

STUDENT SERVICES COUNCIL

SUMMARY NOTES

DATE- April 17, 2013

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

Present: Kevin O'Rorke, Connie Barton, Nancy Berkey, Liz Kohn, Sylvia Ruano, Sandra Hamilton Slane, Sheree Whaley, Sherry Nicholas

Absent: None

Guests: None

DSPS/EOPS –Kevin gave a brief report on the oversight for both programs. He will be stepping in on a temporary basis as the director until a replacement has been selected.

Online Registration 1st week of school- discussion about allowing students to register via web for open classes, once classes open- Sheree to meet with IT (James Crandall). A&R working on updating email address. Very few emails are returned anymore.

Update on Initiatives- Kevin gave a brief report of what's been happening at College Council. He reminded the council that they need to start thinking now about next year's initiatives. Currently, Joe Wyse is reviewing College Councils recommendation and will make a final decision shortly on what will be funded for 2013-14.

Graduation- Name Announcers- Sylvia volunteered to announce names this year. Sherry, Liz, Nancy and Sheree will volunteer the night of graduation. Sherry will continue to assist Tina in the planning.

Participatory Governance Manual- Several suggested edits were noted by Sherry (reporting structure on pg 22, and few typos.)

Federal Work Study positions within Student Services-Requests- Connie reported that there is about \$200,000 in work study dollars for 2013-14. Send all work study requests to Sherry for compilation. Kevin then take requests to Cabinet.

STEP UP - Sandra- This is a "on probation program." Sandra still needs to gather additional information on how the process works.

Staff work schedules- The District is still in negotiations with CSEA on the 4-10's.

Hours of operation- Kevin would like the 100 building offices to all be uniform and have the same office hours. This is better customer service for students. FA, A&R, Assessment and Career and Counseling Center need to work on having the consistent hours of operation.

Summer hours- Start planning now for summer hours. Kevin will check to see if employees can start before 7am. Office hours should be 8-5:00 daily.

Staff evaluations- Kevin reminded the council to get the evals done and then forward to his office for review before submitting to HR.

SLOs assessment updates from all areas – Reminded the council to continue to work on this. This will be an ongoing agenda item.

Strategic Plan Update -Timeline – Student Services has updates due in May.

DISCUSSION-

COMMITTEE REPORTS / AREA UPDATES-

- Liz-Talent Search- field trips continue, and they just started up their own FaceBook page.
- Liz- Dual Enrollment- Meeting on Monday.

- Sylvia- SSS recruitment is going on. Field trip to Sou.
- Sylvia- Upward Bound- Prepping for summer program –currently have 38 students confirmed for the program.
- Sandra- Enrollment Services, orientations at local high schools are being conducted. HSU field trip planned for Career and Transfer Center. Financial Aid event 4/24- student center stage.
- Kevin- Gateway to College (GtC) will be moving in to the upstairs area of the library in the summer. Sherry will work with Nancy on the GtC work orders. GtC MOU is still pending; Nancy and Kevin continue to work on this piece.

OTHER – Several vacancies in SS. Currently SS is forming hiring committees for:
CalWORKs Coordinator, Assistant Project Director- Gateway, Senior Staff Secretary- Gateway, Counselor and Dean of Enrollment.

Meeting ended: TIME a.m.