



Student Services Council  
 Wednesday, February 1, 2023  
 10:00 AM – 12:00 PM  
 Board Room OR

Zoom: <https://shastacollege-edu.zoom.us/j/87813428928>  
 Phone: 1-669-900-6833 / Meeting ID: 87813428928

Draft Minutes

**District / Division Goals**

- Goal 1: Increase First-Year Persistence by 2%
- Goal 2: Increase Completion Rate by 2% (degrees/certs)
- 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
- Goal 6: Increase transfer to 4-year institutions by 1%
- Goal 7: decrease average number of accumulated units by 5%.

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 Spring 2023:

- Track *Vision for Success* outcomes by Student Services program. (Tim)
- Examine and implement relevant recommendations from the CCC-UC Transfer MOU Final Report. (Tim)
- Finalize DOE application submission for CBE. (Tim)
- In cooperation with IT, implement the Multiple Measures Placement Service. (SP 1.2.1) (Tim)
- Update website to help students connect with support services consistent with their individual journey. (Tim)
- Track the implementation of Student Equity Plan Initiatives including the CRM/early alert platform and associated case management student support workflow. (SP 2.3.4; 2.3.6; 2.4.1; SEP Persistence) (Sandra)
- Contact all new applicants by phone to inform students about the availability of support services and tutoring for TLME courses. (Alexa)
- To increase the number of students with education plans, complete the implementation of Colleague student planning and sunset the use of Excel spreadsheets. (SP 1.1.1) (Shaunna, Tim)
- Expand cohort based counseling. (Shaunna)
- Evaluate dual and concurrent enrollment workflows and identify a point of contact. (Natalie)
- Enhance a new employee orientation and ongoing professional development activities that focus on student needs and the student journey. (Sandra)
- Build community on campus through additional activities that welcome all campus employees such as book clubs, mentoring programs, walking/exercise groups, brown bag series and/or meet and greets. (SP 3.2.5)

Committee Members (voting)					
X	Robert Bowman	X	Sue Huizinga	X	Shaunna Rossman
X	Jerry Brown	X	Tim Johnston	X	Natalie Tucker
X	Nadia Elwood		Amber Perez	X	Nick Webb
X	Sandra Hamilton-Slane		Carlos Reyes		

Committee Members (non-voting) & Guests					
X	James Konopitski	X	Sandy Lucero	X	Crystal Mair
X	Chelsea Kefalas	X	Alexa Zaharris	X	Buffy Tanner
X	Will Breitbach	X	Patricia Esparza (TRIO)	X	Clarisa Guzman (TRIO)
X	Daniel Lewis (TRIO)	X	Matt Rogers	X	Kelsey Troncale (TRIO)
X	Jacque Wright	X	John Yu		

1. Approval of Minutes

Robert/Jerry – approved by unanimous consent

2. Information

a. Annual Area Planning Process / Annual Program Report with Will Breitbach

The instructions and templates are available on the Canvas site. The SharePoint site is for final submission and an archive of older plans. Annual Area Plan training will occur during the weeks of Feb. 6 and Feb. 13.

Everyone on the invite should have access - Send Tim a note if you still need access.

The current directions and documents are linked on the planning Canvas site. General Directions are here:

<https://shastacollege.instructure.com/courses/6440>

Non-Instructional Annual Plan Report can be accessed at:

<https://shastacollege.instructure.com/courses/6440>

/Submission Site / Planning and PR forms (upper left corner) / Annual Plan Report Non-Instructional (insert department name)

Will Breitbach discussed site tabs and instructions. Funding requests are due March 31. Send Will Breitbach feedback regarding the form or the process.

b. District Budget Process with Crystal

Personnel List. Crystal will send out personnel list today or tomorrow for upcoming changes. Timeline: March 31 is the hard deadline; sooner if possible. A draft budget will be shared with the Budget Committee in April. The Board will approve the preliminary budget in June.

Data Entry: Crystal will do a lot of the leg work for managers.

Funding Floor: Initiatives \$2000 or greater would be included as a funding request.

Admin services will handle all personnel costs.

Faculty requests are handled through a separate ranking process.

c. District Audit Report

The District Audit Report was attached for information. The District earned a “clean” opinion with no findings in any area. The Emergency Conditions Allowance requires districts to submit final audit reports by December 31 to qualify. Shasta College met this requirement. The Emergency Conditions Allowance will hold our enrollment constant to pre-pandemic levels for the purpose of the Student Centered Funding Formula.

d. CRM Implementation timeline

The Ellucian Colleague CRM solution kickoff meeting will take place later this month with a soft rollout expected in Summer 2023. Sandra asked for feedback on texting capability.

IT recently presented a compelling reason to implement a (.edu) student email. Please provide Tim with concerns.

- e. Colleague Student Planning Support. Please welcome Rebecka Renfer and Nicki McGarry who are new full-time Counselors tasked with supporting Colleague student planning. The current Excel student education plan template will sunset– July 1, 2023.
- f. Save the Date: May 24 – Student Services Council Spring Retreat  
Please place a tentative calendar hold for our Spring retreat.
- g. March 15 – Cancel Student Services Council  
Several will be attending Student Services state-wide conference. Annual planning funding requests are due Feb 8. Funding request presentations will take place on Feb 15. Funding request rankings will be discussed on March 1.
- h. Division Goals document  
Student Services managers may access data related to our Division Goals on the IR portal site/Student Services folder at <https://shastacollege.sharepoint.com/SitePages/Institutional-Research.aspx>

3. Presentations

- a. Program Evaluation: TRIO Talent Search
- b. Program Evaluation: TRIO Upward Bound  
Note: April 28, 2023 – TRIO College Carnival

4. Instructional Deans' Report

No report.

5. Action Agenda

No action items.

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

- a. Review Spring 2023 Student Services Council goals.  
This item was tabled.
- b. Committee Bylaw Review and Participatory Governance Manual / website updates  
Council members were asked to review Council bylaws to confirm the voting membership. The Bylaws need to align with the text on the Participatory Governance website.
- c. Review Annual Area Plan Rubric, Ranking Sheets and Planning Process.  
This item was tabled.

7. Other

- a) Technology – no discussion.
- b) Budget – no discussion.
- c) Area Updates / Announcements
  - 1. UMOJA. Wednesday, February 22 – Celebrate Black History Month – Student Center Stage, Bldg 2000 - 5:30pm – Dinner begins at 6:00pm

The meeting was adjourned at 11:58 am.  
The next meeting will be on February 15, 2023.