

# **STUDENT SERVICES COUNCIL**

SUMMARY NOTES

August 22, 2012

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

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

Absent: None

Guests: None

**Budget:** None

**Augmentation Requests:** None

**Travel:** *Sylvia two upcoming director trainings (no dates stated)*

**Personnel:** *GEAR UP Senior Staff Secretary moving (Administrative Transfer) to Assessment Office*

## **DISCUSSION/INFORMATION**

- 1) **Federal Student Work Study placements/Update**-*Sandra shared that there are 69 students signed up for work study but there are only enough \$'s for 42 students. Students are only given 10 hrs/wk, no students will be assigned to the faculty association, as the focus is on instruction and students services.*
- 2) **MATH 101 and CalGrant eligibility/Update** –*Sandra noted that they are working on the codes. All degree applicable courses are 0-99. Sheree to take with Meridith Randall for further information.*
- 3) **Student use of printers**- *Connie shared that there is currently no place for students to go to do general printing because the library is closed the majority of the summer. She suggested that a pay for print printer be located in the lobby area by A&R. Kevin said to add this item to an area plan. Sandra will do research on the Print for Pay process and report back to the group at a future meeting.*
- 4) **Planning Cycle** – *Kevin reminded the group to continue educating their staff on the process*
- 5) **Registration update** – *Sheree reported that this is going smoothly*
- 6) **SSC bylaws** – *Reviewed draft, edits noted. Sandra motioned to accepted the SSC Bylaws with noted corrections. Connie second. Motion carried unanimously. Sherry to place on the SS webpage*
- 7) **BP/AP updates** – *Due to VPSS Office by end of October*
- 8) **College Quest**- *Committee formation (Simpson University 9/24, 5-8:00 PM) Lillian Nugent and other staff*
- 9) **Data needs for the upcoming fall Annual Area Plans** –*Kevin reminded all to get their requests in to Marc ASAP.*
- 10) **Digital Signage**-*Sandra said it's still in process working out the kinks.*
- 11) **DEC Membership 2012-2013** –*Sandra and Ron Vanorden will serve on the committee for 2012-13*
- 12) **Frontline Staff-Webinar-Aug 23—2PM** – *It was discussed and decided that the CD would be purchased and checked out as needed for staff training.*

## **COMMITTEE REPORTS**

**Accreditation:** None

**Budget:** None

**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's last SSC meeting today (8-22-12)*

**Old Business:** None

**OTHER** – High School Counselors Day is scheduled for Nov. 2, 2012. Board Retreat scheduled for Saturday 8:30-12:00. Board meeting tonight. SCSS will hold the annual Constitution day event.

Meeting ended: 10:20 a.m.