



Student Services Council Meeting
 December 2, 2015 • 9:00 AM
 Room 2314

MINUTES

Committee Members Present					
X	Kehinde Adesina	X	Steve Cross	X	Kevin O'Rorke
X	Becky McCall	X	Nadia Elwood	X	Sylvia Ruano
	Nancy Berkey	X	Peter Griggs	X	Sheree Whaley
X	Sharon Brisolará	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 Sheree and seconded by Sharon to approve the minutes of the November 18, 2015 Student Services Council Meeting as presented. The matter passed unanimously.

III. DISCUSSION AND ACTION ITEMS

a. Student Computer Use

IT responded with an answer to computer use for the students by asking if it would be a one-time purchase or will it be on the refresh cycle. Sandra said there are workstations that can be repurposed, but in the past, they haven't been allowed to. Overall, the departments would like to have the ability to repurpose their computers at their discretion, especially if bought with their own funding instead of being taken for District use.

b. Annual Area Plans - In-Depth Presentations:

At this time, everyone is to rank the proposals with the vision of what is best for the college, not necessarily focusing on budget and costs at this moment.

Gateway to College – Requesting Innovation funds and partnering with the library on a re-design of a room to seat additional incoming staff. Chairs and carpeting are an initiative, as well as updating the computers.

****Note:** Departments cannot see each other's TracDat information. Last time the managers worked together to finish the ranking.

Student Service – An extra \$2,000 for outreach materials; a Global Education Center; a part-time classified position for the International / Study Abroad Program (support for the Global Education Center); one shade structure for the quad area with permanent support poles, but with a cover that can be left up for months at a time, but also taken down when needed; food truck for events and campus.

Marketing – Requesting additional part-time staff member to assist the Marketing Department with the social media outreach and various other tasks within Marketing. Lightpost flags/pennants that will be easy and cost-effective to implement that can be viewable at Shasta College events, etc. (Doesn't include the extended education sites).

Admissions & Records - New Phone Room, will need the extra space because of additional duties that their department will be taking on. Currently, there isn't enough space and they may be losing their existing phone room. Human Resources is also not taking the main line calls and that has transferred to their area. This is a job that will take place after the transcripts are scanned (starting in January).

Enrollment Services – Create a secondary Transfer Center and Student Success center. Construction with 2 display screens for small group presentation and college visits. Additional storage space and visit space. Check-in for counseling would be shifted to the Student Success center.

Transfer Center – The companion piece is the remodel for the student transfer center. The second initiative is to request a budget for the Associate Degrees for Transfer.

DSPS – DSPS Awareness workshops for professors and working with Equity and professional development about the needs of students with disabilities. Also, looking to install glass and/or plastic panels for noise control and temperature control.

CalWORKS – Allocate \$8,500 for CalWORK's Work Study.

EOPS – CAFYES Implementation asking for Categorical Coordinator at the main campus and a full-time Counselor for Tehama to serve EOPS and Foster Youth. Also requesting storage space for their materials, outreach and other items and would like to use storage, not office space.

Financial Aid – Remodel to bring the student line inside of the office, a waiting area and a private area to speak to students about their specific issues and/or the Scholarship processor meets with donors and there is nowhere for them to meet. There is a mandate that a private area is required for confidentially speaking to students. The renovation could take place in 2017 and by then it should be fully paperless and more automated, making the remodel more functional. Trying to get text alert capabilities that would enable Financial Aid to text students. There are 3rd Party providers that can target

individual students with updates to their financial aid file, there are opt-in options, or free options but depends on what the needs are. Another initiative is to outsource cohort management to a third party with the ultimate goal of staying compliant with the Federal Student Aid's CDR regulations. A part-time administrative assistant was also requested. **Veterans** – Current area is very small. They are looking to have it relocated, have Julie in there part-time, potentially with other staff, to man the newly created lab that has computers, printer, and copier to make it easier for Veterans. There has been discussion with creating a multi-cultural area that is still up for discussion. Financial aid T.V. that would create short snippets that address frequently asked questions where students could read through them.

FKCE – Provide training to FKCE instructors, provide classroom setting that allows for childcare; asking for adult education block grant funds to pay for the trainers.

Housing – None

TRiO Upward Bound – Purchasing a desktop computer because there are multiple programs using the computer which is resulting in students waiting for use of the one computer. The second initiative is asking for assistance with a storage area for all the departments like EOPS/TRiO/SCI*FI/DSPS and they would be willing to cost-share and are not asking for District funds.

TRiO SSS & Talent Search – None

Equity – Focuses on the Equity Plan and the allocation of the funds within that plan.

c. **TracDat**

It was noted that TracDat doesn't allow for certain options

Last year positions were included and ranked together with all initiatives or the positions can be a separate list. A suggestion of indicating whether a cost is on-going or one-time cost would be helpful. Kevin can keep the TracDat up in one office for managers to look at the initiatives so they can do more research on each other's initiatives while he asks for permissions for the manager's to review the initiatives.

d. **Ranking Document**

SSC is to review this document annually. This is the same sheet that is used by College Council. If there are any changes, the document would go to College Council. Some suggestions were to rename the document to more clearly define what the ranking sheet is for. This document is intended to assist those who are ranking with thinking about each initiative. A ranking sheet is completed for each initiative.

e. **Next Steps**

- A draft will be sent to you for a thumbs up or a thumbs down. Name of initiative, cost, ongoing or one-time.

- Two lists, one will be the initiatives and the other will be positions. (Requesting an Excel spreadsheet)
- After the review, rankings will be finalized at the December 16 SSC meeting.
- January 6 SSC meeting will be to share results, discuss and approve
- January 19 SSC will present to College Council

f. SSLO / SAO's Assessment & Data

This is a draft document. After obtaining the information from December it can be entered in for assessments and data.

g. Highlights

Heidi Dias has been selected for the BAITS position and will be transferring on Monday.

Going away breakfast for her is on Friday at 9 a.m.

Holiday party – No word on an off campus party. There is a holiday open house in the Board Room for all faculty and staff.

h. Giving Tree

Updated that the number of children left is around 40.

IV. NEXT MEETING

- a. December 16, 2015 (9:00-11:00 A.M / Room 2314)

Meeting adjourned at 10:45 a.m.

Recorded by:

Ramona Quenelle
Administrative Secretary I, DOS