b) Committee/Meeting Updates
  - 1) Sue Huizinga
    - 1. She is serving as new Shasta College representative for Reach Higher Shasta and is finding it very interesting and information. There are other committees and is interested in attending one run by Becky Love for counselors.
  - 2) Stacey Bartlett
    - 1. Instructional Council – last time met ranked six new faculty positions. Meeting again next week.
  - 3) John Yu
    - 1. Enrollment Management Committee
      - a. EMC Plan 2019-2021 was approved by various councils and committees and is going to the Board.
    - 2. Student Success Committee
      - a. Revised bylaws which have been approved. Jim Crooks is stepping down as Chair. Carrie from Health Sciences will be new Chair.
  - 4) Tina Duenas
    - 1. Website committee.
      - a. Design was approved
      - b. Next step is to begin delving into content. Outreach will happen
    - 2. Physical Plant
      - a. Campus Safety moving into old museum building.
      - b. Fieldhouse – infrastructure next step
      - c. Tehama Campus – goes to DSA architecture firm
      - d. Gymnasium Air Conditioning should be completed shortly
      - e. Safety and Security steps in process
      - f. Physical Storage Buildings
      - g. Improving wifi, storm drains
      - h. Delayed – pending are buildings 800
      - i. 1000 building is on hold now due to costs of materials, labor and so forth
      - j. Took field trip to business and decided on color schemes, and more paint color options. Main color is a warmer beige, along with three accent colors. The new floors in the theater lobby are an example of a new standard for higher traffic areas.
      - k. Better signage and plans for new facing on all buildings. Believes plan is to include building numbers and names to identify subjects taught in buildings.
      - l. Timeline on Student Services Building – Various ideas have been considered. Still maybe just a remodel of existing building, but conversations also happening regarding adding square footage out, but not up.
      - m. College exploring likely closure of campus during Spring Break due to shutting down of a lot of the campus for facility work that needs to be completed.
      - n. Also need to do the sewer system during the summer and already addressing issues with needing to have water turned off and no restroom
  - 5) Sandra Hamilton Slane and Sharon Brisolará

1. EEO Committee – One of the initiatives they have brought forward is in regards to when a position becomes vacant it is common for administrators to pick someone to serve as a substitute until hiring can happen. Consideration being given to reviewing that process, so more people have an opportunity to express interest in such vacancies. This could also be more in alignment with EEO principles. Consider how to make it a more equitable process.

6) Becky McCall

1. Academic Senate – approved allowing for students to get multiple degrees. Students used to have to get 18 units more for a second degree. Trying out for a year that a student would need six unique units in a degree when applying for multiple degrees. Will impact counselors and degree evaluators who are reviewing.
  - a. TRIO question/comment – In regards to multiple degrees in the clearinghouse system Shasta is only reporting one degree for students, even if they have more than one degree. TRIO looks at that published information to gather information on students. Would like that to be correct.
2. New Orientation Committee
  - a. New Orientation under development
  - b. Comevo is the vendor
  - c. Funded by the Rural Technology Grant
  - d. Ryan Loughrey is helping to coordinate committee

7) Stacey Bartlett and Becky McCall

1. Serving on committee led by Liz Kohn and the purpose is to identify students who only need

c) Next topics/meeting

- 1) Student Comments/Feedback Forms
- 2) Survey Monkey results – Invite Chad
- 3) Becky can share more from CCCApply data fields. Will send document
- 4) Tina to provide view of new website viewing
- 5) Facilities update?

4. Area Updates

Student Life

- Ryan Loughrey is new Student Services Coordinator for Global Ed

5. Other Announcements

- a) TRIO shared some of the First Generation staff posters that were created and are being posted around campus.
- b) Possibly Stacey Bartlett's last meeting. Jennifer McCandless as the new Dean of Pathways will be joining the Student Services Council.

**NEXT MEETING**

The next meeting is scheduled for Wed., February 6, 2019 from 9:00 am – 11:00 am in Room 2314.  
Recorded by: Michelle Fairchild, Student Success Coordinator, Enrollment Services.



<b>Student Services Council Initiative Priorities Ranking</b>	
Identify your ranking for each of the initiative requests listed below	
Do not change the order of the list.	
<b>Initiatives</b>	<b>Ranking</b>
2019-2020 Electronic Signature Workflow (ES)	70
2019-2020 Residence Hall Online Contract and Associated Paperwork (SH)	116
2019-2020 Residence Hall New Computer Lab Stations (SH)	135
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2019-2020 Residence Halls Privacy Fence Behind Dorms (SH)	266
2019/2020 School Supply Vending Machine (SL)	272
2019-2020 TRIO T-Shirts (TRIO)	277

<b>Student Services Council Initiative Priorities Ranking - Staff Requests</b>	
Identify your ranking for each of the staff requests listed below	
Do not change the order of the list.	
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2019-2020 Staff - Guided Pathway Counselor (New) (ES)	41
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2019-20 Veterans Resource Center- Student Services Analyst (Staffing) (FA)	76
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2019-20 Veterans Resource Center- Student Success Facilitator-1 (Staffing) (FA)	90
2019-2020 Staff - Shasta Summit – Student Success Facilitator (New Position) (ES)	106
2019-20 Tehama Campus-Student Success Facilitator-2 (Staffing) (EE/FA)	112
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