



Student Services Council Meeting
 November 9, 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		Sheree Whaley
X	Will Breitbart	X	Sandra Hamilton Slane		
X	Sharon Brisolaro	X	Tim Johnston		
X	Tina Duenas	X	Becky McCall		

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

- a. It was moved by Tim and seconded by Peter to approve the minutes of the October 26, 2016 Student Services Council meeting as presented. The motion passed unanimously.

III. DISCUSSION AND ACTION ITEMS

- a. **Student Services Realignment of Duties:** Kevin shared the reorganization highlights, reviewing the areas he would continue to be involved in: Residence Life, Student Life, Student Discipline, Negotiations, Title IX, Cabinet, College Council, Board of Trustees, and campus CSSO.

Tim has been asked to serve as an out of class Associate Vice President, assuming the daily operations of the Student Services division, with the exception of the areas noted above. Tim will replace Kevin as the chair of the Student Services Council, which will include preparing the SLO's/SAO's and the Annual Area Plans, but Kevin will still review and promote them at College Council.

Sandra has been asked to serve as an out of class Dean of Student Services, and will take on the oversight of Access and Equity. Kevin thanked both Sandra and Tim for their willingness to step up and take on extra duties.

In the interest of further streamlining, Gateway to College will be moved to Innovation, and Marketing will also be moved out of Student Services (where is yet to be determined). During the transition period, Kevin has asked that Peter and Nancy submit their AAPs through Student Services for this cycle. Peter asked if his administrative support, which is currently coming from Allie, Taylor and Tina, would continue. Kevin said that yes, until his move is finalized, that support will continue.

Kevin also noted that it appears that Measure H failed to pass by a slim margin. Despite this, the District is in a healthy financial position, and we will move forward. He also noted that Theresa Markword worked remarkably hard on the bond, and suggested we send her thanks for her efforts. Becky asked if we would be going out again for a similar measure in 2018. Kevin said that would definitely be a possibility. Becky also asked about the future of a centralized Student Services facility. Kevin shared that while this has been discussed, there will be a priority placed on facility upgrades and a building for new classrooms. This will certainly require more discussion in the future, and a closer look at what physical changes we will need to address.

Sharon B. asked if the Vice President of Instruction position would be part of the re-org. Kevin shared that while the position will not change, the hiring committee met yesterday and has decided to go back out for the search.

Further questions/clarifications:

- Personnel Requisition approvals will still go to Kevin.
- Second level interviews – Tim will do classified, Kevin and Joe will continue to do second level administrator/faculty interviews.
- Michelle Fairchild will take over the minutes/agendas duties for this committee.
- Tim has agreed to fill Kevin's position on the Scholastic Standards Committee.
- Kevin and Sharon will remain in their current offices, which will become the *North State Together* headquarters. Kate Mahar will use the extra office in 2308 as well.
- With Nicole Chelonis leaving, a Director of Technology and Student Services position will be created, providing an onsite technology person, to be located in the Admissions and Records office.

Kevin also suggested that everyone study the new faculty contract (the pay raises will also be reflected for classified and administration staff), and that categorical programs should budget for pay raises accordingly. The classified contract is open again. With that, Kevin officially turned the gavel over to Tim!

- b. **SAO/SSLO Cycle – Next Steps:** Tim reminded everyone that Sara McCurry met with us at our last meeting, and proposed that we move to a 2 year SLO/SAO cycle. He asked for the group's thoughts on this proposal, and all agreed that this was a good idea. Also, there was some thought about having a uniform measurement instrument, and he asked everyone to consider this – perhaps a common point of service survey. It was agreed that conceptually this seemed like a good way to proceed.

- c. **Regroup Text Messaging:** Tim asked if the group was still interested in moving forward with this. Everyone agreed, and Becky asked where we were at in the process. It was approved in the last initiative process, and should be able to proceed. Kevin reiterated the need to still put things through the Annual Area Plan process, even if there is categorical funding, in the interest of transparency. There was some discussion regarding the DubLabs app. Peter relayed that it is still being worked on, and some details need to be worked out with Will, James, Peter and DubLabs in order to move forward. Peter will try to arrange a meeting next week. Kevin also shared that while he loved that students will be able to create their own push notifications, our own messaging to the students to maintain self-responsibility will remain critical. There was some discussion over the variety of notifications students will be receiving, but noted that they will have opt-out options, and that this raises the need to develop communication protocols in order to avoid saturation on the part of the students.

- d. **Annual Area Plan Initiatives – Informal Initiative Proposals:** Tim asked that we touch base on the AAP initiatives. We will do the final presentations (with estimated costs) at the next meeting.

Peter/Marketing:

- i. Part time/Intern/temp for 3rd workstation/DAM software
- ii. Athletic branding
- iii. Video capabilities – obtain basic video equipment
- iv. Website redesign - Will suggested “blow the whole thing up” and add remote hosting. Peter agreed, and suggested having an outside consultant come in to make these changes. Kevin shared that he feels it's important for both Student

Services and Instruction to include these initiatives in their AAPs. This will provide strength to the requests.

Tina/Student Life:

- i. Coffee Shop – students need a place to congregate and socialize. Tina has noted that the overhang on the north side of the 2300 building might provide an excellent location for an indoor/outdoor café idea – she discussed this with George, and he agreed that it was a good idea.
- ii. Student Services Building
- iii. Shasta College Food Truck
- iv. Website/Social Media Staffing Position
- v. Quad Shade Structure
- vi. Permanent Speakers in the quad
- vii. Integrated ID Card system
- viii. Part time Global Ed Coordinator
- ix. Fireplace/hearth removal in the dorms common area
- x. RA Office remodel (security concern)
- xi. Storage Unit for dorms
- xii. Fencing in the back of the dorms (security concern)
- xiii. Part time counseling position for the dorms

Becky/Financial Aid:

- i. Office remodel – has set up a few different options for remodel
- ii. Website
- iii. Student Services Building

Nadia/CalWORKs:

- i. Position – increasing a part time to a full time position
- ii. CalWORKs space on campus
- iii. Relocate security

Sandra/DSPS/EOPS/CARE:

- i. Refurbish assistive technology lab
- ii. College to Career center
- iii. 5 year cycle for refreshing devices
- iv. Semester long (non-enrollment based) college readiness program for Foster Youth program – and half time categorical coordinator to run it.

Sharon/Access & Equity:

- i. Center for Equity and Inclusion (meeting/conference space)
- ii. Additional staff support (Counselor/Student Success, etc.)

Will/Library:

- i. Refurbishing the reference lab
- ii. Study room/GtC office

Kehinde/SSS/TRiO:

- i. SSS – Student Handbook
- ii. Half time person to monitor tutoring program
- iii. Revise staff manual

Nancy/Gateway to College:

- i. Staff office
- ii. Carpeting
- iii. Texting program for GtC
- iv. Web page enhancement

Tim/Enrollment:

- i. Transfer Center – continue promotion/funding
- ii. Enrollment Services – continue funding to partner with CCSSE
- iii. Website
- iv. Student Services Building
- v. Counseling – create course sequences for programs and have it put on the website
- vi. Automate parking permits (continue the groundwork before bringing it forward)
- vii. First Year Experience Program

When we meet next, we will include the funding sources for the initiatives. Toni has made the TracDat data available, so we can include it and tie it to SLO/SAOs to help to inform the initiatives. Kevin also noted the importance of assessing previous plans and closing the loop. Sandra suggested that we attach a page showing the status of previous proposals, which Kevin agreed was an excellent idea. Becky noted that the results side is geared towards SLOs, not SAOs. She made Toni aware of that, and we may want to work with her on that. Will pointed out the importance of showing these results in TracDat.

IV. NEXT MEETING

The next meeting is scheduled for Wednesday, November 30, 2016 at 9:00 a.m. in room 2314.

Recorded by:

Sharon Strazzo
Executive Assistant,
Vice President of Student Services