



Student Services Council Meeting
 Wednesday, September 2, 2015 • 9:00 AM
 Room 2314

MINUTES

Committee Members Present					
X	Kehinde Adesina	X	Will Breitbach	X	Tim Johnston
X	Becky McCall	X	Steve Cross	X	Kevin O'Rorke
X	Nancy Berkey	X	Nadia Elwood		Sylvia Ruano
X	Sharon Brisolaro	X	Sandra Hamilton Slane	X	Sheree Whaley

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 9:07 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Nadia Elwood and seconded by Nancy Berkey to approve the minutes of the May 6, 2015 Student Services Council Meeting. The matter passed 11-0.
- b. Introductions – Becky McCall and Tahnee Dickerson. Sharon Strazzo will assist the Student Services/Dean of Students office starting Monday 9/7/15 and will work 1-5pm daily.

III. DISCUSSION AND ACTION ITEMS

a. Newsflash and Student Services Facts

By the end of this month newsflash updates are needed. Send them to Sharon. Kevin asked that there is enough detail to ensure activity over the summer is covered and described.

- b. **Research Update** Two research analysts will be hired, one for student services and the other for Instruction. Tableau software will be purchased by the college in order to generate reports and customize data sets by each area. Sharon added that forthcoming information about Tableau will enable us to use and package this type of information for many other stakeholders. Kevin stated that the Shasta College research director position will not be refilled.

c. Student Services Council Retreat

Tahnee/Sharon will recruit for dates soon and members were encouraged to send forth any dates that will not work for their calendars. Kevin is looking toward the retreat taking place at the end of September. Kevin indicated the importance of this activity and emphasized that strategic planning and collaborative work processes will be included in this event.

d. Annual Area Plans/Initiatives

Annual initiatives from the president were reviewed (color handout). Categorical programs are being funded well but other programs are being funded by the general fund. Kevin added that assessment and data collection of data is critical to continue funding of the programs we are running so that when/if categorical program funds expire that the program/s will not end.

Tim Johnston discussed the assessment process and added that the student access/success lab will move to 2215. This will cause a domino effect so he is meeting with George and James to discuss the logistics. This work will likely happen over the winter break and correlated carpet work to alleviate impact on operations. Sandra mentioned that changes like these are tricky and added that the EWD conference room is being affected and outlined the other ramifications of this move.

Kevin mentioned that the access to the new student lab/s needs to allow for access to services to all students and should not be protected by one area. Anything seen as beneficial to the district should be considered. Tim mentioned that a meeting to outline the design, structure and layout of the student success lab will be held. Ideas are appreciated. Sharon asked if students will be incorporated into that meeting. Tim said no but that that could be considered. Will and Sharon indicated they have students have in mind if they would like to incorporate student feedback into that model. Nadia and Kevin emphasized that the overall purpose is to pull people from the lines in Financial Aid and Admissions and Records in order to be able to access a computer for these tasks as needed. Kevin said the student success facilitators are vital to the success in this area. Nadia asked if this is a place where students can print without having to pay and the answer was yes.

Sandra stressed the belief that this center should be advertised and the purpose understood among everyone so that students do NOT feel that it is another place that they get confusing or mixed messages. Kevin said the website should be a place where anyone can go and help folks become informed/share information with students accordingly.

Steve asked about the classified hiring list. Kevin stressed that the open positions need to be filled and not supplanted and that the webmaster position will be filled and the applications position will also be filled. Other information and level of detail is not available. Student Services funds will be used to augment these roles.

e. Substitutes – 60 days

CSEA is concerned about the 60 calendar day sub rule (not 60 work days). The proper guideline needs to be followed. Departments and Divisions need to ask: Does this position need to be filled immediately? Kevin asked that the 60 day guideline be closely tracked and that he be notified in order for HR to request the appropriate CSEA approval for anything beyond 60 days as defined above.

f. Area Updates

i. Admissions and Records- Sheree Whaley

Sheree stated that Friday 9/4/15 is the last day to add a class. Staffing recruitment is taking place for a technician and she is hoping that they will not pass the 60 day rule with the subs being used. [Enrollment] dates for Spring 2016 are being approved by James and will be released in the next week or so. Dual enrollment work and related processes are underway.

ii. Access and Equity-Sharon Brisolara

Sharon reported that the new requirements include measurable outcomes and integration between basic skills initiatives and SSSP. Documents will be shared that show the linkages. First equity meeting went well.

Madina's Dream film will be shown on Thursday 9/3/15 from 7p-9p in room 802. An online "men of color" activity is being offered for 15 units of flex credit. Three student ambassadors are coming onboard to connect with clubs. Equity walks are being discussed that might enable groups to walk campus in order to ascertain any areas of campus that could use improvement in the area of equity. Welcome day equity connections were made last week. Native American Day (9/25/15) recognition planned. Women's Leadership Day is planned (February 2016) and Women's Identity Day (October 2016) in order to bring differing voices to hear a diverse message and foster belonging. Plan will include subcommittee work on new pieces and outcomes refinement. Mini grants and specific measurable outcomes were mentioned.

Sharon added that Student Equity Club development and a committee for instruction will weigh in on what is already happening in the classroom that has

been effective and less costly. Kevin and Sharon plan to do a 'road show' to create cultural and structural changes so that when/if funding changes that a culture of equity will already be a foundation.

iii. **CalWORKs- Nadia Elwood**

Nadia stated that things in her area are "going great". Students still drop from the program when they get a job which is the norm. Changes are being made to the outreach process for counseling for the Tehama Campus to avoid duplication for students in the times that they are asked to see a counselor. Trinity county meeting is taking place(today at 1:30) with stakeholders to evaluate the ways in which we can begin to offer non-traditional services to students and continue the work to avoid the barriers to success that students have. Nadia reported that she has been asked to do an upcoming presentation to other CalWORKs directors to show how to use the SARC budget and share her other best practices and models for success.

Work-study – Nadia reported Hilly Wallace attended a hiring fair with Barbara Shufflebeam in order to see how CalWORKs might partner with that program to see if services for students might be maximized. Hilly will also be going to Shasta County STEPs classes to ascertain what the process is there and see what services might be duplicated. This will help to determine what students are being told about the school process from that vantage point and will help our department make the necessary corrections to our department services/information to students.

iv. **Enrollment Services - Tim Johnston**

Tim stated that the SSSP credit report and non-credit report has been distributed. He is looking for broad reach feedback on the plan. College council is considering this plan also. A snapshot of the spending plan, and how they are planning to meet, does match. He is expecting an increase in allocation. Not exercising his carry over. Non-credit dollars are based on pure head count which will change to the credit process. P1 allocation will be released soon. Working hard to be sure funding is disbursed to maximize effort.

The student worker handbook and supervisor handbook is still in a draft form and would like it to be approved soon, along with the AP that will be revised to reflect all the changes that have taken place. Other APs and BPs will be revised as well, in addition to the ones that will most heavily affect this group. BOGG students will no longer be able to retain that if they are on academic probation for

two consecutive semesters. Spring 2017 might show heaviest impact with this new process.

v. **Financial Aid- Becky McCall**

Becky stated that the Financial Aid office is sitting at a four-week processing time. Emergency loans (100-150 dollars) are available but not widely advertised. The financial aid appeal process is clearly outlined on the web site. The financial aid web site is being cleaned up to reflect accuracy and the new BOGG fee waiver policy (loss of eligibility due to grades). The process for regaining eligibility is also described and outlined, due to legislation and the chancellor's office policy. Financial aid is working with admissions to process this new protocol.

Becky added that there is a full time incentive grant for Cal B students (eligible for and a recipient of Cal B) enrolled in 12 units or more. This incentive grant is \$300 per semester/\$600 per year. Work is being done with IT to get an award code for this ongoing award in order to boost services to students. Job fair was held and collaboration is still needed. Staffing issues in financial aid includes 2 subs and waiting for consent from CSEA for position approval.

vi. **Gateway to College- Nancy Berkey**

Nancy informed the group that 44 students graduated from the GtC program last year. June 1 is the date for the 2016 graduation. She is thankful that student equity has funded a 28 hour position to provide support for the students transitioning into college. (The position is posted and closes on the 9th). Two GtC graduates are working in the cafeteria with Denise Axtell this year – and one is serving the current GtC students. Another GtC graduate worked for Sandra in the Summer Launch program, and two will be doing math tutoring for current GtC students this year because of their success in their college math classes.

Nancy stated that there are 50 students this semester and, for the first time, applicants have had to go on a waiting list for January 2016. 40 students are brand new to GtC and they will be taking a combination of high school and college classes. They are divided into 2 twenty student cohorts. The 10 returning students also take three HS classes and additional general college classes based on their personal interests and the credits they need for their HS diplomas. Will asked about how PLATO is incorporated and Nancy explained that it is used to recover HS credits, and that a teacher, and tutors when necessary, is in the classroom with the students.

vii. **Library Services and Educational Technology- Will Breitbart**

Will described that Canvas is here! The goal is full use of faculty by Spring 2016. Paul Burwick has been working remotely and working with staff to build out faculty courses and support. Students should have access for online tutoring. Soft open was less than optimal. He is working with Peter to promote access for students to those services. He is working also with Michael Sloan [new BAITS Dean] to promote online opportunities and coursework, including BAITS courses.

viii. **Student Housing- Steve Cross**

Steve said that the Male dorm is full and two are on the waiting list. Female dorm is 15-16 short. There have been two male discipline issues. Tutoring didn't show a "return on investment" previously so they are coordinating with others departments to access online tutoring for dorm students as well as incorporating tutoring services offered by Canvas. An activity calendar is planned and birthdays have been celebrated. Collaboration is taking place with Shasta County Public Health and Orchard Supply and Nutrition in Redding to garner appropriate services and information sharing to students.

ix. **TRiO Talent Search- Kehinde Adesina**

Kehinde reported that there are 509 students enrolled. Grant writing process is starting for the next 5 year grant term. He attended COE grant writing workshop in San Francisco – planned to attend annual COE conference in Atlanta later this month to get updated information on EDGAR, fiscal accountability and general budget information as it relates to Trio Talent Search program.

He also reported that the program first year summer program for rising junior and senior students was a success - 14 rising junior and senior students participated – they were all equipped with academic enrichment activities and field trips to community college (Shasta College) UC, CSU and out of state – SOU.

Kehinde reported that this year area plan will reflect on changes that students requested in their yearend survey – some of it is engaging them more cultural activities. Other areas are parent participation and helping them on developing scholarship portfolio. Participation is critical to the success of the program. We are fortunate to have three TRIO based programs at Shasta College.

x. **TRiO SSS & Upward Bound- Sandra Hamilton Slane**

Sandra discussed staffing issues, movements, and realignment of job descriptions that need to be calibrated in that department. EOPS has had 350 students and orientations still under way, which means that students will not have

to wait or have to return at another time for services. Funding has been restored to pre-2008 level. Transfer students are targets.

IV. **NEXT MEETING**

- a. September 16, 2015 (9:00- 11:00 A.M / Room 2314)

V. **OTHER/ANNOUNCEMENTS**

- a. Kevin shared with members that it is time to start beginning on the Self-Study for the accreditation process. Kevin added that changes to the standards, and a training video, will be sent out that needs to be viewed by all pertaining to accreditation. Kevin requested that we all continue to be mindful of things being done that connect to the standards so that documentation can be collected. In addition to simply narrative writing, more evidence is needed to inform the narrative instead of the narrative and just a couple of examples/evidence included. Please attend the Hunting Ground film today if you can. Next Friday 9/9/15 is the September 11 memorial event.

Meeting adjourned at 10:40 am

Recorded by:
Tahnee Dickerson
Administrative Secretary
Vice President of Student Services Office