

STUDENT SERVICES COUNCIL

SUMMARY NOTES

DATE- January 23, 2013

9:00 A.M. --- ROOM #2314

Present: Kevin O'Rorke, Connie Barton, Dave Travis, Sylvia Ruano, Sandra Hamilton Slane, Sheree Whaley, Sherry Nicholas

Absent: Nancy Berkey

Guests: None

Budget – Development and Timeline for 2013-14-(attached) - Kevin reminded the council to review all needs including staff for next year's budget. All should be ready to discuss their 13-14 budget proposals with Kevin at their next one-on-one meeting.

Travel- Sylvia will be traveling to Washing DC in March for a higher Ed conference for TRiO Directors. Connie will be attending a No. Reg. Training Consortium next week. Connie is currently serving as the Reg. 1 Rep for FA. She will have meeting each month through May.

Strategic Plan Update- Timeline March 2013- Kevin reviewed the timeline and asked that all members stay abreast of the timeline. Council members will start working on Best Practices for SS, compile information and bring back to the next SSC meeting.

SLO/SAO Review –This will remain a standing item the agenda. Sandra is the acting Rep to the Accreditation Commission. If anyone has questions as to the type of data to be collected and reported contact Sandra.

TracDat SSLOs and SAOs- This will remain a standing item on the agenda, until further notice. Sandra has been working with Marc Beam on reporting processes and access issues. Tracdat training sessions are being conducted, but for any additional help contact Sandra.

Safe Zone- Kevin asked that each council member submit him names of counselors or other faculty members that could be identified as a "Safe Zone" contact for students. Each SSC member should research other college websites to see how they advertise this information to students.

Shasta Promise/Freshman Fast Track- Kevin gave a brief update and overview of the status. Reach higher along with area high schools and colleges are working on increases the numbers for all students who want to attend college. The Shasta Promise will guarantee admission if students meet a criteria. Kevin is working with Tom Armelino and others on this project. It is still in the draft stage, but should be completed in the next couple of months. "Freshman Fast Track" will now be the "Shasta Promise."

Gateway Grant Workshop – today 1/23—Nancy, Kevin and Sherry will attend this workshop.

DISCUSSION-

There may be a need to update the Bylaws for Talent Search due to Nancy moving to Gateway to College, and an interim director being appointed.

COMMITTEE REPORTS / AREA UPDATES-

Enrollment Management- Sandra will start attending Instructional Council (IC) and take on research and advisory projects. She is working on revising the EM bylaws, developing a comprehensive calendar. A full time-counselor search is currently being conducted.

Talent Search- Nancy- Shared the Talent Search is planning for Spring 2013, and thing are going well.

Admissions and Records- Sheree- Shared that A&R had a very successful Spring registration. They have a new IT person (Josh) appointed to their department. They are working on the AAT and AST transfer degrees and wrapping up dual enrollment.

Upward Bound- Sylvia shared that Upward Bound is planning their summer program.

TRIO SSS - Sylvia shared that TRIO SSS successfully served all their students, and are actively recruiting, trying to get students to qualify for grant dollars available. APR reports have been submitted.

Financial Aid- Connie shared that FA has hired a new technician and things are going well. The FA dept is participating in 5 cash for college nights. Connie has been communicating with Butte College regarding best practices for foster youth. The FA Appeals Committee is meeting weekly and going through an average of 6-8 appeals weekly. This committee is proving to be effective as they work through the different scenarios that students face.

EOPS- David shared that EOPS served 701 students for Spring (the cap is 713). There is better communication happening with the ext. ed. Sites and things are running smoothly.

DSPS-David shared that he continues to streamline some of the processes in DSPS. The department is trying to remove any obstacles that students find cumbersome or confusing. They are doing on the spot counseling when needed, and improving services for students.

OTHER –CalWORKs will be moving back to Student Services July 1. Kevin is working on the details with Eva Jimenez.

Meeting ended: TIME 11:00 a.m.

Attachments: DRAFT Budget Timeline

DRAFT

Shasta - Tehama - Trinity Community College District
Proposed Budget Calendar 2013/2014

January 16	Distribute staffing worksheets to administrators
January 28	Administrators turn staffing worksheets back in to Comptroller
January 22	Administrative refresher/training sessions on DataTel budget module
February 15	Administrators submit budgets to appropriate VP or Pres.
March 8	Vice President's and President to have completed reviews with administrators Notify Comptroller when divisions are completed
April 3	First review of Tentative budget by Budget Committee
April 9	First review of Tentative budget by Cabinet
May 1	Second review of Tentative budget by Budget Committee
May 13	Summer School budget printout to Divisions
May 15	Budget Committee makes recommendation to College Council on Tentative Budget
May 21	College Council makes recommendation to President on Tentative Budget
June 12	Tentative budget presented to Board of Trustees

Note: Depending on the Governor's May revise of the state budget revisions may be made during the month of May before the tentative budget goes to the Board for approval.