



Student Services Council Meeting
 July 27, 2016 • 9:00 AM
 Room 2314

MINUTES

Committee Members Present					
X	Kehinde Adesina	X	Nadia Elwood	X	Kevin O'Rorke
X	Nancy Berkey	X	Peter Griggs	X	Sheree Whaley
X	Will Breitbach	X	Sandra Hamilton Slane		
	Sharon Brisolaro	X	Tim Johnston		
X	Tina Duenas		Becky McCall		

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 9:05 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Tina and seconded by Nancy to approve the minutes of the July 13, 2016 Student Services Council meeting with noted changes. The motion passed unanimously.

III. DISCUSSION AND ACTION ITEMS

- a. **Flex Day – 8/12/16** – Noting that Flex Day is on August 12, Kevin asked the group to consider the following: how are we going to include Student Services employees in the morning events, and do we want to meet in the afternoon as a group, or not? After discussion, it was agreed that it would be at the discretion of each manager to decide on how to facilitate staff attendance at the morning session, keeping in mind the importance of serving students during that time. Due to the demand on our services at that time, we will not meet as a group in the afternoon.
- b. **Management Retreat** – This will be held on August 4, and will likely not take up the entire day. It should be especially valuable for new administrators. If you cannot attend, please let Kevin know. The President's Office will be sending out more information soon. There will likely be a larger scale management retreat in January.

- c. **Budget Increases** – Kevin asked that everyone keep in mind both salary step increases and potential raises while planning your budgets. He reported that while they took the summer off from negotiations, they should be close to reaching an agreement with faculty. When that is reached, we will have a better sense of funding amounts for initiatives. The classified contract was approved at the last board meeting, and it will be reviewed at the management retreat. One of the biggest changes was regarding substitutes, which can now be used for up to 90 business days verses 60 calendar days (and is retroactive if you currently have a substitute).
- d. **Common Assessment Initiative – Update** – Tim reported that as of November 30, Compass is sun setting, and we have been chosen to be an early adopter of the Common Assessment. Two things that came up:
- i. Single sign-on integration: Single sign-on is a requirement, and we are considering using Portal Guard for single sign-on, which will cost approximately 20k, as well as the consulting cost for implementation.
 - ii. Timing of the conversion: This will require password resets for everyone – and the timing of that will be important. We want to avoid doing this during registration, so there is consideration of implementing a soft roll out.
- e. **Draft Credit SSSP Plan** – While we are not required to submit a plan this year, Tim is sharing this information in the interest of transparency. We received 80% of the funding last week for credit and noncredit, which presumes constant funding. Tim exercised the carry forward option, and will carry forward about \$65,000. Presuming a zero increase will allow us to meet our entire payroll. While most of the plan is in salary and benefits, many programs have been funded as well, including Dublabs, Hobson’s Education Planning for the Early Alert, Web enhancement, and Interact. There was discussion regarding the match (it is currently one-to-one), and how best to manage that match process in the future. Tim suggested that perhaps we should have managers from both sides approve JEs.
- f. **Noncredit SSSP** – This year new MIS elements for Noncredit SSSP need to be incorporated. The eligible services will include our ESL, firefighter training (non-credit, one day trainings) and GED programs. The current budget is \$25,000. This is a critical year for funding, as the FY 18-19 allocations will be based on 16-17 year-end data. The Student Success Committee serves as the advisory committee for this program. Tim

shared the template for the *Non Credit Student Success Educational Plan*, which was developed by the Student Success Committee. A non-credit online orientation (10-15 minutes) is also being developed. Tim will also share this information with the Instructional Council.

- g. BP/AP Updates from Community College League of California** – Kevin shared that we get occasional change recommendations from the CCLC, and will distribute recommended changes to the appropriate parties.
- i. AP 5011 – Admission and Concurrent Enrollment of High School and Other Young Students (new) – Tim will work on this new procedure.
 - ii. BP/AP 5140 – Disabled Student Programs and Services – Sandra explained that there will be a lot of changes – they are no longer using the word “accommodations,” etc. She should have updates available for this group to review in September.
- h. Student Services Fast Facts – Review/Update – Due by 8/3/16**
Please review and get your updates and new numbers to Sharon S. no later than 8/3/16.
- i. Student Services News Flash – Due by 8/5/16**
Please get any information for the newsletter to Sharon S. no later than 8/5/16.
- j. Other/Announcements**
- **DSPS/EOPS/CARE:** Sandra shared that Sue Huizinga will be the Interim Upward Bound Director beginning August 12. She has an extensive background in this area, and will be responsible for writing the new grant. Sandra is hoping to place an advisor back at Enterprise High School, and asked for recommendations from the group.
 - **TRiO:** Kehinde shared that the new Talent Search grant was funded! Implementation will be the challenge, as mentoring and tutoring will now be a requirement.
 - **Marketing:** Peter shared that the texting and email campaign from Interact has been launched. At this point, 1,010 students have registered from the campaign focus list, which is an excellent result so far. We should have hard numbers in a couple of weeks, which will allow us to draw some useful information on what did and didn’t work. The new Enrollment Services booklet should be ready to distribute soon.

- **Student Life:** Tina shared that our incoming Japanese students will be here on Sunday. There will be 6 Japanese students, and 10 Chinese students will be arriving in August.
- **Gateway to College:** Nancy shared that there are 26 new students, with 14 continuing. They are still in the recruiting process, and expect several last minute additions as well. Classes begin on August 10.
- **Enrollment Services:** Tim shared that the Appeals Committee is meeting every Thursday. At this point, there have been a relatively modest number of appeals, but they are reaching out to students to register if they haven't already. The "First Year Experience Luau" will be held on August 3, and will include an overview of services, tour and lunch for recent high school graduates and their parents.
- **Admissions and Records:** Sheree noted that they are getting busier with registration. The enrollment report numbers are improving, which is good news.
- **Financial Aid:** In Becky's absence, Tim shared that as of this morning, they are only 11 days out for verifications. The auto-packaging turnaround time is even faster.

IV. **NEXT MEETING**

The next meeting is scheduled for Wednesday, August 17, 2016 at 9:00 a.m. in room 2314.

Recorded by:

Sharon Strazzo
Executive Assistant,
Vice President of Student Services