



Student Services Council Meeting
 September 28, 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		Tim Johnston		
X	Tina Duenas	X	Becky McCall		

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 9:04 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Peter and seconded by Nancy to approve the minutes of the September 14, 2016 Student Services Council meeting as presented. The motion passed unanimously.

III. DISCUSSION AND ACTION ITEMS

- a. **2016 Annual Area Plan Initiatives:** The most recent draft of the Annual Area Plan Initiatives Ranking was reviewed. Kevin noted that we received a lot of one-time instructional equipment money from the state this year, as well as Perkins money. Two items for clarification – Ranking #17 – Website/Phone App: this was the additional money needed for the DubLabs application, and was approved. Ranking #33 – Text Alert Capability: this is Regroup, which was funded as well. Kevin noted that it is important to separate these two items in TracDat. Becky put both of those in TracDat, as well as the Veteran's Center, and asked if that should be transferred to someone else in TracDat? Kevin suggested she meet with Peter regarding DubLabs. Regroup is still in the initial stage. He suggested Becky meet with Sharon B. and do a soft handoff for the Veteran's Center, talking with Toni regarding how to reassign in TracDat. Will asked about putting carpet requests, etc. on the AAP initiative process – doesn't it seem like it

should be part of the regular maintenance cycle? Kevin agreed that they may have erred on the side of caution initially. Sandra asked – those with categorical funding put initiatives forward, and since it's not general fund dollars, it isn't on the list. How do they get permission to follow up on these items? Kevin will check on this, and also shared some of the background in how this has been dealt with in the past. Sandra also pointed out that this process has allowed us to view the items campus wide, perhaps seeing how this could benefit many campus members. Kevin pointed out that we have a new Global Education Center – aka, the Office of Student Life. We will merge the International Student Program and the Global Education Center, and it will be under Tina's direction. Will shared that with the new version of TracDat, areas that were "hidden" previously should now be more visible and useable.

b. Area Updates:

- **Financial Aid:** Becky shared that the 17/18 FAFSA filing period begins on October 1. IT needs to download the software, which was pending the conversion. The conversion happened, but they are still working through the kinks – once that is done, they will be able to move forward. They are currently 3 weeks out on processing. Last week was the first week of closing the office to students one day a week, and they moved an employee down to A&R to help students, which seemed to work well. Kevin mentioned the new requirement to allow priority enrollment to homeless students. There was discussion on the requirements as well as how to verify this. Financial Aid typically gets verification from homeless shelters as well as the homeless liaisons with high schools.
- **TRiO:** Kehinde shared that he met with their feeder schools, explaining necessary changes for implementing the new grant. Pending board approval, they have hired a new Assistant Director, Shawna Rhymes, who has been substituting in the position. They had a field trip to Humboldt State University last week. Kehinde expressed his thanks to Sandra for her assistance in creating the SSS program budget, which was approved for the coming year. The second part of the budget, the carry-over budget, will be due October 25. They have moved things around in the office to reduce clutter, and created a room for their students in the hallway, which can accommodate 3-4 students at a time. Orientations are moving forward, and all is going well.
- **Instruction:** Will shared that he is looking forward to the Human Library project, being sponsored by Access and Equity.
- **Marketing:** Peter shared that they continue to work on Measure H, from an education perspective, and are also working on Spring Enrollment. Will remarked that the graphics lately have been amazing – their team has really

taken it up a notch. All agreed. Peter noted that they are reaching the critical mass – people are starting to notice things that are from Shasta College just from “the look” – which has been the aim. Nadia asked if the Measure H PowerPoint template might be available for others to use. Peter agreed that a PowerPoint template is something they have been working on. Some of the existing templates are “graphic heavy” and require layering, etc. but they are working on creating a less involved template for general use. Nadia is hoping to create a flip book for CalWORKs. Peter reminded everyone that they are there to help with projects like that – just submit a Communications Request Form.

- c. **Other/Announcements:** Will and Kevin are going to Antelope Valley College next week for an Accreditation Team Visit. The following week, Kevin will be at a meeting regarding the Innovation Award. The following week, Kevin, Sharon and Kate will be attending a conference in San Antonio. He will be gone, but will be back on weekends, and available by email and phone. Tim has been set up to approve for second levels on Colleague.

IV. **NEXT MEETING**

The next meeting is scheduled for Wednesday, October 12, 2016 at 9:00 a.m. in room 2314.

Recorded by:

Sharon Strazzo
Executive Assistant,
Vice President of Student Services