



Student Services Council Meeting
 Wednesday, October 21, 2015 • 9:00 AM
 Room 2314

MINUTES

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

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 9:06 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Sheree and seconded by Sharon to approve the minutes of the September 16, 2015 Student Services Council Meeting as presented. The matter passed unanimously.

III. DISCUSSION AND ACTION ITEMS

a. Reaching New Heights – Reach Higher Shasta Event

Kevin encouraged everyone to attend if possible. It runs from 8:00 am to noon on Tuesday, October 27 at the SCOE Professional Development Center, 2895 Innsbruck Drive. Kevin noted that the Reach Higher Shasta program has become a very positive collaboration between many different entities in the area. Breakfast will be served at this event, and there are still spots available.

b. Partnership Resource Team

Tim reminded us that this is an initiative through the Chancellor's Office, and Shasta College defined two areas of need – Enrollment and the SLO process. We received the funding as proposed. Tim distributed a handout, showing the area of focus, objective,

target date, action steps, measure of progress and current status. There were two areas that will address declining enrollment:

1. College Scholars'/ Honors Program – the development/implementation of this program will include faculty/counseling stipends, travel to develop agreements with 4-year universities, a Program Facilitator stipend, and marketing materials.
2. Adult Learner Re-Entry Program – the development/implementation of this program will include faculty/counseling stipends, a Program Facilitator stipend, and marketing materials.

There is also a \$35,000 augment to help develop a process-based, intuitive web presence. Tim is currently working with James in IT on this.

c. Supervisor/Student Employment Handbooks

These have been distributed, and Tim shared them with the council electronically. Kevin interjected that a new BP for Student Employment was approved in Cabinet yesterday. There has been some concern over sick leave for student employees. Kevin shared that it resets every fiscal year (*Note: Kevin checked with Leann – it is year, not semester*), so there is no need to worry about accumulated sick leave. He also reminded everyone to keep reliability and attendance in mind during the student employee evaluation process. It was suggested that the Council could review the final BP together to answer some of the questions that remain.

d. Accreditation Standard Two

Kevin distributed a handout regarding accreditation. He stated that the standards have changed – some slightly, some significantly. The accreditation committees are not asking for narratives, but for evidence – outcomes, meeting minutes, webpage links, etc. Please start sending Kevin your information, links, documents, etc., and he will begin attaching narrative to it. The good news is that we have time, but we need to start now. If we find gaps in our self-study, we need to address it now.

There was a discussion in College Council yesterday about a campus survey that we've been giving out for the past few years. A subgroup was created to review and update the survey. Nadia noted that there have been questions and concerns about the confidentiality/anonymity of the survey.

e. Tableau

We have begun to use Tableau, a data analysis product that should help us immensely with our data needs. Sharon showed the group a brief overview of the public site. We will be sending out links to download the reader and Student Services data to the Council members. This is the first phase, so Kevin asked that we make note of where the data differs.

Nadia asked what role the Research Analysts will have in Student Services. Kevin envisions them further enhancing the datasets that we need, as well as providing better tracking and analysis for us.

f. Annual Area Plans Submission Date

Kevin shared the *Annual Area Plan Template* that Tim created for Enrollment Services, and suggested it might be a helpful tool for everyone. After discussing possible dates, it was agreed that drafts of the area plan would be presented at our SSC Meeting on **November 18**. Please prepare information for three lists:

1. General Fund Budget Requests
2. Non-General Fund Budget Requests
3. New Classified Position Requests

Kevin noted that last year the Student Services Council did an excellent job of linking our goals to the institutional goals, which resulted in our favorable rankings.

g. Student Services News Flash

Please get your updates submitted to Sharon by **November 1**.

IV. AREA UPDATES

a. Student Housing- Steve Cross

Steve shared that a nutrition seminar was recently held at the dorms. Six students attended, but binders were made available for residents who couldn't attend. He also shared that the SafeTalk training sessions have been arranged, and encouraged everyone to attend. The dates are November 6 or November 13, from 12:00 – 4:00 in room 2108. Please register with Steve by calling him at 242-7739 or emailing at scross@shastacollege.edu.

b. TRiO SSS & Upward Bound- Sylvia Ruano

Sylvia reported that they have been very busy. They will be attending a field trip on Saturday to Chico State University for Preview Day. They received very positive feedback from students about the recent field trip to UC Davis for the AMSA Conference (medical career related). Partnering with EOPS and the Transfer Center for these trips has been very successful. Sylvia announced that Marleana is the new Senior Staff Secretary. Sylvia will be busy collecting data and writing for two annual performance reports that are due soon.

c. Access and Equity-Sharon Brisolaro

Sharon is in the middle of plan writing, along with members of the Equity Committee. They will be receiving \$962,000. She has been giving her "Road Show Presentations" to various committees, the Board, etc. The Identity Series has been going really well, and they are beginning to integrate art events as well, with the Veterans event today being

the first. They are trying to gauge interest in attending American Indian College Motivation Day at Humboldt State University on November 5, and she encouraged everyone in the group to have their Native American students contact her if they are interested in attending.

d. CalWORKs-Nadia Elwood

Nadia has been busy planning to host the Region I Coordinator Meeting, which will be held at the McConnell Foundation on November 3. New employers are coming on line for students. There has also been more going on in Tehama, including a tutor in accounting. There has been an increase in referrals for students, which can lead to some issues as well, but they're being worked out. The CalWORKs budget continues to get cut, so she is looking at funding opportunities. Kevin suggested she check with Amy Schutter.

e. Gateway to College- Nancy Berkey

The staff is busy working to keep the students motivated, with 34 more days of school left. They have a great team that is working on the effort, and coordinating assignments. They have a built in academic lab available for students to do their homework. Preview Day was a wonderful experience for her students, who loved being a part of it. There have been a few parent meetings on an as needed basis. They are completing their assessment tests now, as they like to allow the students to acclimate to the campus initially. They are reviewing some of the English classes that were previously used by the Fire Program, which provide more of a vocational twist on English. These courses will get them prepared for English 1A.

f. DSPS/EOPS/SCI*FI- Sandra Hamilton Slane

As we speak, there is a site visit occurring for the College to Career Program. There are currently 11 students officially enrolled in the program, with the goal to add at least 9 more students next semester. The newest staff member is Jamie Rayborn, who comes to us with an excellent background and years of experience.

We were one of 10 districts statewide that were awarded the Cooperating Agencies Foster Youth Educational Services (CAFYES) Grant - \$960,000 was awarded. This grant is a program under EOPS to provide services to promote academic success for foster youth. They hope to expand to Tehama County and southern Shasta County, as well as provide much needed transportation support. The goal is to increase persistence, course success, degree attainment and readiness for transfer, as well as increase student engagement.

The SCI*FI lab has moved, and it is working out well.

g. Admissions and Records- Sheree Whaley

Sheree reported that her group is working on ADTs, which have doubled from last year at this time, with 29 so far. There were 60 applicants that were denied because of the Computer Literacy requirement. She plans to make some phone calls and suggest they take an online assessment.

Matt Gallmeister was selected as the new Admissions and Records Technician. They will now be looking for a new Student Success Coordinator.

Sheree distributed the draft version of a Loss of BOG Fee Waiver Appeal petition. She asked the Council members to review it and let her know of any needed changes.

They are still working on the Vault scanning. The scanners are here, but IT needs to make sure they are compatible with the new document imaging software.

Sheree and Sara have been looking for furniture for the new Student Success Lab.

h. Enrollment Services - Tim Johnston

Tim shared that while they have received the Non-Credit SSSP funding, they are still waiting for the Credit SSSP side, as the data didn't come through for a number of colleges.

They have submitted an update to the Outreach Plan, which Tim distributed to Council members electronically this morning.

The Common Assessment Initiative, also distributed electronically, is required by statute. If we are going to accept SSSP funding, we have to adopt common assessment, creating one assessment for all colleges in the state. The cut scores, however, will remain local. They are looking at a Spring 2016 implementation.

Multiple Measures Assessment Pilot Project – this looks at how the multiple measures and common assessment intersect. Tim would like to propose that we join as a pilot college. The equity implications are staggering, as it looks at student capacity vs. testing, based on indicator capacity. The data shows that the number of students who get into courses directly increases across all populations.

i. Marketing and Outreach-Peter Griggs

Peter shared that Joy has now been hired full time. They have held their first Marketing Committee meeting, and are looking to increase the membership. They are bringing in Interact, and have been working with outside vendors for Enrollment Services' brochures. They have been busy producing products for the Heads Up promotion from the Presidents' Office, as well as the Fall Play, and a great number of press releases. Peter is still promoting as much advance planning as possible.

V. **NEXT MEETING**

- a. November 4, 2015 (9:00-11:00 A.M / Room 2314)

Meeting adjourned at 10:55 a.m.

Recorded by:
Sharon Strazzo
Substitute Executive Assistant
Vice President of Student Services Office