

STUDENT SERVICES COUNCIL

SUMMARY NOTES

March 21, 2012

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

Present: Kevin O'Rorke, Kate Mahar, Sandra Hamilton Slane, David Travis, Sheree Whaley, Sherry Nicholas.

Absent: Connie Barton

Augmentation Requests: None

Travel/Field Trips: **Reminder-** All backup documents should be sent with the travel form requests to the AVP Office for signature. Out of State travel must go to Cabinet and the Board before the travel date.

Personnel:

- *TRiO Employees moving back to the main campus, looking at the 2100 building. Sylvia will be the acting director over the TRiO programs on campus.*
- *Kate's contract ends June 30, and she will be available hourly if needed.*
- *David Travis has been appointed the PT Interim Director for DSPS/EOPS (19.5 hours a week –Mon-Thurs. 8-12:00)*
- *Eva Jimenez transferring to EWD Fall 2012*
- *Gary Houser still out on disability/sick leave*
- *Kevin reports directly to Joe Wyse*
- *VP of Academic Affairs may be identified next week*

DISCUSSION/INFORMATION

- **Webinar consideration "The dangers of Zero Tolerance Polices"**- Possibly include Steve Cross, Kevin Benzler and Jim Barton. Kevin will look into this item.
- **Student Services Forms-** Discussion on Comment form and Appeal form. Some minor changes were suggested by the group. Sherry to make the changes and bring back to the group.
- **Kate, Kevin and Sherry to work on coordination of the move of downtown TRiO staff.**
- **Student Services Newsletter-** Send all department updates/events/celebrations/etc to Sherry. Lillian Nugent will coordinate and collect monthly stories from student clubs/organizations and format the newsletter.

COMMITTEE REPORTS

Accreditation: Sandra reported that there is progress on the Educational Master Plan (EMP) it may be completed in a draft from by the end of May.

Budget: The district is requesting that departments identify additional funds that can be cut from their budgets. Morris is to visit each manager individually on this issue. Student Services may not find no be able to identify any additional funds to give up.

Instructional Council: Sandra- None

AREA UPDATES

Admissions and Records: Sheree –Graduation May 25. Summer registration starts in two weeks. Fall registration starts May 1st. CSU update: New degree –AAT, makes it easy for students to transfer.

Deans Meetings: Sandra- None

EOPS/DSPS/TRiO-SSS: David –None

Enrollment Services: Counselors Retreat-March or April – Sandra will coordinate and reserve HSUC.

Financial Aid: Connie –None

Reach Higher: *Kate –Working with College Options and she’s excited about their progress for helping students attain academic success. (Brochure)*

SLO’s/PLO’s: *Both documents are in process of updates/revisions etc... this is part of addressing the Accreditation concerns.*

TRiO/GEAR UP: *Working on the Summer GUTS program. GEAR UP Grant ends Aug. 1st.*

Old Business: None

OTHER – *Sherry to schedule and conduct training/refresher to all secretaries in Student Services on processes/procedure/protocols.*

Meeting ended: 10:45 a.m.