



Student Services Council Meeting
 November 30, 2016 • 9:00 AM
 Room 2314

MINUTES

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

I. CALL TO ORDER

- a. The meeting was called to order by Tim at 9:06 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Nadia and seconded by Tina to approve the minutes of the November 9, 2016 Student Services Council meeting as presented. The motion passed unanimously.

III. DISCUSSION AND ACTION ITEMS

- a. **Employee Evaluations:** Staff and faculty evaluations need to be completed. Standing item to invite Laura to a meeting. Confirmed to hold over until spring

- b. **Faculty hiring priorities:** Instructional Council goes through process and this is followed by Academic Senate reviews and then a review by Joe. Joe is not obligated to follow the order. Revisions can be made to ranking of positions, unless it is already advertised.

Question posed regarding the Medical Assistant Position being a new position? Will shared that three out of top four are ranked high due to regulatory requirements. Tim shared that Enrollment Services did not put anything forward for counselors this time. Sandra expressed some concerns about the Student Success Program courses. Addressed that a large number of students take the courses, but that they have had low

outcomes. The college offers more STU classes than any others, and STU1 is the most often offered. Sandra's concern is that they will continue to roll out what they have in the past. Her opinion is that it needs to be improved. Student equity data – who is doing well in the class and who is not? Good time to revisit. There is a position open which is in replacement of Teresa. Would like a conversation regarding who will be hired and what is being required. Tim stated it would be a good time to review and would include it on the next agenda. Sandra added that either this council or an ad hoc committee could weigh in and have a hearing to address concerns.

- c. **Measure H Update:** Exciting news that Measure H has passed. Big thank you for everyone involved. It was a tremendous effort. Shasta Union High School District's bond also passed. Council will have conversations about the process and perhaps have a retreat. Media requests should be forwarded to the President's office

- d. **BP / AP 5140 Second Reading:** Hold off until next meeting in December or maybe in January.

- e. **Winter Break Schedule:** Email sent from Laura Benson regarding holiday schedule changes. If there is any staff working on Dec 28th and 29th please let Amy in HR know. HR will arrange a work location. Ronda Lundberg and Natalie from Enrollment Services will be working. Ronda has requested to work in her office – room 2215A. Inquiry if A&R area would be available. No A&R staff will be working, but it is up to HR to determine work location. December 19th – 22nd Enrollment Services areas are working 8 am – 4:30 pm with half hour lunches. Please follow suit in other areas if desired. Note that no staff will be working in the Student Life office on Dec 22nd.

- f. **Annual Area Planning Process:** Schedule suggested for Annual Area Planning Process: Nov. 30th review rubric, Dec. 12th initiative rankings due, Dec. 14th present initiatives. Goal is to have them ready and tabulated on the 14th. Next steps: discuss and approve the rankings and then present at College Council on the 17th. Summaries of the initiatives were provided in a folder. Confirmation that initiative tools for ranking priority would be sent via email. Everyone will report back what is the highest rank and same on staff side. If an initiative was not yet listed in TracDat, please add.

Nadia/CalWORKs:

- i. CalWORKs space on main campus
- ii. Position – increasing a part time to a full time position - \$56k ongoing. Categorically funded position.

- iii. Request district contribution of \$8,500 towards work study. Institutional Goal/Objective: Improve access of services to CalWORKS, affecting 100 – 250 students. Institutional Effectiveness: Enhanced student services to a special population.

Sharon/Access & Equity:

- i. Center for Equity and Inclusion meeting/conference space. Accessible central location to support goals. Would address three institutional goals, affects 2k-3k students. Effectiveness: Helps demonstrate commitment to inclusion and equity, Resource Center, veterans, climate issues, increased emotional and physical security - \$4k one time, for desks, software, and equipment.
- ii. Additional part time staff support (Admin Asst. or Student Success Facilitator) - \$30k ongoing.
- iii. Discussing with Becky idea of moving James/Julie from Financial Aid to Veteran's Resource Center area.

Sandra/DSPS/EOPS/CARE:

- i. Refurbish/reconfigure technology and study space. Have consultants evaluate for improved use of space – estimate \$10k
 - ii. Restructure where SCI*FI is located. Serve 60 students. Estimate \$17k, based on what was spent to create the SCI*FI lab.
 - iii. Semester long (non-enrollment based) SCI*FI College Readiness Program for Foster Youth program. Half time Student Success Facilitator will provide students with assistance for preparing for college.
- Follow up question from Sandra regarding now that Measure H has passed and if they should they put in for Upward Bound Veterans grant? She added that Amy Webb will be writing it.

Will/Library:

- i. Two staff currently in utility style room. Relocate Nancy to area around the corner, so that one person could move into her office area.
- ii. College to Career center
- iii. 5 year cycle for refreshing devices

Kehinde/SSS/TRiO:

- i. Request for \$1001.00

Peter/Marketing:

- i. Part time staff for 3rd workstation - \$20k/DAM software - \$1k-\$2k (2nd priority)
- ii. Athletic branding - \$100-\$150k. Includes rebranding the gym floor, as well as dugouts for baseball and softball.
- iii. Video capabilities – obtain basic video equipment - \$3k

- iv. Website redesign - Interact provided a quote to do a modest web site \$30k quote, but because of contract with us already reduced to \$17.5k. That is just facelift, exterior. To redo the whole site is \$150k and up. (1st priority)

Tina/Dorms:

- i. Electric cart - \$10k-\$17 k.
- ii. Storage Unit for dorms - \$7500
- iii. Fireplace/hearth removal in the dorms common area - \$5k
- iv. RA Office remodel (security concern) - \$2500

Tina/Student Life:

- i. Student Services Building - \$1 million (Asked if CalWorks could be included –yes Tina would add.) Possibly a 2 story redo of 1000 building.
- ii. Student Union - Coffee Shop Rec Center, Student Senate, Meeting rooms, etc., including indoor/outdoor café, recreation area, sometimes partner with recreation group, more sense of belonging for students on campus. Don't have a cost estimate yet. 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.
- iii. Quad Shade Structure
- iv. Integrated Student/Staff ID Card System
- v. Shasta College Food Truck
- vi. Part time Global Education Center classified position, assisting with international programs. Could be self-sustaining. Working on cost analysis.
- vii. Part time Website/Social Media Staffing Position
- viii. Student Center/Quad Technology - \$17k

Tim/Enrollment:

- i. Student Services website
- ii. Student Services building
- iii. Transfer Center – continue promotion/funding - \$5k one time/\$2k ongoing
- iv. Full time transfer center Student Success Facilitator. Existing part time position elevated to a full time position.
- v. Career Services and Student Employment – remodel / student success lab
- vi. Enrollment Services – continue funding to partner with CCSSE – Community College Survey of Student Engagement.
- vii. Financial Aid – Remodel the existing area. Even with the possibility of a new Student Services building due to Measure H, still need to address the more immediate needs of this area.

- viii. Counseling Initiative – Program Course Sequences. Will become even more important and elevate the need if Hobson Starfish is adopted.
- ix. Automated parking permits system. Students could order parking pass online. Option to continue to purchase on campus would still exist too.
- x. First Year Experience Program
- xi. Third party payment plan services
- xii. Virtual tour

Follow up:

Consider combining initiatives that are common between all areas. Have updates in TracDat by Friday noon December 2nd. Pull everything Friday afternoon and update lists and send them out first thing Monday, December 5th.

- g. **Area Updates:** Compass sunsets today, November 30th. English placement will be handled by counselors using the Multiple Measures Assessment. ESL will be tested through Casas, though ESL instructors place most students. Linda Maloney retiring in A&R and a cookie reception will be held from 2:30 – 3 pm tomorrow afternoon. Rochelle Morris has been training behind Linda on attendance, census, and residency topics.

h. **Other Announcements:**

- i. Accreditation HIM Baccalaureate visit on December 6th. Visiting team will be on campus. (Health Information Management Degree) Will stated he would email information and talking points to Council members. Noted that support services provided to students in the HIM program, include online tutoring and library services.
- ii. May have new Dublab app ready for release in spring, fully by the Fall 17 semester.
- iii. Reorganization needs to be approved by Board on Dec 12th
- iv. Marketing Dept. transferring under Eva Jimenez in Economic and Work Force Development program

IV. NEXT MEETING

The next meeting is scheduled for Wednesday, December 14, 2016 at 9:00 a.m. in room 2314.

Recorded by:

Michelle Fairchild
Administrative Secretary
Enrollment Services