



Student Services Council Meeting
 November 18, 2015 • 9:00 AM
 Room 2314

MINUTES

Committee Members Present					
X	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		
X	Will Breitbach	X	Tim Johnston		

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 9:05 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Nadia and seconded by Nancy to approve the minutes of the October 21, 2015 Student Services Council Meeting as presented. The matter passed unanimously.

III. DISCUSSION AND ACTION ITEMS

a. Thanksgiving Week Closure

Sheree and Sylvia will be taking vacation for the week, but their offices will remain open. Nadia's office will be closed.

b. Holiday Vacation Requests

The holiday vacation schedule was distributed, and Kevin asked that everyone please review it for accuracy. Sheree noted that the A&R office will be closed the week of December 28-30 for carpet installation. There was some discussion about the vacation days in December for classified staff, but Kevin noted it is a bargaining issue. Please send any changes or updates to the calendar to Sharon S.

c. Accreditation

Thank you to those who have already submitted information. Please remember to submit your evidence. Kevin also addressed the recent news regarding accreditation and

reminded everyone that any changes to the commission would be years down the road, and we need to continue with our current work and adhere to our timeline on accreditation.

d. Equity Plan

Sharon B. distributed the Equity Plan (which had been sent out electronically for review earlier in the week). She explained that they are in the process of finalizing the budget piece, as each activity is broken out by outreach and salary by particular activity. The plan integrated some of the things that were in the proposal last year. They were specific where they could be, but also left room for responding to faculty and other emerging needs. The Equity Plan also includes professional development training opportunities, seminars, conferences, webinars, etc.

Everyone reviewed the plan, which will be on the Board Agenda for the December Board Meeting. A few minor edits were noted, and a few questions were asked. It was moved by Tim and seconded by Sylvia to approve the Equity Plan for submission to the Board. The motion passed unanimously.

e. Annual Area Plans Presentations

Each Council member gave an overview of their draft Area Plans for 2016-17. Kevin gave the following reminders:

- Remember to have 2016-17 in the title on TracDat.
- Remember to link your initiative to the goals.
- Keep in mind - how are you going to assess this?
- Have you assessed previous annual area plans?

The next steps:

- Deadline to submit to TracDat – December 2.
- Review the rubrics at our December 2 SSC meeting.
- Finalize the rankings at our December 16 SSC meeting.
- Share results, discuss and approve at our January 6 SSC meeting.
- Initiatives presented to College Council – January 19, 2016

IV. NEXT MEETING

- a. December 2, 2015 (9:00-11:00 A.M / Room 2314)**

Meeting adjourned at 11:15 a.m.

Recorded by:

Sharon Strazzo
Substitute Executive Assistant
Vice President of Student Services Office