

STUDENT SERVICES MANAGERS MEETING
Thursday, August 1, 2013
MINUTES

Present: Robin Darcangelo, Barbara Fountain, Jerry Kea, Shirley Lewis, Barbara Pavao
Call to Order: 2:05 p.m. Adjourned: 5:00 p.m.

1. Preview Day, August 7, Participation

- Counseling: Event coordinated by Amanda Green. 1200 students invited by email, in addition to SARS phone calls.
- Financial Aid: sponsoring Student Ambassador activity: free popcorn, backpack and bookmark giveaways
- Note: Managers also attending New Faculty/Staff Orientation

2. Flex Cal Required Day/Staff Participation, August 9

- B. Fountain – will ask Shemila to put message re: Limited Services on Marquees.
- R. Darcangelo – will post signs on entry doors.
- All Student Success & Support (SSSP) staff allowed to attend Flex Cal therefore, limited services will be available.

3. Start of Semester Extended Hours

- Financial Aid – open until 7 pm on Mondays and Tuesdays for 3 weeks.
- Counseling – regularly open until 6 pm.
- Admissions & Records – open until 6 pm.

4. 2013-14 Noncredit Student Success and Support Program Funds

- Participation Form to CCCCO due July 26 – turned in?
- Only \$180 in noncredit paid to SCC in 2012-13. Many community colleges have large noncredit programs. Need to research.

5. MIS Data Elements Released for the Student Success and Support Program
(formerly known as Matriculation).

- B. Fountain – Ellucion patch will be sent out August 2014. MIS reports, due 30 days after end of semester, are often late. Seweryn Makosa, IT, provides support for submitting report but needs more oversight. S. Lewis will discuss with new CIO Roger Clague.
- Managers will review CCCCO notice to determine how affects departments.

6. Accreditation: Report due October 15

- Discussion included an update on continued progress on ACCJC Recommendation 8: “Equitable Services at the Centers Plan” by J. Kea. Draft narrative for Oct. 15 report prepared by J. Kea and submitted to Annette D.
- Need to collect more evidence.
- Status of Service Area Outcomes (SAOs): Managers discussed the new Student Services Program Review as articulated by Peter Cammish. All agreed to holding a session devoted to collectively examining SLOs/SAOs and assessing

outcomes in the Database during 2nd week in September. Peter Cammish and Annette Dambrosio will be invited.

7. Proposal re: Student Services Staffing Reclassification

- B. Fountain provided rationale for reclass proposal.
- Initial feedback provided on draft job description. Need to discuss with affected staff and see if they are willing to assume new/additional responsibilities.
- Will work with HR Director to address bargaining agreement issues.

8. Student Services Council:

- Managers discussed the role of the Council and its current effectiveness. Managers agreed to scale back on Council meetings as an inefficient use of staff time. Managers discussed importance of keeping/disseminating meeting minutes. B. Fountain reported that Committee on Committees working on a web-based link to all college committee minutes.
- Also discussed the need to refocus the March 2014 Student Services Retreat on the mission and purpose of Student Services.
- Managers will represent their departments at the Managers meetings, ensuring that they bring their departmental voice into the decision making and will communicate important Managers' actions and information items back to their departments.
- **Manager Meetings:** Suggested managers meet weekly, Thursdays, 2-4 pm

Recorder: SL

PARKING LOT for Upcoming Meetings:

Flex Cal Participation
Non Credit Funding
Reclass Proposal