

**Student Services Council  
Meeting Minutes  
September 21, 2016**

<b>ATTENDEES</b>	Ashanti Hands, Chair	Leroy Johnson	Cheri Sawyer
	Johanna Aleman	Suzanne Khambata	Nathan Talo (for L. Dang)
	Danene Brown	Marichu Magana	Susan Topham
	Ailene Crakes	Mark Manasse	<b>GUESTS</b>
	Genevieve Esguerra	Larry Maxey	Madeleine Hinkes
	Claudia Estrada	Victoria Kerba Miller	Johanna Erickson
	Pilar Ezeta	Barbara Plandor	Charlie Lieu
	Ava Fakhrabadi	Agustin Rivera	
	Erika Higginbotham	Monica Romero	

**AGENDA ITEM I: Welcome**

<b>REMARKS</b>	<p>Success Sightings</p> <ul style="list-style-type: none"> <li>• Lots of collaborative efforts on campus (Maxey)</li> <li>• Helping promise students keep units informing them about late start classes. (Esguerra)</li> <li>• ASG is highly involved and committed, using the focus “Not Commuter, but Community” (Miller)</li> <li>• Orientations held for AB540 and Foster Youth, AB 540 created a new name “Borderless Scholars” to go in line with F.A.S.T. Scholars for Foster Youth. Worked on connecting via the “why,” encouraged involvement (Burrell)</li> </ul>
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**AGENDA ITEM II: Review of Notes**

<b>APPROVAL/ MODIFICATION</b>	Notes for May 18, 2016 – Approved
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**AGENDA ITEM III: Old Business**

<b>UPDATES</b>	<ul style="list-style-type: none"> <li>• Monthly Updates (Hands) Yes we are bringing them back Link was sent out 9/20 Not all the aspects of report are mandatory on a monthly basis, but have things to share Office of the VPSS will collect and synthesize information.</li> </ul>
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	<p>A copy your report should be emailed to you</p> <ul style="list-style-type: none"> <li>• Mission, Vision and Values We worked on this at our summer retreat and a group was assigned to make the collected info cohesive. The group has been working on this and will continue to this year so that we have a clear start for 17-18 Call for volunteers</li> <li>• Student Engagement Center Everyone is invited to an open forum on Oct. 6, 2016; 3-4 to provide input for the Center As part of HSI grant we need to keep requirements in mind Remodel is underway Currently the following activities are going on in there: Counseling Workshops, Face to Face Orientations, BOGW workshops, Peer Navigator and Summer Cruise activities.</li> </ul>
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**AGENDA ITEM IV: New Business**

<p><b>UPDATES</b></p>	<ul style="list-style-type: none"> <li>• M&amp;M (Aleman) The SSLT has created a team to build motivation and motivate the student services team. We held our first event the “Fun Dip Party” which was fun. Our first winner was Danielle Short who won “Olly the Olympian” an M&amp;M dispenser. Our next event will be a Chili Cook-off and costume contest on October 31<sup>st</sup>. We would like to encourage managers and supervisors to support participation.</li> <li>• Food Pantry/Professional Clothing Closet (Estrada/Aleman) Our goal is to feed hungry students and provide professional clothing for students to wear to interviews. Will be located in room I4-204 Multipurpose room We are in the process of applying for mini-grants from ASG and the Foundation. We will be running different donation collection activities.</li> </ul>
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**AGENDA ITEM V: Student Services Updates**

<p><b>UPDATES</b></p>	<ul style="list-style-type: none"> <li>• <b>Student Services(Hands)</b> <u>Head count analysis</u> Increase in concurrent high school enrollment Increase in online/decrease in on campus students – not necessarily exclusive</li> </ul>
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Increase in students taking 3-5.9 units  
43 more sections at Mesa; 216 more section in the district  
FTES ↑ 1098 students

Promise Program

We are learning as we go  
90 of the district's 200 promise students are here at Mesa  
We are learning as we go

Emergency Communication Update

Please update your contact information via PeopleSoft  
District will be conducting text/email tests

Campus Portal

Roll out in steps, Fall 2017 Admissions, Financial Aid and Accounting  
go live

Series of "just – in – time" training will be provided

Training website should go live in October

We will be running parallel with ISIS for a time

There will be a student portal housing info for students

Financial Aid is really excited for the new system

District may be calling for more employees to help with testing the  
system

- **Student Affairs (Miller)**

Great welcome back ≈ 400 students on the main quad

Will begin evaluating for next semester/year

ASG (Fakhrabadi)

Has a full council

16/17 kick off, Leadership Retreat 10/8 – 10/9, Focus on cultural  
competency and creating inclusiveness

Homecoming events; 10/10 – "Creating Spirit" office decorating

contest, 10/13 Pep Rally on the Quad, 10/15 ASG Tailgate

Party/Carnival 4 – 6 and Homecoming game @ 6

Working on outreach on the campus

Scholarships (Miller)

Please advertise

Jack Kent Cook -\$40,000, for 4yr and beyond. There are mentors to  
help with the application process

All USA Scholarship available, mentors to help with this application as  
well

Accounting (Talo)

No update

Tutoring (Manasse)

Now located in the LRC on the 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> floors

Piloting and Athlete Study Hall with Math and English tutors

Piloting Online Tutoring – English (M – Th, 8 – 9 and F/Sat 9 – 2

Streamlining of ED 100 has increased the # of tutors

Working with Institutional Research on 4 yr process for eval

75% tutoring math, English and science

Not enough funding, space or tutors  
Tutor leadership group meets 2x a month  
Professional learning for tutors 2x a month; How to Become a Better Tutor, Becoming an Integral Part of Campus.  
Tutors currently @ Tutor Expo, want to focus on tutors as educational professionals.

Financial Aid (Ezeta)

15-16 FA gave out 19 million in PELL grant funds. Processed 5300 FAFSA applications

16-17 So far we have processed 2400 FAFSA's with the Techs having reviewed 1300 files

17-18 FAFSA will be available in October, there will be FAFSA workshops, deadline is still March

Financial Aid Fair will be 9/27/2016

In regards to ITT schools – DOE has a lot of info on their website as well as a Blog and webinars to assist students

Student Health Services (Khambata)

Sending out a counselor once a week for the Be Calm Tent

Sending out campus email once a week

Running on going events; LGBTQ group, Addiction Recovery group, Sports Recovery Group, & Black Student Forum (w/lunch)

Health Fair – the rock wall will be coming back

Peace with Police Event 10/18

Flu shots at Financial Aid Fair 9/27

Assessment and Outreach (Esquerra)

Testing looking at process and condensing paper information down to one page, condense Rack Card

Outreach has a full staff of Student Ambassadors (8)

Ambassadors provide 13 hours Service to local high schools

We have picked up High Tech High and are looking to expand services Including the Ambassadors to work on the mission, outcomes, values and goals.

- **Student Development (Topham)**

Counseling (Crakes/Plandor)

Kudos to Counseling for the “Meet Your Counselor” – videos of the counselors, helps to humanize them for students

We are working on: Online orientation video, new faculty mentoring program, Program Review, implementing an online chat system and other alternative ways to implement online appointment services through Zoom.

Imbedded Counseling – Going to LRC, English classes, math classes and Basic Skills

Techs doing workshops, Intro to Counseling Services, Visiting classes in September to explore abbreviated Ed. plans, focusing on capturing students outside of the office

Career, Transfer & Evaluations (Estrada)

Open House was successful, a lot of foot traffic students on their own and full classes attended.

Working with faculty 20 presentations done in classes.

Transfer Field Trips – all are Free - UC Santa Barbara took 20 students. Canceled 9/23 field trip for lack of students. More trips planned, all info updated on the website. There is also a virtual assistant/Bot. Changed format for signing up, online RSVP with short fillable form.

Application Season starts next month. Two webinars being provided for UC (11/1 @ 10am) and CSU (10/5 @ 10am) application process. These will be recorded and captioned. 10/4 is Transfer Day and 11/15 a transfer evening event. We will have 50 college reps on campus. Career center is working on new technology. Previous job board crashed, it is complete gone. New job board coming soon and there will be training. It will be usable by Alumni/Students/Job Creators(Employers)

10/20 Job Fair

Evaluations is really busy.

#### Admissions

Records is catching up

Admissions is settling down

Still have active hiring committee

#### Veterans

We now have classified staff in the VRC – Jim

VRC hours are M – Th, 9-6 and Friday 9-3

Veterans Day Celebration 11/8-11/10 we will have BBQ, air-suit wrestling and are hoping to bring back the Vet Panel Discussion

#### • **Student Success & Equity (Maxey/Aleman)**

##### STAR/TRiO (Maqana)

We are up for enrollment, currently at 59% with 132 of 225

Busy processing applications

Hiring a new adjunct

Marichu is providing orientations

##### EOPS (Maxey)

2<sup>nd</sup> interview for EOPS Director at the end of the month

Finishing up the End of Year Report

##### DSPS (Higginbotham)

SARK report – accountability to the state

Adjusting Title 5 Changes

Changes to the SDSU App allowing special consideration for DSPS

2 New SSA's Jamie & Elizabeth

1 New full time counselor

Finishing up hiring a coordinator

Gail Conrad – DSPS Director at District is retiring

HSI/Title V (Romero)

Working on increasing our Classroom Tutoring

	<p>Summer Cruise had 350 participants          Currently there are 18 Peer Navigators who are now working out of the 2<sup>nd</sup> floor Student Engagement Center  <u>Student Equity (Maxey/Aleman)</u>          SSE Directors training coming up 9/26-9/28          SSE Committee is focusing this year on: Creating a sense of Community and Creating Clear Pathways          Direct Student Support Data for FALL 2016: We received 71 applications/referrals, 57 of these students received some financial assistance from us, We gave out \$4025 in book vouchers, We gave out \$750 in food vouchers, We gave out \$225 in print cards, We have purchased one one-month bus pass, The largest total amount given to one student was \$275.00 plus a backpack and food, Total Financial Assistance to date for Fall 2016 \$5057, We gave out backpacks/Supplies to 18 students, 11 students received only backpack/supplies from us, 100% (66) of students assessed for assistance have completed orientation and assessment, 54% (38) of students assisted have education plans on file  <u>Umoja/ Mesa Academy (Maxey)</u>          On October 21, We will be hosting a Black Student Leadership Conference here at Mesa.</p>
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**AGENDA ITEM VI: Institutional Effectiveness Updates**

<p><b>UPDATES</b></p>	<ul style="list-style-type: none"> <li>• Accreditation (Brown)              2B draft reviewed by 9/20              2C Draft for Student Services complete review by 10/4/16              Feedback would be appreciated, final draft is due mid-November but would like to be done by the beginning of Nov. You can email, print or otherwise submit changes.              Ashanti created an outline to help guide us, she will send that with current doc.              Need input on where to add, pare down or with finding and attaching evidence.  <b>*PLEASE HELP*</b></li> <li>• PIE              Planning calendar for whole campus              Institutional Governance and Planning Guide</li> <li>• COA              Finalizing IO and Handbook</li> <li>• BRAC</li> <li>• Program Review (Hinkes)</li> </ul>
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