



Student Services Council
 Wednesday, March 1, 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

DRAFT 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	X	Sue Huizinga	X	Shaunna Rossman
X	Jerry Brown	X	Tim Johnston		Natalie Tucker
X	Nadia Elwood		Amber Perez		Nick Webb
X	Sandra Hamilton-Slane		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	X	Kendra Wells
X	Jessica Knight				

1. Approval of Minutes

Robert moved and Nadia seconded a motion to approve the minutes of the February 15, 2023 meeting. Minutes approved unanimously.

2. Information

a. Parking Fall 2023

- Updates next week to fee schedule for all.
- Increase to non-resident fee to \$295.
- Increase to health services fee to \$26 per semester.
- Beginning Fall 2023, the District will again charge for parking which was suspended through the pandemic. Parking fees remain \$30 regular semester and \$15 for summer.
- All websites should/will reflect the change in fees
- The District is addressing parking for the Health Sciences / Block 7 (downtown) facility.

b. Annual Plan Report due March 31, 2023.

- 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.

- 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](#)
- Tim went through the folders with the committee to combine programs.
- All folders are available in SharePoint.
- Move the following folders to historical:
 - Admissions and Records
 - Career Center
 - Enrollment Services
 - Financial Aid
 - Student Equity
- The following folders will remain or have names updated:
 - Basic Needs Center
 - CalWORKs
 - College Corps

- Counseling
 - EOPS-CARE
 - FKCE
 - Gateway to College
 - Health and Wellness
 - MESA
 - One Stop – A&R Financial Aid
 - PACE – College to Career
 - SCI-FI
 - STEP-UP
 - Student Life
 - Student Success Center
 - Testing Center
 - Transfer Center
 - TRIO
 - UMOJA
 - Veterans Success and Support to Veterans Services
- Tim will reach out to Heath/Research Office to update folders
 - Tim walked everyone through the steps on how to access the folders and suggested they use the time allocated for the March 15 meeting (which has been cancelled) to work on their plans.
 - When you complete your report send a copy to Tim and Jacquie as well as putting it in SharePoint.

Discussion:

The folders/repositories on SharePoint may be used for state reporting/planning/mandate documents as well.

3. Presentations

- a. “New Applicant Project” update

Alexa:

We have hired four additional Student Services Facilitators to contact new applicants first by phone and then by email. The current focus is to contact students with at least 15 credits but no education plan to support student completion. The focus is to contact students identified through the Student Equity Plan. Please reach out if you feel we can add a different population or have thoughts on areas of focus.

2023-2024 – academic year will be very important for us for enrollment as we will not be protected or held harmless. Enrollment during 2023-24 will affect future district funding.

4. Instructional Deans’ Report

- No Report.

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

- a. Discuss 2023-2024 Funding Request Ranking

Robert (moved) and Nadia (seconded) a motion to approve the process and funding request ranking and forward the ranking to College Council. The motion was unanimously approved.

b. [California Community Colleges \(CCC\) Attendance Decisions Survey.](#)

The final survey includes responses from all 116 community colleges and over 75,000 previously enrolled and prospective students. The key objectives of the survey were to understand what influenced students' decisions to enroll or re-enroll (*for previously enrolled students*), what students need to enroll and persist in college today, and what students say they need from their colleges to support them.

Student responses were clear on their increasing need to navigate complex lives and emphasized needing more flexible options, and financial and non-financial assistance to help balance these competing priorities. These findings reinforce that the cost of attendance is more than money. It's also time. The conclusions highlight three areas of opportunity:

1. **It's about jobs.** More explicitly emphasize the value proposition with prospective and current students, making workforce connections and paths to better job and career opportunities more explicit to help current and prospective students make informed decisions about the potential return on investment regarding their education.
2. **Increase student-centered course scheduling options** and resources to better support students' efforts to balance school and personal/work responsibilities.
3. **Connect Students to Support Services.** Leverage state investments such as the California Virtual Campus to meet students' growing demand for and interest in online offerings and state appropriations for mental health and basic needs monies; connect students with these services to support their educational pursuits.

Discussion: What should we do to encourage enrollment?

Robert suggested that students see us as a job training program and continue to emphasize strong workforce initiatives such as HVAC. He encouraged the college to look at additional programs that connect to our local economy such as construction, roadwork etc. Nadia suggested to look at it along the lines of "keep". If students are here what training can we provide to keep them? Nadia recommended more training for faculty and staff so everyone knows where to send students who need additional support. Everyone should be able to navigate a student to their next best resource.

- c. CCC-UC Transfer Task Force Final Report
Examine relevant recommendations from the CCC-UC Transfer MOU Final Report and assess local next steps. The Council discussed various different ways we could support transfer readiness.

6. Other

a) Area Updates / Announcements

Sandra: SCI-FI has expanded outreach and assistance to homeless youths under 26 years of age. Please refer students who may benefit to SCI*FI.

Sue: April 28, 2023 – Middle School College and Career Carnival; Upward Bound summer program will be on campus June 11 – July 14.

Chelsea: College Corps welcomes Christina Mitchell who will start March 13, 2023.

James: Veterans Services is hosting a Student Mini-Conference on Tuesday, March 28th and Wednesday, March 29th at the Redding campus. The event will include presentations [inside](#)

building 2100, room 2150, and information tables in front of the VSSC, outside building 1500. Multiple community organizations will have staff and resources available, to include: various community and State services for Veterans and Veteran's families, as well as employment and campus support resources for **all students and staff**. Topics will include housing, career, academic support systems, State programs, and more/

In celebration of Women's History Month and honoring the women who Served... On

Wednesday, March 29th we will have our first ever Shasta College Women Veterans Student Panel facilitated by Heather Wylie, Sociology Instructor. Staff, Faculty, Administration, and students are highly encouraged to attend.

Seating for the Student Mini-Conference presentations are limited, so we ask that you arrive early and register online so we can send you updates on any potential changes.

More information about the dates, times, organizations presented, student panel, online registration form, and more can be found on our website:

<https://www.shastacollege.edu/veteransevents>

First Veterans specific graduation on May 9, 2023

Tim:

Welcome and congratulations to James and Alexa on their new positions.

Management orientation Friday – to roll out caring campus initiative.

March 2 – Financial aid deadline

Upcoming Guests as we focus on collaboration within divisions:

April – Presentation from Kate on Innovation

May – Update from Jill on Student Centered Funding Formula

May – Update from Yanna on EWD

Upcoming items:

State emergency conditions ending – how can we navigate face-to-face moving forward - possibly beginning with the Student Services Council retreat. We had a date reserved but will need to change. Jacquie will send a poll for an alternate date.

Adjourn: 11:40 am