



Student Services Council  
 Wednesday, Aug. 3, 2022  
 10:00 AM – 12:00 PM  
 Board Room OR

Zoom: <https://shastacollege-edu.zoom.us/j/94790660373?from=addon>

Phone: 1-669-900-6833 / Meeting ID: 947 9066 0373

Draft Minutes

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**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 Fall 2022:

- Submit approved Student Equity Plan (Sandra)
- Expand high school outreach and support services. (Shaunna)
- In cooperation with IT, implement the Multiple Measures Placement Service. (Tim)
- Implement CRM/early alert platform and associated student support workflow to include the Hub. (Sandra)
- Evaluate and adjust dual and concurrent enrollment workflows, as necessary. (Natalie)
- Implement and evaluate public facing program map workflow. (Shaunna / Natalie)
- Address programming concerns to fully implement Colleague student planning software. (Tim/Shaunna)
- Complete planning of a new Student Services “One Stop” building on the Redding campus. (Tim)
- Institutionalize “New Applicant Outreach”, “Degrees When Due” and “Front-end Transcript Evaluation” projects. (Natalie/Alexa)
- Implement “Teaching College” status through California Virtual College (CVC-OEI) (Natalie/Alexa)
- Implement new staff on-boarding Canvas shell (Sandra)

Committee Members (voting)					
	Robert Bowman	x	Sue Huizinga		Natalie Tucker
	Jerry Brown	x	Tim Johnston		
x	Nadia Elwood	x	Amber Perez		
	Sandra Hamilton-Slane	x	Carlos Reyes		
x	Nick Webb		Shaunna Rossman		
Committee Members (non-voting) & Guests					
x	Chelsea Kefalas	x	Ryan Loughrey	x	Crystal Mair
x	Alexa Zaharris	x	James Konopitski	x	Sandy Lucero

1. Approval of Minutes: Nadia Elwood motioned and Carlos Reyes seconded to approve the July 12, 2022 minutes. A quorum didn't exist at the time of the vote. The Minutes will be on next month's agenda for approval.
2. Information
  - a. Program Evaluation
    - i. Tim announced the following programs are scheduled to complete a program evaluation during the 2022-23 academic year: TRIO Talent Search; TRIO Upward Bound; Gateway to College; Health and Wellness
  - b. CBE Student Journey
    - i. Tim thanked Kate Mahar and Buffy Tanner for facilitating the "CBE Student Journey" discussion during the last meeting. Kate and Buffy prefer continuing an "off-line" conversation regarding modifications to the "student journey" map. Please provide edits by mid-October.
  - c. Student Services One Stop Renovation
    - i. Tim announced that the Board approved Architects. Interested Architects will offer presentations to the Project Team. Composition of the Project Team should be completed by the end of this month.
  - d. Student Housing Feasibility Study
    - i. As a result of a Chancellor's Office planning grant, Tim announced that Theresa Markword and Sherry Nicholas contracted with a third party to complete a Student Housing Feasibility study to recommend next steps.
  - e. Emergency Conditions Allowance
    - i. Tim announced that the College intended to apply for the Chancellor's Emergency Conditions Allowance which would hold FTES constant to pre-pandemic levels through 2022-23 to increase funding predictability.
3. Instructional Deans' Report

Carlos reported that Deans were working on finalizing Fall sections and that "in-person" class offerings were filling.
4. Action Agenda
  - a. Board Policies / Administrative Procedures – Second Reading
    - i. AP 5012 International Students (TOEFL; CSU, Chico American Language and Culture Institute)
    - ii. AP 3510 Workplace Violence Prevention (edit)
    - iii. AP 3900 Speech, Time, Place and Manner (name change and edit)
    - iv. BP 5040 Student Records, Directory Information and Privacy
    - v. AP 5040 Student Records, Directory Information and Privacy
    - vi. AP 5041 Student Records, Preferred Name and Gender
    - vii. AP 5400 Student Senate (name change and edit)
    - viii. BP 5400 Student Organizations (name change)
    - ix. AP 5420 Student Orgs Finance (name change and edit)
    - x. AP 5520 Student Discipline Procedures
    - xi. AP 5570 Solicitations (name change and edit)
    - xii. AP 5610 Voter Registration (name change)

Nadia motioned and Carlos seconded that the above be approved as edited with the following additional edits to AP 3510: “Dean of Extended Education” be changed to “Associate Dean of Extended Education” and the contact number to be “(530) 242-7750”. The motion was unanimously approved with no abstentions.

The consensus of the Council was to retain AP 5041 (minus any repetition with AP 5040) to affirm the district’s commitment to equity, access and inclusion.

- b. Board Policies / Administrative Procedures – First Reading
  - i. AP 4235 Credit for Prior Learning

James Konopitski presented the recommended edits to AP 4235 as written in track changes.

- 5. Discussion Agenda: Vision for Success / Student Equity / Guided Pathways
  - a. Review Fall 2022 Council Goals

After discussion, the Council reached consensus approval of the above Fall 2022 Council goals with one addition: “Address programming concerns to fully implement Colleague student planning software. (Tim/Shanna)”

- b. Annual Area Plan - Student Services Tableau Filters

After discussion, Council approved the Tableau filters. Chelsea (College Corps), Ryan (The Hub) and Sue (TRIO – exploring the definition of “first generation” and tracking high school Upward Bound/dual enrollment students) stated that they will meet with Seth separately to explore the possibility of collecting data for their respective programs.

- c. Telework Agreements

Tim presented draft “Telework Guidance” to create a common division frame for considering telework requests. After discussion, the Council had no additional edits and agreed to revisit prior to extension of agreements as we continue to evaluate this pilot.

- 6. Other

- a) Area Updates / Announcements

- 1) College Corps: Chelsea reported that applications have been closed since the student goal has been reached. The Council congratulated program staff for their tremendous work with student and community partner recruitment.
    - 2) Gateway to College: Nick reported that the program is growing up to 50 students; a new high. The Council congratulated Nick for navigating the move to a new building and significant staffing changes while maintaining program continuity.
    - 3) The Hub: Ryan reported that Student Senate plans to offer a Welcome Day on August 17. Ryan reported a good response to SOS table invitations and announced the implementation of a Basic Needs Resources Team site to share information and resources. Ryan agreed to explore the possibility of providing access to Counselors in addition to Student Services Specialists.
    - 4) Tehama Campus: Sandy reported that student tutors are available during the first week to welcome new students. There is new furniture in the Student Lounge.

Meeting adjourned at 11:25 am.

**Next Meeting:**

The next meeting is scheduled for Wednesday, September 7, 10:00 am - 12:00 pm.