



Student Services Council Meeting
 February 3, 2016 • 9:00 AM
 Room 2314

MINUTES

Committee Members Present					
X	Kehinde Adesina	X	Nadia Elwood	X	Kevin O'Rorke
X	Nancy Berkey	X	Peter Griggs		Sylvia Ruano
X	Will Breitbach	X	Sandra Hamilton Slane	X	Nick Webb
	Sharon Brisolaro	X	Tim Johnston	X	Sheree Whaley
X	Tina Duenas	X	Becky McCall		

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 9:02 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Becky McCall and seconded by Sheree Whaley to approve the minutes of the January 6, 2016 Student Services Council meeting as presented. The matter passed unanimously.

III. INTRODUCTIONS

a. Tina Duenas, Director of Student Life and Title IX Investigator

Kevin welcomed Tina to her new position, and gave some background on the Title IX Committee and the need for a separate Title IX Investigator.

b. Nick Webb, Interim Director of Residence Life

Kevin also introduced Nick Webb, our Interim Director of Residence Life. Kevin shared that Nick's background in public health will be really helpful in his new position. Nick will be starting officially on February 8.

IV. DISCUSSION AND ACTION ITEMS

a. Accreditation Folders on I:Drive

Sharon S. shared a status update from James on the documentation storage software. James and Meridith are in the process of scheduling training for the Accreditation Team, and working on who will have access to scanning/storing documents. He will keep us updated, and in the meantime, everyone is welcome to send their evidence to Sharon for

the time being. Kevin also noted that our new Research Analysts are coming on board next week, which will be a great help to us as we move forward in the accreditation process.

b. Spring Flex Day Options

Our spring Flex Day will be on March 10, but Kevin will be gone on an ACCJC Team visit during the entire week. After discussion, it was agreed that we would close the offices in the morning for the State of the College address, and allow some time after that for individual department meetings/workshops as desired. From 3:00 – 4:30 the entire Student Services staff could reconvene for a combined meeting. Kevin suggested that perhaps everyone could give an update on what's going on in their respective areas. He also reminded everyone that this revised Flex Day date is in response to the concerns of the classified staff regarding having to miss past flex days when they were scheduled on the first day of the semester.

c. Budget Timeline

The budget timeline was reviewed, and Kevin explained that this is where you address general fund financial requests under \$1500.00 (supply budget increase, student workers, etc.) He asked everyone to plan ahead, allow time to meet with their supervisor, and have it forwarded on as needed in order to meet the deadline of February 17. He also encouraged everyone to send it in as soon as they have it completed, as this will allow for a more manageable workflow for Jill Ault.

d. NewsFlash Student Services Staff Corner

Kevin requested input regarding the Student Services Staff Corner in the monthly newsletter. Currently it feels a little arbitrary and we would like to find a more equitable way of choosing which classified staff member is chosen to be highlighted each month. After some discussion, it was agreed that we would work on a monthly rotation, highlighting a staff member from each area each month. As a Gateway to College employee will be featured this month, we decided to proceed alphabetically by department from this point forward. Please consider which employee you would like to have included. It was further agreed to expand the new and promoted employees sections to add milestones (births, promotions, educational achievements, etc.). Further suggestions included adding an article introducing Tina and Nick, as well as highlighting the new Student Success Lab.

e. Assessment Center – Make-Up Exam Process

Tim shared that the Assessment Center is now accommodating make-up testing. They will reserve preferred seating for make-up exams during the 2:30 pm appointment slot Monday through Thursday, and will accommodate make-up testing at other times also by appointment. The details and procedures have been shared with faculty. A separate

email address has been created (testcenter@shastacollege.edu) to assist in the process. Tim also encouraged everyone to stop by and take a look at the “new” Assessment Center. Kevin explained that this is a perfect example of the implementation of an initiative. The important final step of assessment will be completed by providing the data on how many exams have been completed, etc.

f. ACE (Accelerated College Education) Program Update

Tim shared that this program is being approached in two ways, with Liz Kohn and Kate Mahar running the structural side, while Enrollment Services is running the counseling side. Rebecca Renfer is the counselor assigned to this program. The program is scheduled to start on June 7, with an information night on April 7 at 6:00 pm in room 803. There was some discussion about the enrollment process, and Tim explained that it would primarily be cohort based, but not exclusively. There will be advisory language in the catalog and schedule description. Tim also advised that it would be a strict stack, with a locked waitlist, assuring everyone in the cohort will receive a seat. The classes will primarily be T/Th evenings with a hybrid online component.

g. Honors Program Update

Tim reported that the Honors Program is scheduled to roll out Fall 2016. They recently met to outline the criteria of the program. IT is currently working on getting notations on the transcripts.

h. Other/Announcements

Sheree – The AS-T application deadline is February 15, although that is not a hard deadline – she will continue to accept them as possible until March 15. To date there have been 26 applications received, which reflects an increase. Everyone on the list has been contacted by phone, so they expect the numbers to increase even more. The most popular degree at this point is Psychology, with Business Administration coming in second. Fall and summer registration dates were distributed. Sheree stated that she is working with James on getting the Fall 2016 Important Dates finalized, and will be distributing them shortly. The Student Success Lab is being painted and textured, and the furniture is coming in and being stored in the warehouse for now. Kevin shared that at the last Board Meeting we received a very positive report from a consulting firm hired to assess the feasibility of a bond passing. With these positive findings, we will probably go forward with a bond in the fall. Maybe we’ll get that Student Services Building after all? Nadia asked about the computer request. Kevin got confirmation that it will happen, but no confirmation on timing.

Will – Will shared that the library has new furniture in the foyer, and invited everyone to come over and check it out.

Kehinde – Kehinde remarked that he has been working hard on the grant application process. It has been very challenging, but he has had a lot of help. Amy is currently adding the finishing touches, and Kehinde hopes to have it submitting it tomorrow. Lillian Nugent has announced her retirement as she is moving at the end of the month, so Kehinde will be replacing her as well as adding a staff support position.

Becky asked what the protocol is for notifying departments regarding suspended students. Kevin replied that we might want to put that on a future agenda, as it is a complicated procedure that needs to be reviewed. In the past, when a student was suspended they could just reenroll at the end of their suspension. Now, however, suspended students are required to check back in for “suitability for reenrollment.” Kevin shared that Cabinet just authorized the purchase of a new software/database program, which will combine all of the disciplinary, campus safety, and Title IX issues. It should greatly streamline and standardize the current process, and will allow us an opportunity to revise and adjust our procedures. This is definitely something that we will continue to address and refine.

V. NEXT MEETING

The next meeting is scheduled for Wednesday, February 17 at 10:00 a.m.

Recorded by:

Sharon Strazzo
Executive Assistant,
Vice President of Student Services