

Student Services Managers Meeting
Thursday, June 5, 2014
Minutes

Called to Order: 9:06am (room 432) **Adjourned:** 10:15am

Present: Jose Ballesteros, Shemila Johnson, Barbara Pavao, Jerry Kea, Shirley Lewis, Robin Darcangelo, Barbara Fountain

Absent: Maire Morinec

Guests: Chuck Spillner, Amy Utt

1. Student Ambassador Program Funding

Looking at guidelines for program funding.

- 3SP Money - It is very clearly defined as to how 3SP money can be spent
 - Coordinator/staff time
 - Office supplies, posting materials including outreach/orientation, staff training
 - Necessary computer HW/SW
 - Food at special events for assessment, orientation, ed. plans, follow-up
 - Counseling/advising
 - Research to evaluate effectiveness
- Ambassadors helping students find their way to assessment, application, registration, Financial Aid is not 3SP
- Last year \$14,000 was spend on Ambassador's time (using 3SP money)
 - Good use of 3SP money?
 - ASSC used to fund the Ambassadors
 - There is an Ambassador Trust Account with a couple thousand dollars
 - Ambassadors can help students find their way to assessment, registration, Financial Aid, etc.
 - Need one student at a time in 400, 1400 and both centers
 - This should not be 3SP money
 - Pros/Cons of continuing:
 - Not all are happy with effectiveness
 - Shemila wants to train Ambassadors during the summer

2. Flexcal – Highlight Student Services

Have a special meeting to determine a presentation

- ◆ Chuck Spillner, Barbara Pavao and Robin Darcangelo will take charge of this
- ◆ Safety Committee – approved workplace violence policy
- ◆ SARS early alert
- ◆ DSP Process
- ◆ Textbooks on reserve
- ◆ Basic Skills report
- ◆ 3SP

3. 3SP and Tracking Referrals

- ◆ SARS can feed into Banner for reports
- ◆ SARS can convert to spreadsheet
- ◆ Go to Faculty Tab for access to SARS

- ◆ Is SARS the best tracking we have? Barbara Fountain will check with other Banner school and report back.
- ◆ Guest students need a process to exempt them from procedures other students have to follow
- ◆ Survey Programs – Shemila will find out exactly what they cover

4. 3SP will meet again in fall (maybe summer)

- ◆ Jocelyn should be invited to get on board
- ◆ Meet on Wed 6/18/14 at 1:30
- ◆ Jerry has a document for student success he will share with the committee

5. International degree

- ◆ Fulfilling general ed areas:
 - Area A fulfilled at another college will fulfill Area A here
 - Math is concerned that other colleges don't meet the same standards and should be evaluated
 - This committee recommends that Math also be included

6. Veterans

- ◆ Amy wants a training for faculty/staff on veteran students so that they are comfortable with each other (creating an awareness)