



Student Services Council Meeting
 December 16, 2015 • 10:00 AM
 Room 2314

MINUTES

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

I. CALL TO ORDER

- a. The meeting was called to order by Kevin O'Rorke at 10:05 a.m.

II. APPROVAL OF MINUTES

- a. It was moved by Sylvia and seconded by Sheree to approve the minutes of the December 2, 2015 Student Services Council meeting as presented. The matter passed unanimously.

III. DISCUSSION AND ACTION ITEMS

a. AP 6535 – Use of District Equipment / Property

BP 6535 –Use of District Equipment / Property

Kevin advised on these updated/new policies and procedures. The Board Policy has been updated to be more specific, and the Administrative Procedure has been developed to clarify and detail the policy. Kevin reminded the council to make sure we do not use school property for private use, and advise their staff of this as well.

b. AP 7270 / Student Employment

Tim shared that Leann Williams has been working hard on updating this procedure. The main change was the unit requirement for district student employment, from 9 units to 6 units. College Council approved this change, which Tim felt was significant enough to bring back to this council. Tim added that this brings the procedure into alignment with the Federal Work Study program guidelines. There was also language added in

reference to the types/severity of crimes that can affect employment. After review and discussion, Sharon made a motion to accept the changes as submitted, Nancy seconded, and the motion was approved unanimously.

c. Loss of BOGFW – Fall 2016 Update

Tim noted that the first students to be affected by this could be seen as early as January. The probation letters have been modified, and the Appeals Committee has been formed. It is currently comprised of Sheree Whaley, Tim Johnston, Sara Holmes and Mindy Marlatt. They have chosen to combine the loss of BOGFW with the loss of priority enrollment. There is no limit on appeals. Kevin suggested not letting students register conditionally before their appeal process is complete, as that can lead to problems. Tim added that they are currently working with IT to automate some of this process.

d. Annual Area Plan Rankings

Kevin thanked everyone for all of their work on this. We will be ready to present the results at the next meeting. He appreciated everyone's input.

e. Audit Findings

Kevin mentioned that we recently had an audit, and shared the findings (distributed). For the first time since he has been here, there were no audit findings in our area. He acknowledged that it is becoming increasingly complicated to comply with the various grant and categorical program requirements, and thanked everyone for the excellent work. The Board was very pleased. Tim added that SSSP is subject to audit next year for the first time.

f. Announcements

Sharon announced that Access and Equity is planning a series on Love and Belonging, which will be held in February and March. Becky asked about the deadline to submit accreditation evidence. Kevin reiterated that if you're having problems finding evidence, that's ok – we still have time to make the necessary changes. Kevin also shared that in the past, the Student Services areas' ability to meet their SLO/SAO's 100% was extremely helpful to the accreditation process.

The meeting was adjourned at 10:35 a.m.

IV. NEXT MEETING

The next meeting is scheduled for Wednesday, January 6 at 9:00 a.m.

Recorded by:

Sharon Strazzo
Executive Assistant to the Vice President of Student Services