

STUDENT SERVICES COUNCIL

SUMMARY NOTES

DATE- September 11, 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, Will Breitbach

Absent: Kevin O'Rorke (Tim Johnston will chair the meeting in Kevin's absence)

Guests: None

Welcome Will Breitbach to the SSC Team.

DISCUSSION-

Armed Intruder Drill- scheduled for Oct. 24th @ 10AM. (Craig Carmena will come to a future meeting to give an overview of threat assessment.

Health Care Information Sessions- Handout was given with dates/times. All managers and employees are encouraged to attend.

Faculty Negotiations Update-In progress, all comments related to the contract should be forwarded to Kevin, the Counselors or Tim.

CSEA/Budget Management- In progress. Reminder to all managers to routinely review job descriptions for their staff to ensure that staff is working within their assigned responsibilities.

Annual Area Plans- Due 11/1/13. Work with Marc Beam for any data collection needed. Kevin will take SS Area Plans to College Council in December.

Enrollment Services- Proposed revisions (first reading) for the following policies: BP- 4250, 4260, 5010 and AP – 4260, 5055. Tim gave overview and rationale for each of the updates to each policy. There was a brief discussion. These will come for a second reading in the near future.

2 year scheduling plans for transfer degrees/CTE pathways- Tim gave an overview and looked for feedback on whether a cohort should be formed. The Deans have agreed in principle. It will need to go back to counseling, to review classes and how they are offered and what makes the most sense. This topic will be on future agendas for further discussion.

All Areas SAOs- Move to a future agenda. Sherry will send out a template that can be used for SLO/SAO.

SSC Retreat Day- Oct 16, 2013. Sherry has reserved the McConnell Foundation Guest House and she will work on a menu (breakfast and lunch). There will be more information to follow via e-mail.

Area Updates-

Gateway to College- The program is going well and is very busy. They recently did a MyShasta orientation, student ID cards and campus tour. They are working on building their internal guidelines and policies. All students are currently registered in College Success classes.

Dual Enrollment- Liz shared that it's been a great start and things are going smoothly and they are working on pathways. She is also working on a brochure for marketing purposes.

Talent Search- They have 3 student field trips scheduled (College Quest, Sacramento State, Chico State) They are filling a fulltime advisor position and are actively recruiting.

Financial Aid- The FA hiring committee is in the process of screening applicants for an FA assistant position. FA awarded over 26 million last year.

EOPS- The application period will be Nov. 21-22 for continuing students. They will be doing an orientation in the spring and will be working with GTC and Foster Youth.

SSS- Upward Bound- They have 3 field trips planned for the semester. They will be sharing costs with EOPS. The 2014 UB summer program is in the planning stages, and the program is running smoothly. SSS has a financial literacy workshop scheduled for the semester.

CalWORKs- Currently working on the MIS reporting for summer. They are looking at math cohorts to do some tutoring. She has a training scheduled for 9/19 & 9/20.

A & R- The department overall is in good shape and running smoothly. They will be going back to regular office hours in the near future, and she is holding staff meetings every Friday.

Enrollment Services- They continue to work on customer (students) satisfaction. High School Counselor Day is scheduled for 11/8, and they are looking for ideas. He thanked Eva Jimenez for underwriting the event. They will be doing gift baskets and door prizes again this year. This committee continues to work on CTE Pathways.

Library Services- The library now has group study rooms and would like all to get the word out to students and staff. He continues to look at the library space, and is working on ideas on new/better/innovative ways to utilize the library space for students.

OTHER – Sherry shared that 8th Grade Career Day will be held on 9/17 & 9/18.
Athletic staff passes are now available.
Constitution Day, sponsored by SCSS will be held on 9/18.

Meeting ended: 11:15 AM