

STUDENT SERVICES COUNCIL

SUMMARY NOTES

April 4, 2012

9:00 A.M. ---Board Room

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

Absent: Sandra Hamilton Slane

Guest(s): Sharon Strazzo

Budget: *DRAFT RUBRIC (handout) - Kevin did an overview of the document. The rubric was created by the Budget committee and Kevin believes it's a great tool for structured conversation, but would like to see access and equity included on the form. This will be a guide for area plans*

Augmentation Requests: None

Personnel: None

Travel: *Connie and Sandra -FA conference 4/25-4/27/2012.*

Kate- Slate conference 4/9-4/10/2012.

Sandra -CCC EAP conference 5/7-5/8/2012.

Kevin International Ed conference 4/24/2012 and SCSS Spring General Assembly 4/26-4/29/2012.

Personnel: None

DISCUSSION/INFORMATION

- 1) **SS- Flex Day Agenda Planning- April 20, 2012 from 8-12:00**
 - o *Sherry-Agenda, Food, Room, Technology, game*
 - o *Sheree-Decorations, game.*
 - o *Kevin- prizes.*
- 2) **Repeats/Withdrawals Title 5 Advisory- Kevin gave a brief update – Attachment CCC Letter dated 9-21-11**
- 3) **Follow Up Advisory Apportionment – Kevin gave a brief update- Attachment CCC Letter dated 10-12-11**
- 4) **Student Services Technology/Workgroup- Sandra- Postponed for a future agenda**
- 5) **Payment Overrides- Sandra will handle this process through Enrollment Services**
- 6) **Financial Aid Area Plan - Connie gave an overview of the FA AREA PLAN. All agreed that Connie did a great job pulling all the information together and presenting it in the plan. The district is doing away with the Program Review document and replacing with it Annual Area Plans. Next year all areas/departments will be required to submit a plan. In the fall of each year all departments under Student Services will submit their plan to the Student Services Council (SSC). SSC will then prioritize each plan and submit to College Council. Good job Connie!**
- 7) **Review of BP/AP 5500- "Standards of Conduct"- Kevin asked that the group review and give him feedback if they feel any updates might be warranted. This policy is one of numerous polices that the League is asking districts to review and incorporate suggested League language.**
- 8) **Student Services Website Review- There was an in-depth discussion from the group on updating the current SS webpage.**

Suggestions/Edits to be incorporated are

- o Sharon to add Sandra's intro/welcome to Enrollment Services webpage
- o Change menu items from Divisions to Departments
- o Remove Transportation tab
- o Remove Childcare tab
- o Remove Food Services tab
- o Remove tutoring tab
- o Add EOPS to the SS menu
- o Add Admissions
- o Add Counseling
- o Possibly add CalWorks to the SS webpage
- o Clean up the GEAR-Up/TRiO tab/possibly add a tab labeled "Assistance Programs"
- o Add Student Code of Conduct
- o Add Veterans Info tab to the FA webpage
- o Take Kate off the DOS Webpage

Depts. - TO DO List

- Kate to make changes to the GEAR UP and TRiO page
- Joy and Tina to update the A & R page
- Sherry to update the SS page
- Angela to update FA page
- Sara to update the DSPS/EOPS page
- Sharon to update the Counseling page
- Sheree will go through all links connected to the A& R page

COMMITTEE REPORTS

Accreditation: None

Budget: None

Cabinet: None

College Council: None

Dean's Meetings: None

Enrollment Management: None

Instructional Council: None

Scholastic Standards: None

AREA UPDATES

Admissions and Records: *Sheree reported things are going well in A&R. Sheree will meet with Amanda Cannon to do updates to the schedule and catalog.*

EOPS/DSPS: *David – EOPS is looking at a more “User Friendly” process, trying to keep students from semester to semester. He is also looking at freeing up more counselor time. DSPS there has been a steady loss of DSPS students. David feels the process and follow up methods need some improvement, looking at streamlining some of the forms, etc.*

Enrollment Services: *Kevin discussed course completion and the new mandates. Sheree to talk with Amanda Cannon and do updates to schedule and catalog. Sherry will update the BP/AP to reflect the changes.*

Financial Aid: *Connie – Financial Aid Information Day scheduled for, Wednesday, April 18th*

TRiO/GEAR UP: *Working on the move, bringing the TRiO Programs back to the main campus. Kate's contract will end June 30, 2012. Sylvia will be the on-campus director and oversee the programs starting June 30, 2012.*

Old Business: None

OTHER – None

Meeting ended: 10:50 a.m.