STUDENT SERVICES COUNCIL

SUMMARY NOTES
October 3, 2012
9:00 A.M. --- ROOM #2314   **Meeting dedicated to Annual Area Plans**
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Present: Kevin O'Rorke, Connie Barton, Nancy Berkey, Sylvia Ruano, Sandra Hamilton Slane, David Travis, Sheree Whaley,
 Sherry Nicholas

Absent: David and Sherry
Guests: None
DISCUSSION/INFORMATION
Annual Area Plans -Review/Questions/Clarifications
*Prioritize Initiatives- Matrix-Rubric-Scoring

Student Services Rubric

Aligns with strategic plan and college goals	Has no alignment with college goals or plans	Has minimum alignment to college goals & plans	Has moderate alignment to college goals & plans	Has strong alignment with college goals & plans
Identified in program review or annual plan	Was not identified in planning	Was mentioned in planning without supporting data	Was included in plan with medium support	Was included in plan with strong support
Improves student success	Has no direct or indirect link to student success	Has low direct or indirect link to student success	Has medium link to student success	Has a strong direct link to improving student success
Number of students effected	No student effected	Impacts a smaller focused group of students	Impacts many students in multiple area	Impacts students campus wide
Improves Institutional effectiveness or efficiency	Has no cost/benefit value	Has a low cost/benefit value	Has a medium cost/benefit value	Has high cost/benefit value
Meets a safety or legislated mandate	Has no link to safety or mandate	Has a low or indirect link to safety or mandate	Has a medium link to safety or mandate	Has a strong link to safety or mandate
Criticality of the request	If unfunded there will be no disruption of service	If unfunded will have minor impact on service	If unfunded will have moderate impact on service	If unfunded will have major impact on service
Improves Student Access	Has no direct or indirect	Has low	Has medium link to	Has a strong direct link to

	link to student access	direct or indirect link to student access	student access	improving student access
Improves Student Equity	Has no direct or indirect link to student equity	Has low direct or indirect link to student equity	Has medium link to student equity	Has a strong direct link to improving student equity
Total Score:	Comments:			

Ranking Sheet Sample:

TITLE OF INITIATIVE

1.　　　　A&R Scan Vault Transcripts $15,000

2.　FA – AcademicWorks $6000+ $6500/yr
```
1
2
```

3.　AVP-International Stud. Recruit. $5000
```
1   2
3   3
```

4.　A&R Electronic Transcripts $5,965
```
1   2   3
4   4   4
```

5.　AVP/DOS increase supplies $2000
```
1   2   3   4
5   5   5   5
```

6.　AVP/DOS Outreach $1000
```
1   2   3   4   5
6   6   6   6   6
```

7.　A & R Hallway Cabinets $4160
```
1   2   3   4   5   6
7   7   7   7   7   7
```

8.　A& R PT Bilingual Tech $17,157
```
1   2   3   4   5   6   7
8   8   8   8   8   8   8
```

9.　A & R Supply Budget increase $3000
```
1   2   3   4   5   6   7   8
9   9   9   9   9   9   9   9
```

10.　DSPS Improve Note taking $7000
```
1    2    3    4    5    6    7    8    9
10   10   10   10   10   10   10   10   10
```

11.　Enrollment- Image Now $180,000
```
1    2    3    4    5    6    7    8    9    10
11   11   11   11   11   11   11   11   11   11
```

12.　A & R ADA Wheelchair Access $4600
```
1    2    3    4    5    6    7    8    9    10   11
12   12   12   12   12   12   12   12   12   12   12
```

13.　Increase # of AA-T/AS-T $1500
```
1    2    3    4    5    6    7    8    9    10   11   12
13   13   13   13   13   13   13   13   13   13   13   13
```

14.　A& R Blinds $1090
```
1    2    3    4    5    6    7    8    9    10   11   12   13
14   14   14   14   14   14   14   14   14   14   14   14   14
```

15.　Transf. Cntr. Increase tran.rates $35,000
```
1    2    3    4    5    6    7    8    9    10   11   12   13   14
15   15   15   15   15   15   15   15   15   15   15   15   15   15
```

16. FKCE Staff Training $3000
```
1   2    3    4    5    6    7    8    9    10  11   12   13   14  15
16  16   16   16   16   16   16   16   16   16  16   16   16   16  16
```

17. Enroll. Serv. Expand Prof. Devlp.$3000
```
1   2   3    4    5    6    7    8    9    10  11   12   13   14  15  16
17  17  17   17   17   17  17  17   17   17  17   17   17   17  17  17
```

18. Expand Counseling-Ext. Ed. Sites $500___ 1 2 3   4   5   6 7 8 9 10 11 12 13 14 15 16 17
                                                   18 18 18   18   18   18 18 18 18 18 18 18 18 18 18 18 18

19. FKCE Supplies $2000_____ ___ 1 2 3 4 5   6 7 8 9 10 11 12   13 14 15 16 17 18
                                               19 19 19 19 19 19 19 19 19 19 19 19   19 19 19 19 19 19

20. Talent Search Retention Activity $500____ 1 2 3   4   5   6 7 8   9 10   11 12   13 14 15 16 17 18 19
                                             20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20

21. IT Position $ 53,027_____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
                                             21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21

22. Part-time Counselor increase $36,000 1 2 3 4 5 6 7 8   9 10 11 12 13 14 15 16 17 18 19 20 21
                                             22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22

  1   2   3   4   5   6   7   8   9   10   11   12   13   14   15

____   ____   ____   ____   ____   ____   ____   ____   ____   ____   ____   ____   ____   ____   ____

  16   17   18   19   20   21   22

____   ____   ____   ____   ____   ____   ____

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Budget Dependent Listed below:

#	Ranking	Name of Initiative	Cost	Department	Avg. Rubric Score
1	96	*Purchase AcademicWorks Software	12,500.00	Financial Aid	18.8
2	82	*Electronic Transcripts	5,965.00	A & R	15.2
3	81	*Technology Position	53,027.00	A & R	17.6
4	78	*International Recruitment	5,000.00	AVP	12.8
5	75	Increase Part Time Counseling	36,000.00	Counseling	19
6	73	Increase Supply Budget	2,000.00	AVP/DOS	13.6
7	65	Hire Part Time Bilingual Technician	17,157.00	A & R	14.2
8	56	Increase AA-T/AS Transfer Rates	1,500.00	Transfer Center	17.6
9	52	Improve Note Taking/ScribePens	7,000.00	DSPS	15.2
10	50	Install Wheelchair Access Counter	4,600.00	A & R	14.8
11	49	Purchase Scanner for Vault Transcripts	15,000.00	A & R	11.8
12	47	Outreach Supplies	1,000.00	AVP/DOS	14
13	47	Expand Counseling at Ext. Ed Sites	500.00	Counseling	14.8
14	46	Increase Transfer Rates	35,000.00	Transfer Center	17.6
15	42	Expand Professional Development	3,000.00	Counseling	13.2
16	36	Increase Supply Budget	3,000.00	A & R	10
17	25	Conduct Retention Activity	500.00	Talent Search	13.4
18	23	Staff Training	3,000.00	Foster Kinship Care	9.8
19	17	Increase Supply Budget	2,000.00	Foster Kinship Care	8.8
20	13	Purchase Image Now Software	180,000.00	A & R/Counseling	12.6
21	8	Purchase and Install Blinds	1,090.00	A & R	3.8
22	6	Remodel/Remove Hallway Cabinets	4,160.00	A & R	6.8

Non-budget Dependent Listed Below:

#	Name of Initiative	Department
1	Additional Office Space	Upward Bound
2	Post College Boards Advance Placement Scores in Datatel	A & R
3	Expanding Online Registration	A & R
4	Waitlist Management by Instructors	A & R
5	Expanded Testing Services	Assessment
6	Create Comprehensive Student Employment process	Student Employment
7	Address Programming Issues	Counseling
8	Modify Counseling Website	Counseling
9	Pilot the E-Advising Component of SARS	Counseling
10	Expand Online Services	Counseling
11	Research & Implement New interventions for probation & At-Risk Students	Counseling
12	Enhance Financial Support for Counseling Services	Counseling
13	Develop International Education Office	Counseling
14	Increase Number of DSPS Students Served by 7%	DSPS
15	Improve Service Pickup Processes Through Internet Technology	EOPS
16	Increase Persistence Rate of EOPS students by 5%	EOPS
17	Develop Effective Evaluative Process for Training Goals	Foster Kinship Care
18	Purchase of iPads (Paid by Grant Funds)	SSS
19	Update Website	Talent Search
20	Adjust Appointment Scheduling	Transfer Center

Meeting ended: 11:45 a.m.