

STUDENT SERVICES COUNCIL

SUMMARY NOTES

May 16, 2012

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

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

Absent: None

Guests: None

Augmentation Requests: None

Travel/Field Trips: Connie FA conference July 18 and 19, Kevin July 18 and 19 MAC Meeting

Personnel: Admin. Secretary moving to Enrollment Services, Sandra suggested that the Admin. Sec. be cross trained in the month of June. The Assessment Coordinator has indicated that she may retire in Nov. or Dec. 2012.

DISCUSSION/INFORMATION

- **Emergency Procedures-** Kevin reviewed the current emergency flyer from the district, and noted that all areas should have this posted in their various departments. (Sandra said she would need a copy for her office)
- **Financial Aid Area Plan Update-** Connie and Kevin gave a brief overview of the status of FA Area Plan using this as an example of how plans will be submitted starting next fiscal year.
- **Student Series Structure (TRiO) staff reporting structure after July 1)** – Kevin stated that Sylvia Ruano has been appointed the interim director for SSS and the Talent Search and Upward bound directors (Nancy and Sylvia) will report to him. Nancy Berkey and Sylvia Ruano will also be added to the Student Services Council.
- **College Career Summit-** August 2 & 3 at Rolling Hills and this is a free event
- **Move Federal Work Study employment tasks to Student Employment Office-** Sandra presented rationale for the relocation of the employment piece of Work Study, all agreed this seemed reasonable and fits with Student Employment duties.
- **SAO's** –Kevin stated that SS areas should be working on their SAO's preparing for the Annual Area Plans. It was noted that a survey on the SAOs and SLOs for SS might be a good idea.

COMMITTEE REPORTS

Accreditation: None

Budget: Kevin gave an update on the May revise noting the difficulties for this coming year. The budget committee discussed using cuts and reserve funding if needed.

Instructional Council: None

AREA UPDATES

Admissions and Records: Sheree- None

Deans Meetings: Sandra- None

EOPS/DSPS/TRiO-SSS: David –None

Financial Aid: Connie –None

TRiO/GEAR UP: Kate- None

Old Business: None

OTHER – Handout on the CCLC updates for Board Policies and Administrative Procedures.

Meeting ended: 10:25 a.m.