



Student Services Council
 Wednesday, Feb. 2, 2022
 10:30 AM – 12:30 PM

Draft Minutes

District / Division Goals

Goal 1: Increase First-Year Persistence by 2%
 Goal 2: Increase Completion Rate by 2%
 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

To increase 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 2022:

- Launch/Expand Basic Needs Center including the implementation of workflows around Student Success Teams.
- Explore options to coordinate database and texting platform.
- Expand implementation of front-end transcript evaluation process.
- Expand high school outreach and support services.
- In cooperation with IT, implement the Multiple Measures Placement Service.
- Evaluate division effectiveness and outcomes.

Committee Members (voting)					
x	Robert Bowman		Sue Huizinga	x	Shaunna Rossman
x	Jerry Brown	x	Tim Johnston	x	Natalie Tucker
x	Nadia Elwood	x	Sonja Mendes		
x	Sandra Hamilton-Slane	x	Amber Perez		
x	Nick Webb	x	Carlos Reyes		
Guests (non-voting)					
x	Billy Miller	x	Bethany Davis	x	Crystal Mair
	Sheri Wiggins	x	Ryan Loughrey	x	Patricia Esparza
x	Daniel Valdivia				

1. **Approval of Minutes:** Amber Perez motioned, and Jerry Brown (second) the approval of the minutes. All in favor, none abstained.

2. **Information**
 - a. Student Senate
 - i. Student Services managers are encouraged to share the need for students to be part of Student Senate.
 - b. Graduation 2022 – assistance

- i. Student Services Council has been tasked to support the graduation ceremony. Amber stated that someone from PACE should also be involved in the planning. The plan is to move the graduation ceremony event planning to Admissions & Records, in the future.
- c. Board of Trustee Updates
- d. AB 705
 - i. Website
 - ii. Pop-Up for Math
- e. Helpful Links:
 - i. Budget News
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Budget-News>
 - ii. Student Centered Funding Formula Dashboard:
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/scff-dashboard>
 - iii. Analysis of Counts and Patterns of Enrollment, Equity and Success
<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/scff-dashboard/phase-2>
 - iv. Enrollment Trends: <https://www.npr.org/2022/01/13/1072529477/more-than-1-million-fewer-students-are-in-college-the-lowest-enrollment-numbers->
 - v. Living Wage Calculator: <https://livingwage.mit.edu/states/06/locations>
 - vi. California Postsecondary to Prosperity Dashboard: <https://californiacompetes.org/p2p>
- f. #CaliforniansForAll College Corps: <https://www.californiavolunteers.ca.gov/californiansforall-college-corps/>
- g. Media Mentions:
 - i. Institute for Higher Education Policy (Degrees When Due): https://www.ihep.org/wp-content/uploads/2022/01/IHEP_DWD_Playbook.pdf
 - ii. Lumina Talent Hub Communities: https://www.equalmeasure.org/wp-content/uploads/2022/01/Jan_LuminaTalentHub-GettingtotheRoot-0122.pdf

3. Instructional Deans' Report

- a. Instruction has started their annual area plans. Summer class schedule is due around this time. Carlos stated that schedule work has started for the fall 2022 semester. Enrollment numbers will continue to influence the fall semester. Instruction will approach Counseling regarding late start courses. Class schedules in the fall will be primarily full term or 8-week courses.

4. Action Agenda

- a. Student Fee Schedule
 - i. Highlights discussed:
 1. One-dollar (\$1) increase in Health Services starting Fall 2022, includes all terms.
 2. Increase in non-resident tuition to \$341 [updated 02/04/2022] (includes per unit cost). Minimum allowable increase.
 3. Proposed to remove all charges for Credit by Exam, including career assessment testing.

4. Various cost adjustments and changes in CLEP, and DSST/DANTES. Some will remain to state “varies” because of the ability for non-students to take the tests.
5. Cost for the transcript regular service will increase by one-dollar (\$1) after the student’s first two (2) free transcripts.
 - ii. Carlos Reyes motioned and Robert Bowman seconded consideration of the Student Fee Schedule. All in favor, none abstained.
- b. Board Policies / Administrative Procedures – Second Reading
None
- c. Board Policies / Administrative Procedures – First Reading
None

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

- a. Annual area plan presentations
- b. Tim highlighted the ranking forms. The lowest ranked initiative among the scores is considered the highest ranked initiative, go by “golf scoring”.
- c. IT recommends that categorical programs fund the technology refresh cycle instead of placing it on the District.
- d. Consider ranking separated from cost and based on the rubric. Approval will be funding dependent but not the initial ranking. All managers are welcome to vote in the rankings.
 - i. PACE – Amber Perez
 1. Amber stated that her DOR contract initiative will help the department reach more students. The idea is to support the mission and goals of the college, as well as initiatives around employment. Some of the funds would come from DOR, but the College will need to provide matching funds. The District can utilize current staff and offset salaries. Amber highlighted examples of what can be done with the program. Cost estimate is a sliding scale – approximately \$1,800-\$2,200 per person served. The match cannot come from Federal funds.
 - ii. Health & Wellness – Sonja Mendes
 1. Sonja stated that the H&W Technician, Part time is her number one ranked staff initiative.
 - a. Sonja’s priorities:
 - i. H&W Technician
 - ii. PyraMED health record
 - iii. *The Well*, as it is on-going
 - iv. Mental Health First Aid – may be covered through categorical funding.
 2. Discussion:
 - a. Carlos Reyes stated that Mental Health is one of the student requests as stated on the morning’s Chancellor’s office webinar.
 - b. Nadia stated that she posted timely care applications for her students. The students appeared to be actively engaged and stated that it looked like a great resource.
 - c. The H&W office would remain open during lunch hours if a part-time position were funded.
 - iii. Transfer Center – Daniel Valdivia
 1. Daniel stated the remodel can be placed lower in the rankings. The UC Tag and AD-T initiative would support the purchase for posters that will be provided to high schools to promote UC TAG and AD-Ts at Shasta College.

2. Discussion:
 - a. Tim provided a quick background on the Transfer Center remodel and how it connects to accreditation planning processes. We are held harmless on the SCFF (Student Centered Funding Formula), but it will go away at some point. Ten percent (10%) of the SCFF is on the success metric, and AD-T/TAG has an impact on the SCFF. The current rate is over 300 students receiving AD-Ts, and continues to go up. New legislation in 2024 will assign all students with a transfer goal into an AD-T pathway.
- iv. Enrollment Services – Natalie Tucker
 1. Natalie’s priorities:
 - a. Staffing positions 1) *Degrees When Due* and 2) *New Applicant Project*
 - b. Regroup
 - c. *Student Success Center Laptop Refresh*
 2. Discussion:
 - a. What happens to the Facilitator positions if the funds are not available and if the initiatives are not institutionalized? It is possible that the position can disappear, or another categorical funds would pick it up.
- v. Enrollment Services – Shaunna Rossman
 1. Shaunna’s priorities:
 - a. SARSAnywhere
 - b. Specialists
 - c. StudentLingo
 2. SARSAnywhere is the software that supports Counseling services and is currently funded through SEAP. The proposal is to move the funding to the District. Current cost, \$11,000 a year split between different programs.
 3. StudentLingo is used for academic and progress probation and is currently funded through SEAP. It has been proven to show improvement among students.
 4. Specialists to support Retention and work with high school outreach efforts.
 5. Discussion:
 - a. Would the specialists be placed under Ryan with the Basic Needs Center? Shaunna stated that the goal would be to include the Specialists with the Center. Tim stated that current support does not include all areas of interest, so the Specialists would expand capacity to support other areas of interest.
- vi. UMOJA – Jerry Brown
 1. Downtown location will be completed soon, and the Alliance project, EWD and North State Together will move into the new building. UMOJA will stay on the Redding campus, but staffing will be needed to support the downtown Redding office because the program falls under the Alliance project.
 2. Discussion:
 - a. Alliance Project: The focus of the Alliance project is more community based. Support will support reaching out to the parents of UMOJA students to provide additional family support. It will also prioritize outreach to high schools.
 - b. Jerry stated that UMOJA currently has a full-time position and does not see a need for another full-time position at this time.

vii. Student Housing – Tim Johnston

1. Some initiatives are the same as previously submitted items. A significant amount of state funding is set aside for student housing. The College has submitted a funding request.
2. The Council discussed the dorms and the layout. Dorm staff are currently funded through HEERF. The initiatives could have gone through Administrative Services because of the reporting structure, but Tim wanted to ensure the initiatives were looked at through the SSC.
3. What is the population that stays in the dorms? Nick stated that during the pandemic the spaces are limited, but in the past the population was 1/3rd athletes. All students are required to be a full-time student, except for program specific requirements. All students must maintain a 2.0 GPA minimum. Currently, international student enrollment took a dip during the pandemic but the dorms can impact international students.
4. There may be alternative funding sources for dorm fencing that can be pursued.

viii. Testing Center – Amber Perez

1. Amber stated that they are pursuing relocation options. The Testing Center is looking at expanding their options to support testing in various areas.
2. IT has a dedicated server to connect with the various testing services, but the old computers are having more and more difficulty connecting with the servers.
3. Currently, the Testing Center has a part-time temporary position but would like to provide more stability in this specific position through a permanent position.
4. Pearson Vue provides various tests that can be done at the Testing Center. Pearson Vue is now requiring the tester to pat themselves down in front of the proctor to ensure a student is not cheating. The tester can ask for a female or male proctor to watch the pat down.
5. Another consideration is the potential growth to start offering the SAT/ACT.
6. Discussion:
 - a. Why the low cost staff projection? Amber stated it is the differential estimate from the current temporary position and the proposed permanent position.
 - b. Amber stated that the computers are old, and the program could consider a “cascading” refresh.
 - c. Couldn’t the need for a full time position be a mandate? Tim stated that if the Testing Center requirements are going to vary by vendor, then we may not see a demand for Pearson Vue testing at 5-days a week. It may be sufficient for a part-time person to be available. We are not able to support long term temporary employment.

ix. CalWORKs/EOPS/CARE – Nadia Elwood

1. Nadia would like the Specialists to be trained in Financial Aid and do the work of the Financial Aid Specialists for EOPS/CARE. SCI*FI has asked not to be included in the proposal.
2. Would the Specialists take over the coordinated resource reporting? Nadia does not know at this time, but it could be discussed.

6. Other

- a. Technology
- b. Budget
- c. Area Updates / Announcements

7. Meeting adjourned at 12:30pm

NEXT MEETING:

The next meeting is scheduled for Wednesday, February 16th from 10:30 am to 12:30 pm via Zoom. Minutes recorded by James Konopitski.

DRAFT