

Student Services Leadership Council

January 22, 2014

10:00 am

PCR

Notes

Roll: Michael White, Adelfa Lorenzano, Chris Cortes, Chris Spomer, Dan Kilbert, Diana Tapia-Wright, Frank Mascola, Letty Alvarez, Lisa McAndrews, Nate Saari, Pat Jackson, Sandra Fuentes, Susan Amador, Mario Gonzales, Javier Renteria, Michelle Stricker, Janine Nkosi

Guests: Samara Trimble, Linda Nies, Jim Chin, George Sanchez

Notes: Diana Rodriguez

Review of Notes

1. 01.09.14 Meeting Notes – Any corrections/additions, please let Diana Rodriguez know.

Discussion Items

1. SARs Text Update/Campaign..... C. Spomer
 - Need to set up meeting with Gary S., Michael W., and Chris S. to review technical ITS.
 - For the texting portion, will cost an additional \$1,000 for the ISMS server.
 - SSLC agreed to move forward with this additional cost.
 - Campaign
 - How do we campaign?
 - Need to map field to right phone numbers.
2. SARs email workflow/fillable form..... M. Gonzales
 - Mario will work with Gary Sakaguchi regarding e-mail to those who are listed on the workflow chart. Will add Chris S. and Diana R. to all requests.
 - Use old form in the meantime.
 - Training
 - Due to the complexity of training, Chris S. can only train up to two people at a time.
 - Only two people can access the server at the same time.
3. **Extreme SEP (refer to handout)**
 - **Applicants vs. Cross-enrolled**
 - Applicants = are enrolled in classes
 - Cross-enrolled = taking at least one class at Reedley College and at another campus within the District.
 - **Breakdown by units**
 - There are 1900 students who are enrolled on at least two campuses (RC, OC or MC)
 - 20-25% are cross-enrolled students. Unclear on how many units students are taking at Reedley College.
 - The FCC students are taking at least one class at RC
 - **Have coding issues in Datatel – needs to be cleaned up.**
 - **Strategic Action Plan**
 - Beginning next week, have committed two weeks for SEP's. Schedule is as follows:
 - Saturday, February 1, 2014 from 9:00 to 3:00 pm
 - Monday – Thursday from 4:00 to 7:00 pm

- Counselors will be placed in high capacity areas: STC Express Counseling, Tutorial, FEM Library and Writing Center
- Campaign
 - E-mail will go out to our students locally.
 - Will use posters, RC website, posting in bathrooms, Lucy R. is working on a text.
 - Michelle S. has developed Enrollment Priorities Q&A's
 - Will forward to SSLC once finalized.
- Have identified students who did not have a SEP.
 - Information was shared at Division Meetings on opening day.
 - Jan D. will e-mail faculty regarding SEP's.
- Working on a commercial.
 - Will be a contest with prizes.

4. Title V/SSS Grants S. Fuentes

- RC will take lead on Title V grant, with West Hills Lemoore as a partner.
 - Intradistrict
 - FCC will take lead with other campuses as partners.
 - Timeline (refer to handout)
 - Overriding Themes
 - Distance Learning
 - Student Success
 - Basic Skills
- SSS Grants
 - Meeting scheduled for Friday, January 24, 2014.

5. Active Shooter Training S. Fuentes

- Updated schedule has been distributed.
- RMCHS has been added to Group 5.
- Any concerns regarding safety and/or security, refer to Donna Berry, Sandra Fuentes or Lisa McAndrews – will take concerns to College Council.

6. Online Orientation Editing Taskforce M. Stricker

- Michelle S. is looking for volunteers to be on taskforce.
 - Need to have Madera/Oakhurst representation.
- Currently, orientation is too long (90 minutes) due to the amount of information.
 - Will meet sometime next month.
- Needs to be completed by July 1, 2014.

Information Items

1. Financial Aid Quick Stop C. Cortes
 - Was presented to Facilities Committee on January 16, 2014.
 - Donna B. will forward to College Council.
2. Dr. Caldwell's Division Socials M. White
 - Social is on Friday, January 24, 2014 from 4:00 to 6:00 pm.
3. Counseling/Advising Center Task Force C. Spomer

- Meeting will be rescheduled.
4. Title 5 Regulations on Tutorial Center (update)..... J. Nkosi
 - Still waiting to hear from legal counsel.
 5. MIS Fall 2013
 - Corrections/additions need to be done by February 3, 2014.
 6. Press Release BOG Fee Waiver Regs M. White
 - BOG component for the new regs are going in effect for student success kick in 2014 Fall.
 7. Distance Learning Tutoring J. Nkosi
 - Online sessions will begin next week.
 8. HR Staffing Plan M. White
 - Michael will insert his comments.
 9. Managing Performance Through Evaluation (2/7/14) M. White
 - SSLC is encouraged to attend.

Around the Table

1. Michelle Stricker, Outreach and Matriculation
 - RTG
 - Counselor Training on new type codes
 - Training RTG at DO North
2. Mario Gonzales, EOPS
 - Recruiting EOPS students
3. Pat Jackson, Health Services
 - Slight delay on receiving TB due to national shortage.
4. George Sanchez, A&R
 - Degrees/certificates went out
5. Adelfa Lorenzano RMCHS
 - Recruiting for students for Fall 2014.
6. Janine Nkosi, Tutorial
 - Servicing walk-in students.
 - Tripled BTC from 5 subjects to 15.
7. Sandra Fuentes, SSS
 - Recruiting SSS students.
 - Statewide Awareness Campaign scheduled for January 24, 2014
8. Susan Amador, Title V
 - February 1, 2014 is the Padres Como Companeros Annual Conference
9. Lisa McAndrews, Residence Hall
 - There are still a few beds open at the residence hall.
 - Relay for Life is March 29th. Residence Hall will have a team this year.
10. Diana Tapia-Wright, Residence Hall
 - Upward Bound have teamed up with STEM on April 26. Astronaut, Jose Hernandez, who is a former Upward Bound Student will speak.

11. Chris Cortes

- 2014/2015 FAFSA – doing workshops through March 2, 2014.