



Student Services Council Meeting
 Wednesday, February 18, 2015
 10:00 AM • Room 2314
 MINUTES

Committee Members Present					
x	Kehinde Adesina	x	Steve Cross	x	Kevin O'Rorke
	Connie Barton	x	Nadia Elwood		Sylvia Ruano
	Nancy Berkey	x	Sandra Hamilton Slane		Sheree Whaley
x	Will Breitbach		Tim Johnston		

Approval of minutes- 11/5/14, 12/3/14, 12/17/14, 02/04/15. Cross motioned to approval the attached minutes as submitted with a few minor edits to the Feb. 4th minutes, Breitbach seconded. Motion carried unanimously. Sherry will make corrections before posting on the website.

Budget Timelines for 2015-16

Budget information should be put into Datatel and submitted to Sherry by March 2, 2015. If there are any significant requested increases to a budget, meet with Kevin or Sandra before submitting. Kevin reminded all of the importance this year to be thorough due to having a new Business Office Comptroller, and helping her with the transition.

Summer Retreat Survey Results/Integrated Planning Cycle- Moved to next agenda

Kevin - College Council update on the initiatives submitted for 2015-16

The final initiative list for all three councils (SSC, IC, ASC) has been put together. College Council (CC) is now taking the list and doing their rankings. These ranking will be presented at the next CC meeting, and then the results will be forwarded on as a recommendation to the President.

There was some concerns raised at the last CC meeting about the use of the Staff Lunch Room in the 2000 building and the proposal to turn it into a Campus Cultural Center. It was a good discussion and the end result is that the district will always provide a lunch room/staff lounge for employees, and Kevin explained the intention is not to displace anyone, but only to find a suitable location for the new Campus Cultural Center. SS received kudos on how their initiatives were tied to the District goals and not just the rubric.

The staffing positions list is still in the process of being ranked by the three VPs, but at this point in time they have narrowed it down to 11, but more conversation will need to take place before the list is final. Will asked how the

District handles categorically funded positions, and if the District would do layoffs due to lack of funds, or do they need to move the person into another area. Kevin said when funds go away, which can happen and no resources are available to support the positions, then layoff could be a possibility.

Some of the positions may be covered by Equity or SSSP funds, either partially or fully, this is still being worked out. Kevin will give an update on the staffing list at the next meeting.

AREA UPDATES

EOPS/ CARE/ DSPS/SCI*FI- Sandra Hamilton Slane

Sandra shared that she just returned from a Financial Aid conference. There was discussion about the crossover with other services, such as with Admissions. Connie is still at the conference and will give a full update at the next SSC meeting.

A lot of the EOPS/DSPS staff has been out ill over the past couple of months, but everyone is back and working hard. There is a new College to Career Grant that starts on March 1st. They are in the process of hiring a Director for the grant but will more than likely need to place an interim in the position through March. Sandra has been working with Frank Nigro on the curriculum piece, and is still in the process of finding a location to house College to Career. She explained this grant will serve a special population, and the hours will vary.

Kevin said there is still the possibility of relocating the Assessment Office, but no decisions have been made yet.

Library Services and Educational Technology- Will Breitbach

Will just returned from a statewide consortium for online platforms. A platform by the name of Canvas was selected overwhelmingly by students as the most user friendly and having media compatibility and linking up with mobile devices. Will said he anticipates that the contract with Canvas will be appealing and said he is excited about the product. The library just finished refurbishing the study room, and he plans to add another study room by the end of March.

TRiO Talent Search- Kehinde Adesina

Kehinde shared that the summer program has had a low response rate thus far. He is extending the date in hopes of increasing the interest and response rate. He is also looking at putting together an alternative summer program. They have been busy meeting one on one with students to assist with FASFA and Cash for College. He has informed his staff to always use Shasta College on the TS students FASFA application. Kevin asked Kehinde what the enrollments look like at the high schools, and if there has been a noticeable drop or increase. Kehinde said he would look into this and let him know.

Student Housing- Steve Cross

Steve said that tutoring in the dorms will start Feb. 28, and will be available to students on Saturdays and Sundays. They have three (3) master tutors (Math, Writing, Science) They are in the process of replacing numerous kitchen chairs, and has found a cost effective method of just replacing the seats. They are also replacing the ADA stove. So far the semester has been quiet and all is going well at the Residence Halls.

Enrollment Services- Tim Johnston

Tim shared that Instructional Council (IC) is discussing possibly a better way to deal with waitlists. They are also looking at a cohort pilot for promoting new degrees. Enrollment Services is busy as always and things are running smoothly.

CalWORKS- Nadia Elwood

Nadia shared that they have a student who is going to be traveling to a scholarship event, and they have hit a little bump in the road with his travel, but she is confident that they will work out the details. She said they are exploring other options for CalWORKs who are low income students to access dental services. She said they are seeing better success rates with students who are already enrolled in the college, and then referred to CalWORKs because these are students who already had a plan for their education and want to be in school, versus the CalWORKs students that enroll in school through a CalWORKs program. They are working on Ed Plan/unit checks, and she needs to find out if there is a way to integrated with Datatel because currently they manually check each student to ensure that they are still enrolled in the number of units required for CalWORKs. Steve suggested the IFS report. Tim suggested checking with Dave in IT because he runs various reports for Admissions and Records and he could probably come up with a solution.

TRiO SSS & Upward Bound- Sylvia Ruano- No report

Financial Aid- Connie Barton- No report

Gateway to College- Nancy Berkey- No report

Admissions and Records- Sheree Whaley- No report

OTHER- All

Kevin said Sherry and Sara found some language recently in Ed Code regarding the collection of the campus center fee and Morris is currently reviewing the language to ensure that the college is following the correct process. Kevin will try to have an update on this at the next meeting.

Meeting adjourned 11:00 a.m.

Recorded by:
Sherry Nicholas
Executive Assistant
Vice President of Student Services Office