

**Student Services Council
Meeting Minutes**

March 16, 2016

2:00 pm – 4:00 p.m. Student Services Center, I4-402

ATTENDEES	Ashanti Hands, Chair	Claudia Estrada	Larry Maxey
	Johanna Aleman	Pilar Ezeta	Augustin Rivera
	Igor Burgos Maron	Erika Higginbotham	Monica Romero
	Ailene Crakes	Leroy Johnson	Cheri Sawyer
	Nellie Dougherty	Suzanne Khambata	Susan Topham
	Genevieve Esguerra	Trina Larson (Rec Sec)	Karla Trutna

AGENDA ITEM I: Welcome and Success & Equity Sightings

REMARKS	<p>Students accepted into four-year schools are coming into offices. It's very exciting to see our students graduate and transfer. Equity has received 72 direct aid applications from students and has given funding to 67 of them. A student was able to use the TEC conference room for a tele-interview with a four-year school. He then sought interview skills assistance.</p>
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AGENDA ITEM II: Review of Notes

APPROVAL/ MODIFICATION	<p>Notes for February, 17, 2016 were approved with no changes.</p>
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AGENDA ITEM III: Old Business

UPDATES	<p>Safety Plan</p> <ul style="list-style-type: none"> • The group is getting together on March 22 to review the plan. • First Floor: Sklar; Second Floor: Suzanne; Third Floor: Des; Fourth Floor: Johanna/Trina. <p>Jumpstart</p> <ul style="list-style-type: none"> • This was a very successful event. The evaluations have been very strong. Kudos to all. We had 355 documented attendees; 204 were students.
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	<p>BOGW</p> <ul style="list-style-type: none"> • Counseling will be holding workshops, “Better Grades For Waivers” (BGFW). This will address success skills as a follow-up measure. Susan is working with Gilda to coordinate some of the workshop content. Counseling is taking the lead. We’ll soon have a new appeals process and form (Loss of Priority/BOGW). Former Foster Youth are exempt.
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AGENDA ITEM IV: New Business

UPDATES	<p>SSSP Data Updates</p> <ul style="list-style-type: none"> • 12,000 of our 20,000 students are fully matriculated. This is 2/3, up from 1/3 when we first started. <p>PeopleSoft</p> <p>What are some concerns and issues you are grappling with that haven’t been resolved?</p> <ul style="list-style-type: none"> • Ongoing payroll problems. • Financial Aid: When students apply for direct deposit; info is held on Reg-e; then SAM grabs info; and puts it into PeopleSoft. There was a programming issue with this, so that the direct deposits weren’t happening. So, students received checks instead of direct deposit. The consultant has pulled a query. They have now tested the three areas and it works in test mode as of this morning. • Student Health Services orders equipment constantly; Business Services has been very helpful. The PeopleSoft system, however, takes forever. We have to call and phone to learn order statuses. Sometimes orders are lost. • Everything requires follow-up. Nothing is ever “done.” It’s taking more of our time. Everything needs to be done twice. • Some vendors haven’t been paid for orders placed in October. • You have to go back into the system to see if things were denied. • Sometimes we can’t find things in the system – we input them, go back later, and they’re gone. • Travel authorizations require extensive follow-up; things are mixed up; prepays are problematic. “It just got stuck in the system.” “It’s a computer, not a human error.” There’s no way to follow-up until you have a problem. • If the hotel is not in the system, the have to be established as a vendor with a W-9. Someone in the hotel has to sign the W-9; we need the vendor intake form. This is asking too much. • The District designed the portals, but we’re the end users. We have to norm to the District, rather than the District norming to the Campuses. Campuses should be reporting back to PeopleSoft directly.
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	<ul style="list-style-type: none"> • It's not intuitive. • There are some issues with budget numbers for payroll. • We need a manual and a cheat sheet. <p>Training sessions can be scheduled if this would help.</p>
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AGENDA ITEM V: Student Services Updates

UPDATES	<p>Student Services</p> <ul style="list-style-type: none"> • Assessment 101: We have exciting ideas for how these workshops can be tailored for student services. We'll be doing some work over the summer. If interested, let Ashanti know. • We've hired a CTA, Daniel Stromwall. He starts on Monday. He will begin with a list of priorities and will visit areas. • Title IX coordination will be moved to the District. Campus VPs will be deputies, but the District should be the first line of contact. <p>Student Affairs</p> <ul style="list-style-type: none"> • Student Affairs: We're currently working on the Art of Inclusive Dialogue training with students. It has been successful. More sessions will be offered. We're also working on a voter registration campaign. • Testing/Assessment: A third contract staff member has come on board. Testing will have extended hours to 7:00 after spring break. • SHS: The Comfort Cart will be circulating next week with well-trained psychotherapists and peer support. We'll have a culture tent related to students from Somalia. Invite us to your classrooms and meetings to support suicidal students. • ASG: May 2-6 will be the election period for ASG. We're reviewing scholarship applications. • Financial Aid: Cash In for Community College is being planned. • Outreach: We've started our pre-assessment workshops at high schools. Skyler joined from Financial Aid. We're planning our parent nights. The first will be held on April 7th. <p>Student Development</p> <ul style="list-style-type: none"> • Admissions: We're working on refilling a new position. It's great to have new blood. Today is Cathy Sullivan's last day. • Veterans & Records: Pancake Social March 21; we're raising money for Veteran's Emergency Fund. It will be held front of the VRC, 8-11. • Transfer: We have bus trips coming up to four year universities. • Career: We have 51 employers for the Job Fair. The position for the new front office person will be up tomorrow. We're collecting clothing for our professional clothing project. We need blazers, ties,
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	<p>and men's clothing in particular.</p> <p>Student Success & Equity</p> <ul style="list-style-type: none"> • SSE Office: Our mini-grant process is ongoing. Yesterday, was the deadline for applications. We'll be reviewing these on Friday. • HSI: Summer CRUISE planning is ongoing. Will be held August 1-4. • DSPS: We have over 1400 students. We're gearing up for Title V implementation changes. We'll be hosting a grad celebration on May 10. We will be showcasing a DSPS student's film in late May. • EOPS: We have over 600 students and need 100 more. The Achievement Ceremony will be held in May.
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AGENDA ITEM VII: Special Presentation

<p>UPDATES</p>	<p>Student Satisfaction Survey Results</p> <ul style="list-style-type: none"> • Bri presented results from the Student Satisfaction Survey
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