



Student Services Council Meeting
 February 17, 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	X	Sylvia Ruano
X	Will Breitbach		Sandra Hamilton Slane	X	Sheree Whaley
X	Sharon Brisolaro	X	Tim Johnston		
	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 Sheree Whaley and seconded by Peter Griggs to approve the minutes of the February 3, 2016 Student Services Council meeting as presented. The matter passed unanimously.

III. DISCUSSION AND ACTION ITEMS

a. Accreditation Folders Update

Although there was no status update to report on the accreditation documentation storage system, Kevin encouraged everyone to continue to collect evidence and be prepared to upload it as soon as we receive the go ahead.

b. Spring Flex Day Agenda

As Kevin will not be here for the March 10 Flex Day, he felt it was important to set the agenda. One of the important items to address is the Fall 2016 Marketing Campaign update, the results of which will impact all of our areas and employees. Peter Griggs updated the group on the current status of the project. Marketing is working with Pacific Sky on creating a highly targeted and personalized campaign, which will include mailing,

email, and (possibly) text components. They are casting a wide net, and working with James Crandall in creating the data set - going back 3 years for students who have either dropped out without graduating or enrolled and didn't persist (although students who were academically dismissed will not be contacted).

After further discussion, the agenda was narrowed down to the following:

1. Enrollment Campaign Presentation
 - a. Explanation of upcoming campaign
 - b. Explanation of our need for increased enrollment - the funding model for California Community Colleges
 - c. Small group breakout – discussions about what each individual employee can do to promote growth, etc.
2. Student Services Update (brief - 2-3 minute - presentation by each Council member – no power point).
 - a. Kevin suggested that everyone send a brief, informational overview of their program/area to Sharon S., who will format it into a newsletter type document for distribution.
3. Q and A – Integrated Planning Cycle

Kevin thanked Tim for “volunteering” to serve as the Master of Ceremonies, and suggested that Sharon S. and Rosie will meet to finalize the agenda.

c. Probation / Follow-Up Services Update

Tim shared a brief synopsis of our current system, and distributed and reviewed a draft probation flowchart which was created at the last Counseling Meeting. He also shared a draft of the *Shasta College Reinstatement Application*. Currently this is a very informal process, and the thought was that it might be helpful for students to take the time to complete this application, hopefully prompting more deliberate consideration and initiative on their part. There was some discussion, with suggestions for additional items to be added to the list of “items that contributed to your dismissal” (scheduling issues, financial difficulties, etc.), as well as adding “TRiO” to the list of “Student Support Services Used.” Kevin thanked Tim for the time and thought that went into the preparation of these documents.

d. Budget Timeline

Due to the unfortunate outage of the Colleague system, the budget timeline has been extended a bit; however, Kevin encouraged everyone to submit their budgets for his

review as soon as possible. Kevin reminded everyone to review their current budgets and, as needed, begin spending money on supplies and equipment now, to avoid a last minute large scale spend down.

e. Other

Sharon reminded everyone that Black History Month will be celebrated tomorrow (2/18) with events planned throughout the day. On Friday, February 26 there will be a Workshop on Exploring Equity that is open to faculty and staff. This will include a student panel, as well as presentations on integrated planning, affective domain, culturally relevant teaching, and more. To register follow this link:

<https://www.eventbrite.com/e/equity-workshop-series-part-1-far-north-california-learning-network-tickets-20080715962>

IV. NEXT MEETING

The next meeting is scheduled for Wednesday, March 2, 2016 at 9:00 a.m.

Recorded by:

Sharon Strazzo
Executive Assistant,
Vice President of Student Services