



Student Services Council Meeting  
 March 2, 2016 • 9:00 AM  
 Room 2314

## MINUTES

<b>Committee Members Present</b>					
X	Kehinde Adesina	X	Nadia Elwood		Kevin O'Rorke
X	Nancy Berkey	X	Peter Griggs	X	Sylvia Ruano
X	Will Breitbach		Sandra Hamilton Slane		Sheree Whaley
X	Sharon Brisolaro	X	Tim Johnston	X	Amber Perez (sub for Sandra)
	Tina Duenas	X	Becky McCall		

**I. CALL TO ORDER**

- a. The meeting was called to order by Tim Johnston at 9:02 a.m.

**II. APPROVAL OF MINUTES**

- a. It was moved by Nancy Berkey and seconded by Sylvia Ruano to approve the minutes of the February 17, 2016 Student Services Council meeting as presented. The matter passed unanimously.

**III. DISCUSSION AND ACTION ITEMS**

**a. Accreditation Folders Update**

Sharon S. shared that the containers have been built and the system is ready to go. IT is currently working with Instruction to define the "users" that need access and, once they have that part, will begin training the users. James thinks they will be ready to start training within the next few days, or next week at the latest. Will elaborated on the system itself, which will allow us to tag, highlight relevant sections in documents, and providing links in the indexes. They will develop a naming convention to avoid duplications. This is the same software that A&R is using for their scanning process. There may be some licensing limits, but more people will have access to upload vs. editing documents. The push for finding/uploading evidence is this semester, allowing Meridith to work on writing a draft this summer. Sharon asked about recommendations

for moving forward – both to meet the standard, or to improve on it. Will suggested that she direct that question to the Accreditation Steering Committee.

**b. Spring Flex Day Agenda**

Tim received word that a colleague of David Marshall, the Keynote Speaker for Flex Day, will be attending as well. Joanna Oxendine is an Institutional Effectiveness Associate at the Office of Institutional Research for CSU San Bernardino. She has extensive experience and background in Service Area Outcomes, and is available to speak to us. Everyone agreed that this would be extremely helpful. After discussion, the following agenda was tentatively agreed to:

- 1:15 – 2:45: Student Services Management – Room 2314  
Joanna Oxendine – Discussion on SAOs, AAP Initiatives,  
Developing a Cycle of Improvement
- 3:00 – 3:15: All Student Services Staff – Room 806  
Tim Johnston / Peter Griggs – Brief Presentation on Fall  
2016 Enrollment Campaign
- 3:20 – 4:20: All Student Services Staff – Room 806  
Joanna Oxendine - The Importance of SAOs

**c. Input on Flex Day Handout/Overview**

After some discussion, it was agreed that Sharon S. would create a March NewsFlash to be printed and distributed to the Student Services staff at Flex Day. Sharon asked everyone to provide their information to her by this Friday, March 4. .

**d. Other/Announcements**

- Sharon B. shared that there are two presentations today: a presentation on *Policing, Cultural Responsiveness and Racial Equity* led by Craig Carmena and Chief Rob Paoletti (4-5:30 on the Student Center Stage) and *Conversations on Connecting: Diverse Experiences of Successful Students* led by Heather Wylie (12:30 on the Student Center Stage).
- Will suggested we contact Teresa Doyle if our areas have any plans for Cram Week, as she is working with Marketing to produce the promotional materials.

**IV. NEXT MEETING**

The next meeting is scheduled for Wednesday, March 16, 2016 at 9:00 a.m.

Recorded by:

Sharon Strazzo  
Executive Assistant,  
Vice President of Student Services