

STUDENT SERVICES COUNCIL

SUMMARY NOTES

DATE- August 21, 2013

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

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

Absent: None

Guests: None

Welcome Tim Johnston and Nadia Elwood to the SSC Team.

DISCUSSION

Affordable Health Care Act- All PT positions are budgeted for 19.5 hr/wk only. In some cases a PT employees may be needed for extra work, but it must not be more than 28 hrs/wk, and must not be ongoing work. Kevin gave a brief description on how to setup a PT employee schedule. Mangers must look forward to the workload and take a proactive approach to how they will work their PT employees.

SSLOs –Kevin asked that all pull their information from TracDat and review with their staff. Bring hard copies of the SLOs to next SSC meeting.

Annual Area Plans- Kevin asked that all start thinking about their area plans. We will be putting together a timeline in the near future.

Annual goals- Kevin requested that each member work on goals for the year. He will meet with each member individually, at their one-on-one scheduled appointments to discuss.

Marketing requests (flyers, brochures, etc) - This is a newly implemented process. All requests will come to SSC for review, and SSC will more than likely need to come up with a ranking form. It was suggested the council develop an annual calendar of events and activities that typically require marketing materials. Sherry will look into whether standard templates have been developed for brochures and announcements. All 3 councils are following this protocol.

Phone number updates- Sherry will be updating the SS area phone number lists.

Student Services Council Retreat- Trying to book 10/6 or 10/16 at the McConnell Foundation. Mark your calendars and Sherry will send out confirmation on the date within in the next 2 weeks.

GENERAL INFORMATION

-Step up program- Currently there are 20-23 students enrolled for the fall. This is a pilot program and feedback is appreciated.

-SSC will be adding one academic dean to their membership; Will Breitbart. This will be a non-voting position, but will be a great added resource to the council.

-SS will be adding emergency call buttons to specific offices. If you believe your area warrants a button, contact Sherry and she'll add you to the list.

-Staff training in-service day will be scheduled for early November.

-SS conference room 2314 is being updated to a Smart Meeting Room, which will be equipped with a large screen TV and projector. This project should be completed by next month.

-Health Care Reform quick reference (handout)

COMMITTEE REPORTS / AREA UPDATES-

Financial Aid- First distribution for fall included over 1600 students. (Approximately 1 million) There will be 4 disbursements for the fall semester. Sept. 20 is the next scheduled disbursement date. The FA assistance position should be filled by the end of Sept. New FA brochures have been developed/designed by the marketing

department (samples). All work study placements are done, and the next goal is to build in a supervisor training component. Book loans are currently available.

Gateway to College- The cohort for the fall semester has 23 new students, all with a unique story. All students in the program are credit deficient. The staff and students are settling into their new offices and classrooms in the library and have received a warm welcome from the new library dean and staff.

Talent Search- Needs to recruit 200 seniors for this year. They are currently implementing new academic plans, tracking data and setting future goals.

Dual Enrollment- Fall has 12 sections and spring 2014 has the possibility of up to 30 sections. MOUs with SUHSD are in process and should be completed and sent to the Board in the near future.

Foster Kinship Care- 3 new grants have been awarded. They will be hiring a Care Manager/Counselor for approximately 900 hrs/year. Currently, there are 60, 18-24 year old foster youth enrolled for the fall, and all are also in EOPS.

EOPS- Has a full program serving 739 students for fall.

Upward Bound- Summer campus was successful, serving 37 students with 100% retention.

SSS- Has a full program serving 175 students. They have run two new student orientations thus far for the fall.

CalWORKs- These students come into the program from the county. Recent project is to update and edit marketing materials for the program, and to work on more direct student contact.

A&R- Having a very smooth registration for fall.

Enrollment Services- Currently reviewing BPs and APs specific to enrollment. All policies need to fall in line with the new Student Success Act by the fall 2014 enrollment period. Drafts have been sent to the council for their review and feedback.

Meeting ended: 10:05 a.m.

Next meeting: Sept. 11, 2013 - 9-11:00 in Room 2314