



Student Services Council
 Wednesday, February 15, 2023
 10:00 AM – 12:00 PM
 Board Room OR

Zoom: <https://shastacollege-edu.zoom.us/j/87813428928>
 Phone: 1-669-900-6833 / Meeting ID: 878 1342 8928

Minutes

District / Division Goals

- Goal 1: Increase First-Year Persistence by 2%
- Goal 2: Increase Completion Rate by 2% (degrees/certs)
- Goal 3: Increase completion efficiency by 1%
- Goal 4: Increase course success by 1%

- Goal 5: Improved math/English through-put particularly for disproportionately impacted groups
- Goal 6: Increase transfer to 4-year institutions by 1%
- Goal 7: decrease average number of accumulated units by 5%.

To increase enrollment/retention, the number of credentials awarded and the number of students transferring to UC/CSU and decrease the number of accumulated units, by the end of Spring 2023:

- Track *Vision for Success* outcomes by Student Services program. (Tim)
- Examine and implement relevant recommendations from the CCC-UC Transfer MOU Final Report. (Tim)
- Finalize DOE application submission for CBE. (Tim)
- In cooperation with IT, implement the Multiple Measures Placement Service. (SP 1.2.1) (Tim)
- Update website to help students connect with support services consistent with their individual journey. (Tim)
- Track the implementation of Student Equity Plan Initiatives including the CRM/early alert platform and associated case management student support workflow. (SP 2.3.4; 2.3.6; 2.4.1; SEP Persistence) (Sandra)
- Contact all new applicants by phone to inform students about the availability of support services and tutoring for TLME courses. (Alexa)
- To increase the number of students with education plans, complete the implementation of Colleague student planning and sunset the use of Excel spreadsheets. (SP 1.1.1) (Shaunna, Tim)
- Expand cohort based counseling. (Shaunna)
- Evaluate dual and concurrent enrollment workflows and identify a point of contact. (Natalie)
- Enhance a new employee orientation and ongoing professional development activities that focus on student needs and the student journey. (Sandra)
- Build community on campus through additional activities that welcome all campus employees such as book clubs, mentoring programs, walking/exercise groups, brown bag series and/or meet and greets. (SP 3.2.5)

| Committee Members (voting) | | | | | |
|----------------------------|-----------------------|---|--------------|---|-----------------|
| X | Robert Bowman | | Sue Huizinga | X | Shaunna Rossman |
| X | Jerry Brown | X | Tim Johnston | X | Natalie Tucker |
| X | Nadia Elwood | X | Amber Perez | X | Nick Webb |
| X | Sandra Hamilton-Slane | X | Carlos Reyes | | |
| | | | | | |

| Committee Members (non-voting) & Guests | | | | | |
|---|---------------------|---|-------------------------|---|------------------------|
| X | James Konopitski | X | Sandy Lucero | X | Crystal Mair |
| X | Chelsea Kefalas | X | Alexa Zaharris | | Buffy Tanner |
| | Will Breitbach | | Patricia Esparza (TRIO) | | Clarisa Guzman (TRIO) |
| | Daniel Lewis (TRIO) | X | Matt Rogers | | Kelsey Troncale (TRIO) |
| X | Jacquie Wright | | John Yu | | |

1. Approval of Minutes

Robert moved and Nadia seconded a motion to approve the Minutes from February 1, 2023. After discussion, the motion passed with no dissent.

2. Information

a. AB 2881 Student Parent Notification / Website

i. The page has been created at:

<https://www.shastacollege.edu/student-resources/student-parents/>

ii. Information is also viewable at "Student Parents (Students with Minor Dependents)" alongside our other "Information For" pages in the Menu. You can access the menu by clicking on the magnifying glass/"hamburger" (3 horizontal lines) icon in the top right corner of the "Home" page.

Nadia: the idea is to ultimately create a dynamic form. We have displayed all the required information on the website and included CalFresh and CalWORKs.

b. Title IX – Pregnant / Parent website

Website is in process and should be displayed shortly.

c. Baby Changing Stations

- 200 (Library) – Currently closed due to construction.
- 1500 (Veterans Building)
- 2000 (Campus Center) – Currently closed due to construction. Will reopen in late April, early May.
- 3200 (ECE) – One unisex restroom has a changing station.

Sandra submitted a request to Facilities for an additional changing station in another building.

d. Lactation Space

The lactation room is located in Room 5020 (the 5000 Building in one of the exterior offices facing the quad). There is a sign on the door identifying it as a lactation room. We are currently exploring adding another lactation room on the other side of campus that would be in an instructional classroom building. If we are able to do this, there will be one location on each side of campus.

e. Annual Plan Report

- Go to: <https://shastacollege.instructure.com/courses/6440>

/Submission Site / Planning and PR forms (upper left corner) / Annual Plan Report Non-Instructional (insert department name)

Annual plan is required for all unless you have completed a program review this year. Historical is posted, folders are available for new submissions. Completion will help with accreditation. There is a hyperlink, and you can reference your department service area and see where they are in the survey for mapping.

- Due March 31, 2023.
- Ruffalo-Noel-Levitz survey mapping to SAO/SSLOs
- SAO/SSLO link: Ruffalo Noe _Levitz survey -- The associated files, reports, and data sets are available on the Research Reports SharePoint page:
[Student Satisfaction Inventory](#)

Sandra advised we will do the survey again in fall. Please review and assist to identify items of concern. We want to be aggressive and have more students to take the survey

3. Presentations

- a. Annual Plan Funding Request – Presentation Overview
 - i. Archived Student Services Planning documents
<https://shastacollege.sharepoint.com/sites/StudentServices>
 - ii. Ranking Tools and funding request descriptions are attached.
 - iii. March 1: Discuss Division ranking and review process
- b. Funding Request Presentations – Facilities and Functions
 - i. Student Success Center in Health Sciences to fund hardware to support “one stop”.
 - ii. Automate Degree Audit to fund consultant to develop programming to identify students approaching graduation.
 - iii. Additional office space for PACE/EOPS/CARE/CalWORKs to support growing staff and program needs.
 - iv. Expand Food Pantry in the Hub/Basic Needs Center to support EBT program.
 - v. Additional Office Space in the Hub/Basic Needs Center to accommodate program needs.
 - vi. GtC Permanent Office Space is proposed to accommodate staffing needs.
- c. Funding Request Presentations – Staff
 - i. Student Engagement and Event Coordinator (Classified or Manager) to support revitalization of Student Life and major events including graduation.
 - ii. Student Services Researcher to provide extra capacity in support of the “320 Report” as well as evaluate student support services.
 - iii. Guided Pathways Cohort Support to provide three additional student services specialists to support student retention.
 - iv. Concurrent Enrollment Specialist to provide additional capacity in support of special admits.
 - v. FT Specialist to support Basic Needs for students in EOPS/CalWORKs/PACE.
 - vi. CalWORKs student employment offsets the 25% cost of student employment.
 - vii. GtC full-time Instructor to support expanded course offerings.
- d. Discussion
 - i. Similar funding requests were combined. The final ranking sheet reflects changes.
 - ii. Rankings due Wed., Feb. 22. All members of Student Services Council can rank funding requests.

4. Instructional Deans' Report - Carlos

- Info will come out to counseling regarding the Fall 2023 course schedule.
- CalGETC will significantly affect transfer and course-taking patterns.
- In anticipation of Common Course Numbering, departments are beginning conversations to align credits per course.
- Seeing an increase in the number of face-to-face sections
- Math73 will be offered Fall 2023.
- Discussion regarding pre-transfer math in support of concurrently enrolled students.
- Tim: 2023-24 enrollment will be significant for our funding formula.

Bylaws:

Most of the work was done last time. Tim displayed the updated version with feedback and asked for any additional thoughts.

Is there a motion to consider a bylaw review today?

Moved by Amber seconded by Sandra

Brief discussion on updated version.

Bylaws approved as updated and presented

5. Action Agenda

- a. Board Policies / Administrative Procedures – Second Reading / First Reading
None.

6. Discussion Agenda: Vision for Success / Student Equity / Guided Pathways

- a. Review Annual Area Plan Rubric, Ranking and Planning Process
- b. Committee Bylaw Review and Participatory Governance Manual/website updates
- c. Review Spring 2023 Student Services Goals

Goals:

Tim is looking for help on the goal “building campus community”

This was pulled directly from the strategic plan

Crystal suggested EOPS – James suggested Corinne and Carlos agreed

7. Area Updates / Announcements

Updates:

Sandra: Health and wellness services are still fully working even during construction in person and will do remote as well.

Received funding for LGBTQ+ last year – conference coming up (registration by Feb 8) could use this funding to put towards someone attending conference. Will be held April 19 and 20 (virtual)

Tim: 100 building remodel update. Transition team met to contemplate workspaces moving from 100 to other spaces around campus – transition team charged with coming up with a plan by end of semester. Move out Spring 2025. A lot of people will move to block 7 (downtown) during fall 2023. Spring/fall 2024 physical plant will renovate. Plan to utilize a piece of 2100, 2200, and a piece of 2300 (bookstore may move to a new space?) Renovation group is attending architect presentations (4 firms made the list) Break ground summer 2025 but may be able to be fast tracked.